

Filing Receipt

Received - 2023-03-14 02:52:09 PM Control Number - 53385 ItemNumber - 1074



SAN MIGUEL ELECTRIC COOPERATIVE, INC.

March 13, 2023

Public Utility Commission of Texas 1701 N. Congress Avenue P.O. Box 13326 Austin, TX 78711-3326

Re: Project No. 53385, Project to Submit Emergency Operations Plans and Related Documents Under 16 $TAC \ \S \ 25.53$

To Whom It May Concern:

In accordance with 16 Tex. Admin. Code § 25.53, San Miguel Electric Cooperative, Inc. ("SMEC") hereby submits its Emergency Operations Plan ("EOP") and Executive Summary of the EOP. The Executive Summary includes a description of the contents and policies in the EOP, a record of distribution of the EOP, a list of primary and back up emergency contacts, and an affidavit from SMEC's highest ranking officer. SMEC will make an unredacted copy of this EOP and Executive Summary available to Commission Staff upon request.

Respectfully submitted,

Matthew C. Courter General Manager/CEO

San Miguel Electric Cooperative, Inc.

DESCRIPTION OF CONTENTS AND POLICIES CONTAINED IN THE EMERGENCY OPERATIONS PLAN (EOP)

San Miguel Electric Cooperative's EOP consists of multiple policies and procedures to address specific emergency operations. Documents making up the EOP for SMEC include but are not limited to the following: Communications Plan; Plan for Emergency Supplies; Plan for Emergency Staffing; Weather Related Hazards Plan; Summer and Winter Preparations Plans and checklists; Generation and Voltage Control Plan; Pandemic Plan; Wildfire Response Plan; Physical Security Incident Response Plan; Water Shortage Plan; Restoration of Service Plan. For purposes of submitting the EOP in accordance with requirements of PUCT §25.53, these documents have been combined into a single pdf file. The following tables contain references to specific sections and page numbers of the combined document that correspond with the requirements of PUCT §25.53 and PUCT §25.55.

§25.53 reference	Associated SMEC Policy/Procedure reference	Combined Document Page number(s)
(c)(1)(A)	EOP Executive Summary	1-8
(c)(1)(B-F)	These items are fulfilled by submittal or not applicable to SMEC	N/A
(c)(1)(G)	SMEC EOP – section 1.1 Introduction and Applicability	10
(c)(2)	N/A - SMEC not a PCG or REP	N/A
(c)(3)(A)	EOP Executive Summary	1-8
(c)(3)(B)	EOP Executive Summary	1-8
(c)(3)(C-F)	These items are fulfilled by submittal or not applicable to SMEC	N/A
(c)(4)(A) EOP Executive Summary - EOP Record of Distribution		7
(c)(4)(B)	EOP Executive Summary – SMEC Emergency Contacts	7
	SMEC EOP – section 2.0 SMEC Emergency Contacts	13
(c)(4)(C)	EOP Executive Summary – Affidavit by Highest Ranking Official	8
(c)(5)	ERCOT Requirement – Not applicable to SMEC	N/A
(d)(1)(A)	SMEC EOP – section 1.1 Introduction and Applicability	10
(d)(1)(B)	SMEC EOP – section 1.4 Plan Oversight, Maintenance and Modification	11
(d)(1)(C)	SMEC EOP – section 1.5 Revision Control Summary	11-12
(d)(1)(D)	SMEC EOP – section 1.5 Revision Control Summary	12
(d)(1)(E)	SMEC EOP – section 1.5 Revision Control Summary	12

Title: SMEC EOP Executive Summary

§25.53 reference	Associated SMEC Policy/Procedure reference	Combined Document Page number(s)
(d)(2)(A) (d)(2)(B)	SMEC Communication Plan – section 3.0 Communications Plan	15-16
(d)(2)(C-D)	REP and ERCOT Requirements – Not applicable to SMEC	N/A
(d)(3)	SMEC Plan for Emergency Supplies	19-20
	Winter Freeze Protection Plan, section 2.4.7	28
	Flu/Pandemic/Business Continuity Plan, section 5.1, 5.2, 5.6.2	68-71
	Weather Related Hazards Plan, section 5.0	75-76
(d)(4)	Plan for Emergency Staffing	21-22
	Winter Freeze Protection Plan, section 2.4.7.1	28
	Flu/Pandemic/Business Continuity Plan, section 5.6	70-71
	Weather Related Hazards Plan, section 5.0 (i)	75
(d)(5)	Weather Related Hazards Plan	73-76
(e)(1)(A)(i)	Winter Freeze Protection Plan, section 2.4.7	28
	Summer Weather Preparedness Plan, section 2.4-2.6	57-58
(e)(1)(A)(ii)	Extreme Weather Planning Checklists	46, 65
(e)(1)(B)	e)(1)(B) Load Shed Annex N/A- SMEC is single generating unit with a single wholesale customer.	
(e)(1)(C)	SMEC Flu/Pandemic/Business Continuity Plan section 5.0 Pandemic Preparedness Plan	66-72
(e)(1)(D)	SMEC Wildfire Response Plan	79-81
(e)(1)(E)	N/A - Not in hurricane evacuation zone	N/A
(e)(1)(F)	SMEC Cyber Security Plan	89-96
(e)(1)(G)	SMEC Physical Security Incident Response	97-103
(e)(1)(H)	N/A - No applicable facilities	N/A
(e)(2)(A)(i)	Winter Freeze Protection Plan, section 2.4.7	28
	Summer Weather Preparedness Plan, section 2.4-2.6	57-58
(e)(2)(A)(ii)	Not Applicable - No alternative fuel capability	N/A
(e)(2)(A)(iii)	Extreme Weather Planning Checklists	46, 65
(e)(2)(B)	SMEC Water Shortage Plan	77-78
(e)(2)(C)	SMEC Restoration of Service Plan	82-88

Title: SMEC EOP Executive Summary Reference: PUCT 25.53

Page 2 of 8

§25.53 reference	Associated SMEC Policy/Procedure reference	Combined Document Page number(s)
(e)(2)(D)	SMEC Flu/Pandemic/Business Continuity Plan section	66-72
(e)(2)(E)	N/A - Not in hurricane evacuation zone	N/A
(e)(2)(F)	SMEC Cyber Security Plan	89-96
(e)(2)(G)	SMEC Physical Security Incident Response Plan	97-103
(e)(3), (e)(4)	Requirements for a REP or ERCOT not applicable to SMEC	N/A

The following table contains references and links to specific sections and page numbers of the combined document that correspond with the applicable requirements of PUCT §25.55 Weather Emergency Preparations.

§25.55 reference	Associated SMEC Policy/Procedure reference	Combined Document Page number(s)
(c)(1)	SMEC Winter Freeze Protection Plan and associated checklists	23-52
(c)(1)(A)(i)	SMEC Winter Freeze Protection Plan, section 2.4.5 Implement below 40 Degrees F Checklist	27, 39
(c)(1)(A)(ii)	SMEC Winter Freeze Protection Plan, section 2.3.1.2 Instrumentation Freeze Protection Procedures	27
(c)(1)(A)(iii)	SMEC Winter Freeze Protection Plan, section 2.5.1 Insulation Freeze Protection Procedures	29
(c)(1)(A)(iv)	SMEC Winter Freeze Protection Plan, section 2.1.2.2	25
(c)(1)(A)(v)	SMEC Winter Freeze Protection Plan, section 2.3.1.3 Instrumentation Freeze Protection Procedures	27
(c)(1)(A)(vi)	SMEC Winter Freeze Protection Plan, section 2.2.3 Electrical Freeze Protection Procedures, Electrical Summer Checklist. Note: SMEC fuel delivery systems do not require freeze protection.	26
(c)(1)(A)(vii)	SMEC Winter Freeze Protection Plan, section 2.4.6 and 2.4.7.1	28
	Freezing (<32) Weatherization Checklist	40-44
(c)(1)(B)	SMEC Winter Freeze Protection Plan, sections 2.1.3 and 2.4.7	26, 28
	Freezing (<32) Weatherization Checklist	40-44
	Extreme Cold Weather Planning Checklist	46

Title: SMEC EOP Executive Summary

§25.55 reference	Associated SMEC Policy/Procedure reference	Combined Document Page number(s)
(c)(1)(C)	SMEC Winter Freeze Protection Plan, sections 2.1.2.3	25
(c)(1)(D)	SMEC Winter Freeze Protection Plan, section 4.0 Training	30
(c)(1)(E)	SMEC Winter Freeze Protection Plan, section 2.1.2.1	25
	Seasonal Readiness Critical Components List	52
(c)(2)(A)	Summer Weather Preparedness Plan, section 2.1. Preparations,	55
	section 8.1.2.3 Procedure Updates	60
(c)(2)(A)(i)	Summer Weather Preparedness Plan, section 2.1.2.2	55
	Note: No regulatory or legal limitations apply to SMEC facilities.	
(c)(2)(A)(ii)	Summer Weather Preparedness Plan, section 2.1.2.3	55
(c)(2)(A)(iii)	Summer Weather Preparedness Plan, section 2.1.2.4	55
(c)(2)(A)(iv)	Summer Weather Preparedness Plan, section 2.1.2.5	55-56
(c)(2)(A)(v)	Summer Weather Preparedness Plan, section 2.1.2.6,	56
	Electrical Monthly Checklists	62
(c)(2)(A)(vi)	Summer Weather Preparedness Plan, section 2.1.2.7, Operations Monthly Checklists	56 61
(c)(2)(B)	Summer Weather Preparedness Plan, section 2.1.3, 2.5 and 2.6	56-58
	Plant Extreme Hot Weather Checklist and	63
	Extreme Hot Weather Planning Checklist	65
(c)(2)(C)	Summer Weather Preparedness Plan, section 2.1.2.8 and 2.6	56, 58
	Extreme Hot Weather Planning Checklist	65
(c)(2)(D)	Summer Weather Preparedness Plan, section 5.0 Training	59
(c)(2)(E)	1	
	Seasonal Readiness Critical Components List	
(c)(3)(A)	SMEC Winter Freeze Protection Plan, section 3.2.2 Reporting	30
(c)(3)(B)	Summer Weather Preparedness Plan, section 4.1.2 Reporting 59	
(c)(3)(C)	Summer Weather Preparedness Plan, section 4.1.2 Reporting	59
	SMEC Winter Freeze Protection Plan, section 3.2.2 Reporting	30

Title: SMEC EOP Executive Summary

§25.55 reference	Associated SMEC Policy/Procedure reference	Combined Document Page number(s)
(c)(4), (c)(5),	ERCOT requirements – Not applicable o SMEC	N/A
(c)(6), (d), (e)	Note: (e) applicable only if notified by ERCOT	
(f)(1),	SMEC Winter Freeze Protection Plan, section 1.0 Purpose, 2.2.4 Electrical Freeze Protection Procedures, and 7.1.3.3 updates	24, 26-27
(f)(1)(A)	*	31
(f)(1)(A)(i)	SMEC Winter Freeze Protection Plan, section 2.2.4 Electrical Freeze Protection Procedures	26
(f)(1)(A)(ii)	SMEC Winter Freeze Protection Plan, section 2.2.4.1 Electrical Freeze Protection Procedures	26
(f)(1)(A)(iii)	SMEC Winter Freeze Protection Plan, section 2.2.4.2 Electrical Freeze Protection Procedures	26-27
(f)(1)(B)	SMEC Winter Freeze Protection Plan, section 2.1.3 and 2.4.7	26, 28
	Extreme Weather Actions, Below 32 Degrees F checklist, Extreme Winter Storm Planning Checklist, Extreme Weather	40-44
	Switchyard Checklist, Freeze-proofing Panel Inspection Checklist.	
(f)(1)(C)	Plan for Emergency Staffing	21-22
	SMEC Winter Freeze Protection Plan, section 2.1.2.3 and 2.4.7.3	25, 28
	Extreme Weather Actions, Extreme Winter Storm Planning Checklist	46
(f)(1)(D)	SMEC Winter Freeze Protection Plan, section 4.0 Training	30
(f)(1)(E)	SMEC Winter Freeze Protection Plan, section 2.1.2.1,	25
	Critical Components List	52
(f)(2)	Summer Weather Preparedness Plan, section 1.0 Purpose, section	54, 55
(f)(2)(A)	2.1 Hot Weather Preparations, section 8.1.2.3 Procedure Updates	60
(f)(2)(A)(i)	Summer Weather Preparedness Plan, section 2.2.8	57
	Operations Monthly checklists May-Sept.	
(f)(2)(A)(ii)	Summer Weather Preparedness Plan, section 2.2.9	57
	Operations Monthly checklists May-Sept.	61
(f)(2)(A)(iii)	Summer Weather Preparedness Plan, section.2.2.10	57
	Operations Monthly checklists May-Sept.	61

Title: SMEC EOP Executive Summary

§25.55 reference	Associated SMEC Policy/Procedure reference	Combined Document Page number(s)
(f)(2)(A)(iv)	Summer Weather Preparedness Plan, section 2.1.2.5, Hot weather preparations	56
(f)(2)(A)(v)	Summer Weather Preparedness Plan, section 2.1.2.5, Hot weather preparations	56
(f)(2)(B)	Summer Weather Preparedness Plan, section 2.1.3, 2.4-2.6 Hot Weather preparations, 8.1.2.3 updates, Extreme Weather Switchyard Checklist, Extreme Weather Planning Checklist	
(f)(2)(C)	Summer Weather Preparedness Plan, section 2.1.2.8 Hot weather preparations	56
(f)(2)(D)	Summer Weather Preparedness Plan, section 5.0 Training	59
(f)(2)(E)	Summer Weather Preparedness Plan, section 2.1.2.1	55
	Critical Components List	52
(f)(3)(A)	SMEC Winter Freeze Protection Plan, section 3.2.2 Reporting	30
(f)(3)(B)	Summer Weather Preparedness Plan, section 4.1.2 Reporting	59
(f)((4), (g), (h), (i)	ERCOT Requirements Note: (h) applicable only if notified by ERCOT	N/A

Title: SMEC EOP Executive
Summary

SMEC EMERGENCY CONTACTS

Emergency	Name - Title	Email	Primary
Contact			Contact
Primary	Craig Courter – General Manager/CEO	ccourter@smeci.net	830-560-0300
Secondary	Derek Burns – Operations Manager	dburns@smeci.net	830-480-7144

SMEC EMEGENCY OPERATIONS PLAN RECORD OF DISTRIBUTION

SMEC maintains a master copy of this listing with ongoing updates.

Title	Name	Date of Distribution
General Manager/CEO	Craig Courter	3/14/2023
Chief Financial Officer	Derrick Brummett	3/14/2023
Fuels Manager	Dave Burris	3/14/2023
Engineering / Maintenance Manager	Eric Halfmann	3/14/2023
Operations Manager	Derek Burns	3/14/2023
Operations Control Room	Shift Supervisors:	3/14/2023
	(Mike Castellano; Robert	
	Gallegos; James Morales; Jesse	
	Regalado)	
Safety & Environmental Manager	Casey Bird	3/14/2023
Safety Supervisor	Benny Garza	3/14/2023
Information Systems Manager	Danny Onofre	3/14/2023
Network Specialist	Omar Luby	3/14/2023
Reliability Compliance Coordinator	Lana Smith	3/14/2023

Title: SMEC EOP Executive Summary

AFFIDAVIT BY HIGHEST RANKING REPRESENTATIVE

I attest that I am the highest-ranking representative, official, or officer with binding authority over San Miguel Electric Cooperative, Inc (SMEC).

I affirm that all applicable activities described in 16 Tex. Admin. Code§ 25.53(d) (4) have been completed to include the following:

- (A) Relevant operating personnel are familiar with and have received training on the applicable contents and execution of the EOP, and such personnel are instructed to follow the applicable portions of the EOP except to the extent deviations are appropriate as a result of specific circumstances during the course of an emergency:
- (B) the EOP has been reviewed and approved by the appropriate executives;
- (C) drills for this plan to the extent required by subsection (f) of §25.53 are complete;
- (D) the EOP or an appropriate summary has been distributed to local jurisdictions as needed;
- (E) SMEC maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident;
- (F) SMEC's emergency management personnel who are designated to interact with local, state, and federal emergency management officials during emergency events have received the latest IS-100, IS-200, IS-700 and IS-800 National Incident Management System training.

