




## Filing Receipt

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*San Patricio Electric Cooperative, Inc.*

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# **§25.53 EMERGENCY OPERATIONS PLAN EXECUTIVE SUMMARY**

## **Executive Summary**

The San Patricio Electric Cooperative, Inc. (SPEC) Emergency Operations Plan (EOP) was developed to comply with 16 Tex. Admin. Code §25.53. Electric Service Emergency Operations Plan Rule, that was approved by the Texas Public Utility Commission on February 25, 2022. 16 TAC §25.53 made several significant changes to the existing rule based on issues identified after the Winter Storm Uri / ERCOT Load Shed Emergency during February-2021.

The EOP is intended to provide the Cooperative with a clear set of guidelines, policies, and procedures intended to guide preparations, responses, and actions related to all phases and types of electric system emergencies. This document satisfies the requirements of the Public Utility Commission of Texas (PUC) Emergency Operations Plan (16 TAC §25.53) and is intended to guide the organization in the preparation for system emergencies and to provide a framework for important tasks and actions required during a system emergency.

SPEC maintains the EOP in anticipation of a natural disaster or situation involving curtailment or major interruptions in electrical service. The plan sets forth organizational and personnel assignments, describes emergency communications procedures and includes emergency contacts. Overall, the primary goals for the plan include:

- Provide the structure, policies, and procedures to guide the organization during all types of emergency conditions and situations.
- Enable SPEC, other utility and governmental entities, members, and stakeholders to coordinate and communicate effectively during emergency situations and events.
- Establish procedures for the restoration of electrical service in a systematic and efficient manner by effectively utilizing SPEC's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that SPEC maintains compliance with the regulatory requirements related to emergency operations and emergency response.

The EOP is organized in the following Sections and Annexes:

### **EOP Sections**

#### **(Section-1) Approval and Implementation Section:**

**This section begins on page 7 of the EOP and corresponds to §25.53(d)(1).**

This Section of the EOP provides the formal plan approvals and tracks all plan revisions. This section also includes an introduction and purpose of the plan and a statement regarding the applicability of the EOP. And to emphasize the commitment of the Cooperative's senior leadership, this section includes a "Message from the General Manager" that underscores the importance of the plan and encourages all SPEC personnel to learn the plan and work with their respective supervisors and teams to understand all relevant parts of the plan. This first section addresses the EOP training policy for SPEC and prescribes the responsibilities of the EOP Plan Administrator assigned to ensure the plan is maintained and reviewed on a regular basis.

#### **(Section-2) Communications Plan:**

**This section begins on page 14 of the EOP and corresponds to §25.53(d)(2).**

The second section of the EOP is the Communications Plan section. This section of the plan includes the strategies, key policies, roles, and communications steps that SPEC undertakes in an emergency event. Key

policies include tracking and coordination of external communications, the designation of spokesperson(s) for the Cooperative, and guidance for all employees regarding media interactions. The remainder of the Communications Plan addresses all the requirements in 16 TAC §25.53 regarding communications with the public, the media, SPEC members, the PUC, OPUC, local and State Governmental Entities, Officials, and (County) Emergency Operations Centers, ERCOT, and Critical Load members. The final part of this section sets forth procedures to ensure accurate and timely internal communications, which is critical to an effective emergency response.

**(Section-3) Pre-Identified Supplies for Emergency Response Plan:**

**This section begins on page 19 of the EOP and corresponds to §25.53(d)(3).**

This section of the EOP provides information on Pre-Identified Supplies for Emergency Response. This section identifies the policies and guidelines for the management of materials, supplies and resources that SPEC may need during emergency events and details regarding the internal roles and responsibilities. SPEC utilizes Texas Electric Cooperatives Materials and Supply Division materials and warehouse services program. This service provided by TEC includes logistical planning and support service for all distribution facilities and materials related to all levels of system emergency events.

**(Section-4) Staffing During Emergency Response Plan:**

**This section begins on page 20 of the EOP and corresponds to §25.53(d)(4).**

This section of the EOP provides information regarding Staffing During Emergency Response and the roles and assignments for SPEC personnel during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that SPEC will utilize and addresses work schedule for SPEC personnel that SPEC shall use in significant and major system emergency events.

**(Section-5) Weather-Related Hazards Identification Plan and EOP Activation Procedure:**

**This section begins on page 23 of the EOP and corresponds to §25.53(d)(5).**

The final section of the EOP is the Weather-Related Hazards Identification Plan and EOP Activation Procedure section. SPEC has a series of policies, procedures, and information resources to monitor all types of weather situations and forecasted emergency conditions. This section also provides the policies and procedures related to the activation of the EOP, and the series of emergency levels that have been developed, with criteria for moving to the emergency levels identified in the plan.

**EOP Annexes**

**Weather Emergency Annex:**

**This section begins on page 27 of the EOP and corresponds to §25.53(e)(1)(A).**

The Weather Emergency Annex addresses preparation for both hot and cold weather emergencies. The key policies in this section set forth the requirement for SPEC to develop and utilize a checklist for SPEC to activate in extreme weather situations.

