Filing Receipt

Received - 2022-04-15 01:38:56 PM
Control Number - 53385
ItemNumber - 164

Sharyland Utilities, L.L.C.
Dallas Corporate Office
1900 North Akard
Dallas, Texas 75201
Toll-free: (866) 354-3335

April 18, 2022

Ms. Jasmine Kirkland
Central Records
Public Utility Commission of Texas
1701 N. Congress Avenue
Austin, Texas 78701

RE: Project No. 53385, *Project to Submit Emergency Operations Plans and Related Documents under 16 Tex. Admin. Code § 25.53*

Dear Ms. Kirkland,

Enclosed for filing please find the following submissions related to Sharyland Utilities, L.L.C.'s ("Sharyland") Emergency Operations Plan pursuant to revised 16 Tex. Admin. Code ("TAC") § 25.53:

1. Sharyland's Emergency Operations Plan. Please note that certain portions of this Plan have been redacted to remove sensitive information (item 3 below is a CONFIDENTIAL version of this Plan with certain of such portions unredacted).

2. Executive Summary of Sharyland's Emergency Operations Plan pursuant to 16 TAC § 25.53(c)(1)(A)(i). Please note that certain portions of this Executive Summary have also been redacted to remove sensitive information (item 4 below is a CONFIDENTIAL version of this Executive Summary with certain such portions unredacted).

3. CONFIDENTIAL version of Sharyland's Emergency Operations Plan, filed separately under seal, with certain portions unredacted.

4. CONFIDENTIAL version of Sharyland's Executive Summary, filed separately under seal, with certain portions unredacted (e.g., the names, titles, and contact information for Sharyland's emergency contacts required by 16 TAC § 25.53(c)(4)(B)).

If you have any questions about this filing, please do not hesitate to contact me at (512) 721-2707 or jzerwas@huntutility.com.

Respectfully submitted,

/s/ John M. Zerwas, Jr.
John M. Zerwas, Jr.
Vice President, Regulatory Affairs

SHARYLAND UTILITIES, L.L.C.

EMERGENCY OPERATIONS PLAN
EXECUTIVE SUMMARY

April 14, 2022

SHARYLAND UTILITIES, L.L.C.'S
EMERGENCY OPERATIONS PLAN EXECUTIVE SUMMARY
PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53

Table of Contents

I. Introduction

Sharyland Utilities, L.L.C. ("Sharyland") submits this Emergency Operations Plan Executive Summary under 16 Texas Administrative Code ("TAC") § 25.53 ("Rule 25.53"). Sharyland is a transmission service provider ("TSP") operating in the South Texas area of the Electric Reliability Council of Texas, Inc. ("ERCOT") region. Sharyland operates facilities consisting of 138- and 345-kilovolt ("kV") transmission lines and related infrastructure and two 150 megawatt ("MW"), for a total of 300 MW, high voltage direct current ("HVDC") interconnections between ERCOT and the Mexican electric grid. In total, Sharyland owns 64 line miles of transmission lines in ERCOT. Sharyland designs, constructs, operates,[1] and maintains its infrastructure consistent with applicable codes, standards, and guidelines to provide safe and reliable transmission service.

Sharyland also owns and operates substations and provides Wholesale Distribution Substation Service ("WDSS") for transformation of electric power and energy from or to a standard transmission voltage to or from standard voltages below 60 kV, for delivery of electric power and energy from resources to loads. Sharyland's system does not include any distribution lines.

Sharyland maintains an Emergency Operations Plan in anticipation of natural disasters or situations involving curtailments or major interruptions in electrical service in accordance with 16 TAC § 25.53. The plan and attached annexes set forth organizational and personnel assignments, describe emergency communications procedures, discuss the priorities for curtailment and restoration priorities, and address plans for dealing with weather emergencies, pandemics and epidemics, wildfires, hurricanes, cyber security, and physical security incidents.

II. Activation of the Emergency Operations Plan

The Sharyland Emergency Operations Plan is activated when, in the opinion of the Vice President of Operations (or his designee), the known or potential consequences of an anticipated hazard or threat are sufficiently imminent and severe to warrant prompt action to prepare for and reduce the impact of harm that may result.

[1] Transmission Operator functions are provided to Sharyland by Oncor's Transmission Grid Operations. Sharyland performs field-based operations for its system and assets.

III. Organizational Assignments

The Sharyland Emergency Operations Plan outlines the organizational assignments by defining the responsible party for emergency tasks, including situation assessment, telephone and office management, system dispatch, management of communications equipment, reporting, securing repair and reconstruction assistance, maintaining system maps, tree removal, and crew support.

IV. Control Center Functions

Transmission Operator functions during an emergency are provided to Sharyland by Oncor's Transmission Grid Operations ("TGO") pursuant to the Operation Agreement between Sharyland and Oncor and are subject to Oncor's Emergency Operations Plan. Sharyland relies on Oncor to remotely coordinate and support all operating activities required for restoring the integrity of Sharyland's transmission system during the entire period of the emergency.

V. Transmission and Substation Maintenance

Overall responsibilities for transmission and substation maintenance, provided by the Director of Operations, are to repair, restore, and maintain all damaged substations, transmission facilities, and equipment to as close to normal conditions as possible. These responsibilities are listed in the Sharyland Emergency Operations Plan.

VI. Transmission Engineering and Construction

Overall responsibilities for transmission engineering and construction, provided by the Director of Transmission Engineering and Construction, are to provide engineering support, project management, and source and logistics functions with regard to reconstruction of any portion of a transmission line or station that is damaged beyond repair. These responsibilities are listed in the Sharyland Emergency Operations Plan.

VII. Communication Plan

Overall responsibilities related to communications are to provide prompt and continual emergency information to the public, media, customers, the Public Utility Commission of Texas

("PUC"), the Office of Public Utility Counsel ("OPUC"), local and state governmental entities, officials, and emergency operations centers, and ERCOT as the applicable reliability coordinator.

Because Sharyland is a TSP only and does not have retail customers nor critical load customers, it is unlikely that Sharyland will need to have direct communications with the press, media, OPUC, or emergency operations centers. Further, as a TSP only without retail or critical load customers, Sharyland's plan does not include procedures for communicating with such customers. Similarly, Sharyland does not expect to receive complaints from retail customers during an emergency. However, Sharyland will handle complaints during an emergency consistent with PUC rules, if needed. Sharyland's Director of Operations will communicate with Sharyland's WDSS and Wholesale Transmission Service ("WTS") customers and will handle any complaints from such customers, if needed. Sharyland's communication with ERCOT is primarily through Oncor who provides Transmission Operator functions for Sharyland.

Sharyland's communications plan addresses employee/supervisor communication, crew coordination, and includes having a Business Continuity Plan in place.

Sharyland will provide notifications and reports to the PUC regarding significant interruptions in accordance with 16 TAC § 25.52(e)(1) and (2). Per 16 TAC § 25.53(g), upon request by PUC Staff during an activation of the State Operations Center ("SOC") by the Texas Department of Emergency Management ("TDEM"), Sharyland must provide updates on the status of operations, outages, and restoration efforts. After an emergency, PUC Staff may require an affected entity to provide an after action or lessons learned report and file it with the PUC by a date specified by PUC Staff.

Sharyland's Director of Operations is designated to interact with local, state, and federal emergency management officials during emergency events and received the latest IS-100, IS-200, IS-700, and IS-800 National Incident Management System training.

VIII. Curtailment Priorities

In the event that the Sharyland transmission system is faced with an emergency situation, Oncor TGO will operate the Sharyland transmission system in accordance with ERCOT Protocols and at the direction of ERCOT and neighboring utilities, as necessary. Sharyland no longer directly

serves any load. The utility taking WDSS from Sharyland is the entity that serves end-use customers. Therefore, Sharyland would take direction from that utility's distribution operator on any curtailment or restoration at substations that would affect load. Sharyland will notify ERCOT, the PUC, and other governmental agencies of the emergency conditions as required or requested.

IX. Priorities for Restoration of Service

The primary goal of the Emergency Operations Plan is the orderly repair of Sharyland facilities so that public health and safety are protected, and service is restored as quickly as possible through proper, safe, and efficient use of all resources. In the event of a partial or complete blackout of the ERCOT system, Sharyland will follow the direction of Oncor as the provider of Transmission Operator services for Sharyland.

X. Severe Weather Event Plan

Sharyland uses its emergency plans to command, control, and coordinate before and during severe weather emergency events, including hurricanes, thunderstorms, lightning storms, tornadoes, tropical storms, ice storms, snowstorms, droughts, flooding, extreme cold weather, extreme hot weather, high wind/dust storms, or other local storms that may cause significant damage to Sharyland's facilities. Sharyland will continuously monitor weather conditions near Sharyland's transmission and wholesale distribution system and will coordinate with the control centers described in Section IV.

XI. Staffing and Emergency Response

Sharyland currently has full-time employees stationed in McAllen, Texas to perform day-to-day operations and oversee maintenance activities on Sharyland's transmission and wholesale distribution systems. Sharyland has master service agreements ("MSAs") with contract resources to perform monthly transmission maintenance, station maintenance, operational support, and provide emergency response staff to support any transmission or station emergency due to weather related events.

XII. Plan to Maintain Pre-Identified Supplies

As part of its ongoing operations, Sharyland maintains inventory in a warehouse for equipment that can be used in the event of an emergency. In the event of an emergency that

disrupts the supply of necessary inventory, Sharyland would rely on receiving inventory and supplies from third party vendors and, if necessary, neighboring utilities.

XIII. Drills

Sharyland must conduct or participate in at least one drill each calendar year to test its Emergency Operations Plan, as required by 16 TAC § 25.53(g). Sharyland has facilities in a hurricane evacuation zone as defined by TDEM and at least one of the annual drills includes a test of its hurricane annex. Following an annual drill, Sharyland must assess the effectiveness of its emergency response and revise its Emergency Operations Plan as needed.

XIV. Annexes

This Emergency Operations Plan includes the following annexes, as required by 16 TAC § 25.53(e):

Weather Emergency Annex

Sharyland's Weather Emergency Annex describes the operational plans for responding to a cold or hot weather emergency.

Load Shed Annex

Sharyland, as a TSP only, no longer directly serves any load. Oncor TGO will operate the Sharyland transmission system in accordance with ERCOT Protocols and at the direction of ERCOT and neighboring utilities, as necessary. The utility taking WDSS from Sharyland is the entity that serves end-use customers. Therefore, Sharyland would take direction from that utility's distribution operator for any curtailment or restoration at substations that would affect load.

16 TAC § 25.53(e)(1)(B)(iii) requires that the load shed annex include a procedure for maintaining an accurate registry of critical load customers. However, because Sharyland, as a TSP only, does not directly serve any load or retail customers (including critical load customers), Sharyland does not

maintain a registry of critical load customers nor have any procedures related thereto.

Pandemic and Epidemic Annex

Sharyland's Pandemic and Epidemic Annex describes the operational plans for preparing for a potential pandemic or epidemic and responding to a pandemic or epidemic.

Wildfire Annex

Sharyland's Wildfire Annex describes Sharyland's operational plans for mitigating and responding to wildfires.

Hurricane Annex

Sharyland's Hurricane Annex describes Sharyland's operational plans for mitigating and responding to hurricanes, including evacuation and re-entry procedures.

Cyber Security Annex

Sharyland's Cyber Security Annex describes Sharyland's cyber security plans to safeguard the reliability of Sharyland assets, as required by NERC.

Physical Security Incident Annex

Sharyland's Physical Security Incident Annex describes Sharyland's operational plans for mitigating and responding to physical security incidents, as required by NERC.

Transmission Operations Business Continuity Plan

Sharyland's Transmission and Operations Business Continuity Plan describes Sharyland's operational plans for returning to normal operations after a disruption caused by an incident.

Facilities Under PURA § 39.918(b)(1) & PURA § 39.918(b)(2) Annex

Sharyland does not lease or operate any facilities under PURA § 39.918(b)(1) or PURA § 39.918(b)(2).

XV. Conclusion

Sharyland has established comprehensive procedures and programs to ensure that its personnel are trained and effectively deployed during emergency conditions. The procedures outlined in this Emergency Operations Plan and the documents referenced herein serve as the model that Sharyland will follow under any emergency condition as required by 16 TAC § 25.53. As a TSP in ERCOT that does not serve load or provide Transmission Operator services, Sharyland will actively coordinate with Oncor, as Sharyland's provider of Transmission Operator service, the utility taking WDSS service from Sharyland, ERCOT, and other utilities to ensure the safe and reliable operation and restoration of the ERCOT electric grid in an emergency.

XVI. Definitions

Sharyland's Emergency Operations Plan includes the list of terms defined in 16 TAC § 25.53(b).

XVII. Approval and Implementation

For an introduction of this Emergency Operations Plan and an outline of its applicability, please refer to above Sections I and II.

Sharyland's Emergency Operations Plan includes a revision control summary that lists the dates of each change made to the Emergency Operations Plan and a dated statement that the current Emergency Operation Plan supersedes previous Emergency Operations Plans.

Sharyland's Emergency Operations Plan includes a list of the individuals responsible for maintaining and implementing the Emergency Operations Plan and those who can change the Emergency Operations Plan.

Record of Distribution

Sharyland is required to include a record of distribution effective March 20, 2022. The record of distribution must contain the titles and names of persons in the entity's organization receiving access to or training on the Emergency Operations Plan and the dates of access to or training on the Emergency Operations Plan.

Version	Name	Title	Date of Access to EOP	Date of Training on EOP
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	3/28/2022
v10	[redacted]	[redacted]	4/18/2022	n/a
v10	[redacted]	[redacted]		n/a
v10	[redacted]	[redacted]	4/18/2022	n/a

Version	Name	Title	Date of Access to EOP	Date of Training on EOP
v10	[redacted]	[redacted]	4/18/2022	n/a
v10	[redacted]	[redacted]	4/18/2022	n/a
v10	[redacted]	[redacted]	4/18/2022	n/a
v10	[redacted]	[redacted]	4/18/2022	n/a
v10	[redacted]	[redacted]	4/18/2022	n/a
v10	[redacted]	[redacted]	4/18/2022	n/a

Sharyland Emergency Contacts

	Name	Title	Office	Cell	Email
Primary Contact[2]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Secondary Contact	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Tertiary Contact	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

[2] The Primary Contact can immediately address urgent requests and questions from the Commission during an emergency.