SIGNATURE:

DATE: March 13, 2023

NAME: MATTHEW C. COURTER

TITLE: GENERAL MANAGER/CEO

STATE OF TEXAS

COUNTY OF ATASCOSA

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS 13 DAY OF March, 2023, BY MATTHEW C. COURTER.

MY COMMISSION EXPIRES: September 23, 2024

FAITH R. MILLER
My Notary ID # 130835505
Expires September 23, 2024

Title: SMEC EOP Executive

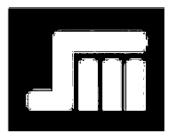
Summary

Reference: PUCT 25.53

Page 8 of 8

SMEC CONFIDENTIAL				
Sai Sai	San Miguel Electric Cooperative (SMEC)			
	San Miguel Electric Cooperative (SMEC)			
	G 114 /GEO	1.5	1.0.000	
Owner:	General Manager/CEO	Approved Date:	March 2, 2023	
		Version:	4 9	

San Miguel Electric Cooperative



Emergency Operating Plan

1.1 Introduction and Applicability

The purpose of this Emergency Operating Plan (EOP) is to assist employees and management in making quality decisions during times of crisis. This EOP is comprised of multiple procedures/policies and contains guidance in determining the appropriate actions to take to prepare for and reduce the impact of harm that may result from an emergency. All documentation is applicable to all SMEC owned BES Facilities unless otherwise stated.

The EOP will assist facility management in ensuring the survivability of the various business activities provided by San Miguel Electric Cooperative, Inc. (San Miguel) in the event of an emergency. San Miguel maintains this EOP in anticipation of situations involving reductions in or loss of the facility's ability to provide electric power. The EOP sets forth organizational and personnel assignments, and describes communications procedures to be followed in the event of an emergency.

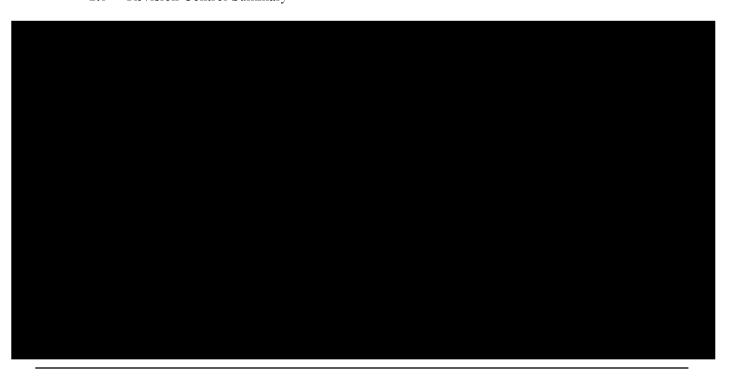
1.2 Common operational functions that are relevant across all emergency types include maintaining operation of the SMEC BES facilities and the SMEC Communication Plan submitted with this EOP. SMEC's responses to specific types of emergencies are addressed in the annexes included as part of this combined document. SMEC's Weather Related Hazards Plan addresses how SMEC identifies weather-related hazards, including tornadoes, hurricanes, extreme cold weather, hot weather, drought, and flooding. Senior Management will continuously monitor the situation and activate the Emergency Operating Plan portion based on the event. The General Manager will contact the Operations Manager to initiate the plan accordingly.

1.3 Roles and Responsibilities

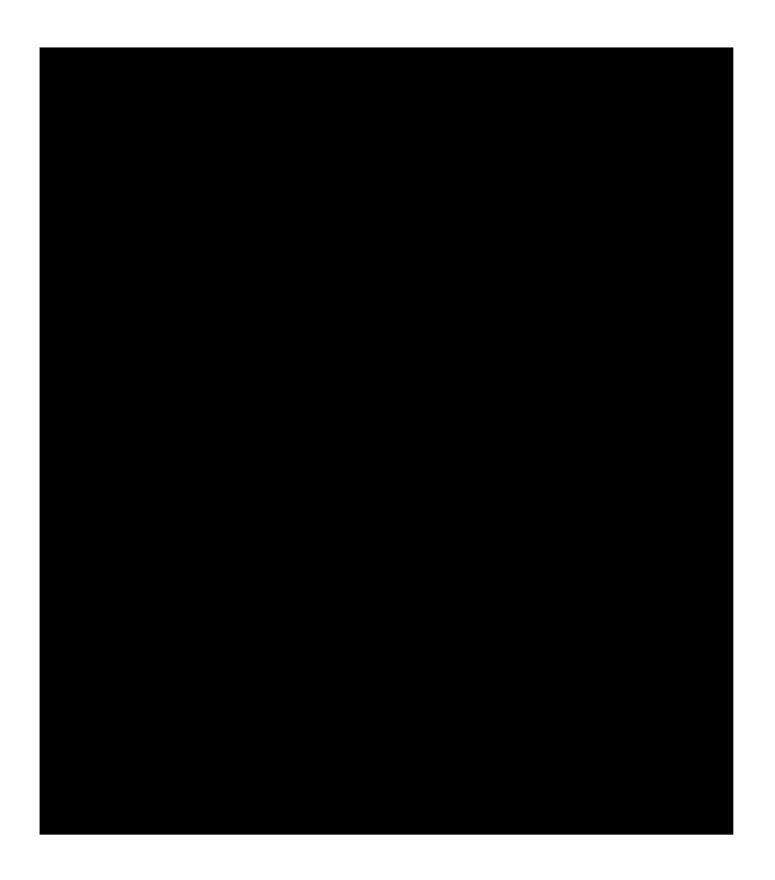
The management of San Miguel recognizes that during emergency situations special procedures must be followed to control and mitigate the impact of harm that may result from an emergency. Therefore management, by the acceptance of this EOP, grants authority to those responsible individuals and/or positions named or unnamed in these procedures to implement and carry out the EOP to the termination of the emergency situation. Management also recognizes that those individuals authorized to respond to emergency situations shall be properly trained in those procedures and emergency techniques, such as evacuation, first aid, use of fire extinguishers, and other areas as determined by their duties and responsibilities.

- **1.3.1** SMEC Management Responsible for implementing the EOP in response to emergency situations.
- **1.3.2** Reliability Compliance Steering Committee responsible for annual review of the EOP.
- **1.3.3** Reliability Compliance Office (RCO) Staff responsible for maintaining the master copy of the EOP, finalizing and distribution of revisions.
- **1.3.4** Operations Manager Responsible for exercise documentation and evaluation.

- **1.3.5** Safety Manager Responsible for notifying the PUCT and TDEM District Coordinators 30 days prior to at least one drill annually.
- **1.3.6** Safety Supervisor Responsible for training SMEC employees on the EOP.
- 1.4 Plan Oversight, Maintenance and Modification
 - 1.4.1 Oversight
 - **1.4.1.1** The Reliability Compliance Steering Committee is responsible for the oversight of the Program. The EOP is maintained on the RCO SharePoint site and is available for review by all employees.
 - 1.4.2 Review and Modification
 - 1.4.2.1 The Reliability Compliance Steering Committee will review the EOP at least annually with recommendations for changes and/or modifications. These recommendations will be provided in writing to the General Manager for review and approval. The Reliability Compliance Steering Committee will keep the General Manager advised of any changes that may be necessary based on changes to federal, state, and/or local regulations and requirements.
 - **1.4.2.2** Approved revisions will be finalized and distributed by the Reliability Compliance Office (RCO) and implemented by SMEC Management.
 - 1.4.3 Each person/department identified in the EOP Record of Distribution will receive a copy of the changes electronically from the RCO and each recipient will be responsible for updating hard copies maintained.
- **1.5** Revision Control Summary



Ref. PUCT 25.53, 25.55



2.0 SMEC EMERGENCY CONTACTS

Emergency	Name - Title	Email	Primary Contact
Contact			
Primary	Craig Courter - General Manager/CEO	ccourter@smeci.net	830-560-0300
Secondary	Derek Burns – Operations Manager	dburns@smeci.net	830-480-7144

San Miguel Electric Cooperative (SMEC) SMEC Communications Plan

Owner:	Operations Manager	Approved Date:	February 21, 2023
		Version:	1.1

REVISION HISTORY

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
3/16/2022	1.0	Created as a separate document for the SMEC EOP.	Craig Courter
2/21/2023	1.1	Formating changes to add Revision History, TOC and Pupose sections. Changed owner of procedure to Operations Manager.	Derek Burns

TABLE OF CONTENTS

Revisi	on History	1
	of Contents	
1.0	PURPOSE	1
2.0	SCOPE	1
3.0	COMMUNICATIONS PLAN	2
ATTA	CHMENT 1 EMERGENCY CONTACT INFORMATION	4

1.0 PURPOSE

This Plan is to be used as a guide for communications during an emergency.

2.0 SCOPE

What: This procedure addresses the SMEC Communications Plan for all SMEC BES Facilities.

Who: This document applies to all personnel and contractors who are responsible for the

operations and ownership of the SMEC BES facilities.

When: This document shall be effective as of the approval date in the heading unless noted

elsewhere.









San Miguel Electric Cooperative (SMEC)

EOP Plan for Emergency Supplies

Owner:	Operations Manager	Approved Date:	February 21, 2023
		Version:	1.1

REVISION HISTORY

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
4/5/2022	1.0	Created as a separate document for the SMEC EOP.	Craig Courter
2/21/2023	1.1	Changed owner of procedure to Operations Manager.	Derek Burns

TABLE OF CONTENTS

Revis	ion History1
Table	of Contents
1.0	Purpose1
2.0	Scope
3.0	Supplies for Emergency Response

1.0 PURPOSE

This Plan is to be used as a guide for maintaining pre-identified supplies for use during an emergency.

2.0 SCOPE

What: This procedure addresses the emergency supplies for all SMEC facilities including all

SMEC owned BES Facilities.

Who: This document applies to all personnel and contractors who are responsible for the

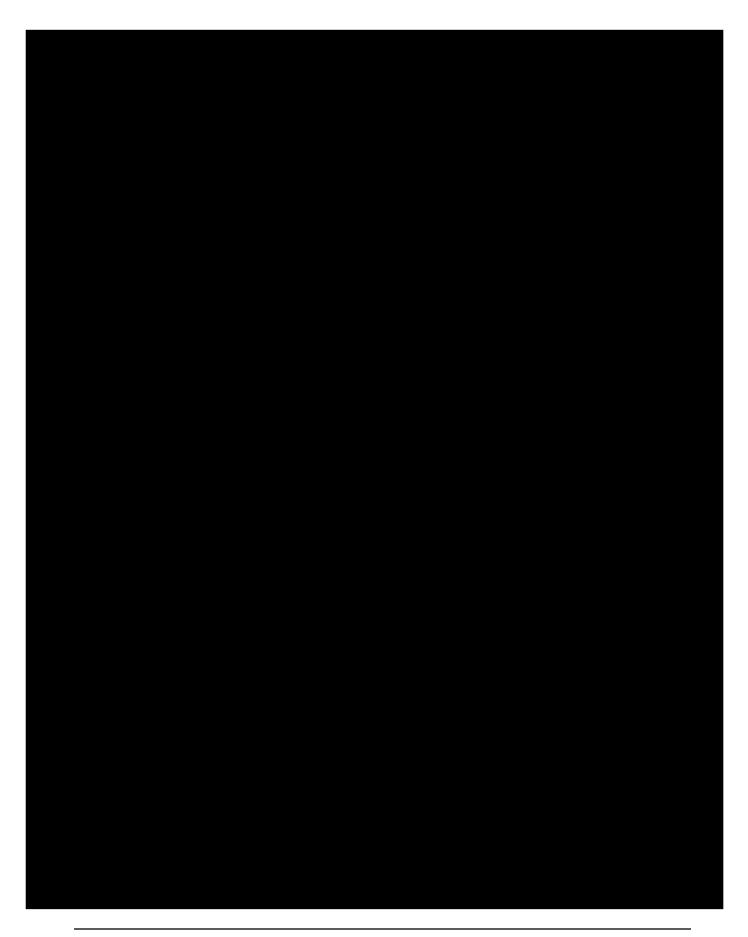
operations and ownership of the SMEC BES facilities.

When: This document shall be effective as of the approval signature and date in the heading

unless noted elsewhere.

SMEC EOP Plan for Emergency Supplies

Reference: PUCT 25.53, 25.55



 $SMEC\ EOP\ Plan\ for\ Emergency\ Supplies$

Reference: PUCT 25.53, 25.55

SMEC – CONFIDENTIAL

San Miguel Electric Cooperative (SMEC) EOP Plan for Emergency Staffing Owner: General Manager /CEO Approved Date: February 21, 2023 Version: 1.1

REVISION HISTORY

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
4/5/2022	1.0	Created as a separate document for the SMEC EOP.	Craig Courter
2/21/2023	1.1	Formatting changes to add Revision History, TOC and Purpose sections. Changed owner of procedure to Operations Manager.	Derek Burns

TABLE OF CONTENTS

Revis	ion History1
Table	of Contents
1.0	Purpose1
2.0	Scope
3.0	Staffing During Emergencies

1.0 PURPOSE

This Plan is to be used as a guide for emergency staffing during an emergency.

2.0 SCOPE

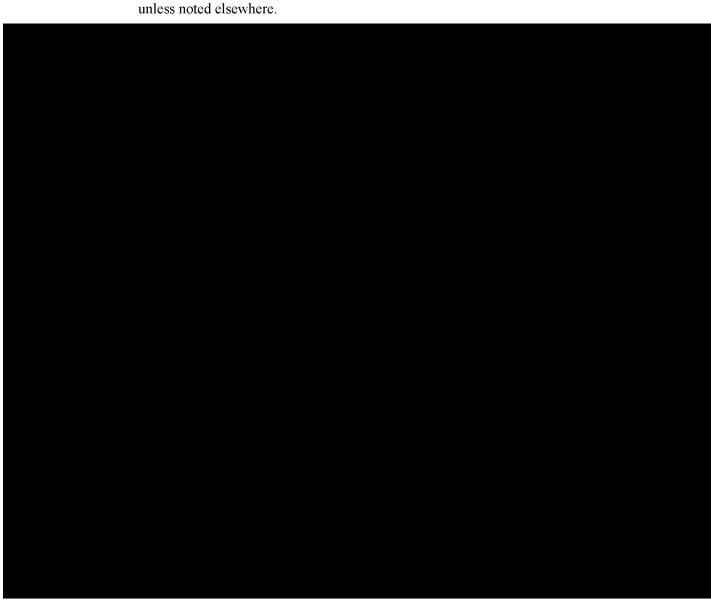
What: This procedure addresses the emergency staffing for all SMEC facilities including all

SMEC owned BES Facilities.

Who: This document applies to all personnel and contractors who are responsible for the

operations and ownership of the SMEC BES facilities.

