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Southwest
Texas
Electric
Cooperative

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§25.53 EMERGENCY OPERATIONS PLAN

EXECUTIVE SUMMARY

Executive Summary

The Southwest Texas Electric Cooperative, Inc. (SWTEC) 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.

SWTEC 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 SWTEC, 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 SWTEC's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that SWTEC 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 SWTEC 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 SWTEC 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 SWTEC 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, SWTEC 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 18 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 SWTEC may need during emergency events and details regarding the internal roles and responsibilities. SWTEC utilizes multiple suppliers for materials, supplies and other types of logistical support.

(Section-4) Staffing During Emergency Response Plan:

This section begins on page 19 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 SWTEC personnel during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that SWTEC will utilize and addresses work schedule for SWTEC personnel that SWTEC 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 21 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. SWTEC 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 25 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 SWTEC to develop and utilize a checklist for SWTEC to activate in extreme weather situations.

Load Shed Annex:

This section begins on page 30 of the EOP and corresponds to §25.53(e)(1)(B).

The Load Shed Annex contains information regarding SWTEC 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 Golden Spread Electric Cooperative (GSEC) and SWTEC

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 SWTEC procedure for restoration coordination with GSEC following a load shed event, and key policies and procedures that SWTEC utilizes for restoration from significant system outage events. The final subsection of this Annex provides information on SWTEC'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 36 of the EOP and corresponds to §25.53(e)(1)(C).

In the Pandemic and Epidemic Annex, SWTEC 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 SWTEC takes regarding prevention and preparation, policies related to remote work for SWTEC personnel, and steps SWTEC takes to ensure SWTEC adheres to policies implemented by state and local agencies.

Wildfire Annex:

This section begins on page 39 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 SWTEC'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 SWTEC would take to respond to any wildfire events.

Hurricane Annex:

This section begins on page 41 of the EOP and corresponds to §25.53(e)(1)(E).

SWTEC's service area is not in a Hurricane Evacuation Zones (HEZ) and therefore did not include this annex in the EOP.

Cyber Security Annex:

This section begins on page 42 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 SWTEC office facilities and electric distribution system. Based on SWTEC'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 44 of the EOP and corresponds to §25.53(e)(1)(G).

The Physical Security Annex provides information regarding the policies and procedures SWTEC has implemented to protect the office complex and other facilities that are critical to the operation of the SWTEC electric distribution system. Based on SWTEC's facility ownership profile this Annex establishes the security policies, guidelines, and requirements for SWTEC'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 SWTEC personnel and the date the training was completed by each employee:

SWTEC Personnel	EOP Distribution Date	EOP Training Completed Date
Name / Title		
Buff Whitten – General Manager Eddie Albin – Manager of Member Services Edmundo Martinez – West Area Line Superintendent Tommy Minor – Manager of Finance and Accounting Ashley Moore – Manager of Office Services L.P. Nixon – Manager of Operations Gloria Safont – Manager of IT Services John Ray Espinosa – Eldorado Foreman Gilbert Silva – Ozona Forman Chuck Jones – East Area Line Superintendent Kathy Graves – Purchasing Agent	4/13/22	4/13/22

PROJECT NO. 51841
FILING OF ATTESTATION DEMONSTRATING COMPLIANCE WITH
§25.53. ELECTRIC SERVICE EMERGENCY OPERATIONS PLANS AFFIDAVIT
OF COOPERATIVE OFFICER FOR
SOUTHWEST TEXAS ELECTRIC COOPERATIVE, INC.
FILED PURSUANT TO SECTION 24 SENATE BILL 3 AND TEXAS UTILITIES
CODE, TITLE 4, SECTION 186.007

STATE OF TEXAS §
COUNTY OF SCHLEICHER §

BEFORE ME, the undersigned authority, on this day personally appeared the undersigned affiant, who swore on oath that the following facts were true:

"My name is Pat Jackson. The facts stated within this Affidavit are within my personal knowledge and are true and correct. I am over the age of eighteen years and am of the soundness of mind necessary to testify to the facts stated in this Affidavit. I am competent to make this Affidavit.

"I am President of Southwest Texas Electric Cooperative, Inc. (SWTEC). "

"SWTEC operates a distribution utility system in the State of Texas and the Electric Reliability Council of Texas (ERCOT) region and control system.

"SWTEC has adopted an Emergency Operations Plan (EOP) which complies with the updated §25.53. Electric Service Emergency Operations Plan Substantive Rule adopted by the Public Utility Commission of Texas (PUCT).

"The EOP has been distributed to SWTEC Managers and Operations personnel;

"SWTEC Operations 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 special circumstances during the course of an emergency;

"The General Manager and other SWTEC executives have reviewed and approved the EOP;

"Drills will be conducted to the extent required by subsection (f) of the updated SWTEC EOP and SWTEC will notify Commission Emergency Management Personnel and regional TDEM representative(s) prior to conducting such required drills;

"SWTEC has distributed the EOP or an appropriate summary of the EOP to all local jurisdictions as needed, including all Counties in the SWTEC service area;

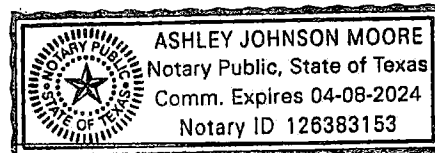
"SWTEC has adopted and maintains a Business Continuity Plan that addresses returning to normal operations after disruptions caused by an incident, emergency event or situation;

"SWTEC'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.

Pat Jackson
Pat Jackson, President
Southwest Texas Electric Cooperative, Inc.

Sworn and subscribed before me on this 15 day of April, 2022.

Ashley J Moore
Notary Public in and for the State of Texas



Notary Seal

Primary and Backup PUC Emergency Contact List

Primary Emergency Contact	Contact	Primary Emergency
Title	Company: SOUTHWEST TEXAS ELECTRIC COOPERATIVE INC Contact: LESTER PAUL NIXON Title: MANAGER OF OUTSIDE OPERATIONS	Main: (325) 853-2544 Toll-Free: (800) 643-3980 Fax: (325) 853-3141 Home: (325) 206-3455 Cell: (325) 206-3455 Email: lpnixon@swtec.com
Email		
Main Phone		
Cell Phone		

Secondary Backup Emergency Contact	Contact	Secondary Emergency
Title	Company: SOUTHWEST TEXAS ELECTRIC COOPERATIVE INC Contact: BUFF WHITTEN Title: GENERAL MANAGER	Main: (325) 853-2544 Toll-Free: (800) 643-3980 Fax: (325) 853-3141 Home: (325) 853-1909 Cell: (325) 206-0118 Email: bwwhitten@swtec.com
Email		
Main Phone		
Cell Phone		

Tertiary Backup Emergency Contact	Contact	Tertiary Emergency
Title	Company: SOUTHWEST TEXAS ELECTRIC COOPERATIVE INC Contact: EDDIE ALBIN Title: MANAGER OF MEMBER SERVICES	Main: (325) 853-2544 Toll-Free: (800) 643-3980 Fax: (325) 853-3141 Home: (325) 226-5312 Cell: (325) 226-5312 Email: ealbin@swtec.com
Email		
Main Phone		
Cell Phone		