AFFIDAVIT OF T. MICHAEL QUINN

STATE OF TEXAS §
§
COUNTY OF DALLAS §

BEFORE ME, the undersigned authority, on this day personally appeared T. MICHAEL QUINN, President and CEO, who, being first duly sworn on oath states as follows:

1. **As President and CEO, I am an officer of Sharyland Utilities, L.L.C. ("Sharyland") with binding authority over Sharyland;**
2. **Relevant operating personnel within Hunt Utility Services, LLC ("HUS") are familiar with and have received training on the applicable contents and execution of Sharyland's Emergency Operations Plan. Such personnel are instructed to follow the applicable portions of the Emergency Operations Plan except to the extent deviations are appropriate as a result of specific circumstances during the course of an emergency;**
3. **The Emergency Operations Plan has been reviewed and approved by the appropriate executives;**
4. **Required drills were conducted in June 2021. Sharyland's next drill will be conducted by June 2022 and will test the Emergency Operations Plan as updated to reflect the revised 16 TAC § 25.53 language (adopted by the Commission on February 25, 2022), if the Emergency Operations Plan has not been activated in response to an emergency prior to that time.**
5. **No local jurisdictions have been identified that need a copy of the Emergency Operations Plan; however, Sharyland will provide the Emergency Operations Plan to any local jurisdiction, if a need is determined;**
6. **Sharyland maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident; and**
7. **HUS's emergency management personnel who are designated to interact with local, state, and federal emergency management officials during emergency events have received Federal Emergency management Agency ("FEMA") National Incident Management System ("NIMS") training, specifically the latest IS-700, IS-800, IS-100, and IS-200 training.**
8. **Portions of Sharyland's Emergency Operations Plan contain confidential, security-sensitive information that requires filing those portions under seal in accordance with 16 TAC § 22.71(d).**

Further Affiant sayeth not.

T. Michael Quinn
President and CEO
Sharyland Utilities, L.L.C.

SUBSCRIBED AND SWORN TO BEFORE ME, a Notary in and for the State of Texas, this 14th **day of April 2022.**

Notary Public in and for the State of Texas

My Commission Expires:

May 21, 2023

TERRI MARTIN
ID # 13023626-1
Notary Public, State of Texas
My Commission Expires
05/21/2023

16 TAC §25.53 Compliance Cross-Reference

Sharyland Utilities, L.L.C. Emergency Operations Plan

Executive Summary

SHARYLAND UTILITIES, L.L.C.

EMERGENCY OPERATIONS PLAN

April 14, 2022

TABLE OF CONTENTS

Sharyland Utilities, L.L.C. Emergency Operations Plan

I. Description and Objective

Sharyland Utilities, L.L.C. ("Sharyland") maintains an Emergency Operations Plan in anticipation of natural disasters or situations involving curtailments or major interruptions in electrical service in accordance with 16 Tex. Admin. Code ("TAC") § 25.53. The plan and attached annexes set forth organizational and personnel assignments, describe emergency communications procedures, discuss the priorities for curtailment and restoration priorities, and address plans for dealing with weather emergencies, pandemics and epidemics, wildfires, hurricanes, cyber security, and physical security incidents.

Sharyland operates as a transmission service provider ("TSP") in the South Texas area of the Electric Reliability Council of Texas, Inc. ("ERCOT") region. Sharyland's transmission facilities include 138 and 345 kilovolt ("kV") transmission lines and related infrastructure and two 150 megawatts ("MW") (for a total of 300 MW) high voltage direct current ("HVDC") interconnections between ERCOT and the Mexican electric grid.

The primary objective of Sharyland's Emergency Operations Plan is to accomplish the orderly restoration of electric facilities through pre-planned, direct, efficient, and safe use of all Sharyland resources and available outside assistance. A secondary objective is to accumulate and regularly disseminate to management, regulatory agencies, and others, as needed, an accurate assessment of the damage to the Sharyland system and the progress being made to restore service. All employees of Hunt Utility Services, LLC are expected to comply with the procedures set forth in this plan before, during, and after any disaster or emergency operations.

Pursuant to a contractual arrangement, Oncor Electric Delivery Company LLC ("Oncor") performs, on behalf of Sharyland, the obligations and responsibilities of a Transmission Operator as defined under the North American Electric Reliability Corporation ("NERC") rules and functional model and the ERCOT Protocols and Operating Guides. Finally, because Sharyland is a TSP only and does not provide retail distribution services, this Emergency Operations Plan does

not address certain requirements in 16 TAC § 25.53 related to the following: a registry of critical load customers[1] or communications to retail customers and critical load customers.[2]

II. Activation of the Emergency Operations Plan

The Emergency Operations Plan is activated when, in the opinion of the Vice President of Operations (or his designee), the known or potential consequences of an anticipated hazard or threat are sufficiently imminent and severe to warrant prompt action to prepare for and reduce the impact of harm that may result. A clear chain of command that provides for delegation of authority is contained in the plan. The Vice President of Operations or Director of Operations may designate other Sharyland personnel to fulfill a responsibility outlined in the Emergency Operations Plan as needed. When the plan is placed into operation, daily (or more frequently, if necessary) meetings are conducted to review the status of the restoration process. Following an activation of the Emergency Operations Plan, Sharyland will incorporate lessons learned into the plan, if appropriate. The plan is reviewed at least annually or updated as needed.

III. Organizational Assignments

A. Situation Assessment

The Director of Operations of Sharyland is responsible for monitoring threats and hazards to the reliability of the system and for assessing damages. This person will determine if outside assistance is required.

B. Telephone and Office Management During Business Hours

During an emergency, each Sharyland department is responsible for receiving its incoming calls. Crews, contractors, and other resources will be assigned and dispatched as part of a unified incident command response.

C. System Dispatch

Oncor's Transmission Grid Operations ("TGO") will manage incoming calls from ERCOT and other utilities, monitor and control systems, and perform dispatching duties for the transmission

[1] *See* 16 TAC § 25.53 (e)(1)(B)(iii).
[2] *See* 16 TAC § 25.53 (d)(2)(A) and (e)(1)(B)(iii).

system. During an emergency, monitoring and control of the transmission system will remain with Oncor's TGO.

D. Communications Equipment

The Director of Transmission Engineering and Construction is responsible for additional radios and other communication equipment for use during an emergency. All communications equipment and emergency power supplies shall be maintained in good operating condition and put into service as a primary means of communication. Since telephone service may be limited or non-existent, Sharyland will use satellite phones as a backup means of communications

E. Reporting

The Vice President, Regulatory Affairs is responsible for reporting emergency information to the Public Utility Commission of Texas ("PUC"), with assistance, as needed, from the Vice President of Operations and the Director of Operations. The Vice President, Public Affairs, Hunt Consolidated Inc. ("HCI") is responsible for reporting information to the public and news media, if needed,[3] and Oncor's TGO is responsible for reporting to the Local Emergency Operations Centers.

F. Securing Repair and Reconstruction Assistance

The Vice President of Operations is responsible for ensuring other Sharyland departments and independent contractors are contacted as necessary to request emergency assistance.

G. Maintaining System Maps and Diagrams

The responsibility for maintaining up-to-date maps of the Sharyland transmission system is delegated to the Director of Transmission Engineering and Construction.

The responsibility for maintaining up-to-date system diagrams of the Sharyland transmission system is delegated to the Director of Operations.

[3] Because Sharyland is a TSP only and does not have retail customers, it is unlikely that Sharyland will have direct communications with the press and media.

H. Tree Removal

The Program Manager is responsible for arranging tree cutting and removal equipment. This person is also responsible for securing assistance from local residences or businesses, if needed.

I. Crew Support

The Director of Operations is responsible for securing meals and having personnel available to deliver to the crews. This person is also responsible for arranging lodging as needed.

IV. Control Center Functions

A. Oncor's TGO

All Transmission Operator functions during an emergency are provided to Sharyland by Oncor's TGO pursuant to the Operation Agreement between Sharyland and Oncor and are subject to Oncor's Emergency Operations Plan. Sharyland relies on Oncor to remotely coordinate and support all operating activities required for restoring the integrity of Sharyland's transmission system during the entire period of the emergency.

V. Transmission and Substation Maintenance

Overall responsibilities for transmission and substation maintenance are to repair, restore, and maintain all damaged substations, transmission facilities, and equipment to as close to normal conditions as possible. These responsibilities are provided by the Director of Operations and include:

1. Determine status and severity of damages to substation and transmission facilities throughout the system. Recommend and implement a course of action for service restoration.
2. Coordinate all transmission and substation field maintenance operating functions during restoration of service.
3. Coordinate transmission and substation maintenance personnel and equipment requirements as necessary.
4. Determine transmission and substation problems as they occur.
5. Call on additional personnel and contractors as required.
6. Coordinate all transmission clearances, switching, and sectionalizing with Oncor TGO.
7. Provide patrolmen for transmission lines throughout the system.
8. Determine, recommend, and coordinate personnel, contractors, and equipment with other departments.
9. Determine and coordinate best use of other department personnel and equipment to be assigned to transmission and substation maintenance.
10. Ensure all transmission and substation maintenance personnel and contractors are functioning as prescribed.
11. Help determine sectionalizing and switching feasibility based on load factors.
12. Provide sufficient personnel to handle prescribed responsibilities throughout the affected areas.
13. Help determine when and which personnel and contractors can be released when the emergency level decreases.
14. Coordinate material requirements with line crews and warehouse personnel.

VI. Transmission Engineering and Construction

Overall responsibilities for transmission engineering and construction are to provide engineering support, project management, and source and logistics functions with regard to reconstruction of

any portion of a transmission line or station that is damaged beyond repair. These responsibilities are provided by the Director of Transmission Engineering and Construction and include:

1. Help determine the extent of damage to the system and estimate material and construction requirements for power restoration.
2. Provide needed electrical one-line diagrams and other data for use by emergency personnel for proper power restoration.
3. Facilitate delivery of emergency material.
4. Provide proper paperwork, account numbers, etc., for all repairs and maintenance requirements during the emergency.

VII. Communication Plan

Overall responsibilities related to communications are to provide prompt and continual emergency information to the public, media, customers, the PUC, the Office of Public Utility Counsel ("OPUC"), local and state governmental entities, officials, emergency operations centers, and ERCOT[4] (the applicable Reliability Coordinator) if needed.[5]

16 TAC § 25.53 (d)(2)(A) also addresses communications with critical load customers directly served by the entity. As a TSP only, Sharyland does not directly serve any retail customers, including critical load customers; therefore, Sharyland's plan does not include procedures for communicating with such customers.

Because Sharyland does not directly serve any retail customers, Sharyland does not expect to receive complaints from such customers during an emergency. However, Sharyland will handle complaints during an emergency consistent with PUC rules, if needed. Sharyland's Director of Operations will communicate with Sharyland's Wholesale Distribution Substation Service ("WDSS") and Wholesale Transmission Service ("WTS") customers, as described in subsection D of this plan, and will handle any complaints from such customers, if needed.

[4] Sharyland's communication with ERCOT is primarily through Oncor, which provides Transmission Operator functions for Sharyland.

[5] Because Sharyland is a TSP only and does not have retail customers or critical load customers, it is unlikely that Sharyland will need to have direct communications with the press, media, OPUC, or emergency operations centers.

A. Public and Media

The Vice President, HCI Public Affairs, is responsible for providing prompt and continual information to the public and the media, if needed.[6] These responsibilities include:

1. Coordinate with Sharyland's Operations and Regulatory Departments to make available to the public and the media, if needed, any available information concerning the severity of damage and the status of repairs.
2. Use radio, television, newspapers, or the Internet to relay any and all information in a timely manner.

B. Local and State Governmental Entities, Officials, and Emergency Operations Centers

The Vice President, HCI Public Affairs, is responsible for providing prompt and continual information to local and state governmental entities and officials, not otherwise covered by the Director of Operations as described below.

The Director of Operations maintains a list of police, sheriff, and emergency management organizations in the Sharyland system areas and will communicate with those organizations as needed.

C. ERCOT, the Reliability Coordinator

The Director of Operations is responsible for communicating with the Oncor TGO to allow Oncor to operate the Sharyland transmission system in accordance with ERCOT Protocols and at the direction of ERCOT. The Director of Operations will communicate directly with ERCOT, if necessary.

D. Wholesale Distribution Substation Service and Wholesale Transmission Service Customers

The Director of Operations is responsible for communicating with the WDSS and WTS customers during an emergency, if needed.

---

[6] Because Sharyland is a TSP only and does not have retail customers, it is unlikely that Sharyland will have direct communications with the press and media.

E. PUC and OPUC

The Vice President, Regulatory Affairs is responsible for communicating with the PUC and OPUC, if needed. The Vice President, Regulatory Affairs is also responsible for staffing the state emergency operations center, if needed.

F. Employee and Supervisor

The establishment and maintenance of communication between all employees and their immediate supervisors is of highest priority. It is the responsibility of each employee to contact his/her supervisor prior to an impending disaster or as soon as possible during or immediately after an emergency.

G. Crew Coordination

The Director of Operations is responsible for all crew and equipment coordination. The Director of Operations will also assess the need to rotate crews that have been in the field for extended periods of time.

H. Business Continuity Plan

Sharyland's Operations Department has in place a Business Continuity Plan to help ensure a prompt and professional response in the event of an emergency or life-threatening situation. The Business Continuity Plan serves as a guide for Sharyland personnel to address any disruption of the normal course of business including, but not limited to, loss of a facility, loss of personnel, and loss of technology.

I. Reporting Requirements

1. Significant Interruptions

The Vice President of Operations and Vice President, Regulatory Affairs of Sharyland will provide notifications and reports to the PUC regarding significant interruptions in accordance with 16 TAC § 25.52 (e)(1) and (2). This rule requires an initial notice, following a method prescribed by the PUC, to be made within a reasonable time frame following the determination of a significant interruption. Per 16 TAC § 25.52 (c)(7), a significant interruption is an interruption of any classification lasting one hour or more and affecting the entire system, a major division of the

system, a community, a critical load, or service to interruptible customers; and a scheduled interruption lasting more than four hours that affects 20% or more of the system's customers, or 20,000 customers for utilities serving more than 200,000 customers. A significant interruption also includes interruptions adversely affecting a community such as interruptions of governmental agencies, military bases, universities and schools, major retail centers, and major employers. (Note that some factors used in this definition more directly relate a distribution service provider. Recognizing that Sharyland may not have some of the information necessary to apply the definition of significant interruption, Sharyland should consider the information it has available as a TSP when determining whether a significant interruption has occurred.) If the duration of the significant interruption is greater than 24 hours, the utility shall update this information daily and file a summary report in the appropriate project number within five working days after the end of the interruption.

The PUC's method for providing initial notices of a significant interruption is outlined in a letter sent by Shawn Hazard, the PUC's Emergency Management Coordinator, on November 5, 2020, which is included as part of Attachment A. After Sharyland has determined that a significant interruption has occurred on its system for one hour or more, the initial notice of a significant interruption should be made by sending an email to [redacted], even if Sharyland does not have all of the information listed below at the time of the initial notice. The initial notice must include the following information, to the extent possible.

