



Filing Receipt

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Item Number - 1617



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Via Electronic Filing

October 6, 2023

Commission Filing Clerk
Public Utility Commission of Texas
Attn: Central Records
1701 N Congress, Suite 8-100
Austin, Texas 78711-3326

RE: Project No. 53385; SelfServe Energy Corp Emergency Operation Plan

To the Commission Filing Clerk:

Pursuant to Texas Administrative Code §25.53 and §25.107(d)(2)(G), SelfServe Energy Corp submits the enclosed public redacted version of its Emergency Operation Plan with Executive Summary.

Please direct any questions or concerns about the information enclosed to the undersigned.

Respectfully,

/s/ Lindsay Sabedra

Lindsay Sabedra
Analyst, Federal and State Regulatory Affairs
Feller Law Group, PLLC
Email: LindsaySabedra@Feller.Law
Phone: 212-590-0145

Enclosures

Emergency Operations Plan
SelfServe Energy Corp
Retail Electric Provider (REP)

Effective October 2023
Version 1.0

Executive Summary:

Once certified as a registered Retail Electric Provider in the ERCOT footprint, SelfServe Energy Corp (SelfServe) will be required to have in place, maintain, and utilize (when necessary) an Emergency Operations Plan, pursuant to the requirements set forth in the PUCT Rule §25.53. As such, SelfServe has developed this plan to comply with the PUCT Substantive rule, as well as ensure a greater likelihood of continued operations during an emergency. At all times, the most recent approved copy of the SelfServe Emergency Operations Plan will be available electronically for PUCT inspection.

SelfServe does not own transmission lines, distribution lines or generating equipment. The objective of this EOP is to prepare employees for dealing with emergency situations, keep employees safe during any emergency and to comply with regulatory requirements pertaining to emergencies. This EOP addresses the following topics.

- **Approval and Implementation (Section A)**
 - Introduces the EOP and outlines its applicability;
 - Lists the individuals responsible for maintaining and implementing the EOP, and those who can change the EOP;
 - Provides a revision control summary that lists the dates of each change made to the EOP since the initial EOP filing pursuant to § 25.53(c)(1); and
 - States the date the EOP was most recently approved.
- **Communication Plan (Section B)**
 - Describes the procedures during an emergency for communicating with the public, media, customers, the commission, and OPUC, and the procedures for handling complaints during an emergency.
- **Plan for Maintenance of Pre-identified Supplies for Emergency Response (Section C)**
- **Plan that Addresses Staffing during Emergency Response (Section C)**
- **List of primary contacts (Section C)**
- **Weather-related (Section D)**
- **Training & Drills. (Section E)**
- **Annexes included in the EOP**
 - **Pandemic and epidemic annex (Attachment A)**

- **Hurricane annex (Attachment B)**
- **Cyber security annex (Attachment C)**
- **Physical threat annex (Attachment D)**

Plan Review

This Emergency Action Plan must be reviewed annually, or as needed if changes to the worksite are made. Any employee may make recommendations to improve the effectiveness of this Plan. Management shall regularly review any such recommendations.

Record of Distribution:

Pursuant to § 25.53(c)(1)(A)(III) and (c)(4)(A), SelfServe will provide access to and training on the EOP during December 2023.

Affidavit:

SelfServe attaches the affidavit required by § 25.53(c)(1)(A)(i)(IV) and (c)(4)(C), signed by Jack Luo, its highest-ranking representative, official, or officer with binding authority over SelfServe.

AFFIDAVIT

Province
STATE OF B.C. §
City
COUNTY OF Richmond §

Before me, the undersigned notary public, on this day personally appeared Jack Luo to me know to be the person whose name is subscribed to the foregoing instrument, who being duly sworn according to law, deposes and says:

1. My name is Jack Luo. I am over the age of eighteen and I am competent to testify to all the facts stated in this Affidavit, and I have the authority to make this Affidavit on behalf of SelfServe Energy Corp. ("SelfServe") as the highest-ranking representative, official, or officer with binding authority over SelfServe.

2. I swear or affirm that in my capacity as Chief Executive Officer, I have personal knowledge of the facts as stated in this Affidavit which is given in support of SelfServe's Emergency Operations Plan ("EOP") submission to the Public Utility Commission of Texas ("PUCT") and to the Electric Reliability Council of Texas ("ERCOT") as required by 16 Tex. Admin. Code ("TAC") § 25.53. I further swear or affirm that all of the statements and/or representations made in this affidavit are true, complete, and correct to the best of my knowledge.

3. I further swear or affirm that 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.

4. I further swear or affirm that the EOP has been reviewed and approved by the appropriate executives.

5. I further swear or affirm that SelfServe intends to conduct a drill consistent with 16 TAC § 25.53(f) before January 1, 2024, and will provide notice to the Commission at least 30 days before that drill is conducted. Once that drill is conducted, SelfServe will notify the Commission.

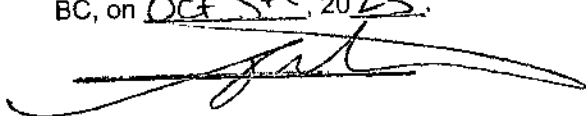
6. I further swear or affirm that the EOP or an appropriate summary has been distributed to local jurisdictions as needed.