 ${\bf SMEC\ EOP\ Plan\ for\ Emergency\ Staffing}$



When: This document shall be effective as of the approval signature and date in the heading

SMEC EOP Plan for Emergency Staffing

SMEC Confidential		-		-
San Miguel Electric Cooperative (SMEC)				
SMEC Winter Freeze Protection Plan				
	Owner:	General Manager	Approved Date:	January 31, 2023
			Version:	1.6

REVISION HISTORY AND APPROVAL

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
Archived 2013-2021	0 - 1.2	Previous revision summary archived and available SMEC RCO from RCO upon request.	SMEC RCO
11/4/2021	1.3	Annual review complete including requirements of PUCT 25.55. Updated roles and responsibilities section 1.2, 2.1, 3.1 and 7.1; added monthly testing of Freeze Protection Components section 2.2.1.4; added reference to the operations drain plan section 2.4.6; added Engineering/Lab Freeze Protection Procedure section 2.6.	Nathan Brown
4/5/2022	1.4	Annual review Complete; added statement in section 1.1 Scope to reference requirements of PUCT 25.53; section 2.4.7 added reference to Switchyard Extreme Weather Checklist; section 3.2.1 submission requirements in accordance with PUCT 25.53 updated.	Nathan Brown
10/10/2022	1.5	Complete review for compliance with revision to PUCT 25.55. Sections revised for clarification: 1.0; 2.0; 3.0; 4.0; 7.0, 8.0. Formatting changes: revision history; added TOC; removed definitions and added references to SMEC Glossary of Terms and PUCT Rules. No substantial changes to winter preparedness or emergency procedures. Changed procedure owner to Plant Manager.	Craig Courter
1/31/2023	1.6	Review to ensure compliance with requirements of PUCT 25.55 beginning in 2023. Changes due to Personnel changes. Changed procedure owner to General Manager. Sections: 1.2;2.1; 2.1.2; 3.1	Craig Courter

Table of Contents

Revision	on History and Approval	1
1.0	Purpose, Scope and Responsibilities	2
2.0	Winterization Procedures	3
3.0	Reporting	7
4.0	Training	8
5.0	Lessons Learned	8
6.0	Document Retention	9
7.0	Procedure Oversight, Review and Modification	9
8.0	References	. 10

1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

The purpose of this Plan is to ensure measures are taken to prepare all SMEC facilities for sustained operation during the winter season and extreme winter weather emergencies. The plan defines the roles and responsibilities for preparing and ensuring that all Cold Weather Critical Components are properly freeze protected and maintained through the winter season.

1.1 Scope

What: This procedure addresses Winter Freeze Protection equipment availability and

status, inspections and actions required to prepare for the winter season and sustain operations during winter weather emergencies. Refer to section 2.4.7 "Implement the Extreme Weather Actions as required" for steps SMEC takes immediately prior to and/or during an emergency as required by

PUCT §25.53 and or PUCT §25.55.

Who: This procedure applies to all SMEC Employees who are responsible for the

implementation of the Freeze Protection Plan.

When: These procedures are effective as of the approved date.

Not in Facilities that are not connected to the Bulk Electric System (BES). The

Scope: NERC Glossary of Terms defines the BES as Transmission Elements operated

at 100kv or higher and Real Power and Reactive Power resources connected at 100kv or higher unless facilities are specifically excluded. See the NERC

Glossary of Terms for specific exclusions.

1.2 Roles and Responsibilities

The following roles are assigned duties under these procedures:

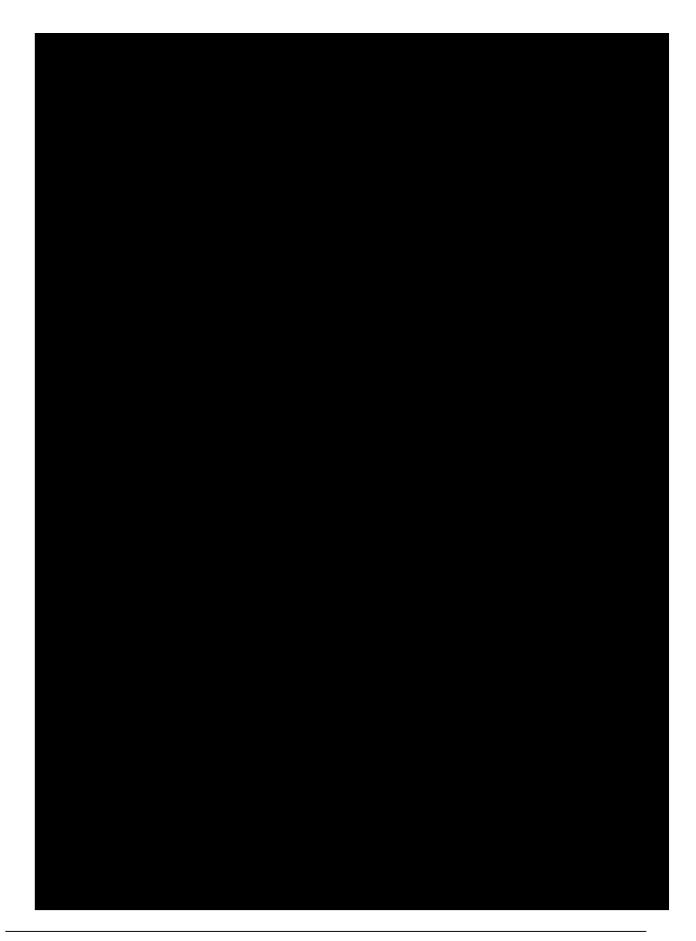
1.2.1 General Manager – responsible for oversight of the plan, coordination between departments and follow-up on unresolved maintenance issues. Responsible to ensure that the critical equipment list is current and all procedures are being followed.

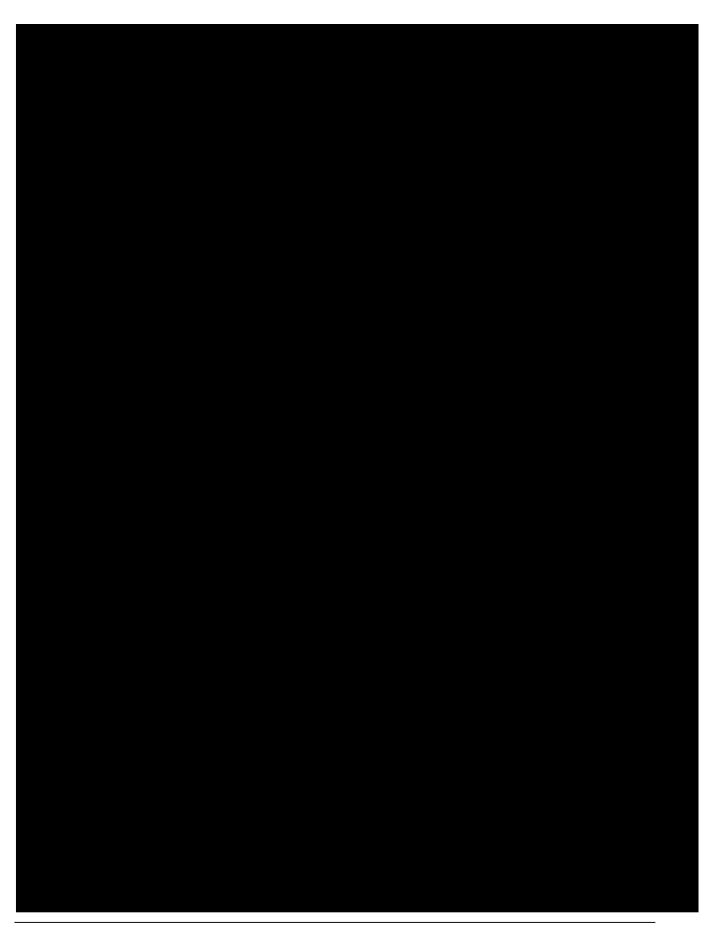
- **1.2.2** Engineering Manager responsible for implementation of the Engineering/Lab Freeze Protection Procedure, maintaining records of Engineering/Lab checklists and keeping the General Manager informed of status and any unresolved maintenance or concerns.
- **1.2.3** Operations Manager responsible for maintaining records of Operator's Freeze protection Checklists and keeping the General Manager informed of status and any unresolved maintenance or concerns.
- **1.2.4 Operations Shift Supervisor** responsible for the implementation of the Operations Freeze Protection Procedure and keeping the Operations Manager informed of status and any unresolved maintenance or concerns.
- **1.2.5** Electrical & Instrumentation Supervisor responsible for the implementation of the Electrical/Instrumentation Freeze Protection Procedures and keeping the General Manager informed of status and any unresolved maintenance or concerns.
- **1.2.6** Planner/Scheduler responsible for the implementation of the Insulation Freeze Protection Procedure and keeping the General Manager informed of status and any unresolved maintenance or concerns.
- **1.2.7 Reliability Compliance Office (RCO)** responsible for annual winterization training for operators and maintenance personnel. Facilitates collaboration on procedure reviews, weatherization spreadsheets and filing of plans with ERCOT and PUCT.