- The utility's contact information;
- The general locations affected by the interruption;
- The approximate number of the utility's retail customers (meters) that are affected;
- The approximate amount of load in megawatts that is affected, if known;
- The cause, if known;
- The time that the interruption began;
- The estimated time until restoration of service;
- Whether local authorities and media are aware of the event; and
- The following information if the utility's service to wholesale customers is interrupted:

- Each affected wholesale point of delivery ("POD"), if known;
- Each affected wholesale customer associated with each affected POD, if known;
- Outage contact information for each affected wholesale customer, if known; and
- The approximate number of retail customers of each wholesale customer connected to each affected POD or the approximate number of retail customer outages associated with that POD for each affected wholesale customer, if known and if the wholesale provider and customer agreed that the provider would report the information.

The notice should be promptly updated if not all the information listed above was included in the initial notification.

The referenced letter from the PUC's Emergency Management Coordinator, reporting instructions, an Emergency Contact Information Form, a sample initial notice, and a sample final notice and summary report are provided as Attachment A.

The PUC contacts for reporting during these significant interruptions are:

Contact	Information
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

Procedures for Reporting Electric Outages by Utilities - 16 Texas Administrative Code ("TAC") § 25.52, Reliability and Continuity of Service, covers the reporting requirements for electric utilities when significant interruptions occur. This document and other resources can be found on the PUC website under the "Storm Page" located at https://www.puc.texas.gov/storm/.

2. Major Emergency Event

Per 16 § TAC 25.53(g), upon request by PUC Staff during an activation of the State Operations Center ("SOC") by Texas Department of Public Safety's Texas Division of Emergency Management ("TDEM"), Sharyland must provide updates on the status of operations, outages, and restoration efforts. Past instructions required reporting twice a day by 9:00 am and 3:00 pm, but those times are subject to being changed. Updates shall continue until all incident-related outages are restored or unless otherwise notified by PUC Staff. After an emergency, PUC Staff may require an affected entity to provide an after action or lessons learned report and file it with the PUC by a date specified by PUC Staff.

Past instructions and the previously required reporting form for these major event reports are attached as Attachment B. (Note that some information required in this form more directly relates to a distribution service provider. Recognizing that Sharyland may not have all of the information requested, Sharyland should complete the form by providing as much information as possible, seeking guidance from the PUC Staff as necessary).

The PUC contacts for reporting during these major emergency events are:

Contact	Information
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

In addition, the PUC has established an Emergency Management Response Team ("EMRT") application in the PUC's online Portal for utilities, and Sharyland may be directed to use that Portal during an emergency to report outage and restoration information. The Vice President, Regulatory Affairs and the Regulatory Affairs and Compliance Manager will be available to submit information to the PUC Portal.

3. Other Outages/Emergencies

The PUC would prefer to receive notifications of any emergency event in advance of being contacted by any media outlet. The PUC contacts for reporting any other type of outage or emergency are:

Contact	Information
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

J. Federal Emergency Management Agency ("FEMA") Training

The Director of Operations is designated to interact with local, state, and federal emergency management officials during emergency events and has received FEMA National Incident Management System ("NIMS") training, specifically IS-700, "An Introduction to the National Incident Management System"; IS-800, "National Response Framework, an Introduction"; IS-100, "Introduction to the Incident Command System, ICS"; and IS-200, "Basic Incident Command System for Initial Response."

VIII. Curtailment Priorities

In the event that the Sharyland transmission system is faced with an emergency situation, Oncor TGO will operate the Sharyland transmission system in accordance with ERCOT Protocols and at the direction of ERCOT and neighboring utilities, as necessary. Sharyland no longer directly serves any load. The utility taking Wholesale Distribution Substation Service ("WDSS") from Sharyland is the entity that serves end-use customers. Therefore, Sharyland would take direction from that utility's distribution operator on any curtailment or restoration at substations that would affect load. Sharyland will notify ERCOT, the PUC, and other governmental agencies of the emergency conditions as required or requested.

IX. Priorities for Restoration of Service

The primary goal of the Emergency Operations Plan is the orderly repair of Sharyland facilities so that public health and safety are protected and service is restored as quickly as possible through proper, safe, and efficient use of all resources. In the event of a partial or complete blackout of the ERCOT system, Sharyland will follow the direction of Oncor as the provider of Transmission Operator services for Sharyland.

X. Severe Weather Event Plan

Sharyland uses its emergency plans to command, control, and coordinate before and during severe weather emergency events, including hurricanes, thunderstorms, lightning storms, tornadoes, tropical storms, ice storms, snowstorms, droughts, flooding, extreme cold weather, extreme hot weather, high wind/dust storms, or other local storms that may cause significant damage to Sharyland's facilities. Sharyland will continuously monitor weather conditions near Sharyland's transmission and wholesale distribution system and will coordinate with the control centers described in Section IV. Employees will utilize available weather data to advise maintenance management of impending weather-related hazards. In cooperation with Sharyland's management, personnel will be placed on alert to be prepared to respond to such emergencies. Sharyland uses both its local employees as well as local contractors to respond to natural emergency events. Depending on the magnitude of the event, Sharyland has the ability to request assistance of employees from other utilities through mutual assistance groups in which Sharyland participates. Control center operators at Oncor's TGO, as described in Section IV, have the responsibility and authority to take any necessary actions to facilitate reliable operation of the Sharyland system before, during, and after a natural emergency event. Oncor's control center operators as described in Section IV will coordinate and communicate with ERCOT, neighboring utilities, and Sharyland personnel during such an emergency. If appropriate, and as directed by ERCOT, Oncor will use Sharyland's HVDC tie to import power during weather emergencies.

Sharyland also has the Operations Business Continuity Plan, which, as discussed above, serves as a guide for responding, recovering, and resuming operations during serious emergencies, like a severe weather event.

XI. Staffing & Emergency Response

Sharyland currently has full-time employees stationed in McAllen, Texas to perform day-to-day

operations and oversee maintenance activities on Sharyland's transmission and wholesale distribution systems. Please refer to Sharyland's Hurricane Annex for more details about the various stages of activation and mobilization in response to a hurricane.

- Sharyland uses a tiered approach to its emergency staffing plan for a cold or hot weather emergency or any other emergency. A checklist ensuring necessary personnel are available through the weather emergency is included as Attachment C.
- The Director of Operations is responsible for the following actions when warranted in his judgement.
    - Prepare and arrange for lodging, fuel, food, transportation, and security, etc. for emergency response personnel.
    - Identify Operations personnel that have paid time off ("PTO") scheduled during the next seven days and/or Operations personnel already on PTO and recall personnel to the extent possible or reassign responsibilities as necessary.
    - Contact applicable vendors and service providers to confirm what types of professionals are available to provide additional operational support. Sharyland maintains a robust set of qualified vendors and service providers.
    - Review duties outlined in the Emergency Operations Plan with Vice President of Operations, Director of Transmission Engineering and Construction, applicable Operations personnel, Vice President - HCI Public Affairs, Vice President - Regulatory Affairs, and Regulatory Affairs and Compliance Manager, or alternates, and other non-Operations personnel, such as Controller and Business Affairs Manager.
- Sharyland has master service agreements ("MSAs") with contract resources to perform various services including, but not limited to (a) monthly transmission maintenance, (b) Station maintenance, (c) operational support, and (d) the provision of emergency response staff and related services to support any transmission or station emergency.
    - When the Emergency Operations Plan has been activated and the Vice President of Operations and the Director of Operations have determined a need for additional emergency response support, Sharyland enlists the applicable contract resources to provide on-call support. Once Sharyland notifies the contract resources placing them on-call, the contract resource has 24 hours to mobilize.

- Once the contract resource has been placed on-call, Sharyland personnel and the on-call contract resource monitors the emergency.
- Sharyland personnel will then use best judgment and utility practice to place the contract resource on stand-by. Once the contract resource has been placed on stand-by, the technical or maintenance personnel of the contract resource must respond within 8 hours.
- Once Sharyland has notified the contract resource being placed on stand-by, the contract resource must mobilize to a safe location near Sharyland facilities, being no more than 8 hours from Sharyland facilities.
- Sharyland personnel and the contract resource will continue to monitor the emergency once the contract resource has been placed on stand-by.
- Sharyland personnel will then use best judgment and utility practice to make the determination to place a contract resource on active status. Once the contract resource has been placed on active status, the contract resource must respond within 2 hours of being notified.
- Once Sharyland has placed the contract resource on active status, the contract resource will mobilize to Sharyland facilities to provide emergency response support.

Sharyland actively participates in the Texas Mutual Assistance Group and the CEO/President, Vice President of Operations, Director of Operations, and Director of Transmission Engineering and Construction are the contact points.

XII. Plan to Maintain Pre-Identified Supplies

As part of its ongoing operations, Sharyland maintains inventory in the SU-South warehouse for equipment that can be used in the event of an emergency. In the event of an emergency that disrupts the supply of necessary inventory, Sharyland would rely on receiving inventory and supplies from third party vendors and, if necessary, neighboring utilities.

Sharyland has a supply checklist to maintain inventory of pre-identified critical supplies for emergency response, such as sulfur hexafluoride gas ("SF_6"), fuel tanks, propane, etc. The supply checklist is completed prior to June 1 and December 1 of each year. As described in the Weather

Emergency Annex, the supply checklist may also be used under certain circumstances in preparing for a specific hot or cold weather event.

A. Mobile Substations

Sharyland has one mobile substation available. This mobile substation has a voltage on the high side of 138/69 kV and 24.9/12.4 kV on the low side.

B. Mobile Generators

Sharyland may deploy mobile generators that will be used in the event of loss of control house electricity to keep the batteries at full voltage and control house equipment at acceptable operating temperatures.

XIII. Drills

Sharyland must conduct or participate in at least one drill each calendar year to test its Emergency Operations Plan, as required by 16 TAC § 25.53(f). Sharyland has facilities in a hurricane evacuation zone as defined by TDEM and at least one of the annual drills includes a test of its hurricane annex. Following an annual drill, Sharyland must assess the effectiveness of its emergency response and revise its Emergency Operations Plan as needed. Per 16 TAC § 25.53(f), Sharyland will notify the PUC, using the method and form prescribed by PUC Staff on the PUC website, and the appropriate TDEM District Coordinators, by email or other written form, of the date, time, location of the drill.

XIV. Annexes

This Emergency Operations Plan includes the following annexes, as required by 16 TAC § 25.53(e):

- Weather Emergency Annex;
- Load Shed Annex;
- Pandemic and Epidemic Annex;
- Wildfire Annex;
- Hurricane Annex;
- Cyber Security Annex;
- Physical Security Incident Annex; and
- Facilities Under PURA § 39.918(b)(1) & PURA § 39.918(b)(2) Annex.

XV. Conclusion

Sharyland has established comprehensive procedures and programs to ensure that its personnel are trained and effectively deployed during emergency conditions. The procedures outlined in this Emergency Operations Plan and the documents referenced herein serve as the model that Sharyland will follow under any emergency condition. As a TSP in ERCOT that does not serve load or provide Transmission Operator services, Sharyland will actively coordinate with Oncor, as Sharyland's provider of Transmission Operator service, the utility taking WDSS service from Sharyland, ERCOT, and other utilities to ensure the safe and reliable operation and restoration of the ERCOT electric grid in an emergency.

XVI. Definitions

"Annex" is defined as a section of the Emergency Operations Plan that addresses how an entity plans to respond in an emergency involving a specified type of hazard or threat.

"Cold Weather Critical Component" is defined as any component that is susceptible to freezing or icing, the occurrence of which is likely to significantly hinder the ability of a resource or transmission system to function as intended and, for a generation entity, to lead to a trip, derate, or failure to start of a resource. For a TSP, a Cold Weather Critical Component is limited to any transmission-voltage component within the fence surrounding a TSP's high-voltage switching station or substation.

"Drill" is defined as an operations-based exercise that is a coordinated, supervised activity employed to test an entity's Emergency Operations Plan or a portion of an entity's Emergency Operations Plan. A drill may be used to develop or test new policies or procedures or to practice and maintain current skills.

"Emergency" is defined as any situation in which the known, potential consequences of a hazard or threat are sufficiently imminent and severe that an entity should take prompt action to prepare for and reduce the impact of harm that may result from the hazard or threat. The term includes an

emergency declared by local, state, or federal government, or ERCOT or another reliability coordinator designated by the North American Electric Reliability Corporation and that is applicable to the entity.

"Entity" is defined as an electric utility, transmission and distribution utility, power generation company, municipally owned utility, electric cooperative, retail electric provider, or ERCOT.

"Hazard" is defined as a natural, technological, or human-caused condition that is potentially dangerous or harmful to life, information, operations, the environment, or property, including a condition that is potentially harmful to the continuity of electric service.

"Threat" is defined as the intention and capability of an individual or organization to harm life, information, operations, the environment, or property, including harm to the continuity of electric service.

XVII. Approval and Implementation

For an introduction of this Emergency Operations Plan and an outline of its applicability, please refer to above Sections I and II.

The following table includes a revision control summary:

Version	Date Modified	Author(s)	Description of Changes	Approved By	Date Approved
v1	May 2008	[redacted]	• Initial draft of plan	[redacted]	May 2008
v2	March 1, 2011	[redacted]	• Update plan for additional service areas	[redacted]	March 1, 2011
v3	April 3, 2018	[redacted]	• Update plan for transmission-only utility	[redacted]	April 3, 2018
v4	July 3, 2018	[redacted]	• Update PUC contact information	[redacted]	July 3, 2018
v5	May 16, 2019	[redacted]	• Update plan for South Texas only operations and Oncor as Transmission Operator	[redacted]	May 16, 2019
v6	March 6, 2020	[redacted]	• Update to reflect Michael Quinn as VP Operations and other changes in operations	[redacted]	March 6, 2020
v7	April 23, 2021	[redacted]	• Updated to reflect organizational and operational changes	[redacted]	April 23, 2021
v8	August 10, 2021	[redacted]	• Updated to reflect changes identified during emergency operations drill.	[redacted]	August 10, 2021

v9	November 18, 2021	[redacted]	• Updated plan owner and signees.	[redacted]	November 18, 2021
v10	April 14, 2022	[redacted]	• Updated plan to reflect new 16 TAC § 25.53.	[redacted]	April 14, 2022

This plan and the documents referenced in it are backed up daily.

The current Emergency Operations Plan, effective April 14, 2022, supersedes previous Emergency Operations Plans.

The Plan Owner is responsible for maintaining and implementing the Emergency Operations Plan.

The Plan Owner and the [redacted] can change the Emergency Operations Plan.

Plan Owner

- Plan Owner: [redacted]

IMPORTANT: The Plan Owner must review the plan annually and sign, acknowledging that the plan is comprehensive and up to date and meets the emergency response needs of the organization.