7. I further swear or affirm that SelfServe maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident.


8. I further swear or affirm that SelfServe's emergency management personnel who are designated to interact with local, state, and federal emergency management officials during emergency events will receive the latest IS-100, IS-200, IS-700, and IS-800 National Incident Management System Training on or before January 1, 2024.

Further affiant sayeth not.

SWORN before me at Richmond,
BC, on Oct 5th, 2023.

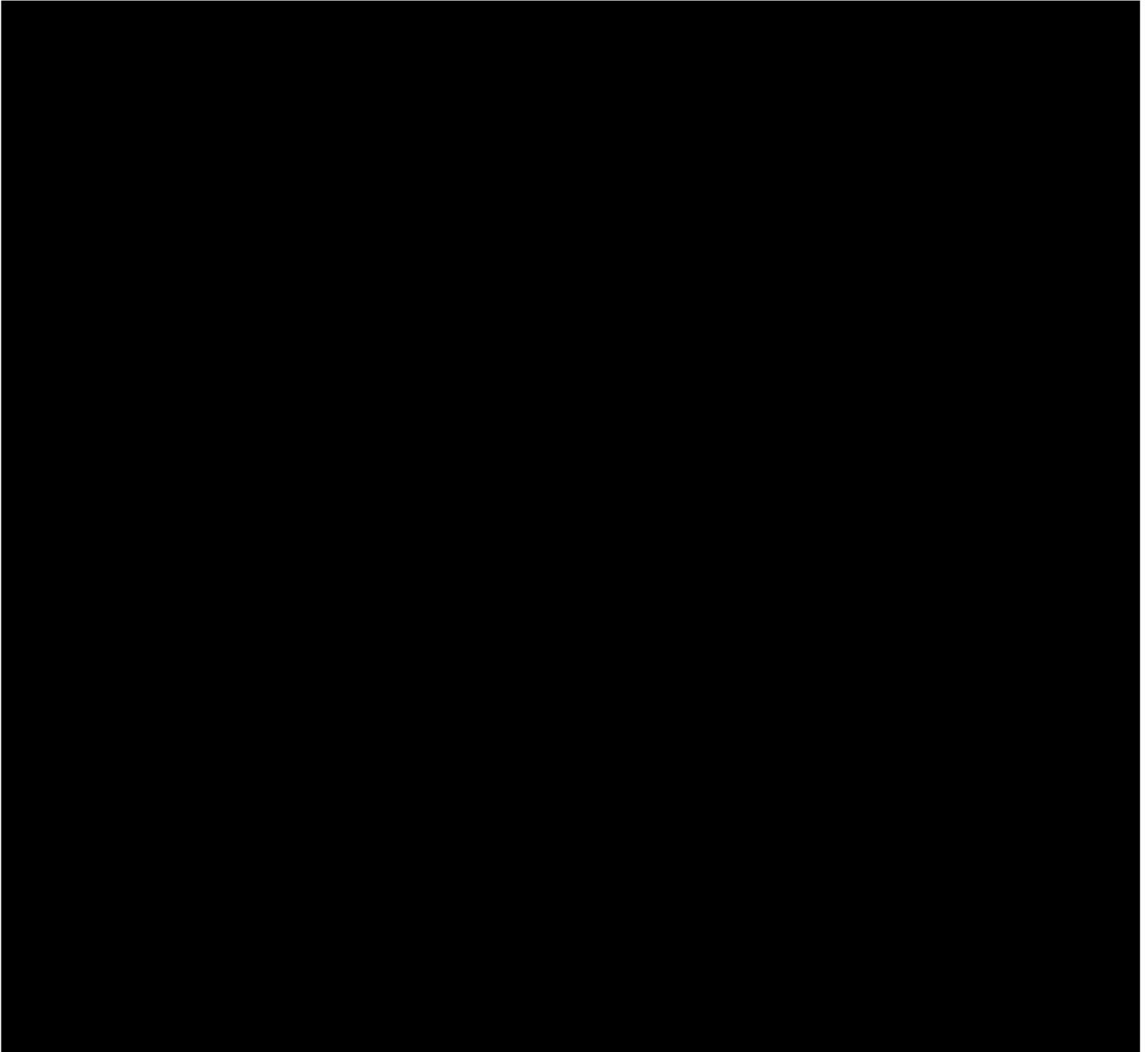


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Permanent Commission

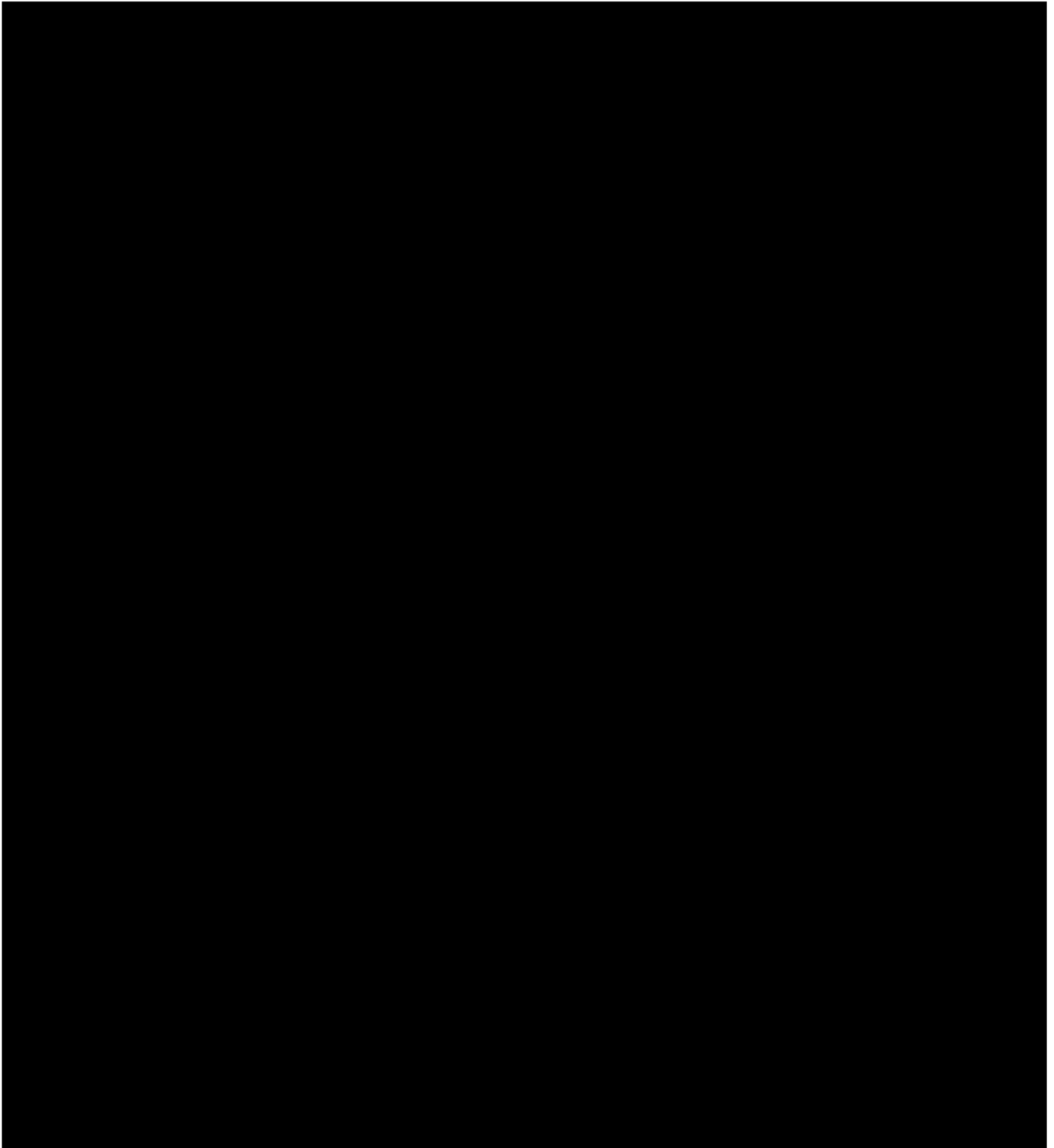


JACK LUO
CHIEF EXECUTIVE OFFICER
SELF-SERVE ENERGY CORP.