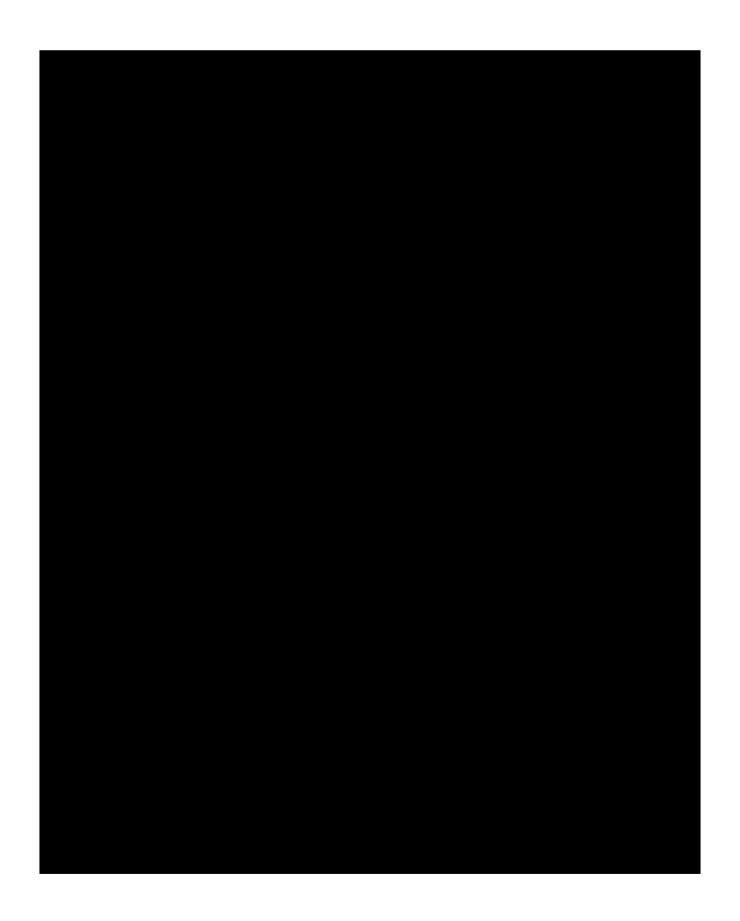






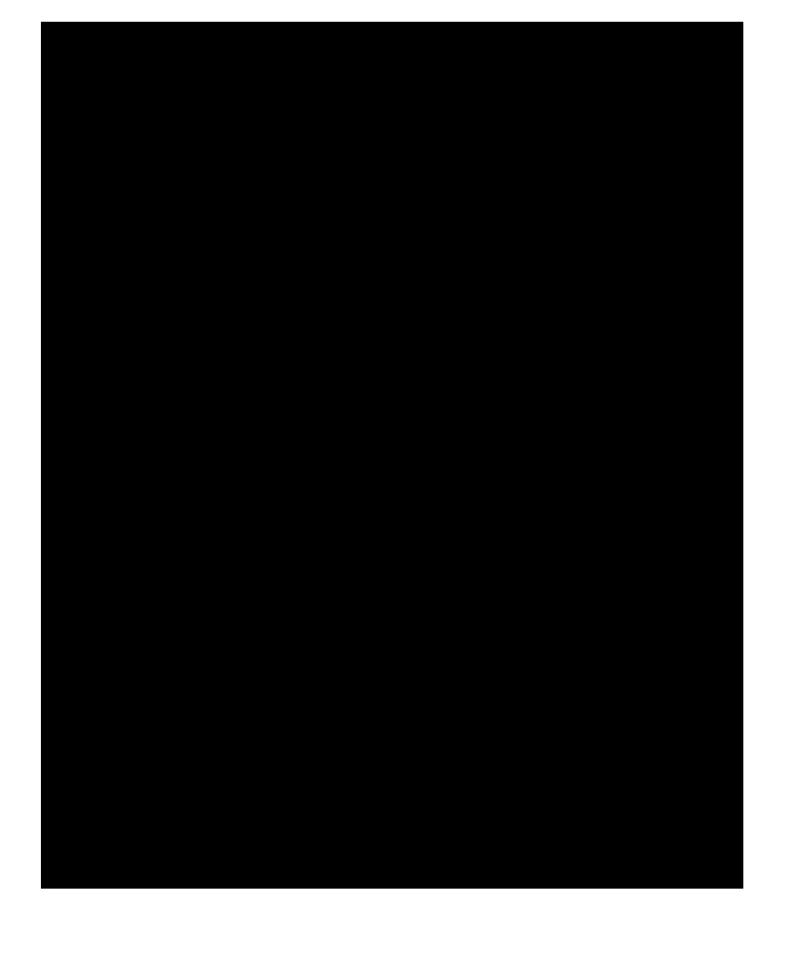






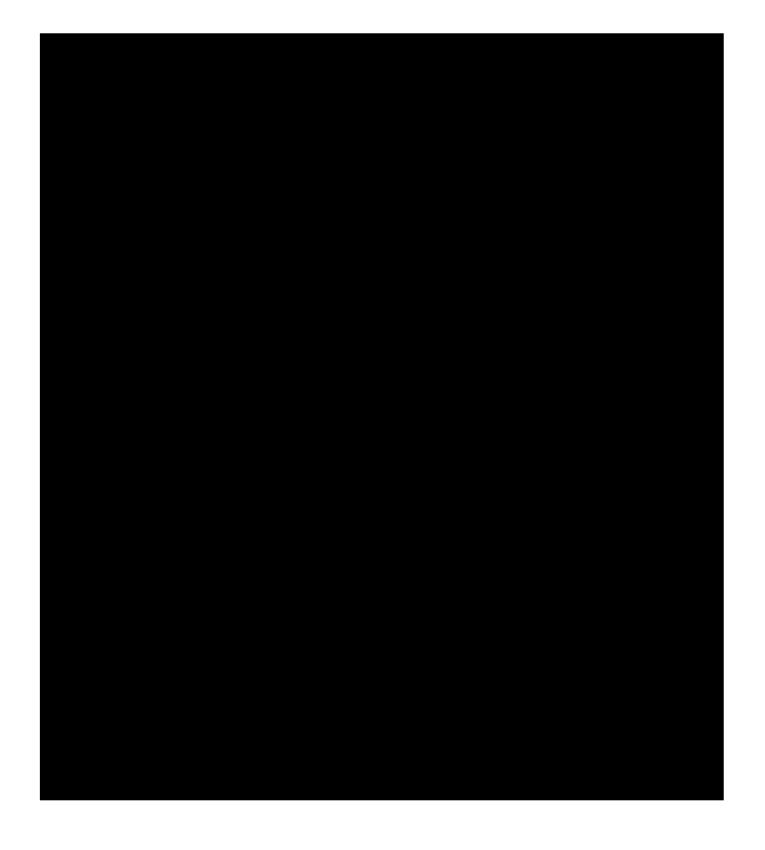






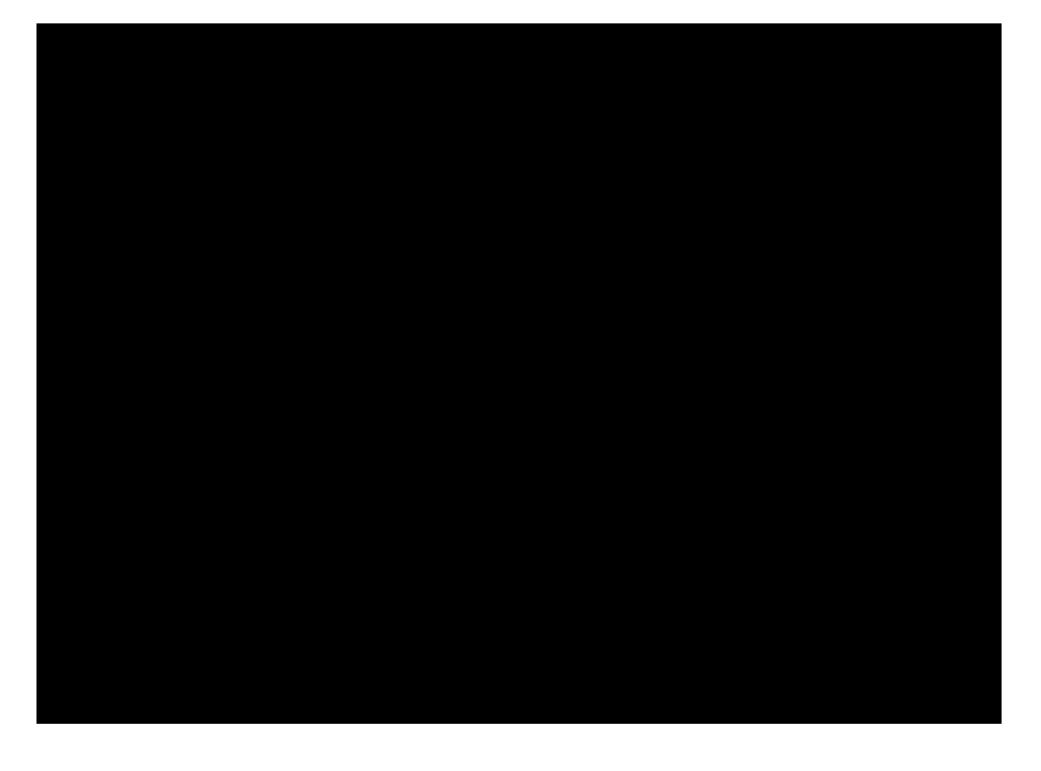










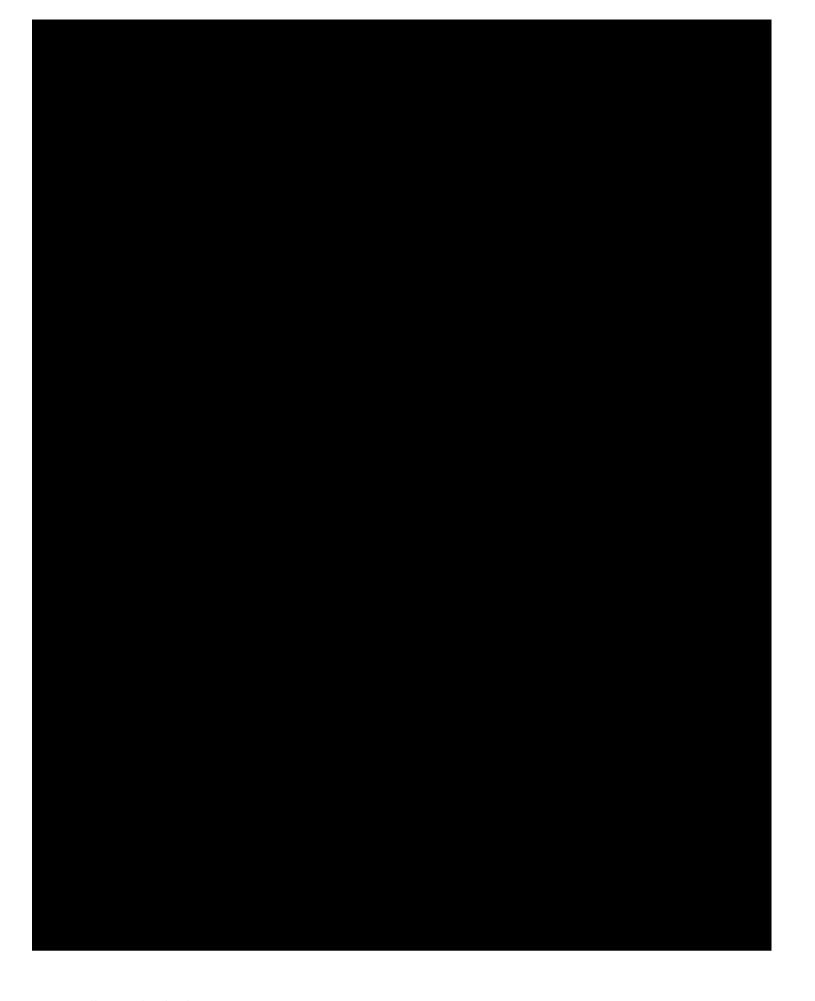


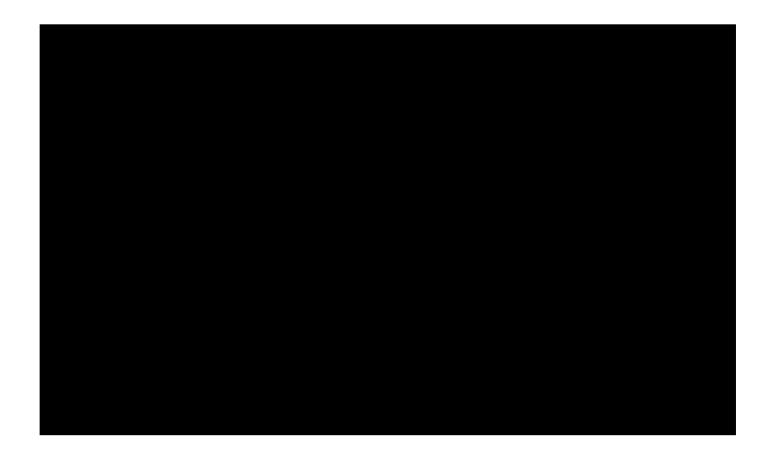




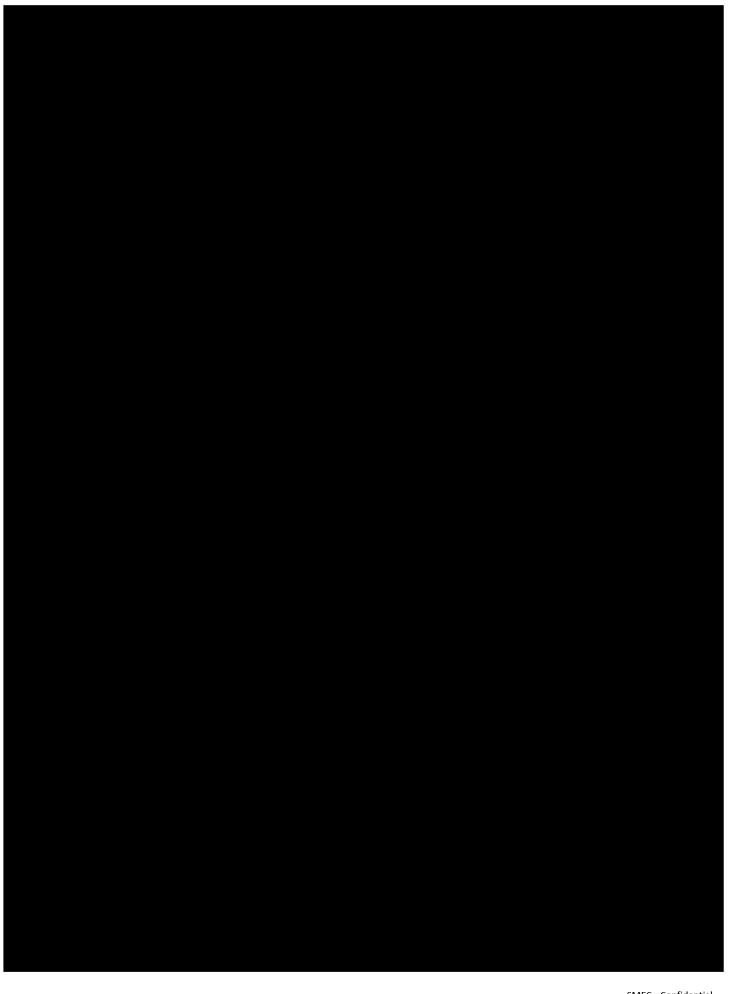








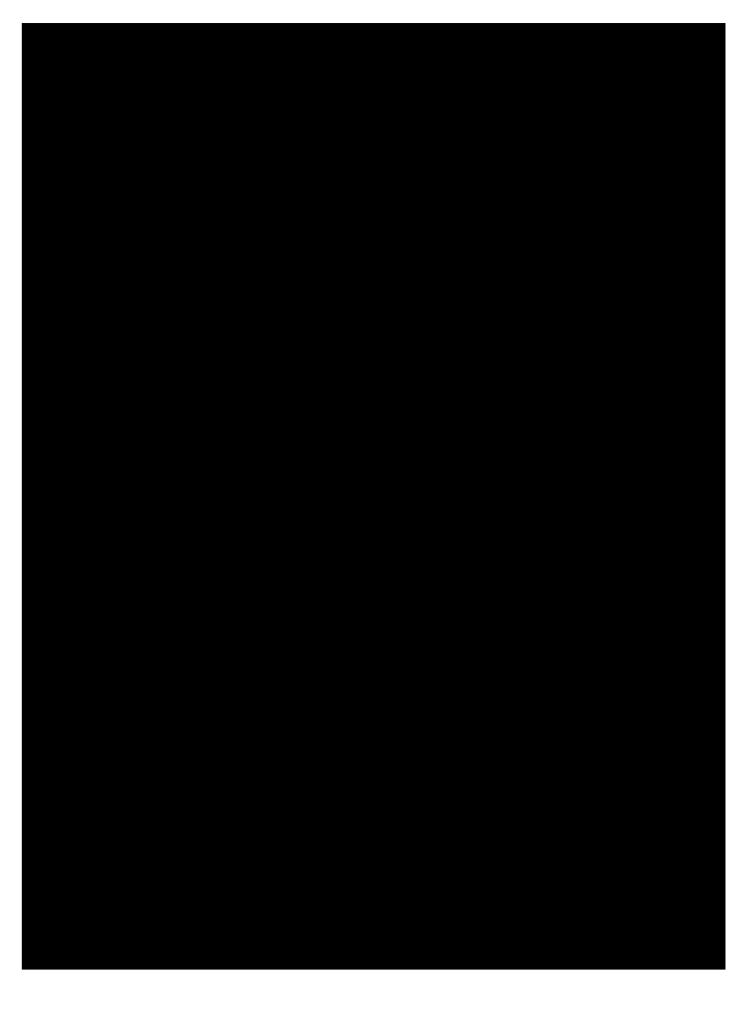




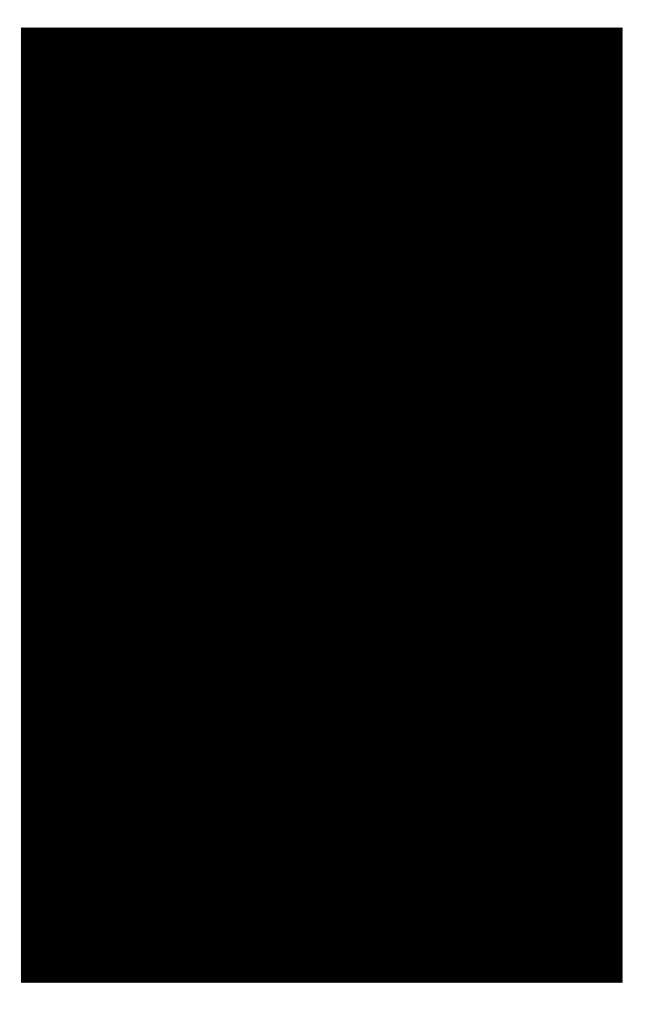












SMEC Confidential				
San Miguel Electric Cooperative (SMEC)				
Summer Weather Preparedness Plan				
Owner:	General Manager	Approved Date:	February 28, 2023	
		Version:	1.6	

REVISION HISTORY AND APPROVAL

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
2013-2017	0	Document Creation Annual review with no changes 2014-2017	Terry Garcia
5/9/2018	1.0	Annual review – added role of operations manager and updated NERC definition of BES	Joe Badillo
5/22/2019	1.1	Completed Annual Review unsubstantial changes to correct section titles in section 4.1.2.3	Joe Badillo
6/3/2020	1.2	Completed annual review. Added checklist as attachment 1. Adjusted cooling fans inventory section	Joe Badillo
5/24/2021	1.2	Completed Annual Review with no changes 05/24/2021	Mike Penny
3/24/2022	1.3	Minor changes section 2 to clarify portable and permanently mounted auxiliary fans to be inventoried; Added raw water pond level adjusting/monitoring; added Extreme Hot Weather checklist; both checklists moved to an excel workbook	Derek Burns
4/5/2022	1.4	Added statement in section 1.1 Scope to clearly identify steps taken immediately prior to or during an emergency.	Derek Burns
6/9/2022	1.5	Minor revision to note at section 2.2.6 for clarification in alignment with change to switchyard extreme weather checklist.	Derek Burns
2/28/2023	1.6	Complete review and revisions to ensure compliance with revised PUCT 25.55, edits for personnel changes. Sections affected: 1.0; 1.1; 1.2; 2.1; 2.2; 2.3; 2.4; 2.6; 4.0; 5.0; 6.0; 7.0; 8.1.2.3; 9.0	Craig Courter

TABLE OF CONTENTS

Revi	sion History and Approval	1
1.0	Purpose, Scope and Responsibilities	2
2.0	Summer Preparedness Procedures	3
3.0	Document Retention	6
4.0	Reporting	6
5.0	Training	7
6.0	Lessons Learned	7
7.0	Document Retention	7
8.0	Procedure Oversight, Review and Modification	8
9.0	References	8

1.0 PURPOSE, SCOPE AND RESPONSIBILITIES

The purpose of this Plan is to ensure measures are taken to prepare all SMEC facilities for sustained operation during the summer season and extreme summer weather emergencies. The Plan clearly defines the roles of SMEC employees in preparing and ensuring that all Hot Weather Critical Components are in good operating condition and maintained through the summer season.

1.1 **Scope**

What: This procedure addresses supplemental Summer weather equipment availability and status for all SMEC BES Facilities. Summer Preparedness Procedures in section 2 include steps SMEC takes immediately prior to and/or during an

emergency as required by PUCT 25.53 and or 25.55.

Who: This procedure applies to all SMEC employees who are responsible for

monitoring and maintaining critical equipment.

When: These procedures are effective as of the approved date.

Not in Facilities that are not connected to the (BES). The NERC glossary defines the

Scope: BES: As all Transmission Elements operated at 100ky or higher and Real

Power and Reactive Power resources connected at 100kv or higher except for the exceptions listed in the NERC glossary of terms. Details on Inclusions can

also be found in the NERC glossary of terms.