Approval Signatures

[redacted] [redacted]

Date

[redacted] [redacted]

Date

Attachment A

Letter from the PUC's Emergency Management Coordinator, Reporting Instructions, an Emergency Contact Information Form, Sample Initial Notice, and Sample Final Notice and Summary Report

Public Utility Commission of Texas

November 5, 2020

The Public Utility Commission's Emergency Management Team is conducting an effort to unify the reporting methods of significant outages, and to update the emergency contact information on file for all Market Participants. Included in this mailing are two items:

1) Emergency Contact Information Form – Please complete this form and return to the PUC via USPS or via email. This form will NOT be filed on the PUC Interchange, it will simply be used to update or confirm the emergency contact information we have for your utility. *Please note, this emergency contact information should include individuals who can answer questions from, and provide updates to, the PUC or the State Operations Center in the event of emergencies. It does not necessarily require you to list your company's Emergency Operations Manager/Coordinator.*

2) Procedures for Reporting Electric Outages by Utilities - 16 Texas Administrative Code (TAC) § 25.52, *Reliability and Continuity of Service*, covers the reporting requirements for electric utilities when significant interruptions occur. This document outlines the way utilities must report these interruptions.

If you have any questions, please don't hesitate to reach out to me and I will be happy to respond. Both of the included documents will be posted to the PUC website under the "Storm Page" located here: https://www.puc.texas.gov/storm/

Thank you,

[redacted]

Procedures for Reporting Electric Outages by Utilities

to the Public Utility Commission of Texas

The Commission's rule relating to electric reliability and continuity of service, 16 Texas Administrative Code (TAC) § 25.52, addresses reporting requirements for electric utilities when significant interruptions occur. These procedures describe the process by which electric utilities must report these interruptions. Electric cooperatives and municipally owned utilities are strongly encouraged to voluntarily report significant interruptions to the Commission consistent with these procedures. In the event of an activation of the State Operations Center, additional reporting may be requested by the Commission staff under 16 TAC § 25.53(f) and (h)(7).

Significant Interruption

Significant interruption is defined by 16 TAC §25.52(c)(5) as "An interruption of any classification lasting one hour or more and affecting the entire system, a major division of the system, a community, a critical load, or service to interruptible customers; and a scheduled interruption lasting more than four hours that affects customers that are not notified in advance. A significant interruption includes a loss of service to 20% or more of the system's customers, or 20,000 customers for utilities serving more than 200,000 customers. A significant interruption also includes interruptions adversely affecting a community such as interruptions of governmental agencies, military bases, universities and schools, major retail centers, and major employers." An electric cooperative or municipally owned utility reporting outages voluntarily consistent with these procedures, may rely on its internal communication guidelines and processes in determining whether a loss of a portion of its system constitutes a significant interruption.

Reporting Requirements

Commission staff should be notified via email to [redacted] of an agreement, or the end of an agreement, that one utility will report significant interruption information for another utility.

An electric utility must notify the Commission as soon as reasonably possible after it has determined that a significant interruption has occurred on its system, even if the utility does not have all of the information listed below at that time. The notice must be sent via email to [redacted] and must include:

- the utility's contact information;
- the general locations affected by the interruption;
- the approximate number of the utility's retail customers (meters) that are affected;
- the approximate amount of load in megawatts that is affected, if known;
- the cause, if known;
- the time that the interruption began;
- the estimated time until restoration of service;
- whether local authorities and media are aware of the event; and
- the following information if the utility's service to wholesale customers is interrupted:
    - each affected wholesale point of delivery (POD), if known;
    - each affected wholesale customer associated with each affected POD, if known;
    - outage contact information for each affected wholesale customer, if known; and

Dated: 10/23/2020

- the approximate number of retail customers of each wholesale customer connected to each affected POD or the approximate number of retail customer outages associated with that POD for each affected wholesale customer, if known and if the wholesale provider and customer agreed that the provider would report the information.

The notice should be promptly updated if not all the information listed above was included in the initial notification. If the duration of the interruption is greater than 24 hours, the electric utility must update this information at least daily. Commission staff may also request more frequent updates or additional information. Updates to this information must also be sent to the "Outages" email address.

If the interruption lasts longer than 24 hours, the electric utility is required to file a summary report with the Commission within five working days after the end of the interruption. This report must be filed in the appropriate project number, which will be created by the Emergency Management (EM) Coordinator for each calendar year. The current project number for calendar year 2020 is 50517. The EM Coordinator will set up a new project for each subsequent year and update this document with the new project number.

If you have any questions about these requirements, you can email [redacted]

Dated: 10/23/2020

Emergency Contact Information Update

Background

16 Texas Administrative Code §25.53(e) and §26.51(b)(4) require electric market entities and telecommunications utilities to provide emergency contact information to the Commission. In addition, should this information change, these entities must provide the updated information to the Commission within 30 days. This information may be sent to the Commission using either mail or email at the addresses below: (Please complete this form in its entirety)

Public Utility Commission of Texas
Attention: Emergency Management Coordinator
1701 Congress Ave., PO Box 13326 Austin, TX 78711-3326
[redacted] – Subject line: "Emergency Contact Information"

Entity Information

Entity Name:		**Certificate or Registration #:**
Texas Address:		
City:	**ZIP:**	**Customer Service Phone #:**

Emergency Contact Information

Primary Emergency Contact:		
Name:		**Title:**
Address:		
City:	**State:**	**ZIP:**
Email:		
Office Phone:	**Cell Phone:**	**Fax:**

Secondary Emergency Contact:			
Name:		Title:	
Address:			
City:		State:	ZIP:
Email:			
Office Phone:	Cell Phone:	Fax:	

Tertiary Emergency Contact:			
Name:		Title:	
Address:			
City:		State:	ZIP:
Email:			
Office Phone:	Cell Phone:	Fax:	

To: [redacted]
Cc: [redacted]

Subject: Sharyland Utilities, L.L.C. Initial Report of Significant Interruption

Good Afternoon,

Below is Sharyland Utilities, L.L.C.'s initial report of significant interruption due to winter storm activity in our transmission area, pursuant to 16 TAC § 25.53(e)(1) and as prescribed by Commission Staff.

Sharyland Utilities, L.L.C. Initial Notice of Significant Interruption Report – [redacted]

- **The utility's contact information**
  [redacted]
- **The general locations affected by the interruption**
  [redacted]
- **The approximate number of the utility's retail customers (meters) that are affected**
  [redacted]
- **The approximate amount of load in megawatts that is affected, if known**
  [redacted]
- **The cause, if known**
  [redacted]
- **The time that the interruption began**
  [redacted]
- **The estimated time until restoration of service**
  [redacted]
- **Whether local authorities and media are aware of the event; and**
  [redacted]

- **The following information if the utility's service to wholesale customers is interrupted:**
  - **Each affected wholesale point of delivery (POD), if known**
    Sharyland has no wholesale points of delivery on this line.

  - **Each affected wholesale customer associated with each affected POD, if known**
    Sharyland has no wholesale points of delivery on this line.

  - **Outage contact information for each affected wholesale customer, if known; and**
    Sharyland has no wholesale points of delivery on this line.

  - **The approximate number of retail customers of each wholesale customer connected to each affected POD or the approximate number of retail customer outages associated with that POD for each affected wholesale customer, if known and if the wholesale provider and customer agreed that the provider would report the information.**
    Sharyland has no wholesale points of delivery on this line.

Let me know if you have any questions regarding this report.

PUBLIC UTILITY COMMISSION
Outage Report Information

FINAL NOTICE AND SUMMARY

Pursuant to PUC Substantive Rules, Section 25.52 (e)(1)

Each utility must send the following information to the Public Utility Commission as soon as reasonably

Utility name: _____

Utility contact person: _____ Phone: _____

Date and time of significant interruption: _____

Estimated date and time of full restoration: _____

Suspected cause of the interruption:

_____

Location, substation and feeder identifiers of all affected facilities (if known at time of report):

_____

Estimated total number of customers affected:

_____

Local authorities that have been notified of the interruption:

_____

Local media that are aware of the interruption:

_____

If the outage lasts more than 24 hours, the utility shall update this information daily and file a Summary Report with the Public Utility Commission.

Attachment B

Instructions and Reporting Form

Event Reporting Form Instructions

GENERAL INSTRUCTIONS:

EVENT REPORTING shall be one of your TOP PRIORITIES; not only to the Public Utility Commission (during SOC Events), but also to the Local Disaster Operation Centers. The SOC and Local Disaster Operation Centers use these Event Reports to Plan the need for Emergency Supplies and Personnel. These Reports also help in the Preliminary Assessment for Disaster Declarations for Counties.

The Public Utility Commission will have an Online Electronic Form for you to file your reports. Reporting will occur NO LESS THAN TWICE a day unless otherwise notified. The normal Reporting times will be no later than 9:00am and 3:00pm daily (unless otherwise notified) until ALL EVENT RELATED OUTAGES have been RESTORED. A copy of the Event Reporting Form will be attached to your email event notification to have on hand in case a problem exists in filing the form electronically. If internet problems exist, download the form, complete it on your local computer, and email it to [redacted] or fax it to the SOC at [redacted]

The Event Report shall be filled out COMPLETELY. ALLOT the required amount of time necessary to complete the Event Report and submit it by the established times. A delay in the Reporting causes a domino effect that affects everyone.

SPECIFIC INSTRUCTIONS:

1. **Event Name**: The SOC will establish an Event Name for each Event. Use the SOC established name when Reporting.

2. **Utility Name**: Name of Utility Reporting.

3. **Date of Report**: The Event Reporting Date.

4. **Time of Report:** Use the established times for reporting unless otherwise directed (9:00am and 3:00pm)

5. **Reporting Contact:** State the Name of the Person making the Report.

6. **Title:** State the Title/Position of the Person making the Report.

7. **Contact Number:** State the Current/Actual Phone Number of the Person making the Report, in case we need to follow up on the information in the Report.

8. **Counties Involved:** List the Counties within your Service Area that are Affected by the Event.

9. **Cities Involved:** List the Cities within your Service Area that are Affected by the Event.

10. **Customers Out of Service/Affected:** Provide the "best" estimate that you can for each Reporting period as you have the information. We realize that directly after the event has occurred that good estimates are not available. Do the best you can. "Any" number is better than "No" number. As you have better estimates, provide them with the next Reporting period.

11. **Total Customers on System by County:** These numbers will help us understand the magnitude of the Event on that particular County and give us an idea of what amount of Emergency provisions will be required.

12. **Estimated Restoration Date and Time:** This Restoration information is very important in assessing the need for Emergency supplies, so please give us your "best" estimated Date and Time of Restoration.

13. **Requests for Help:** Any Equipment needs or Personnel needs should be requested here. Also relay any requests for help that you are aware of with a brief explanation of the help being requested and a Contact name and number.

14. **Major Feeders, Substations, and Facilities Out of Service:** This information is needed between utilities to coordinate work efforts. Please include number of customers Affected and Estimated Time of Restoration.

15. **Area Affected – Explanation of Outages:** Use this as a Miscellaneous explanation area to give us detailed information (as you can) to WHAT is out (number of downed poles, feeders, Substations, central offices, etc.), WHERE it is out (cities, counties, etc.), REASON for outage (flooding, wind damage, debris, if known), the NUMBER of people affected (per circuit, feeder, etc.) and the estimated RESTORATION DATE (day and time, if known).

Public Utility Commission

EVENT REPORTING FORM

1. Event Name:_____

2. Utility Reporting:_____

3. Date of Report: _____ 4. Time of Report:_____

5. Reporting Contact:_____ 6. Title:_____

7. Contact Number:_____

8. Counties Involved:_____

9. Cities Involved:_____

10. Customers Out of Service/Affected:_____

11. Total Customers on System by County:_____
_____

12. Estimated Restoration Date and Time:_____
_____

13. Requests for Help:_____
_____
_____

14. Major Feeders, Substations, and Facilities Out of Service:_____
_____
_____

15. Area Affected – Explanation of Outages:_____
_____
_____
_____
_____
_____
_____
_____

Attachment C

Sharyland Staffing & Emergency Response Checklist

Staffing & Emergency Response Checklist

Sharyland's Staffing & Emergency Response checklist is to be reviewed prior to an emergency when Sharyland's Emergency Operations Plan has been activated by the Vice President of Operations. Sharyland uses a tiered approach to its emergency staffing plan for a cold or hot weather emergency or any other weather-related emergency. Sharyland has full-time employees stationed in McAllen, Texas to perform day-to-day operations and oversee maintenance activities on Sharyland's transmission and wholesale distribution systems. Please refer to Sharyland's Hurricane Annex for more details about the various stages of activation and mobilization in response to a hurricane.

- The Director of Operations is responsible for the following actions when warranted in his judgement:
    - Prepare and arrange for lodging, fuel, food, transportation, and security, etc. for emergency response personnel.
    - Identify Operations personnel that have paid time off ("PTO") scheduled during the next seven days and/or Operations personnel already on PTO and recall personnel to the extent possible or reassign responsibilities as necessary.
    - Contact applicable vendors and service providers to confirm what types of professionals are available to provide additional operational support. Sharyland maintains a robust set of qualified vendors and service providers.
    - Review duties outlined in the Emergency Operations Plan with Vice President of Operations, Director of Transmission Engineering and Construction, applicable Operations personnel, Vice President - HCI Public Affairs, Vice President - Regulatory Affairs, and Regulatory Affairs and Compliance Manager, or alternates, and other non-Operations personnel, such as Controller and Business Affairs Manager.

Sharyland has master service agreements (MSAs) with contract resources to provide emergency response staff to support any transmission or station emergency.

- **ON-CALL**
    - When the Emergency Operations Plan has been activated and the Vice President of Operations and the Director of Operations have determined a need for additional emergency response support, the Director of Operations or his designee will:

        - Notify the contract resources and place them on-call.
        - The contract resource has 24 hours to mobilize.
        - Sharyland personnel and the contract resource will monitor the emergency.

- **STAND-BY**
    - Using best judgement and utility practice, if the Vice President of Operations and Director of Operations determine the need, the Director of Operations will:
        - Notify the contract resource and place them on stand-by.
        - The technical or maintenance personnel of the contract resource must respond within 8 hours.
        - The contract resource must mobilize to a safe location near Sharyland facilities, being no more than 8 hours from Sharyland facilities.
        - Sharyland personnel and the contract resource will continue to monitor the emergency.

- **ACTIVE**
    - Using best judgement and utility practice, if the Vice President of Operations and Director of Operations determine the need, the Director of Operations will:
        - Notify the contract resource and place them on active status.
        - The contract resource must respond within 2 hours of being notified.
        - The contract resource will mobilize to Sharyland facilities to provide emergency response support.

SHARYLAND UTILITIES, L.L.C.

Weather Emergency Annex

The primary objective of the Sharyland Utilities, L.L.C. ("Sharyland") Weather Emergency Annex is to describe the operational plans for responding to a cold or hot weather emergency in accordance with 16 Tex. Admin. Code ("TAC") § 25.53 (e)(1)(A).