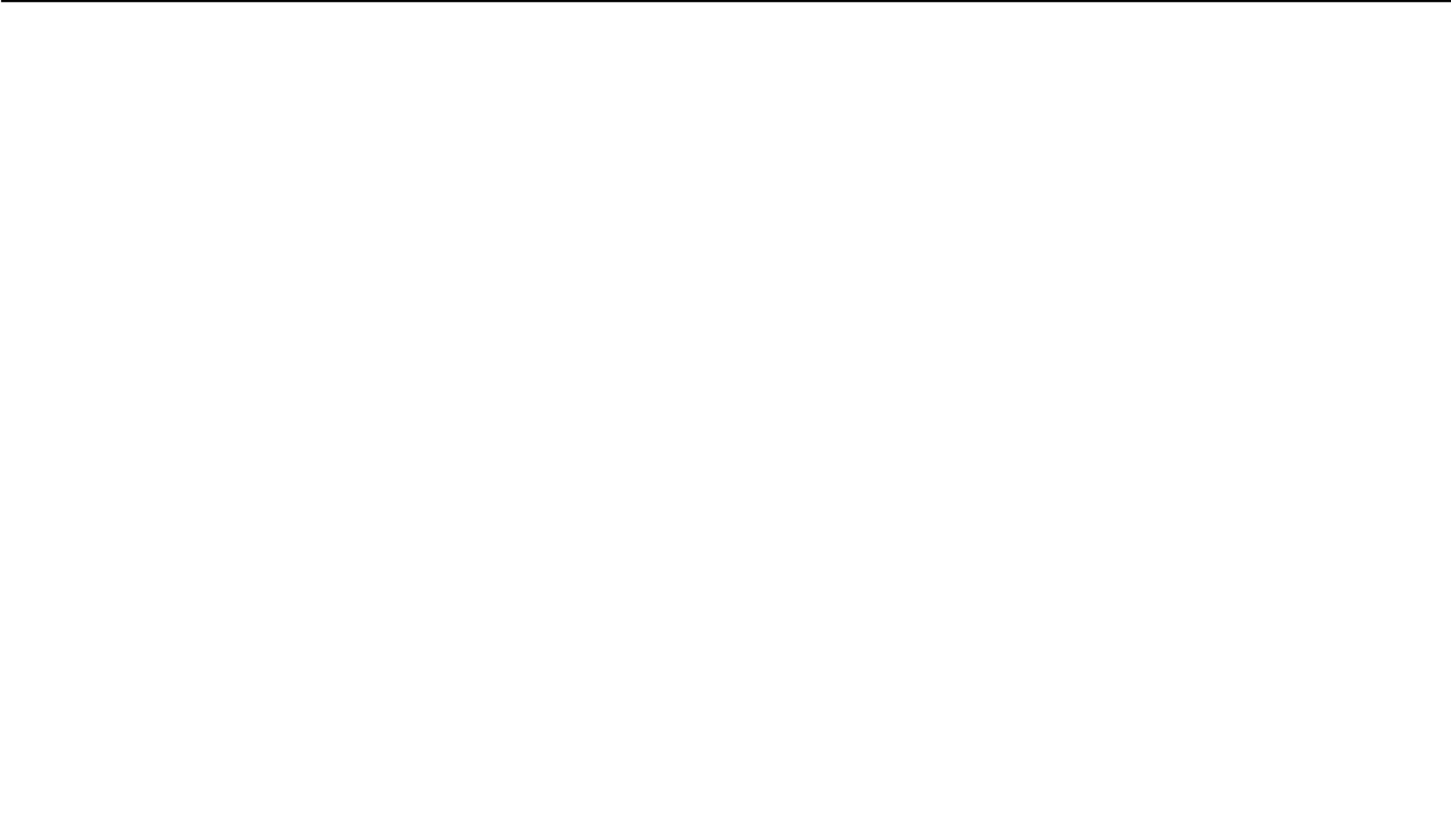
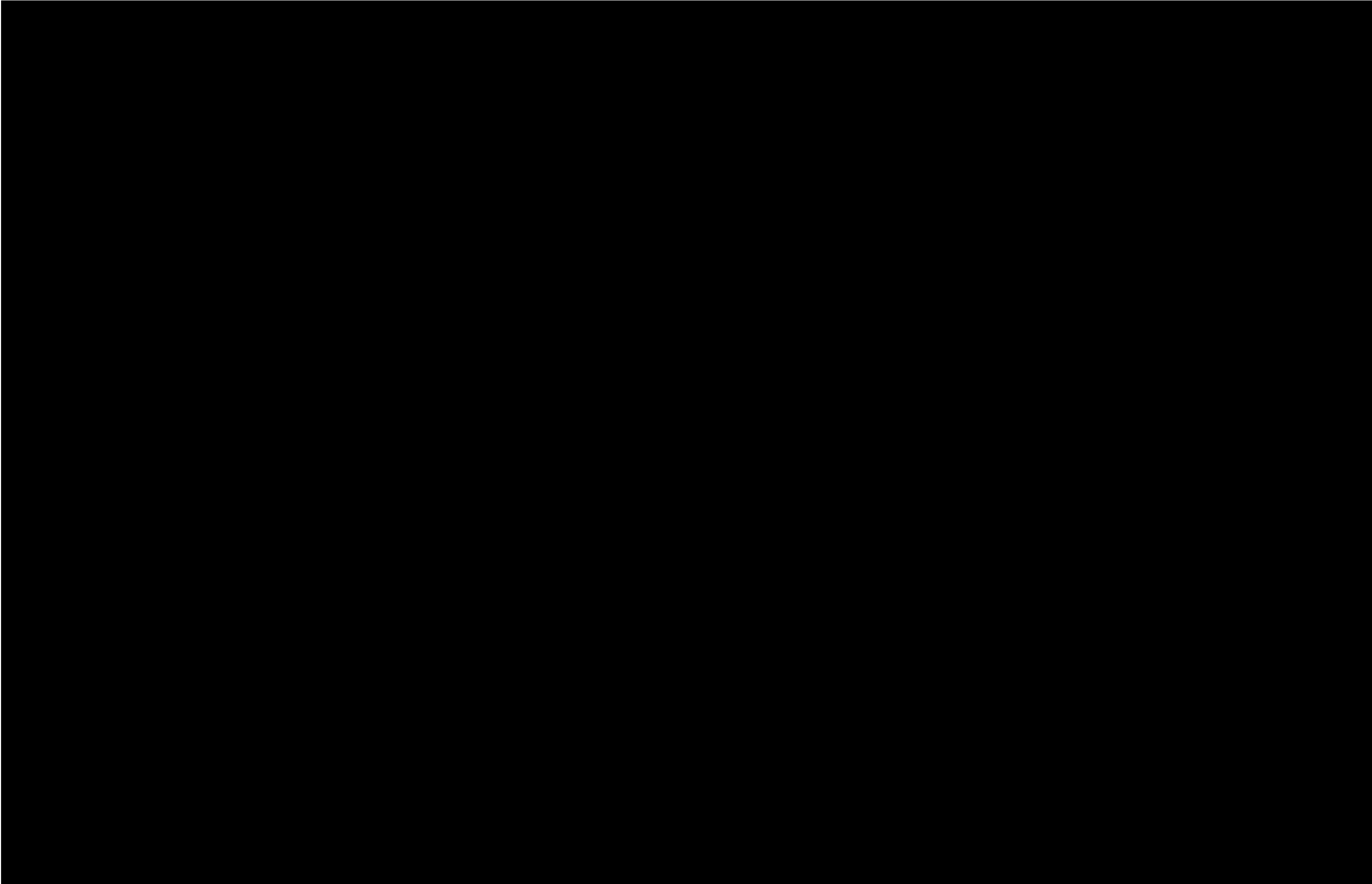
Section A