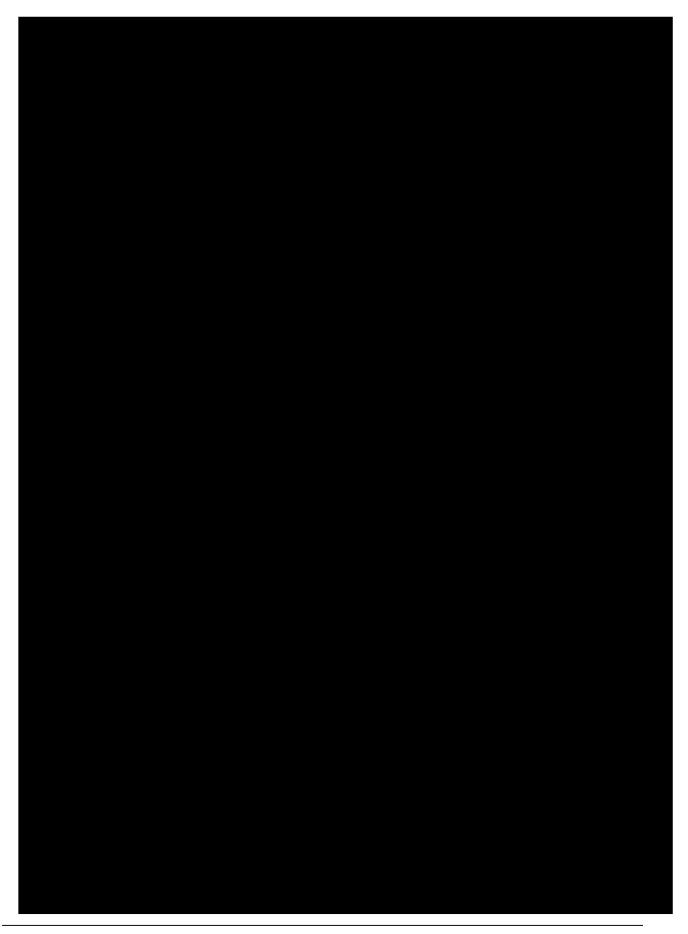
1.2 Roles and Responsibilities

The following roles are assigned duties under these procedures:

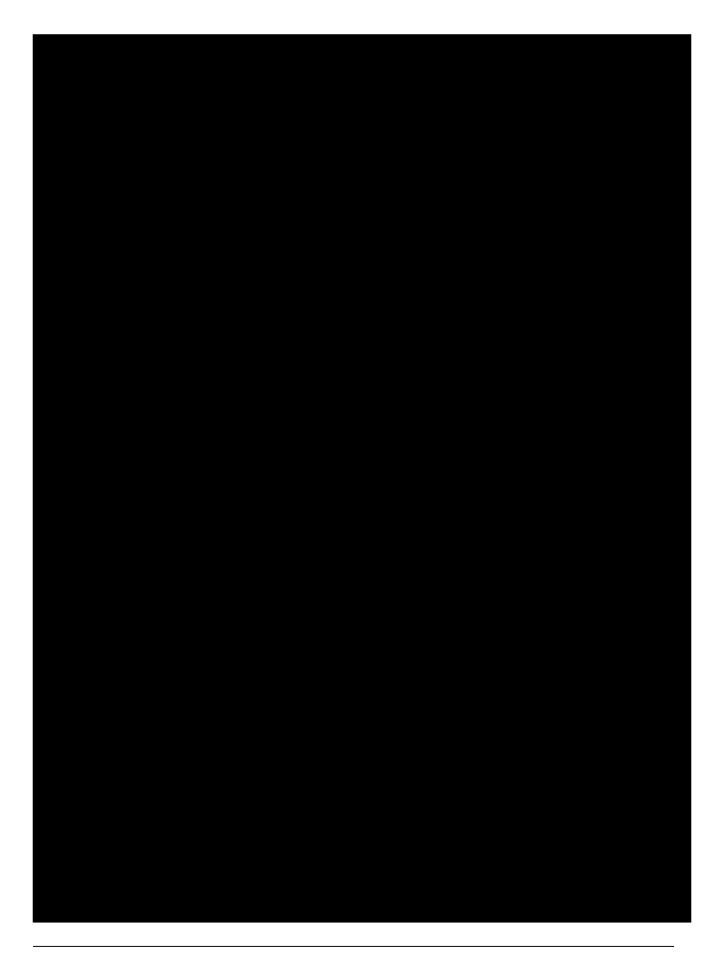
1.2.1 **General Manager** is responsible for oversight of the plan, coordination between departments and follow-up on unresolved maintenance issues. Responsible to ensure that the critical equipment list is current and all procedures are being followed.

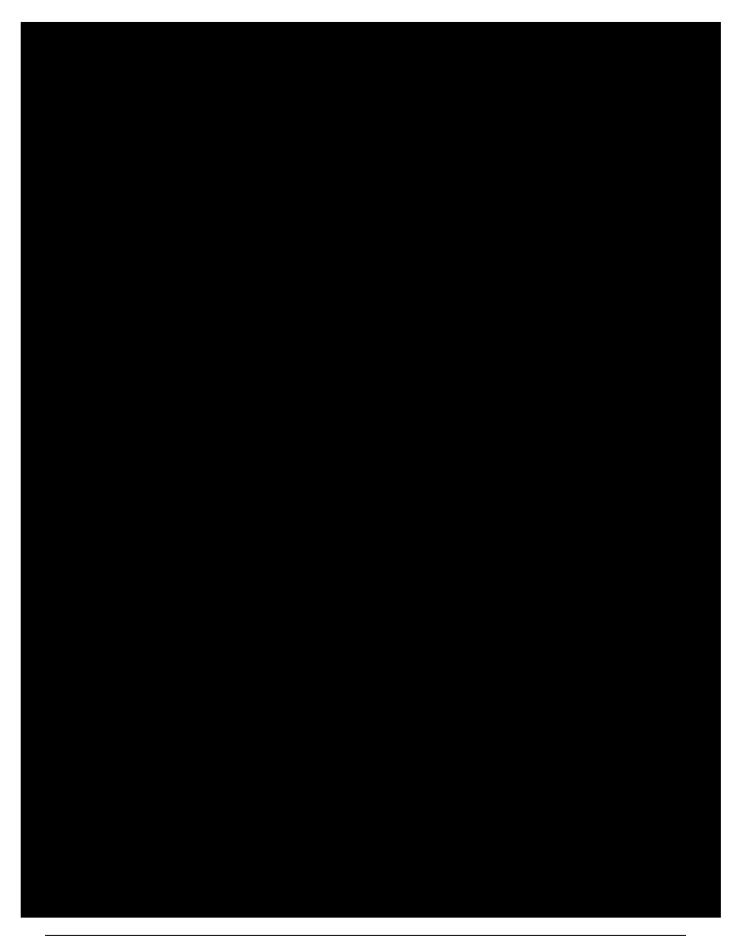
- 1.2.2 **Operations Manager** is responsible for maintaining records of Operator's Summer Checklists and keeping the Plant General Manager informed of status and any unresolved maintenance or concerns.
- 1.2.3 **Operations Shift Supervisor** is responsible for the implementation of the plan and that all procedures are being followed by operations personnel and keeping the Operations Manager informed of status and any unresolved maintenance or concerns.
- 1.2.4 **Auxiliary Operators** are responsible for the proper placement of the supplemental auxiliary cooling equipment on critical equipment and auxiliary cooling equipment is in proper working order.





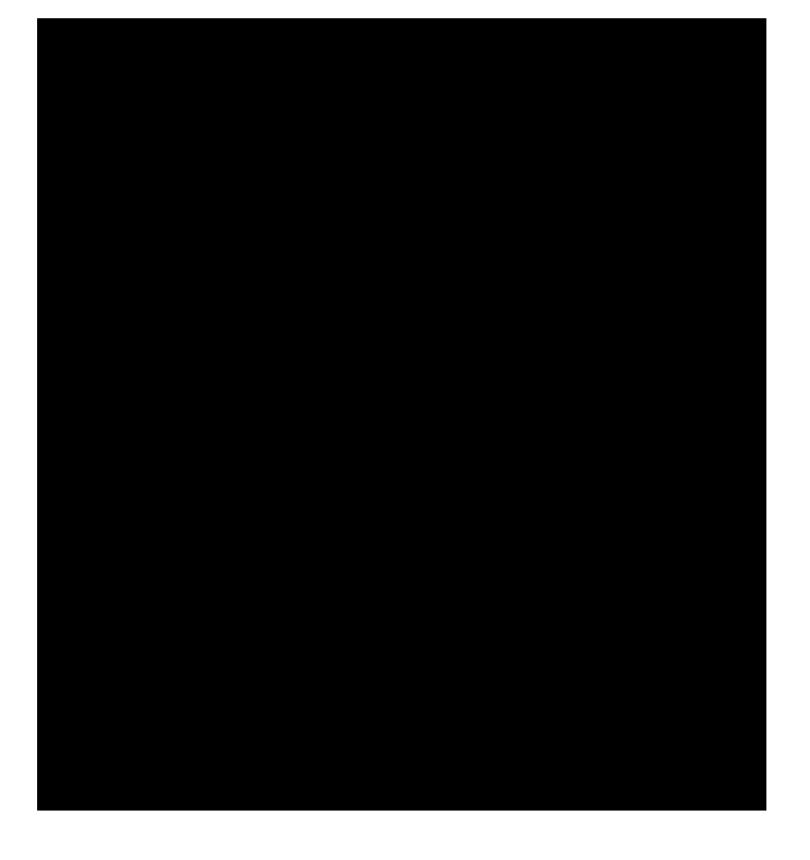


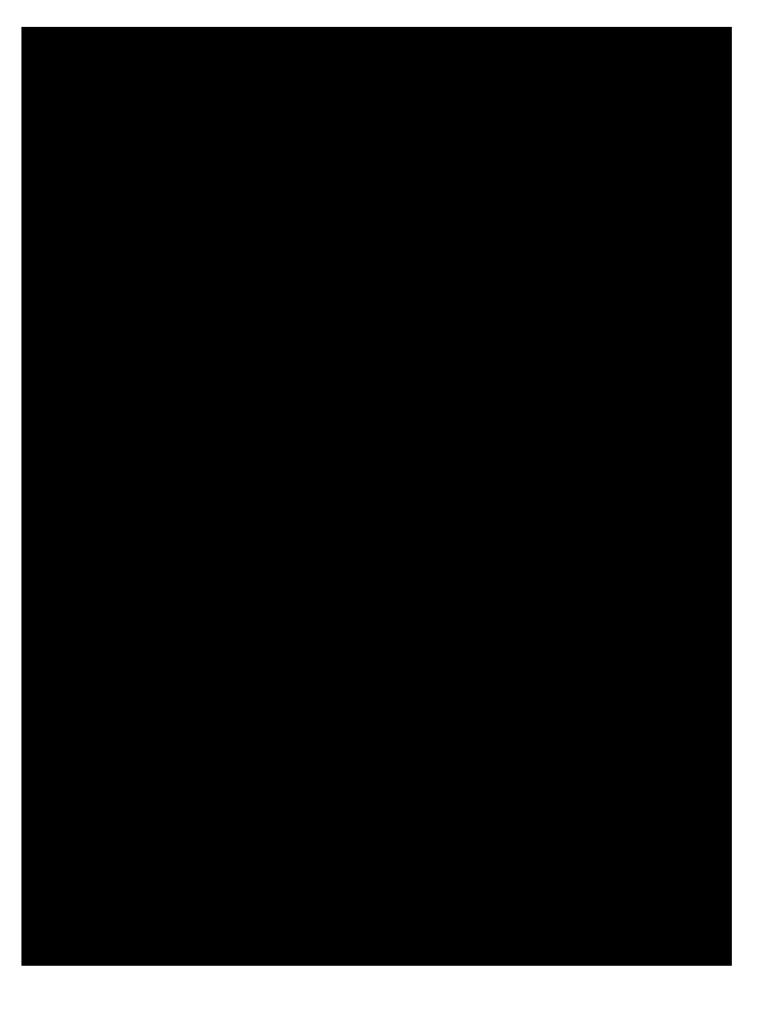




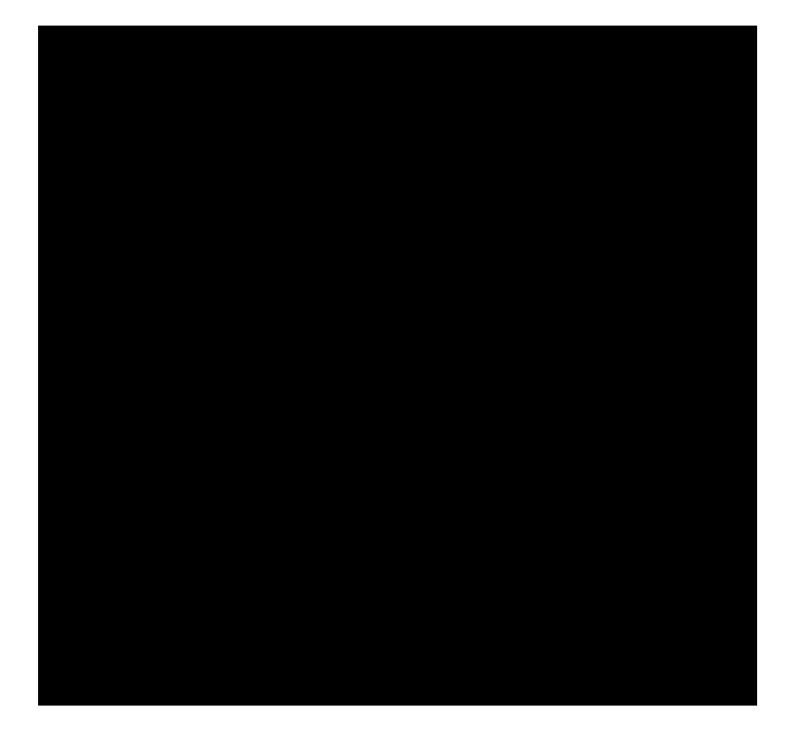












San Miguel Electric Cooperative (SMEC)

Flu/Pandemic/Business Continuity Plan

Owner:	General Manager/CEO	Approved Date:	March 7, 2023
Related Documents:	SMEC Emergency Operating Plan	Version:	4.6

REVISION HISTORY

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
2004-2016	0 - 4.0	Previous revision summary archived and available from RCO upon request	SMEC RCO
11/6/2017	4.1	Unsubstantial changes for clarification, personnel changes and formatting	Mike Kezar
10/31/2018	4.2	Unsubstantial changes for clarification, reference updates, personnel changes and formatting	Mike Kezar
12/16/2019	4.3	Unsubstantial changes for clarification, reference updates, personnel changes and formatting	Mike Kezar
3/23/2020	4.4	Updated Flu/ Pandemic Guidelines/ Business Continuity Plan during response to COVID-19 Pandemic. Pandemic plan separated from the ERP	Mike Kezar
4/5/2022	4.5	Updates for PUC 25.53 updates; change references to SMEC EOP; Plan review started in late 2021 carried into 2022 due to proposed rule changes	Nathan Brown
3/7/2023	4.6	Updated formatting; moved Revision History to beginning of procedure	Craig Courter

TABLE OF CONTENTS

REVISIO	ON HISTORY	. 1
TABLE	OF CONTENTS	. 2
	PURPOSE	
	SCOPE	
3.0	DEFINITIONS	. 3
4.0	ROLES AND RESPONSIBILITIES	. 3
5.0	PANDEMIC PREPAREDNESS PLAN	. 3
6.0	ANNUAL REVIEW	. 7

1.0 PURPOSE

The San Miguel Electric Cooperative (SMEC) Flu/Pandemic/Business Continuity Plan (Pandemic Preparedness Plan, or Plan) represents management's preparedness plans to ensure the health and safety of employees, contractors and the public in response to a Flu or other Pandemic outbreak while maintaining services essential to the reliable operability of the Bulk Electric System (BES). This Plan, at minimum, satisfies the requirements of P.U.C. SUBST. R. §25.53, that SMEC maintains a Pandemic Preparedness Plan to ensure continuous and adequate service during a pandemic. This Plan functions as a component of SMEC's Emergency Response Plan to provide guidance for addressing the distinct operational issues that may arise during a flu or pandemic outbreak. Training on SMEC's Pandemic Preparedness Plan will be conducted in conjunction with SMEC's Emergency Operating Plan training. All copies of the Emergency Operating Plan, located across SMEC departments include a copy of this Pandemic Preparedness Plan.