Sharyland stations are located in the ERCOT Valley Region. These facilities fall in the NESC Light Loading District, where ice is not anticipated, but cold temperatures are anticipated. NESC 250B Light Loading District, identifies a design temperature of 30°F with no ice requirements for this region. Sharyland maintains a Cold Weather Critical Component Equipment List that provides the minimum equipment manufacturer design temperatures for Sharyland equipment. Equipment on this Cold Weather Critical Component Equipment List that has a relatively higher minimum design temperature is included on a Cold Weather Critical Component Watchlist so that Sharyland can monitor this equipment more closely if extreme cold weather is expected. A copy of Sharyland's Cold Weather Critical Component Watchlist is attached.

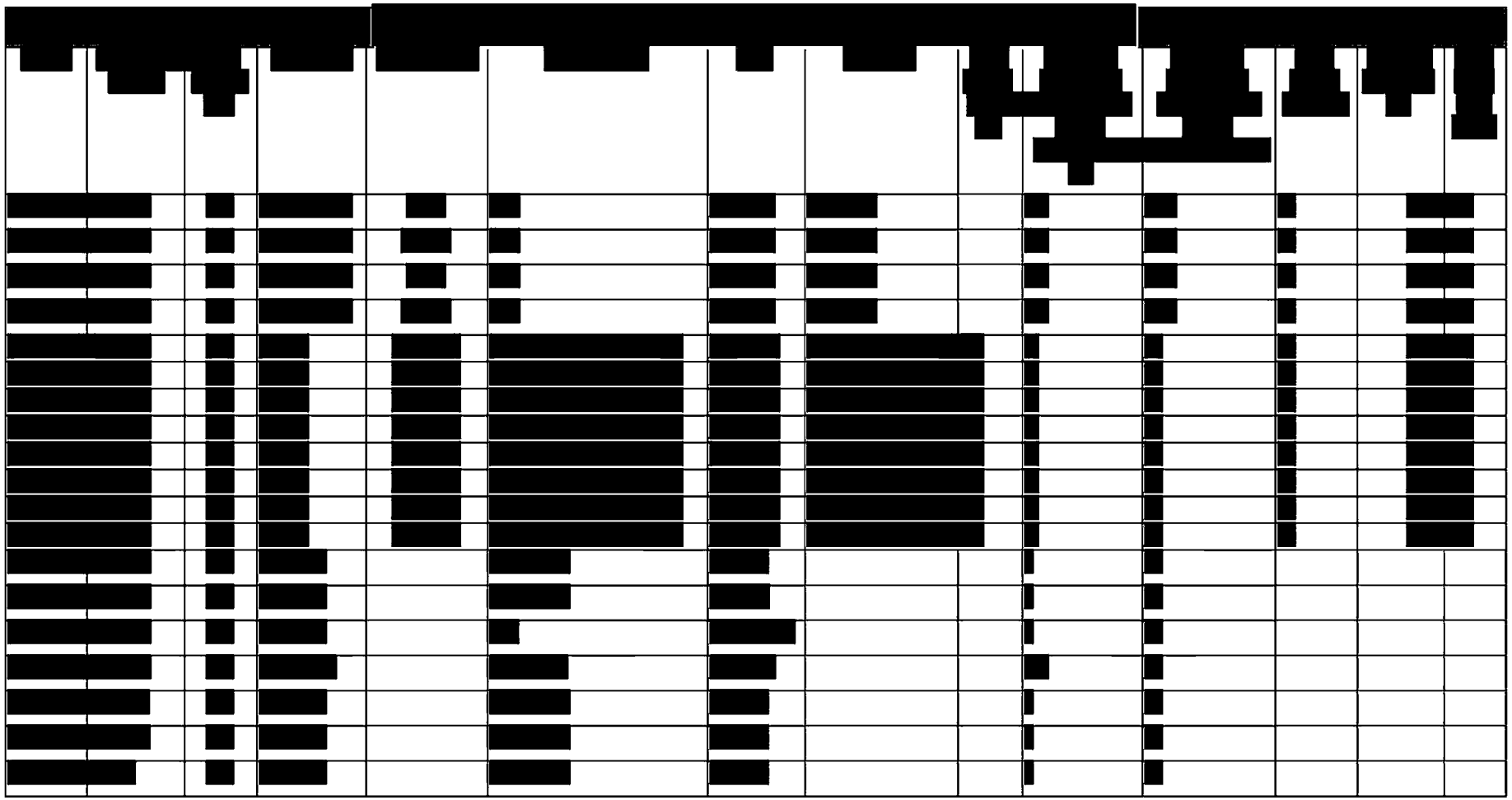
Sharyland has a comprehensive station inspection program, which includes a master inspection checklist that includes weather preparedness activities, a regular inspection checklist that may occur as often as monthly, a special weather preparedness checklist, and a supply checklist. During the regular inspections, Sharyland checks the HVAC equipment in the control house, batteries and battery charger, transformers, load tap changers ("LTC"), breakers or circuit switchers, switches, outdoor control cabinets, and other temperature-sensitive equipment that may be added from time to time. In preparation for hot and cold weather, Sharyland conducts the master inspection and completes the supply checklist prior to June 1 and December 1 of each year. When ERCOT issues an Operating Condition Notice ("OCN")[7] that will affect the ERCOT Valley region and there is an expectation of freezing precipitation on conductors or extreme cold weather with temperatures at or below 28 degrees Fahrenheit for 12 hours or more, and Sharyland has not already conducted a regular inspection within the last 30 days, Sharyland will complete the special weather checklist. In addition, if the supply checklist has not been completed within the last 30 days, Sharyland will complete the supply checklist. When ERCOT issues an OCN that will affect the ERCOT Valley

[7] The ERCOT Nodal Protocols define an "Operating Condition Notice" as the first of three levels of communication issued by ERCOT in anticipation of a possible Emergency Condition.

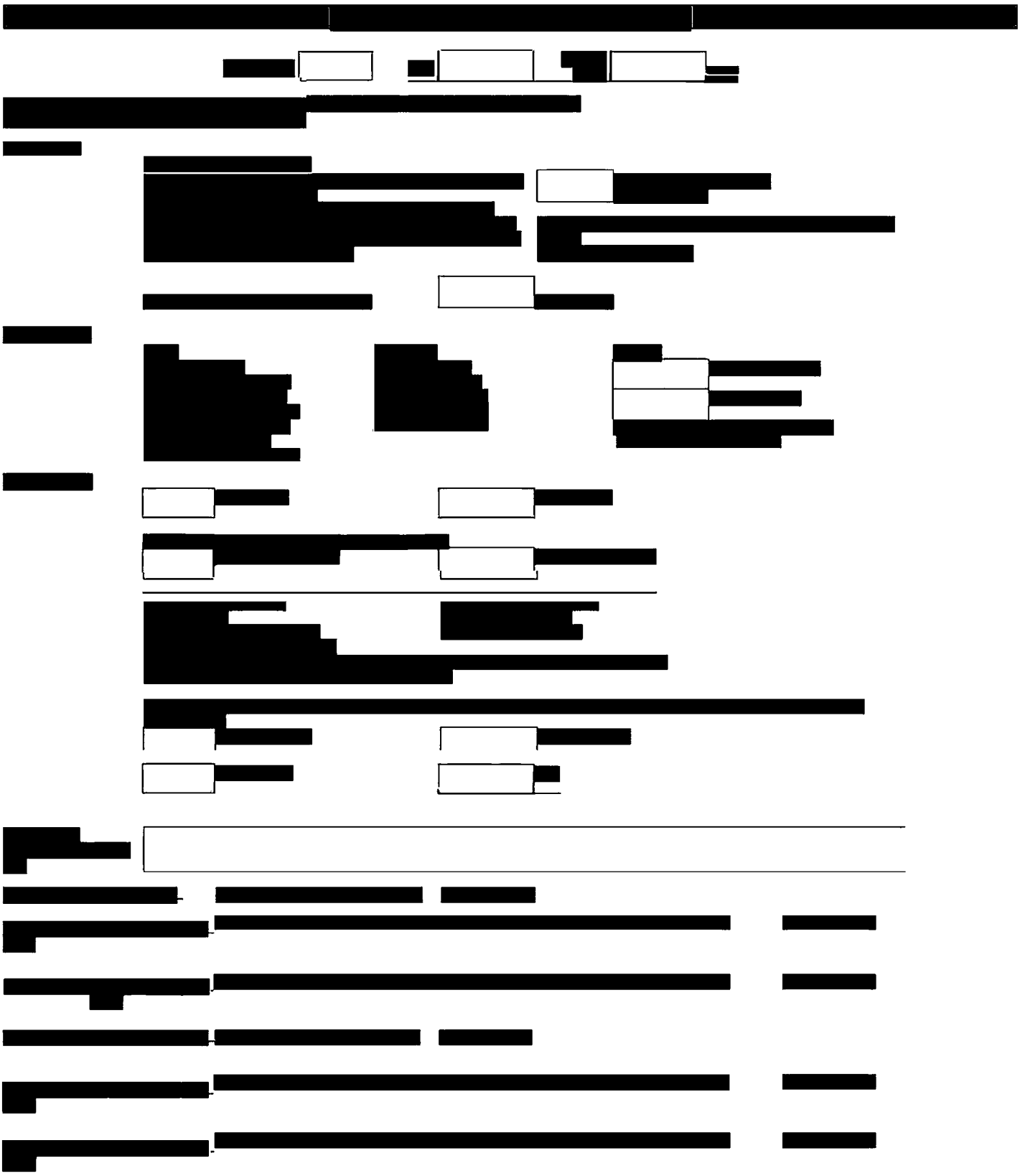
region and there is a forecast of overnight temperatures being above 90 degrees Fahrenheit for 2 consecutive nights or more, and Sharyland has not already conducted a regular inspection within the last 30 days, Sharyland will complete the special weather checklist. In addition, if the supply checklist has not been completed within the last 30 days, Sharyland will complete the supply checklist (attached).

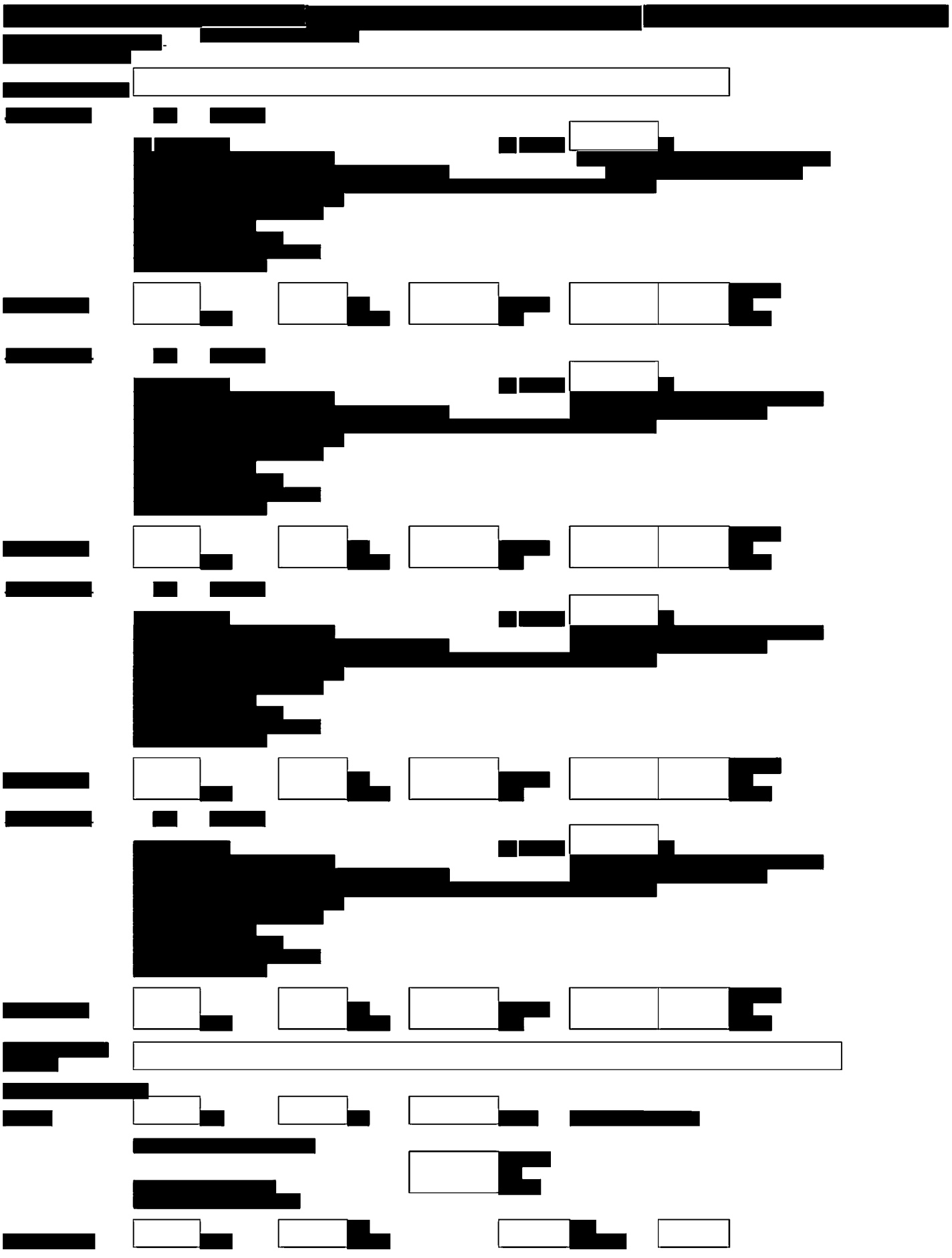
The checklists referenced herein and attached will be updated as appropriate based on lessons learned from past weather emergencies.