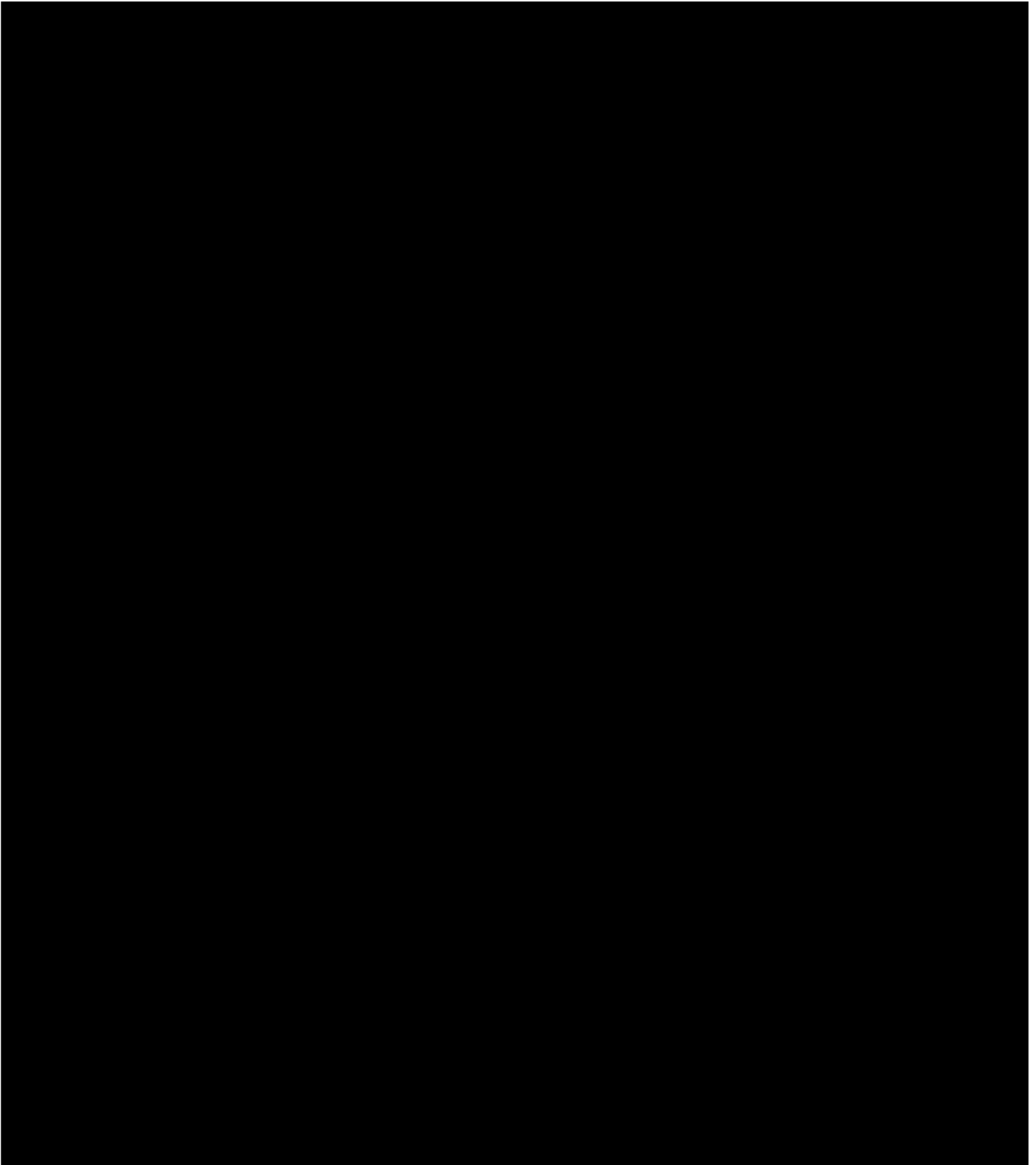
Section B



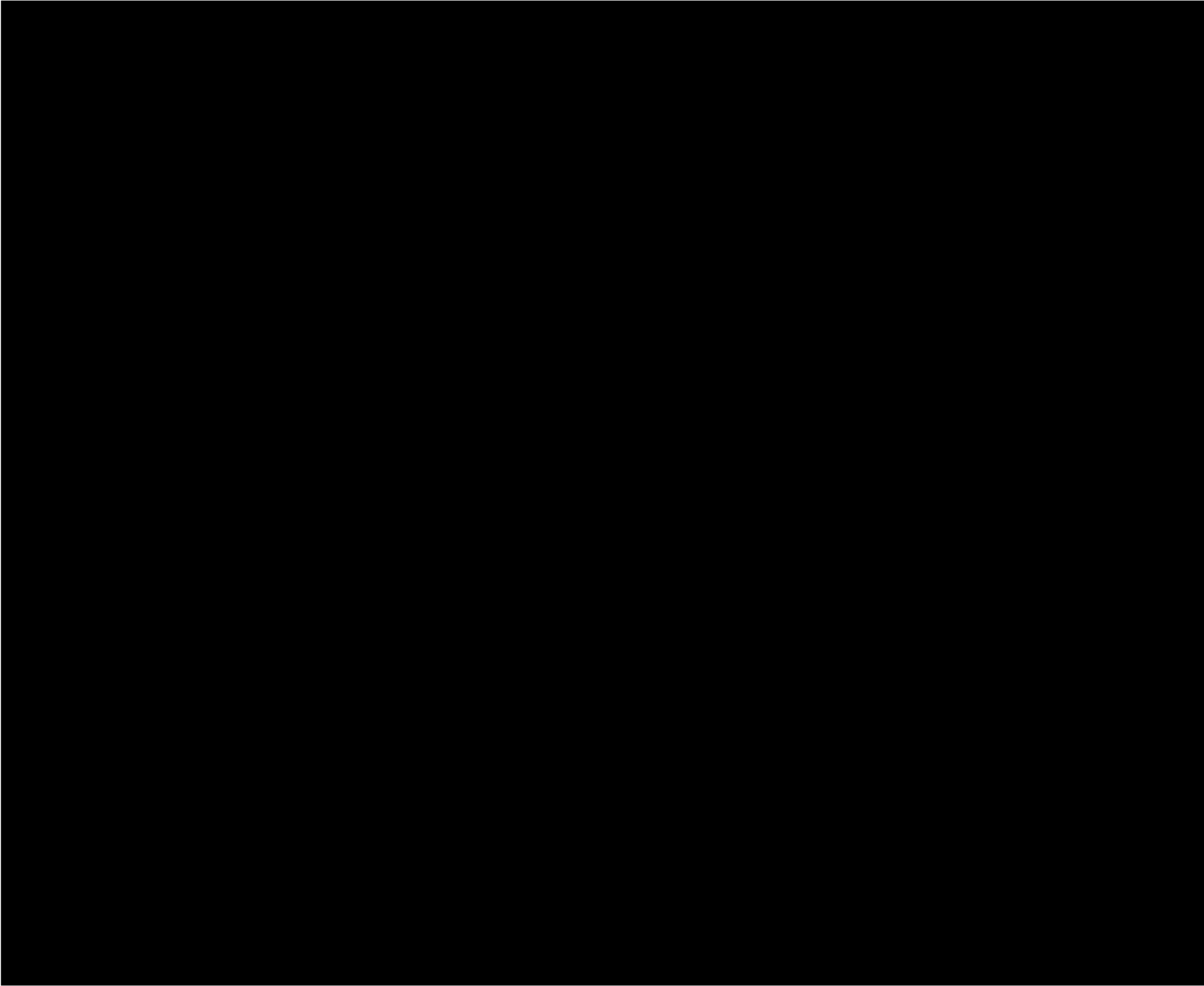