2.0 SCOPE

This Plan applies to all SMEC personnel (full time, part time, and temporary employees), contractors, consultants, visitors and vendors. Employees and contractors must follow SMEC Pandemic Directives as they are communicated. Pandemic Directives can be communicated before or at declaration of a pandemic depending on its evolution. In the event of a flu or pandemic outbreak, SMEC's Emergency Operating Plan remains in effect and should continue to be utilized to address emergency procedures outside the scope of this Plan, including but not limited to Emergency Communications and Emergency Medical Situation procedures.

What: This procedure addresses the Pandemic and Epidemic Plan for all SMEC BES Facilities.

Who: This document applies to all personnel and contractors who are responsible for the

operations and ownership of the SMEC BES facilities.

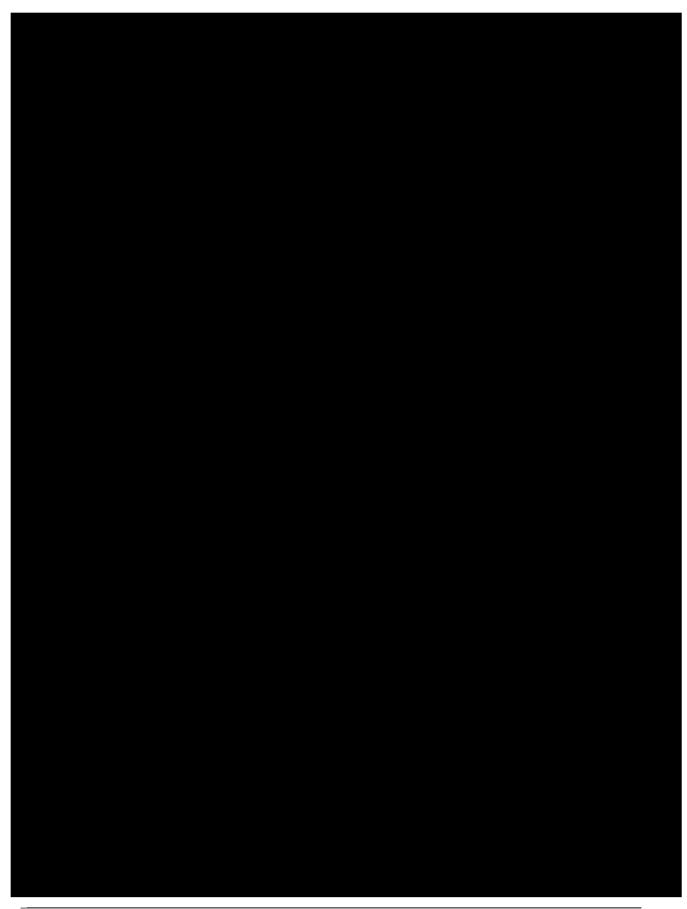
SMEC - CONFIDENTIAL

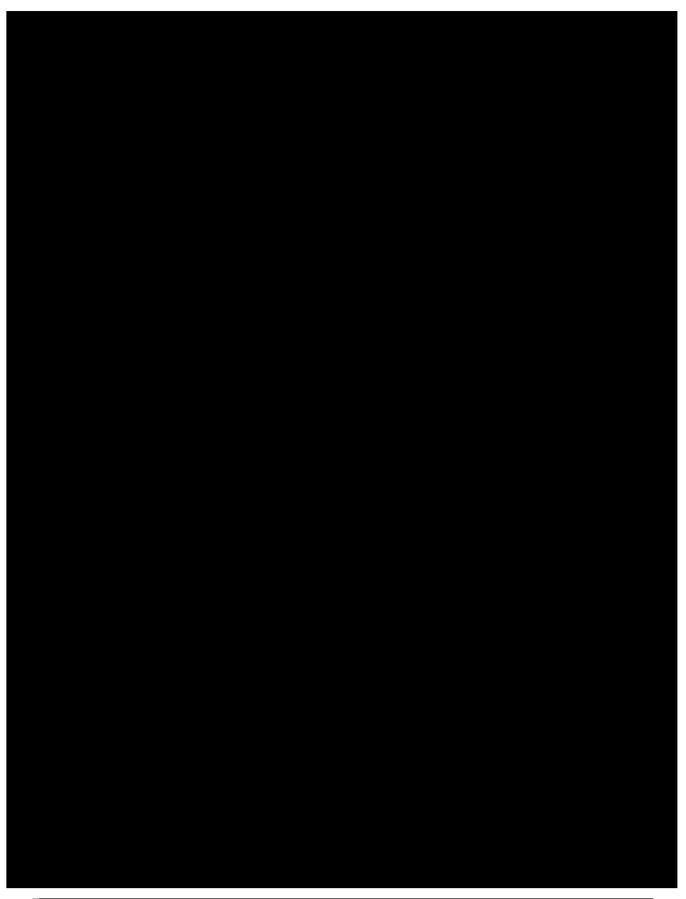
unless noted elsewhere.

This document shall be effective as of the approval signature and date in the heading

SMEC – CONFIDENTIAL

When:









SMEC – CONFIDENTIAL

J San Miguel Electric Cooperative (SMEC) Weather Related Hazards Plan

Owner:	Operations Manager	Approved Date:	February 21, 2023
		Version:	1.1

REVISION HISTORY

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
3/15/21	1.0	Extracted from SMEC Emergency Operations Plan (EOP) as a separate Plan	Craig Courter
2/21/2023	1.1	Changed procedure Owner to Operations Manager. Added Reference to Water Shortage Plan section 6.0 and reference to PUCT §25.55. Weather Emergency Preparedness section 8.0.	Derek Burns

TABLE OF CONTENTS

Revi	sion History	1
Table	e of Contents	1
1.0	Purpose	2
2.0	Scope	2
3.0	Weather Related Hazards and Natural Disasters	2
4.0	Employee Procedures for Tornado Watch/warning	2
5.0	Hurricane or Flood Preparedness Plan	3
6.0	Drought	4
7.0	Extreme Hot or Cold Weather	4
8.0	References	4

74 of 114

1.0 PURPOSE

The following are instructions for facility personnel regarding proper actions to be taken for personnel safety, and the procedures that are to be implemented to help guide management efforts during an emergency situation.

2.0 SCOPE

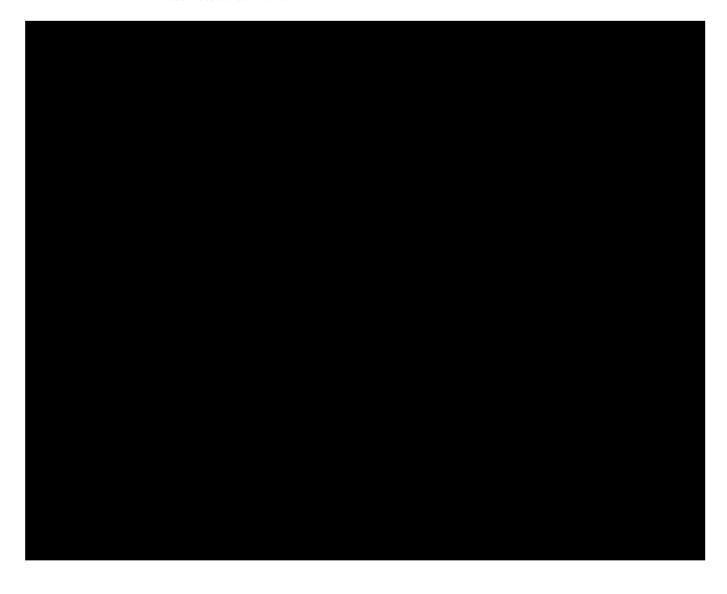
What: This procedure addresses the Weather Related Hazards Plan for all SMEC BES Facilities.

Who: This document applies to all personnel and contractors who are responsible for the

operations and ownership of the SMEC BES facilities.

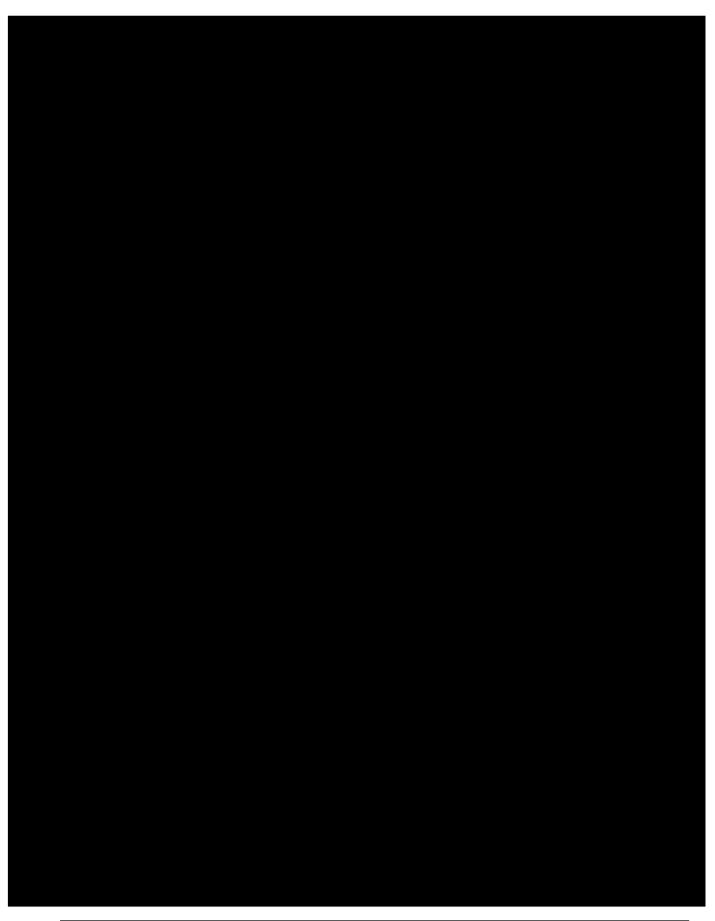
When: This document shall be effective as of the approval signature and date in the heading

unless noted elsewhere.



SMEC Weather Related Hazards Plan SMEC - CONFIDENTIAL

Reference: PUCT 25.53, 25.55



SMEC – CONFIDENTIAL

SMEC Weather Related Hazards Plan

Reference: PUCT 25.53, 25.55



Reference: PUCT 25.53, 25.55

San Miguel Electric Cooperative (SMEC)					
	EOP Water Shortage Plan				
Owner: Operations Manager Approved Date: June 27, 2022					
		Version:	1.1		

REVISION HISTORY

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
4/12/2022	1.0	Created as a separate document for the SMEC EOP.	Derek Burns
6/27/2022	1.1	Updated procedure after Water Shortage Drills.	Derek Burns

Table of Contents

Revisi	ion History	J
1.0	Summary:	1
	Purpose:	
	Scope:	
	-	
4.0	Procedure:	2

1.0 **SUMMARY**:

SMEC owns a retaining pond and a number of water wells that would preclude an emergency water shortage. Standard operating procedures once a shift include checking pond levels. When our pond level drops 5" in one day this warrants a physical water well operating check. When a well is found to be inoperable a priority 1 maintenance request is written for repair. If wells cannot be restarted follow next steps below.

2.0 PURPOSE:

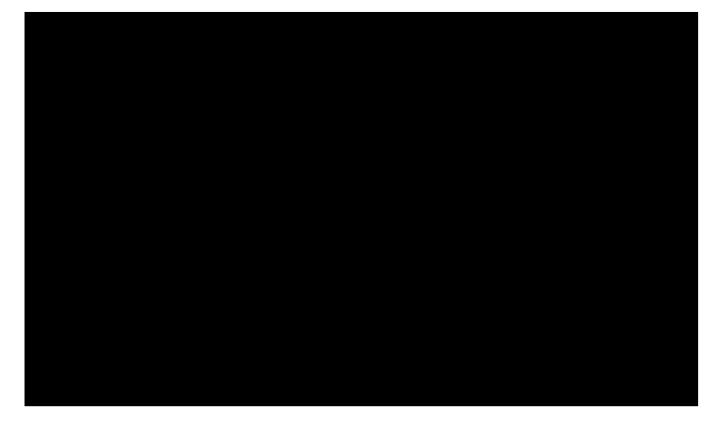
An Emergency Operating Procedure to be used as a guide for when Water Wells become inoperable resulting in Extreme Low Raw Water Pond Level below 108". This procedure is meant to ensure that the plant is safely brought down to reduce running the Cooling Tower Basin Level low resulting in loss of Circulating Water pressure.

SMEC EOP Water Shortage Plan

Page 1 of 2

Combined Page 77

San Miguel Electric Cooperative (SMEC) EOP Water Shortage Plan					
Owner: Operations Manager Approved Date: June 27, 2022					
		Version:	1.1		



SMEC EOP Water Shortage Plan

San Miguel Electric Cooperative (SMEC)

Wild Fire Response

Owner:	Operations Manager	Approved Date:	February 28, 2022
		Version:	1.0

REVISON HISTORY

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
2/28/2022	1.0	Created as a separate annex to the Emergency Operating Plan (EOP).	Derek Burns

TABLE OF CONTENTS

Reviso	on History	.]			
Table	Table of Contents 1				
1.0	Purpose	. 1			
	Scope				
3.0	Precautions	. 2			
4.0	Roles and Responsibilities	. 2			
5.0	Procedure	. 2			

1.0 PURPOSE

1.1 An Emergency Operating Procedure to be used as a guide, in the event of a Wild Fire was to occur.

2.0 SCOPE

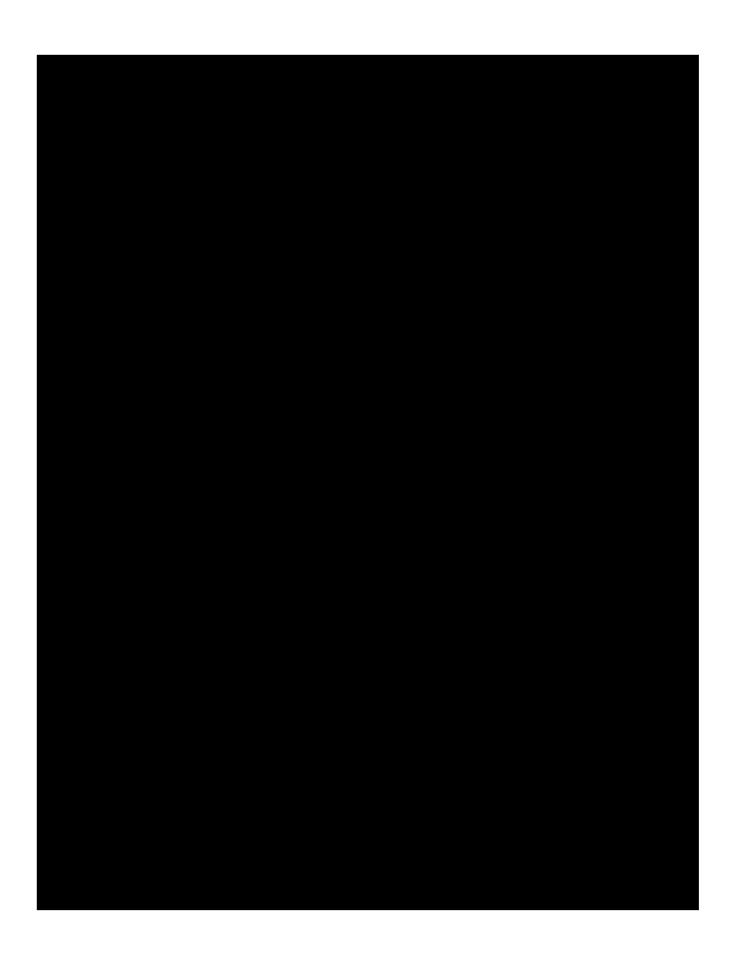


SMEC EOP Wild Fire Response

Reference: PUCT 25.53

N.