Sharyland Cold Weather Critical Component Watchlist



Master Inspection Checklist





[redacted]

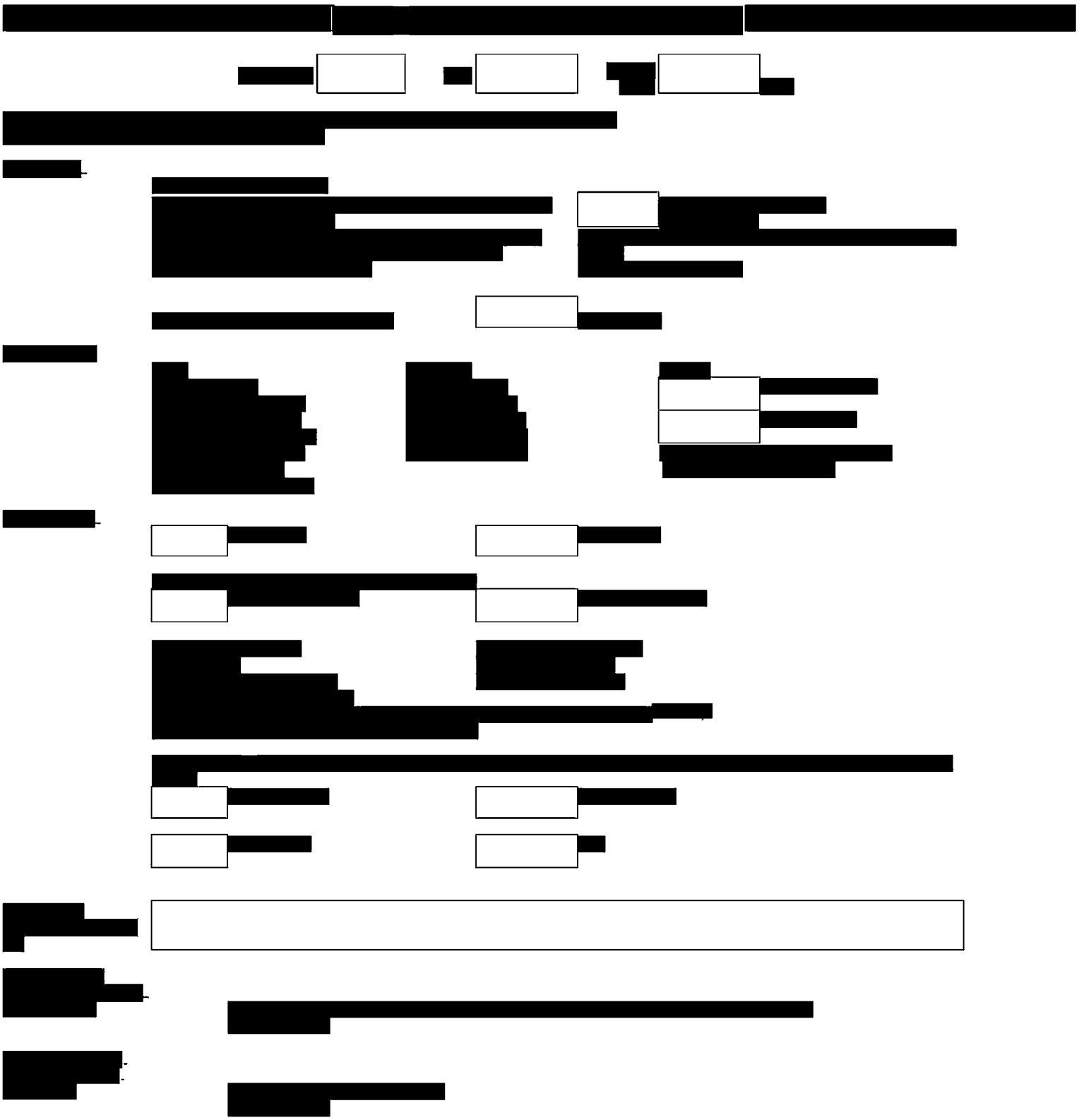
House/ General

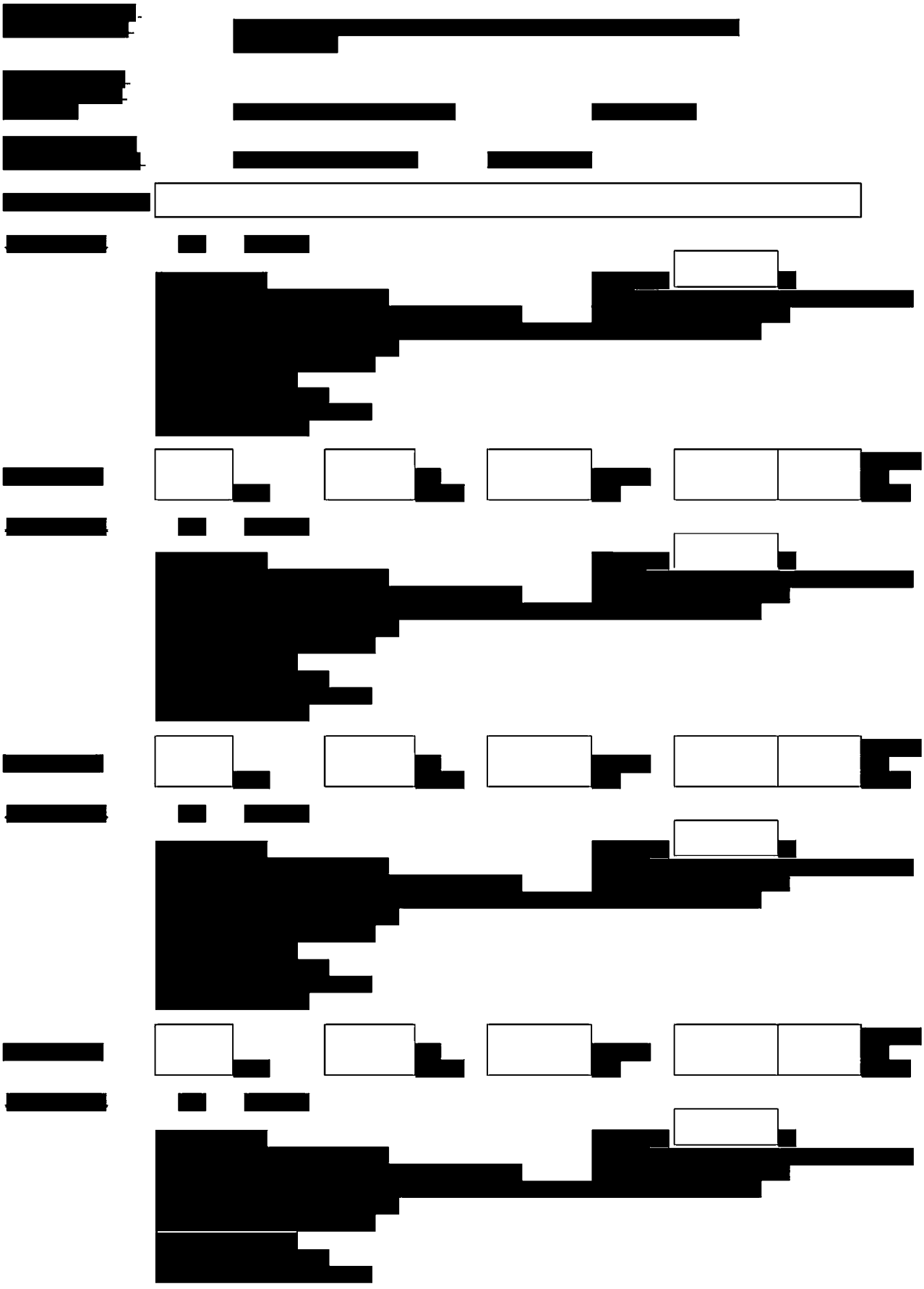
[redacted]

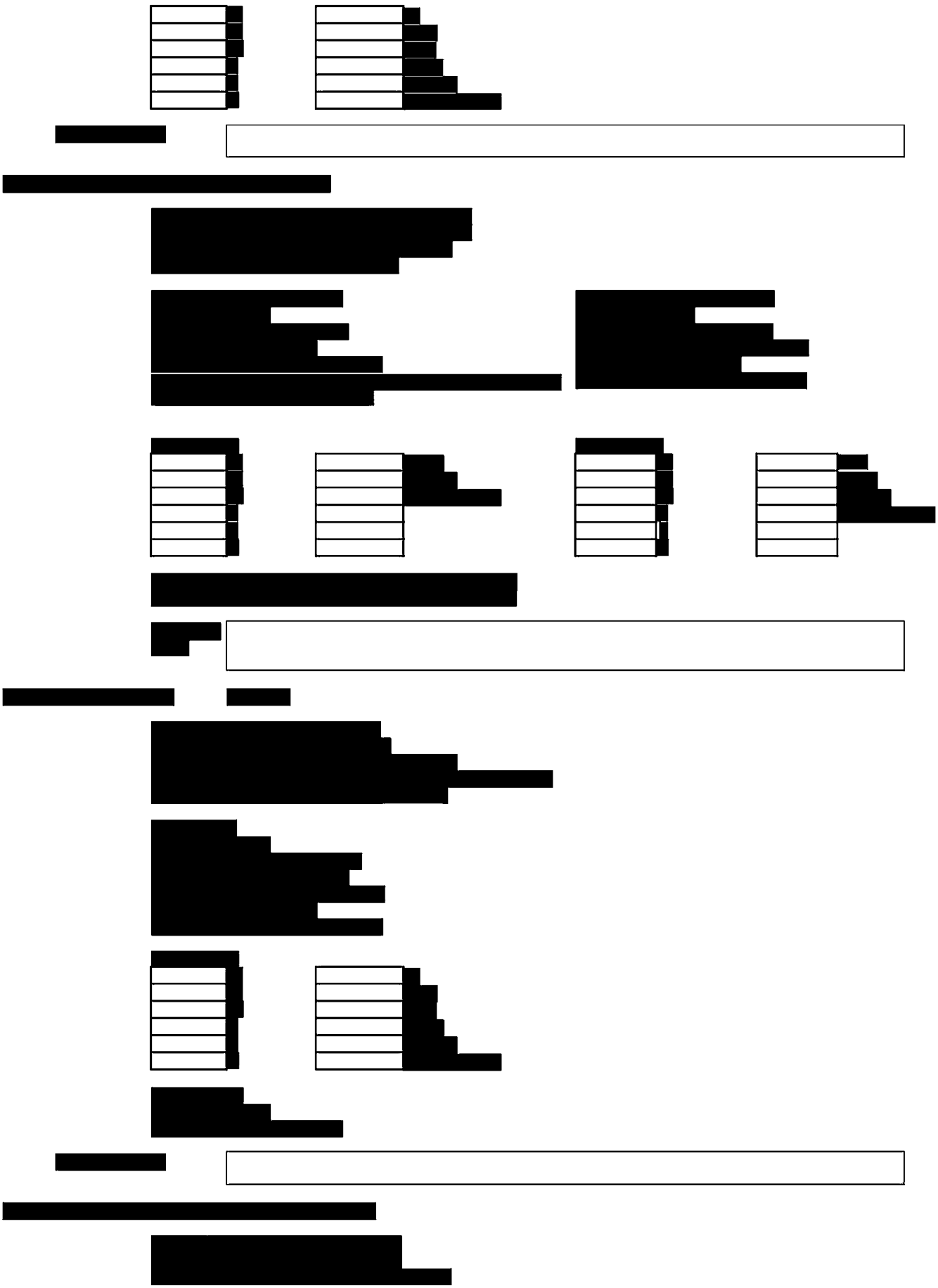
[redacted]				

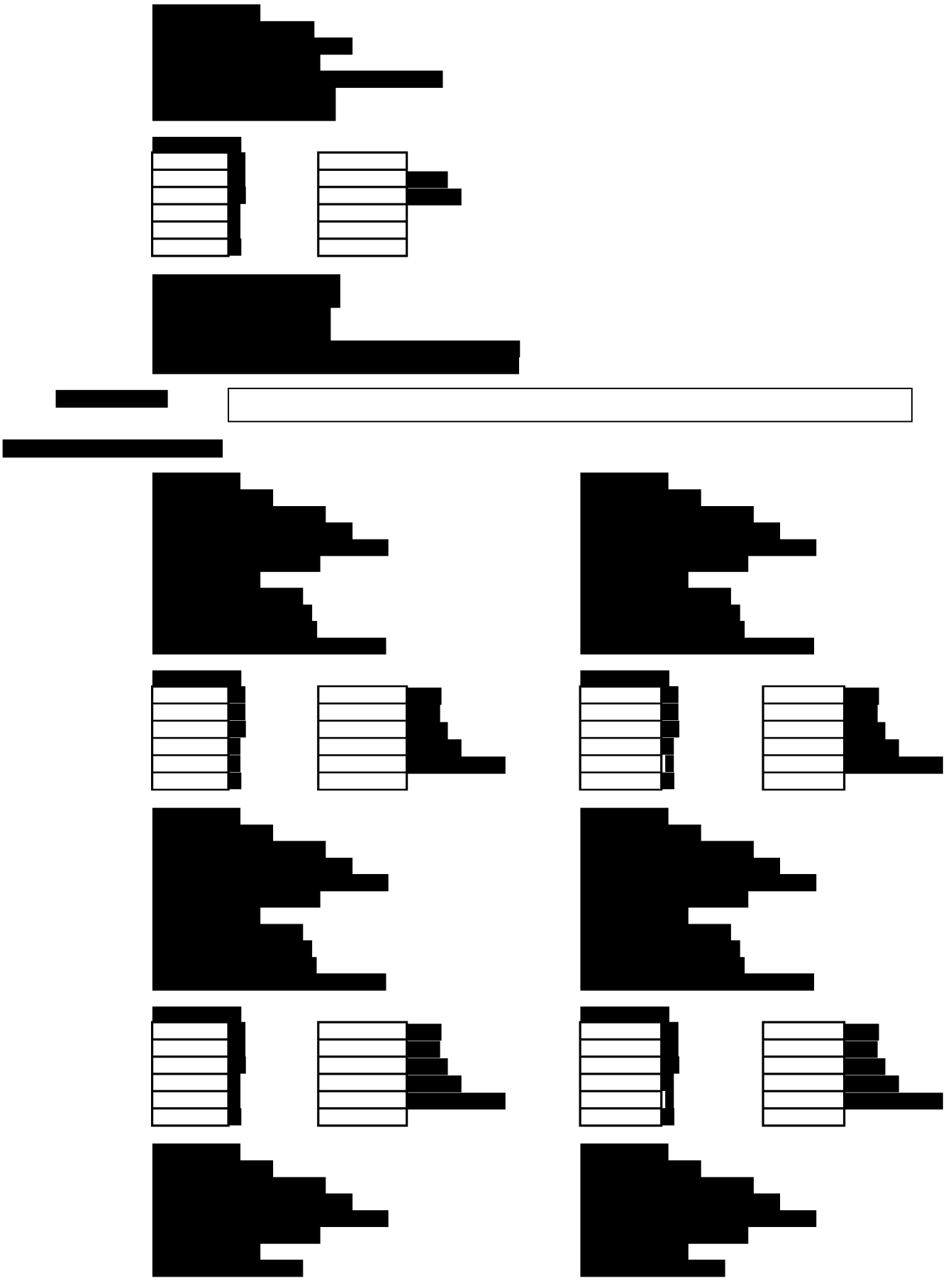
[redacted]