Section C



Section D

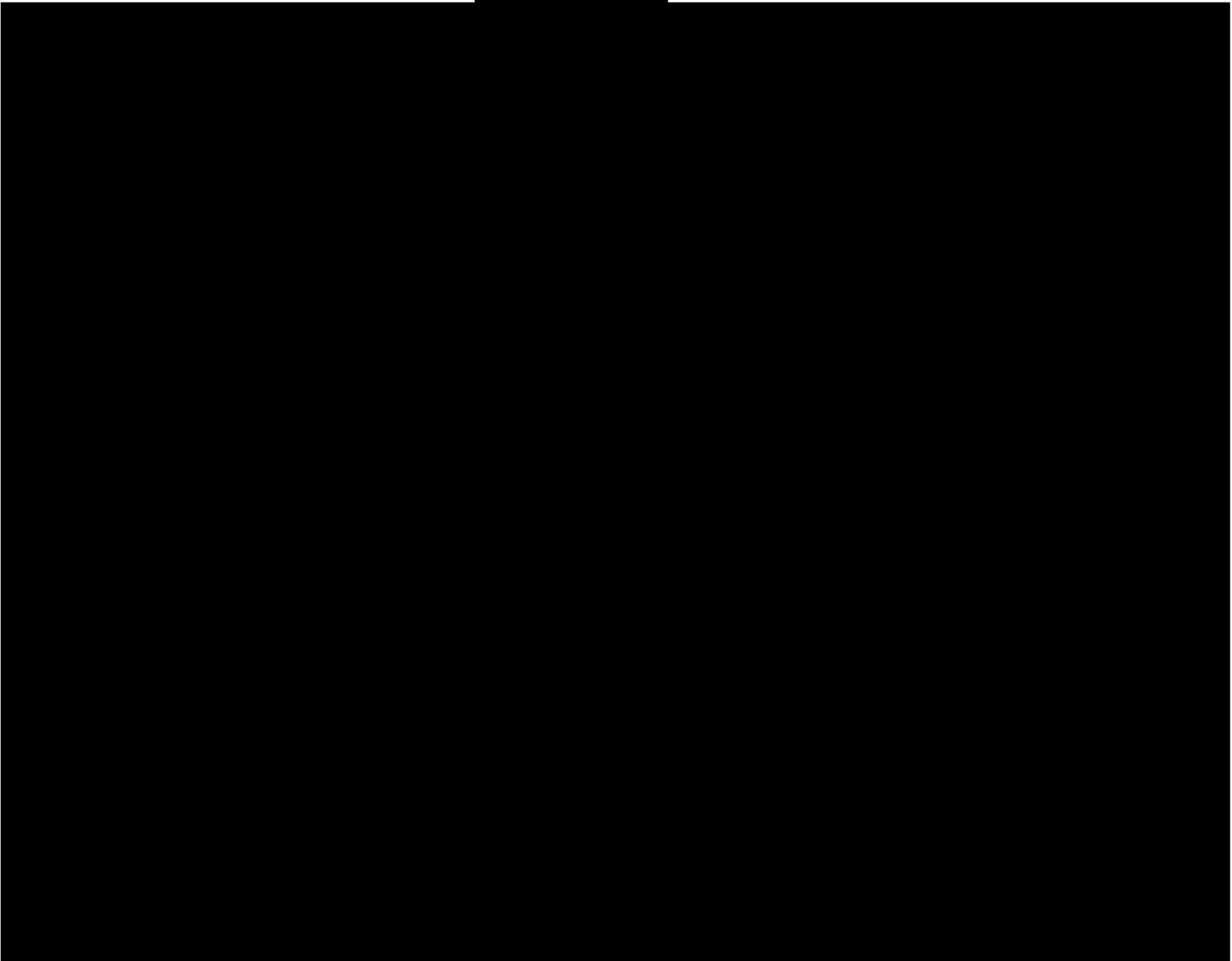