80 of 114





SMEC EOP Wild Fire Response

SMEC CONFIDENTIAL				
San Miguel Electric Cooperative (SMEC)				
Restoration of Service				
Owner: Operations Manager Approved Date: March 10, 2020				
		Version:	1.0	

REVISION HISTORY

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
3/10/2020	1.0	Extracted as a separate document from the EOP	Derek Burns

TABLE OF CONTENTS

Revisi	ion History]
1.0	Table of Contents]
2.0	Purpose	1
3.0	Scope	1
4.0	Prerequisites	2
5.0	Precautions	2
6.0	Roles and responsibilities	2
	Procedures	

1.0 PURPOSE

1.1 A Standard Operating Procedure used as a guide for Unit Start-Up.

2.0 SCOPE

What: This procedure addresses the Restoration of Service for all SMEC BES Generation Facilities.

SMEC EOP Restoration of Service

Who: This document applies to all personnel and contractors who are responsible for the

operations and ownership of the SMEC BES facilities.

When: This document shall be effective as of the approval signature and date in the heading

unless noted elsewhere.

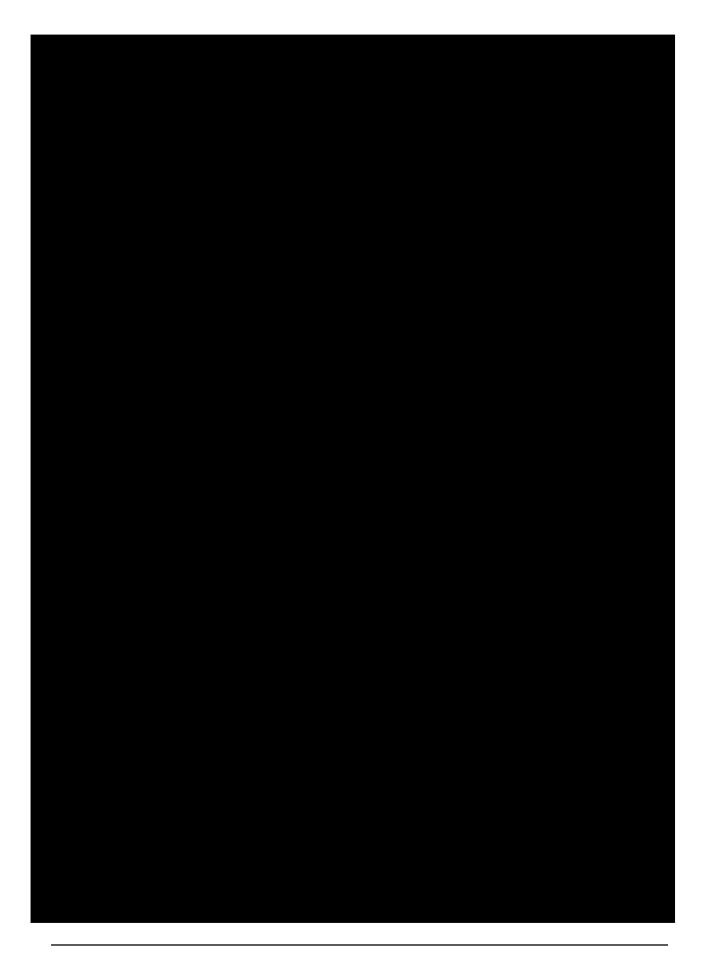


SMEC EOP Restoration of Service











San Miguel Electric Cooperative (SMEC) EOP Cyber Security Plan

Owner:	Chief Financial Officer	Approved Date:	March 25, 2022
		Version:	1.0

Revision History:

Date Revised	Version	Description of Changes	Approved By
3/25/2022	1.0	Created as a separate document for the EOP	Derrick Brummett

Table of Contents

1.0	Purpose	. 1
2.0	Roles and Responsibilities	. 2
3.0	Definitions	
4.0	Procedure(s)	. 3
5.0	Documentation Retention	. 7
6.0	Procedure Oversight Review and Modification	. 7
7.0	References	

1.0 PURPOSE

This Cybersecurity Incident Response (IR) Plan supports and defines processes, communications, roles, and responsibilities for effectively managing cybersecurity incidents and provides guidance on the proper handling and reporting of those incidents.

Scope

What: This procedure addresses the Cyber Security Plan for All SMEC facilities including all

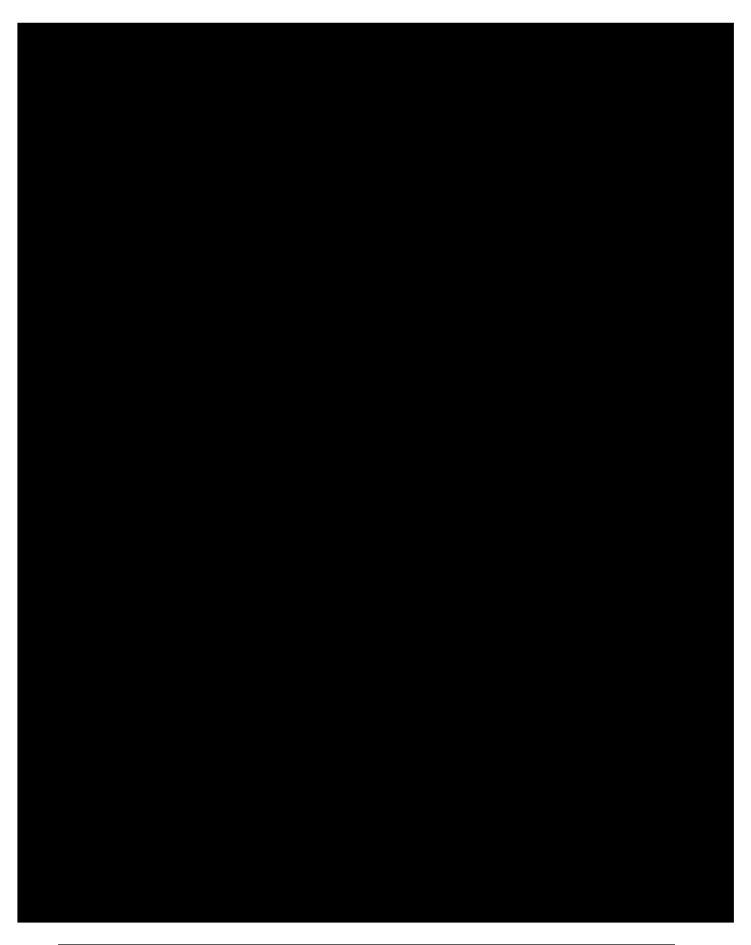
SMEC owned BES Facilities

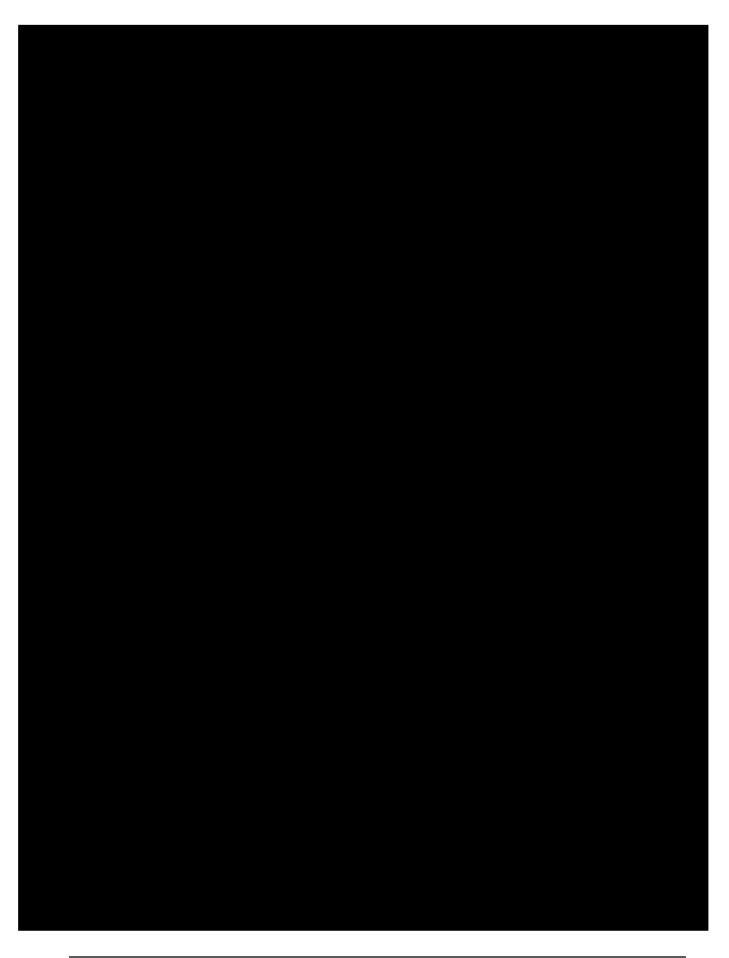
Who: This document applies to all personnel and contractors who are responsible for the

operations and ownership of the SMEC BES facilities.

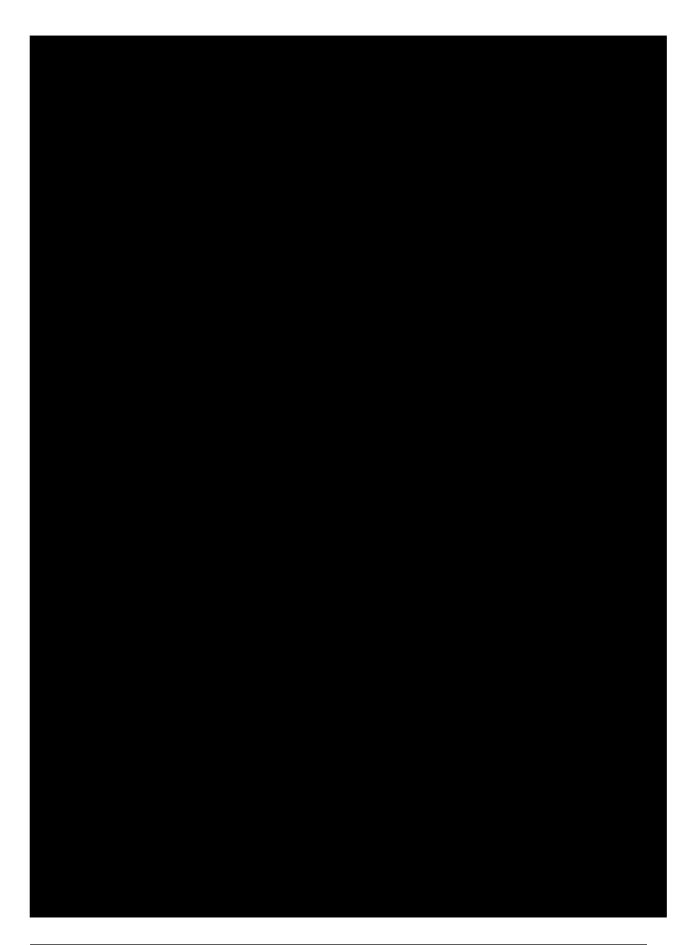
When: This document shall be effective as of the approval signature and date in the heading

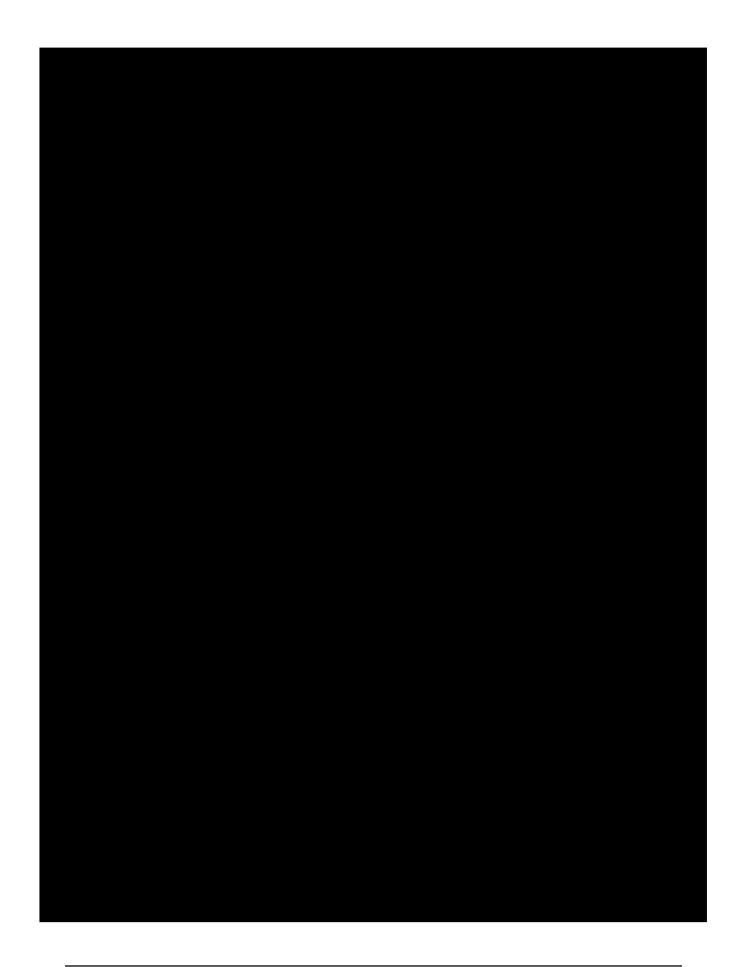
unless noted elsewhere.

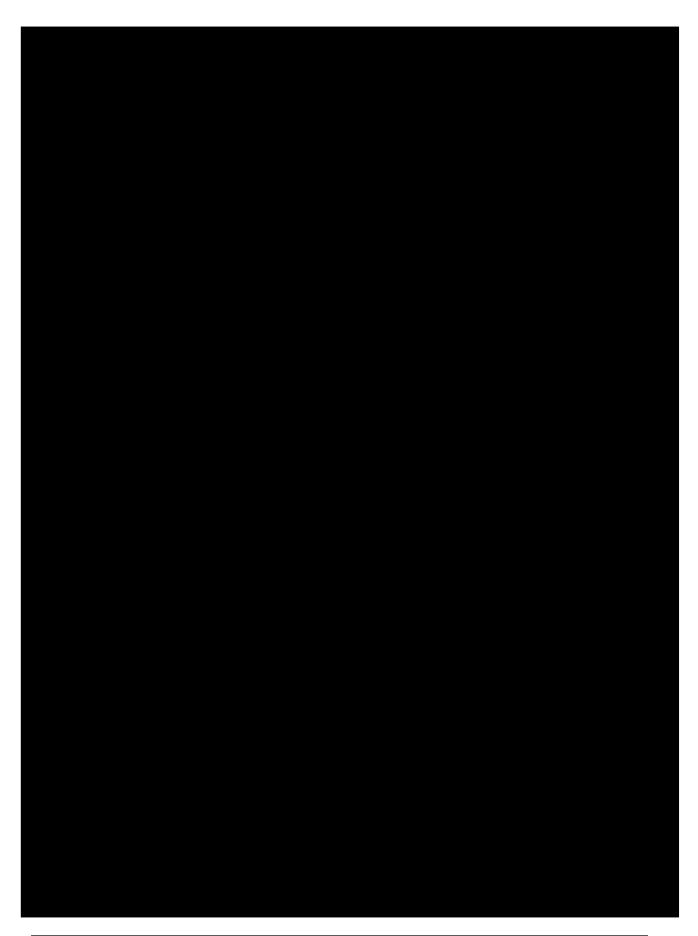














SMEC CONF	SMEC CONFIDENTIAL					
San Miguel Electric Cooperative (SMEC)						
	Physical Security Incident Response					
Owner:	Owner: Chief Financial Officer Approved Date: February 28, 2022					
		Version:	1.0			

REVISION HISTORY

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
2/28/2022	1.0	Created as a separate document from the SMEC EOP.	Derrick Brummett

TABLE OF CONTENTS

Revisi	ion History	1
Table	of Contents	1
1.0	Purpose	1
2.0	Scope	1
3.0	Procedures	2

1.0 PURPOSE

An Operating Procedure to be used as a guide for physical security, and in the event of a physical security incident(s).