**Load Shed Annex:**

**This section begins on page 29 of the EOP and corresponds to §25.53(e)(1)(B).**

The Load Shed Annex contains information regarding SPEC preparations and actions for ERCOT Emergency Event Alerts (EEA) levels and include details for the EEA Level-3 load shed events. The load shed plan contains the policies and procedures in place between South Texas Electric Cooperative (STEC) and SPEC regarding the

planning and preparation for load shed events and contains detailed information regarding other operational information for EEA events. This Annex also contains information on the SPEC procedure for restoration coordination with STEC following a load shed event, and key policies and procedures that SPEC utilizes for restoration from significant system outage events. The final subsection of this Annex provides information on SPEC's Critical Load Registry and information related to the maintenance of the registry, communication procedures to these members, and other relevant information regarding Critical Loads.

#### **Pandemic and Epidemic Annex**

**This section begins on page 35 of the EOP and corresponds to §25.53(e)(1)(C).**

In the Pandemic and Epidemic Annex, SPEC has provided the Cooperative's policies, procedures, and guidelines that are designed to prepare for pandemic and epidemic outbreaks, and to effectively deal with operations, restoration and communications circumstances presented by a widespread pandemic event. Key policies in this section address the steps SPEC takes regarding prevention and preparation, policies related to remote work for SPEC personnel, and steps SPEC takes to ensure SPEC adheres to policies implemented by state and local agencies.

#### **Wildfire Annex:**

**This section begins on page 40 of the EOP and corresponds to §25.53(e)(1)(D).**

The Wildfire plan provides the guidelines, procedures and best practices related to wildfire mitigation and document SPEC's policies and practices related to fire prevention and pre-planning, threat mitigation, responses to fire incidents and post incident recovery. This section includes wildfire mitigation actions along with steps SPEC would take to respond to any wildfire events.

#### **Hurricane Annex:**

**This section begins on page 42 of the EOP and corresponds to §25.53(e)(1)(E).**

SPEC's service area includes Hurricane Evacuation Zones (HEZ) and hurricanes and tropical storms pose a significant risk to SPEC. This section of the EOP has well developed policies and procedures based on experience and best practices developed by the Cooperative over many years. The policies and procedures in this section track the various stages of development and landfall of these storms and sets for the organizational approach to managing these events, and the roles and responsibilities of all cooperative management and non-management personnel. This section also contains procedures for contacting and utilizing outside contractors and resources to assist with damage assessment and restoration tasks.

#### **Cyber Security Annex:**

**This section begins on page 47 of the EOP and corresponds to §25.53(e)(1)(F).**

The Cyber Security Annex provides the guidelines, procedures and best practices related to cyber security for the SPEC office facilities and electric distribution system. Based on SPEC's facility ownership profile, cyber security policies and measures are focused on network security, anti-virus security and employee education.

#### **Physical Security Incident Annex:**

**This section begins on page 51 of the EOP and corresponds to §25.53(e)(1)(G).**

The Physical Security Annex provides information regarding the policies and procedures SPEC has implemented to protect the office complex and other facilities that are critical to the operation of the SPEC electric distribution system. Based on SPEC's facility ownership profile this Annex establishes the security policies, guidelines, and requirements for SPEC's facilities, visitors, and surveillance.

## **Plan Distribution and Training**

The table below documents the distribution list of the EOP and the associated training document to SPEC personnel and the date the training was completed by each employee:

<b>SPEC Personnel</b>		<b>EOP Distribution Date</b>	<b>EOP Training Completed Date</b>
<b>Name</b>	<b>Title</b>		
All employees plus – see attached sign-in sheet	See attached sign-in sheet	4/6/22	4/6/22

2022

**San Patricio Electric Cooperative**  
**Emergency Operations Plan Distribution and Training Record**

SPEC Personnel		EOP Distribution Date	EOP Training Completed Date
Name	Title		
Michael Davis	Master Electrician		4/6/2022
Michael H. Zyzanski	Meter Analyst		4/6/2022
Wally Calamanco	Meter Tech Supervisor		4/6/2022
Jerry Perez	Lineman		4/6/2022
Jesse Rivera	Lineman		
Martin Villareal	Apprentice Lineman		4/6/2022
JOHN RAMIREZ	APP LINEMAN		4/6/22
David Cruz	Station Tech		4/6/22
Christopher Garcia	App Lineman		4/6/22
Marcelo Gutierrez	APP Lineman		4/6/22
Ernesto Gutierrez Jr	Lineman		4/6/22
Armando Reyes Jr	Lineman		4/6/22
Ysidro Peña	APP Lineman		4/6/2022
JOSE R. Lopez	MAPPING TECHNICIAN		4/6/2022
Mark Millegan	Lineman		4/6/2022
Wade Bonds	Lineman		04/06/2022
Wade Dancy	Meter Tech		4/6/2022
Joe Cruz	Lineman		4/6/2022
Taylor Edwards	Mapping Sup.		4/6/2022
Andrea Gonzales	CSR		4/8/22
Ester Maldonado	CSR		4/8/22
Melissa Wilborn	Accounting		4/8/22
Sophia Flores	HR coord.		4/8/22
AMANDA N. AVILA	CSR		4/8/22
Amber M. Acosta	CSR		4/8/22
Juli Tyuna	Cashier		4/8/22
Norma Esquivel	Accounts Clerk		4/8/22