Section E

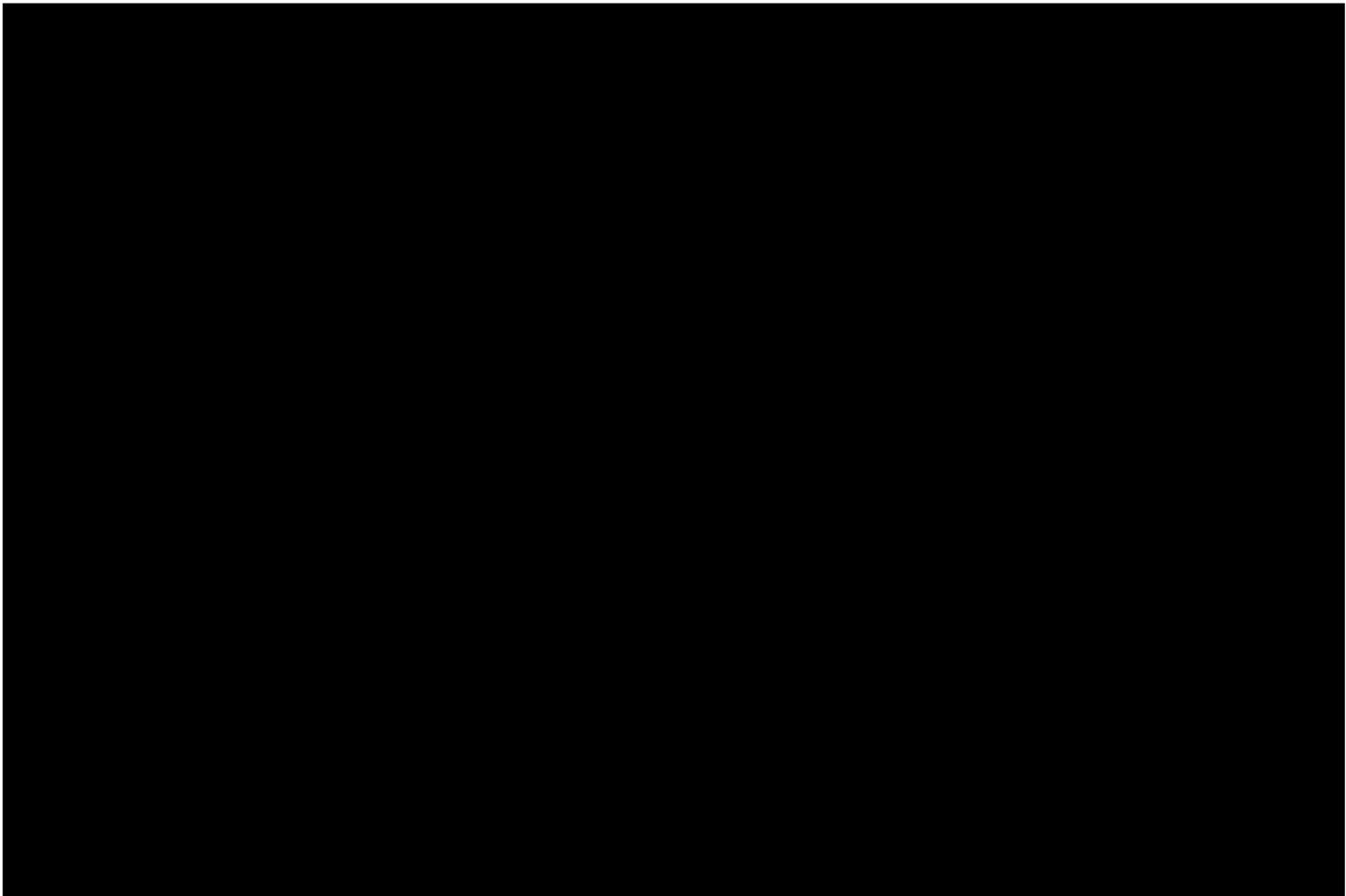




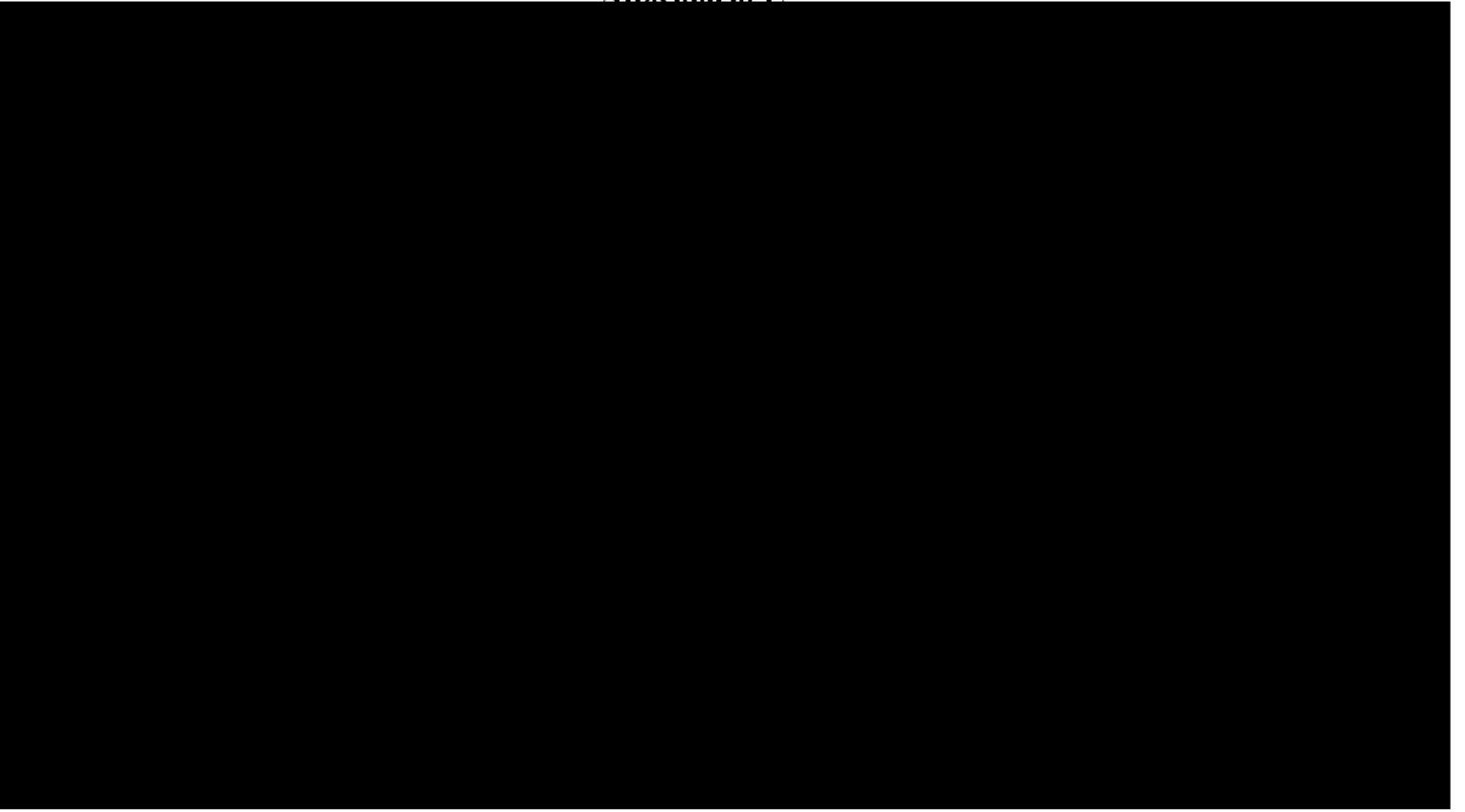
Attachment A



Attachment B



Attachment C



Attachment D