2.0 SCOPE

What: This procedure addresses the Physical Security for all SMEC facilities including all

SMEC owned BES Facilities.

Who: This document applies to all personnel and contractors who are responsible for the

operations and ownership of the SMEC BES facilities.

When: This document shall be effective as of the approval signature and date in the heading

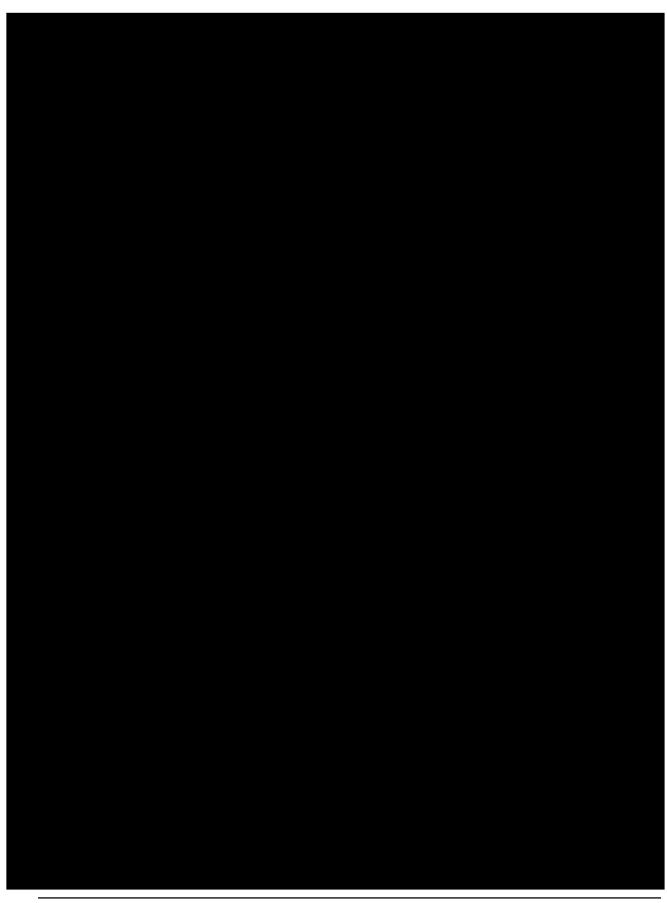
unless noted elsewhere.

SMEC EOP Physical Security Incident Procedure



SMEC - CONFIDENTIAL

Page 2 of 7



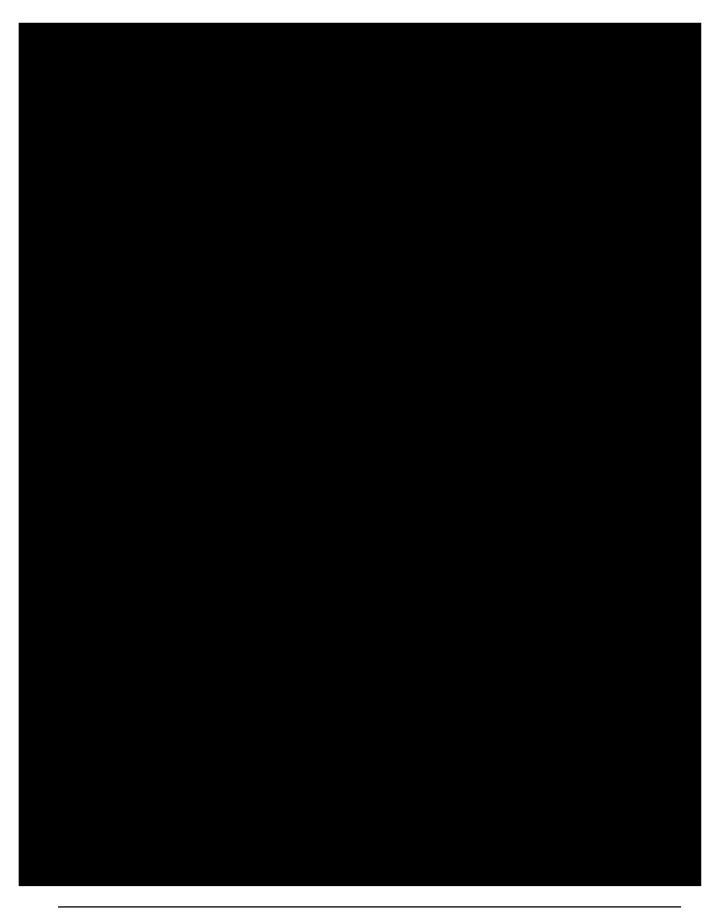
SMEC - CONFIDENTIAL

Page 3 of 7



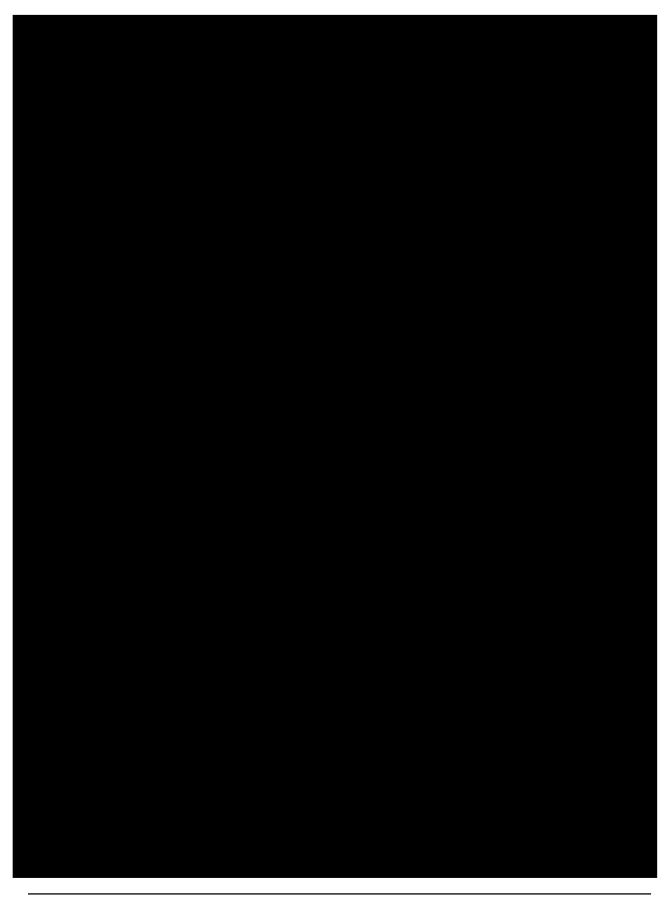
SMEC - CONFIDENTIAL

Page 4 of 7



SMEC - CONFIDENTIAL

Page 5 of 7



SMEC - CONFIDENTIAL

Page 6 of 7



SMEC CONFIDENTIAL					
San Miguel Electric Cooperative (SMEC)					
	Generation and Voltage Control				
Owner: Operations Manager Approved Date: February 21, 2023					
		Version:	1 1		

REVISION HISTORY

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
2/22/2022	1.0	Created as a separate document from the EOP.	Matthew Sutphen
2/21/2023	1.1	Updated 6.2.3 emergency notifications due to personnel changes	Matthew Sutphen

TABLE OF CONTENTS

REV	ISION HISTORY	1
TAE	BLE OF CONTENTS	1
1.0	PURPOSE	2
2.0	SCOPE	2
3.0	PREREQUISTES	2
4.0	PRECAUTIONS	2
5.0	ROLES AND RESPONSIBILITY	2
6.0	PROCEDURES	2

105 of 114

1.0 PURPOSE

1.1 The purpose of this procedure is to reduce the risk of damaging any equipment and at the same time consider the system requirements. Most important is the protection of the generator transformer, the two 675 MVA 345/138 KV autotransformers, and the stability of the unit.

2.0 SCOPE

What: This procedure addresses the Generation and Voltage Control for all SMEC BES

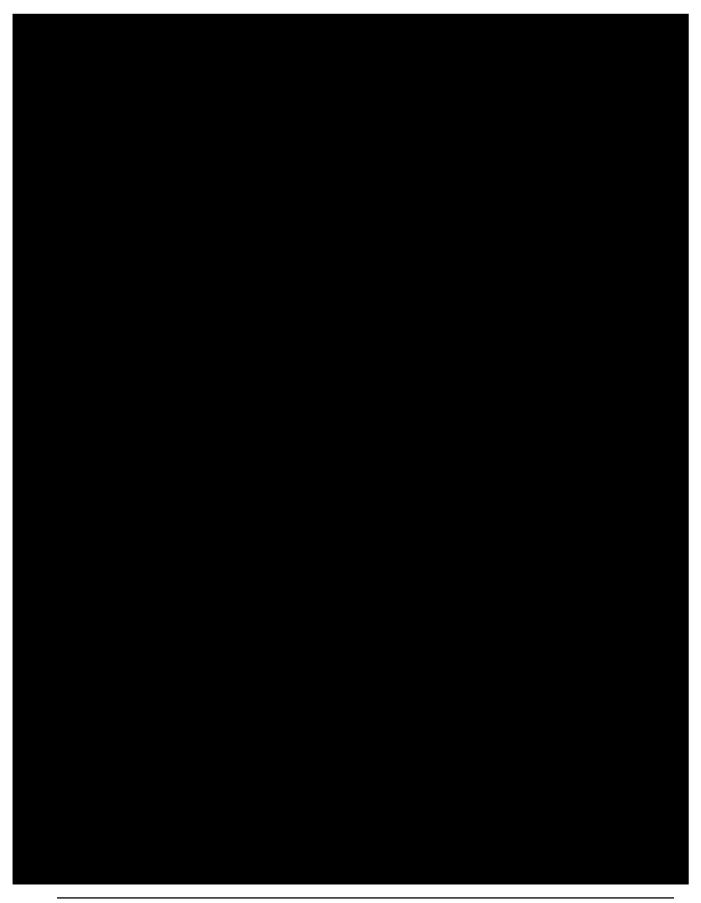
Facilities.

Who: This document applies to all personnel and contractors who are responsible for the

operations and ownership of the SMEC BES facilities.

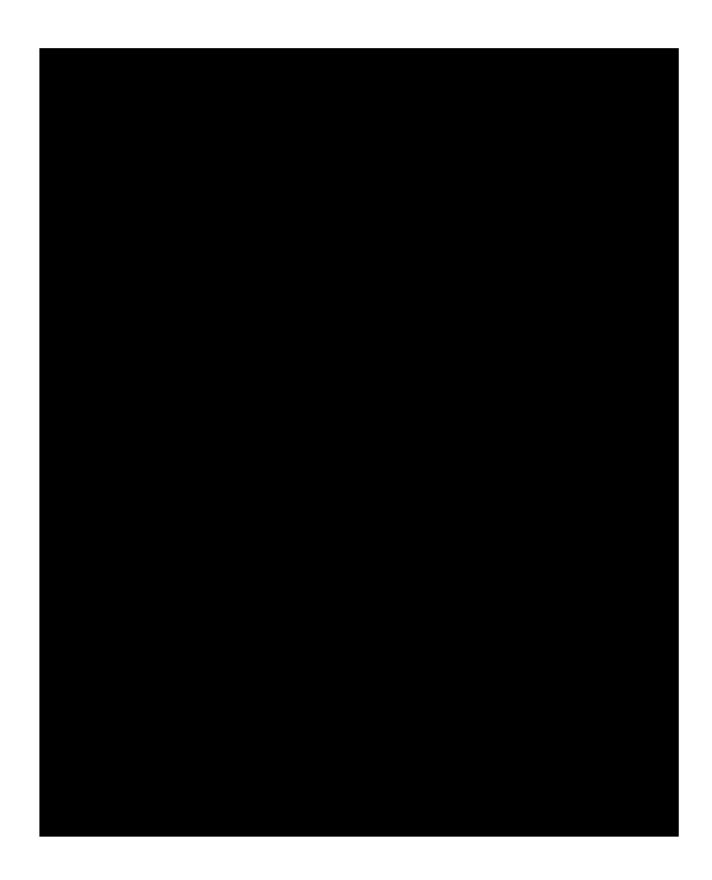


SMEC EOP Generation and Voltage Control



SMEC - CONFIDENTIAL

Page 3 of 6



SMEC - CONFIDENTIAL

Page 4 of 6



SMEC - CONFIDENTIAL

Page 5 of 6



SMEC - CONFIDENTIAL

Page 6 of 6

San Miguel Electric Cooperative (SMEC) Emergency Operating Plan Training

Owner:	General Manager/CEO	Approved Date:	February 28, 2023
		Version:	1.1

REVISION HISTORY

Date Revised	Version #	Section / Item Number(s) Changed	Approved By
3/16/2022	1.0	Created as a separate document for the SMEC EOP.	Craig Courter
2/28/2023	1.1	Updated personnel designated to speak with Emergency Management personnel in 2.2.	Craig Courter

TABLE OF CONTENTS

Revisio	on History	1
Table o	of Contents	1
1.0	Purpose	1
2.0	PUCT Requirement(s)	1
3.0	References	2

1.0 PURPOSE

The purpose of this EOP annex procedure is to clearly state and direct the San Miguel Electric Cooperative's (SMEC's) management and staff to meet training requirements set forth in PUCT Rule 25.53.

Scope

What: This procedure addresses the SMEC EOP training requirements applicable to all SMEC

BES Facilities.

Who: This document applies to all personnel and contractors who are responsible for the

operations and ownership of the SMEC BES facilities.

When: This document shall be effective as of the approval signature and date in the heading

unless noted elsewhere.

SMEC EOP Training Reference: PUCT 25.53



San Miguel Electric Cooperative (SMEC) Emergency Operations Plan (EOP) Drills and Exercises Procedure

Owner:	Operations Manager	Approved Date:	February 21, 2023
		Version:	1.1

Revision History:

Date Revised	Version #	Description of Changes	Approved By
3/15/2022	1.0	Extracted from the Emergency Operations Plan (EOP) as a separate document	Craig Courter
2/21/2023	1.1	Changed ownership of the procedure from Plant Manager to Operations manager.	Derek Burns

1.0 PURPOSE

The purpose of this procedure is to clearly state and direct the San Miguel Electric Cooperative's (SMEC's) management and staff to meet drills and exercise requirements set forth in PUCT Rule 25.53.

Scope

What: This procedure addresses the SMEC EOP drills and exercises requirements for all SMEC

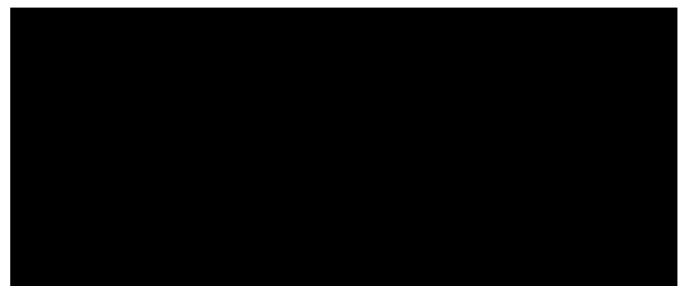
BES Facilities.

Who: This document applies to all personnel and contractors who are responsible for the

operations and ownership of the SMEC BES facilities.

When: This document shall be effective as of the approval signature and date in the heading

unless noted elsewhere.



Title: SMEC EOP Drills and Exercises Reference: PUCT 25.53