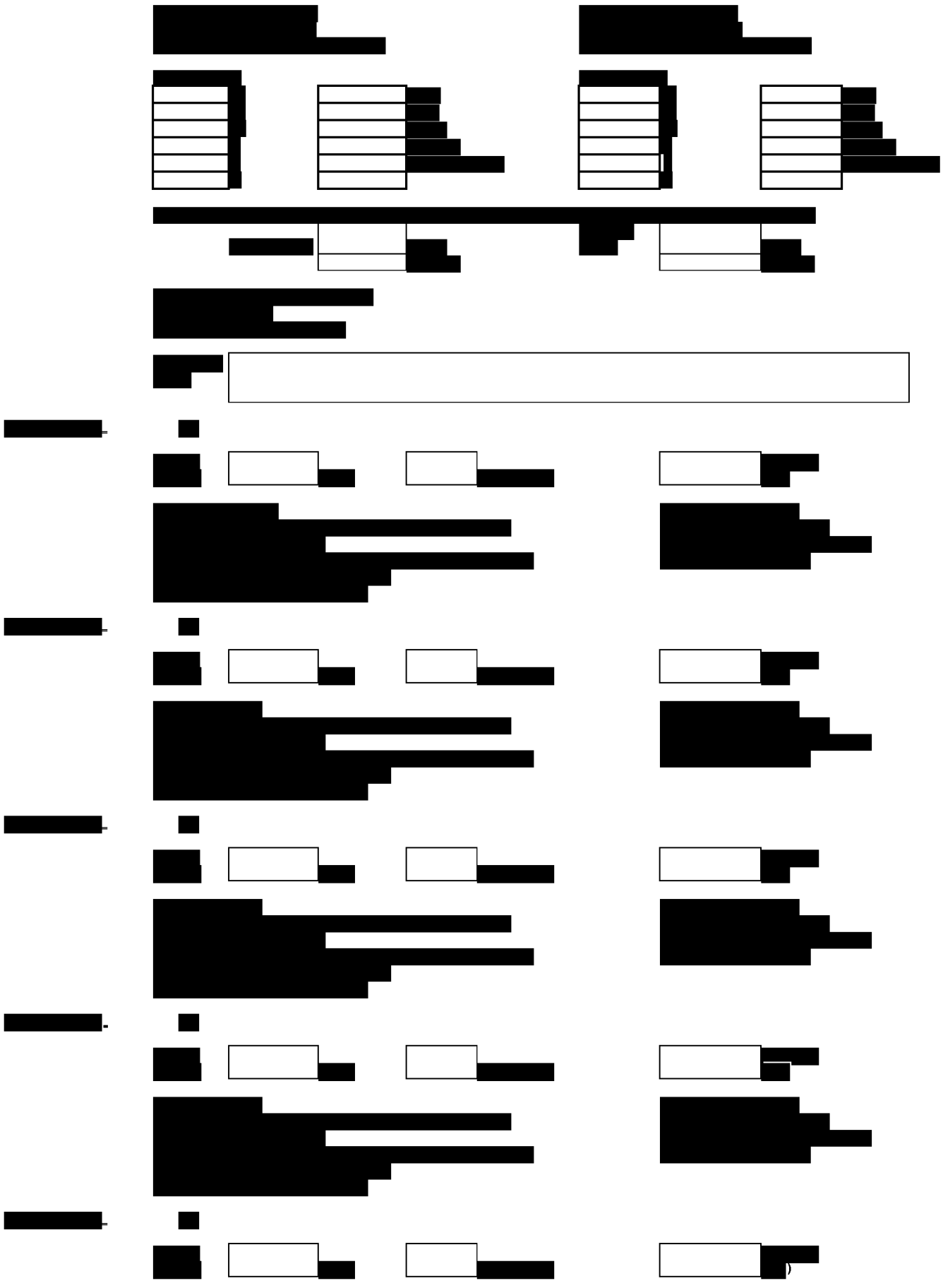
[redacted]