2022

## San Patricio Electric Cooperative Emergency Operations Plan Distribution and Training Record

[illegible]



**PROJECT NO. 53385**

**AFFIDAVIT OF GENERAL MANAGER OF  
SAN PATRICIO ELECTRIC COOPERATIVE, INC.  
PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53**

**STATE OF TEXAS §**

**COUNTY OF SAN PATRICIO §**

BEFORE ME, the undersigned authority, on this day personally appeared, and who, after being duly sworn, stated on his or her oath he or she is entitled to make this Affidavit, and that the statements contained below are true and correct.

*I, Ron Hughes, swear or affirm that as an Electric Cooperative operating in the State of Texas and the Electric Reliability Council of Texas (ERCOT) region and control system, confirms the following:*

*"I am the General Manager of San Patricio Electric Cooperative, Inc. (SPEC), which is a Texas electric cooperative corporation.*

*SPEC operates an electric distribution utility system in the State of Texas and the Electric Reliability Council of Texas power region.*

*The Emergency Operations Plan (EOP) developed to comply with the updated 16 TAC §25.53. Electric Service Emergency Operations Plan Rule, has been distributed to SPEC Managers and Operations personnel;*

*SPEC executives, and Operations personnel and executives have received training on the updated EOP;*

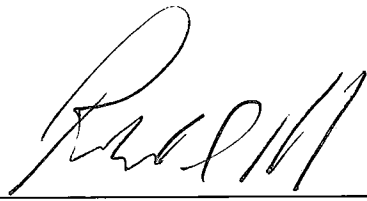
*In accordance with the updated 16 TAC §25.53. Electric Service Emergency Operations Plan Rule, a drill (tabletop exercise) for SPEC Operations personnel is scheduled for a date and time in CY2022 before July 31, 2022;*

*SPEC will notify Commission Emergency Management Personnel and regional TDEM representative(s) prior to the drill;*

*SPEC has distributed the EOP to local Jurisdictions, including regional TDEM personnel and all Counties in the SPEC service area;*

*SPEC has a Business Continuity Plan related to returning to normal operations after an emergency event or situation;*

*SPEC'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, 20 IS-200, IS-700, and IS-800 National Incident Management System training.*

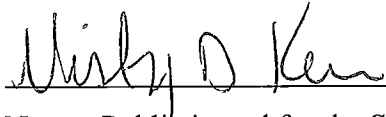


{Signature of Officer of the Cooperative}

General Manager

San Patricio Electric Cooperative, Inc.

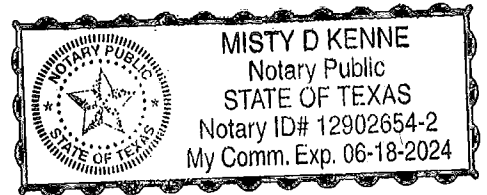
Sworn and subscribed before me on this 14<sup>th</sup> day of April, 2022.



Notary Public in and for the State of Texas

Notary Seal

(Must be notarized by a notary public in and for the State of Texas)



## PUC Primary and Backup Emergency Contact List

<b>Primary Emergency Contact:</b>	Albert Gaitan
<b>Title:</b>	Operations Manager
<b>Email:</b>	<a href="mailto:agaitan@sanpatricioelectric.org">agaitan@sanpatricioelectric.org</a>
<b>Main Phone:</b>	361 364-2220
<b>Cell Phone:</b>	361 319-0411

<b>Secondary Emergency Contact:</b>	Marcos Garcia
<b>Title:</b>	Safety Coordinator
<b>Email:</b>	<a href="mailto:mgarcia@sanpatricioelectric.org">mgarcia@sanpatricioelectric.org</a>
<b>Main Phone:</b>	361 364-2220
<b>Cell Phone:</b>	361 319-8277

Emergency Contact Information

 **Add Record**

**Address Information**

**Contact**

**Secondary Emergency**

**Company:** SAN PATRICIO ELECTRIC COOPERATIVE INC  
**Contact:** MARCOS GARCIA  
**Title:** SAFETY COORDINATOR

**Main:** (361) 364-2220  
**Toll-Free:** (888) 740-2220  
**Fax:** (361) 364-3467  
**Home:**  
**Cell:** (361) 319-8277  
**Email:** [mgarcia@sanpatricioelectric.org](mailto:mgarcia@sanpatricioelectric.org)

**Contact**

**Primary Emergency**

**Company:** SAN PATRICIO ELECTRIC COOPERATIVE, INC.  
**Contact:** ALBERT GAITAN  
**Title:** OPERATIONS MANAGER

**Main:** (361) 364-2220  
**Toll-Free:** (888) 740-2220  
**Fax:** (361) 364-3467  
**Home:**  
**Cell:** (361) 319-0411  
**Email:** [agaitan@sanpatricioelectric.org](mailto:agaitan@sanpatricioelectric.org)



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