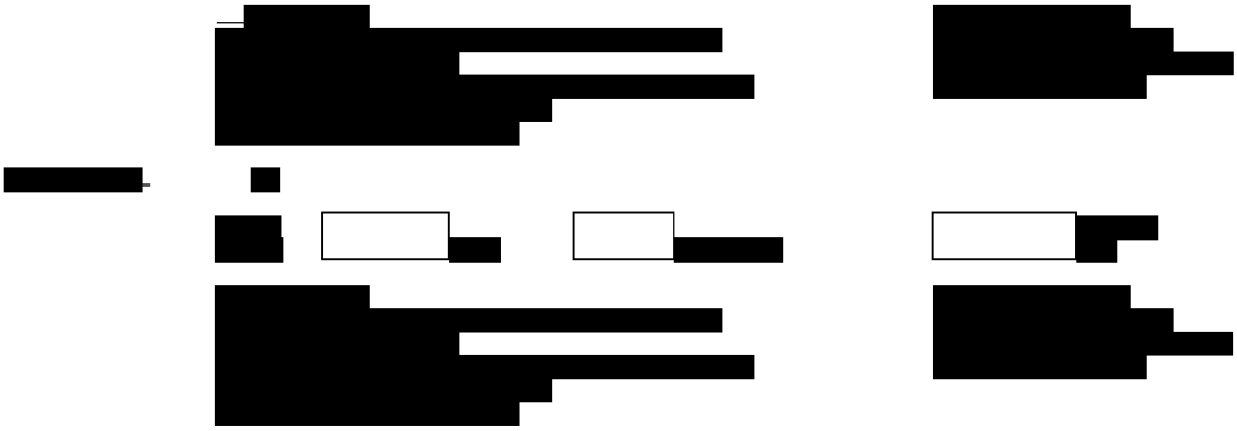


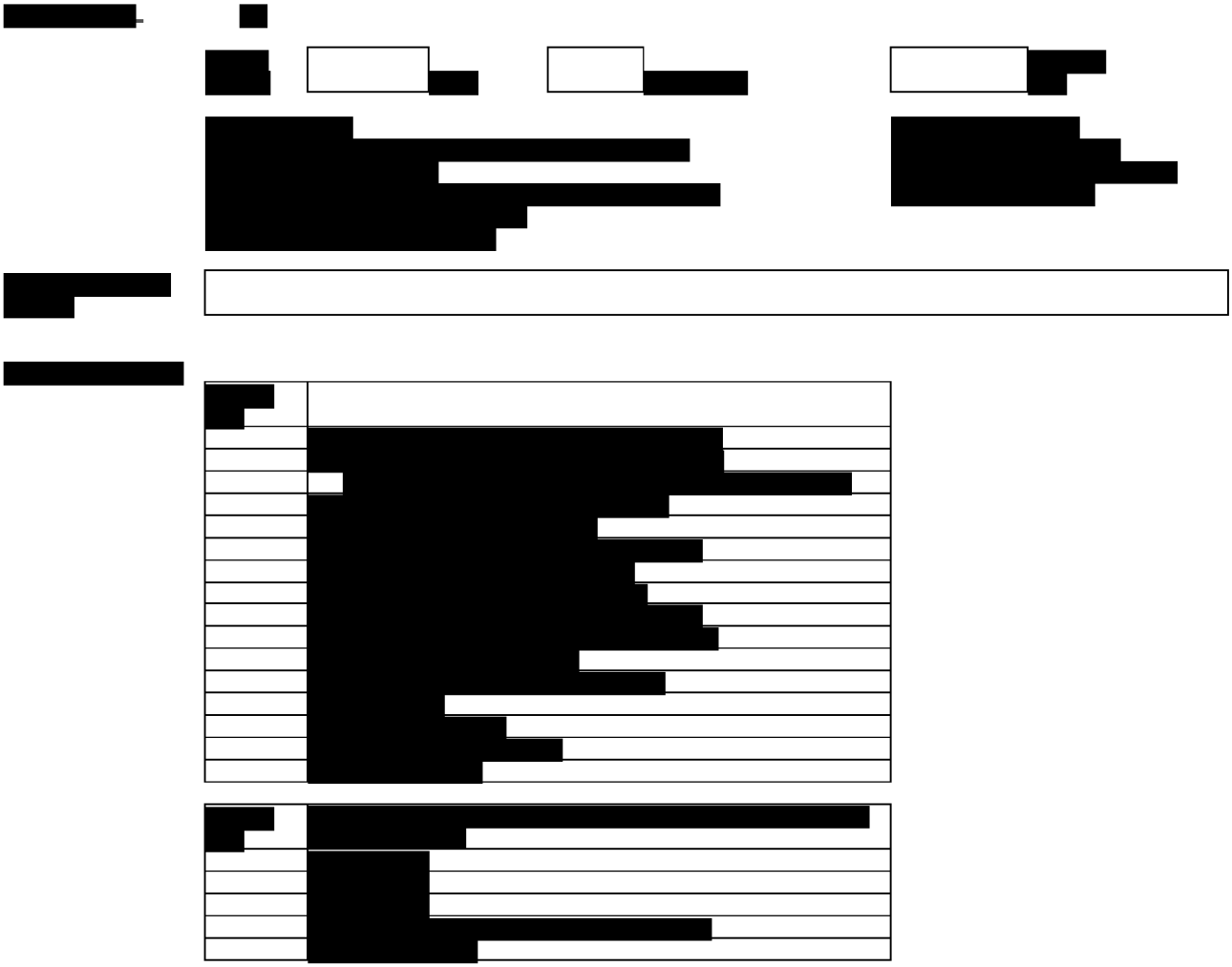


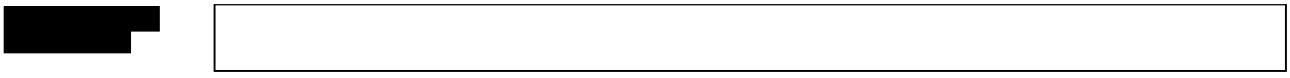


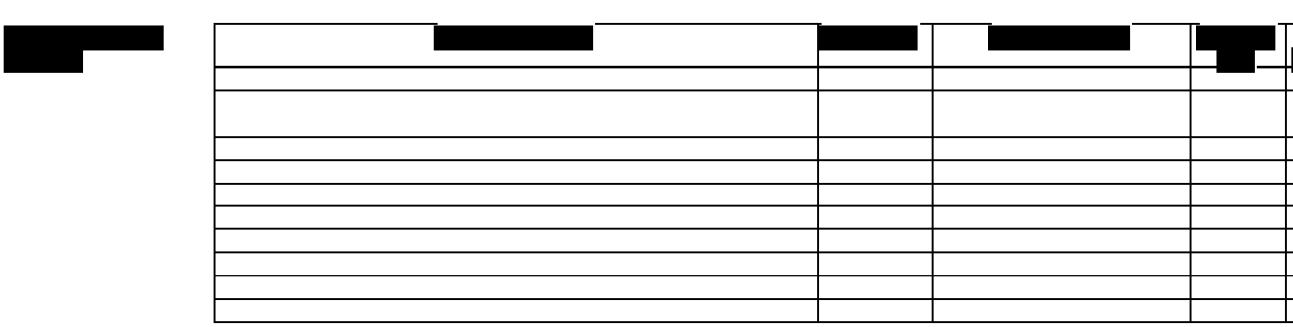






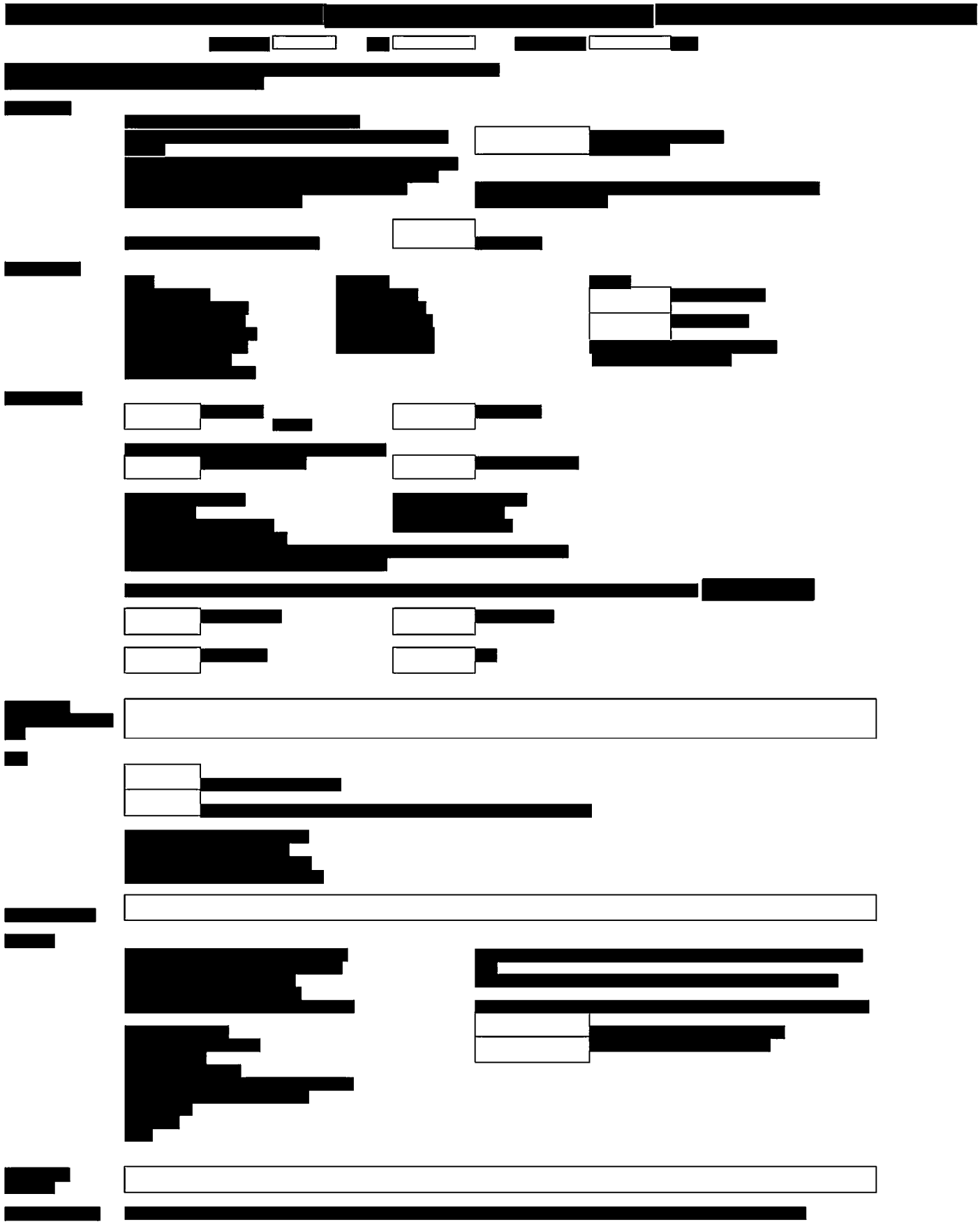


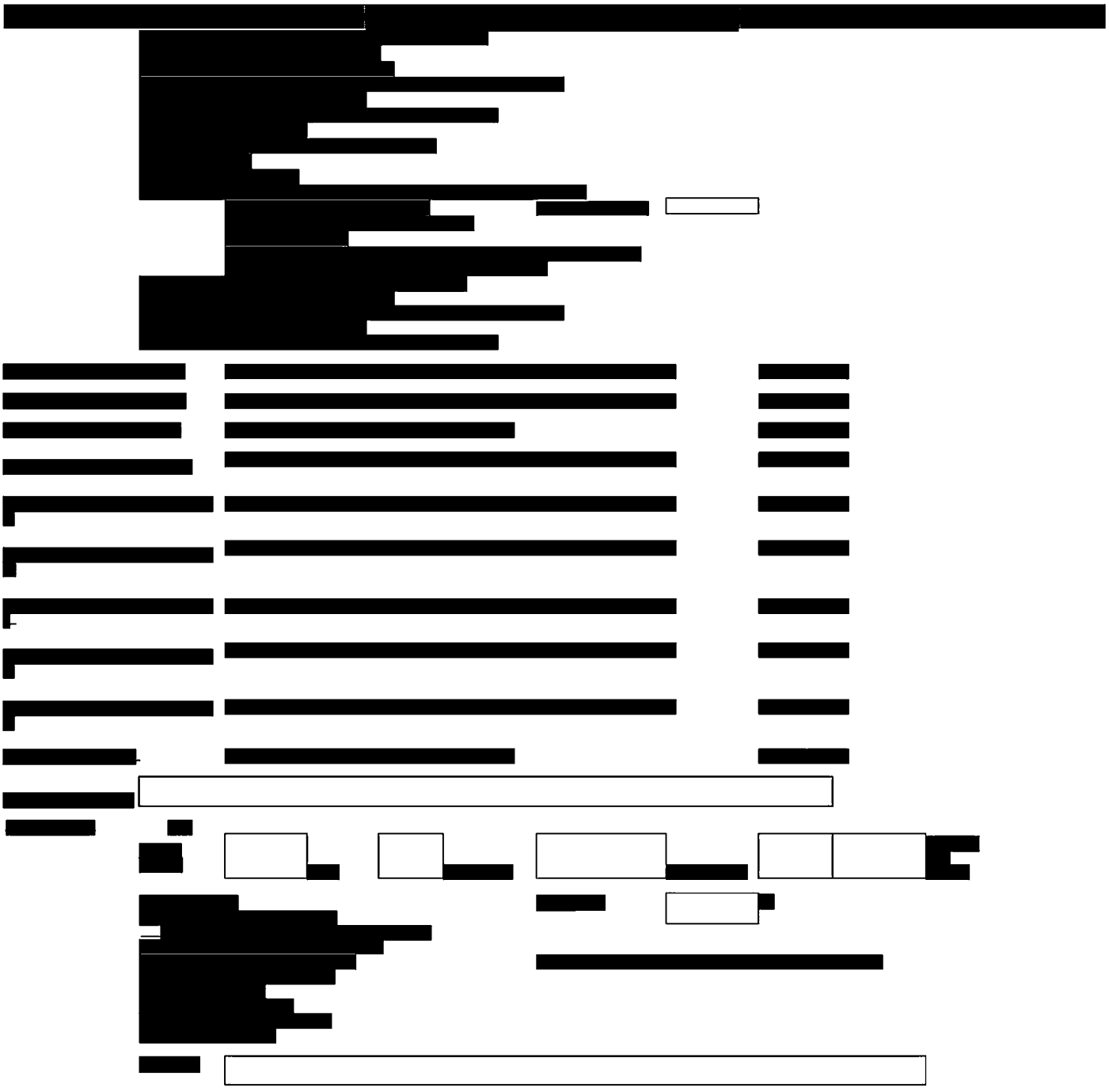


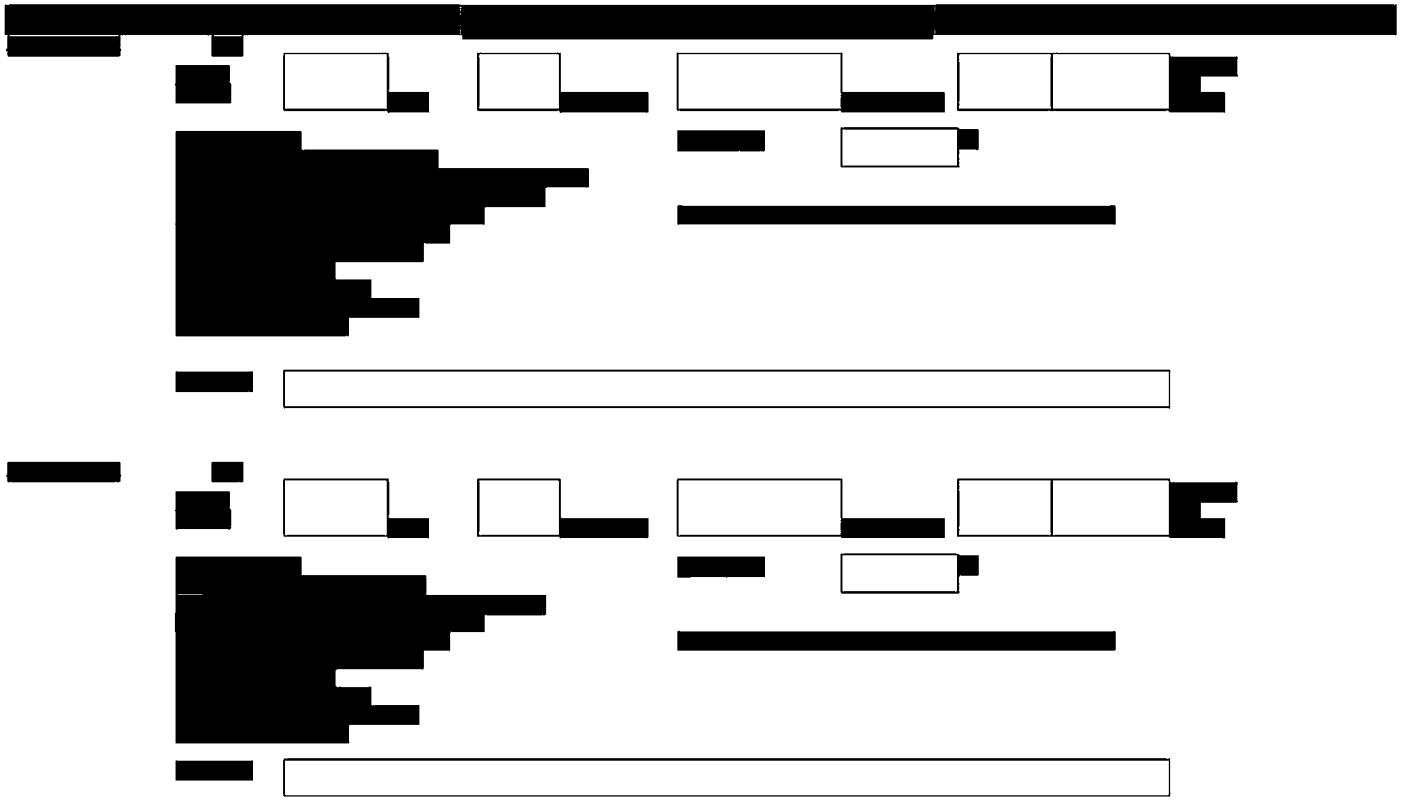


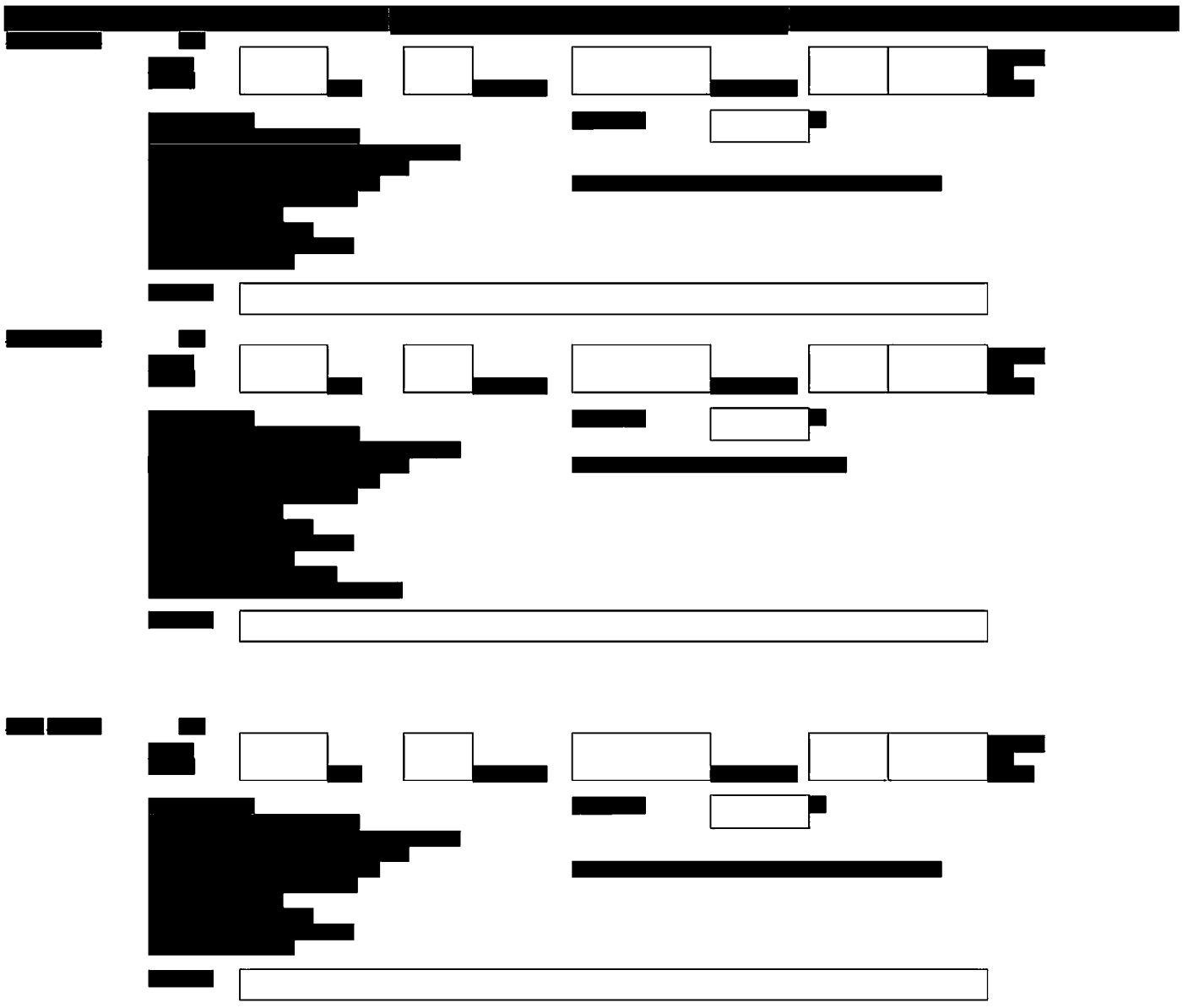
[redacted]

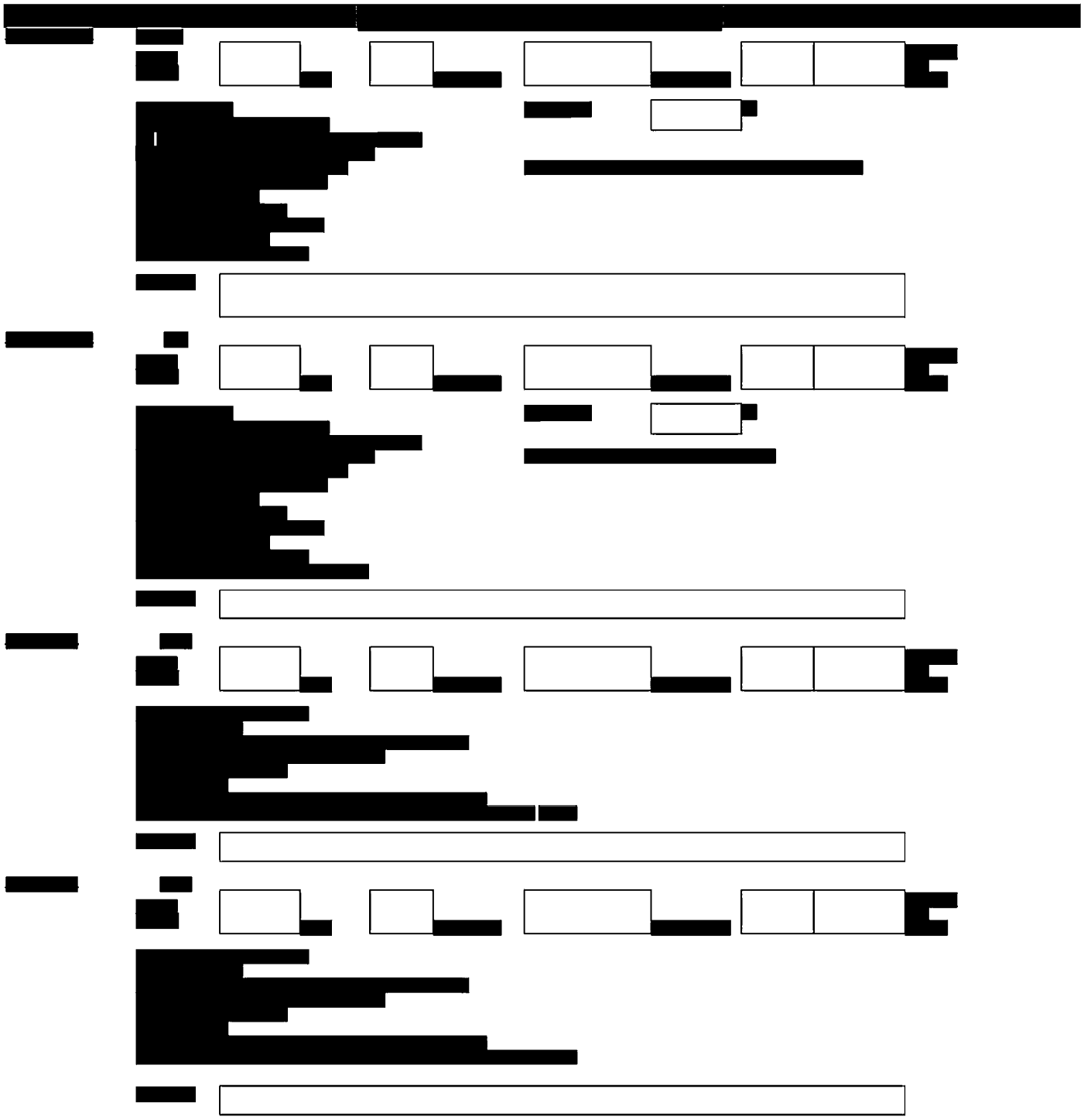
[redacted]

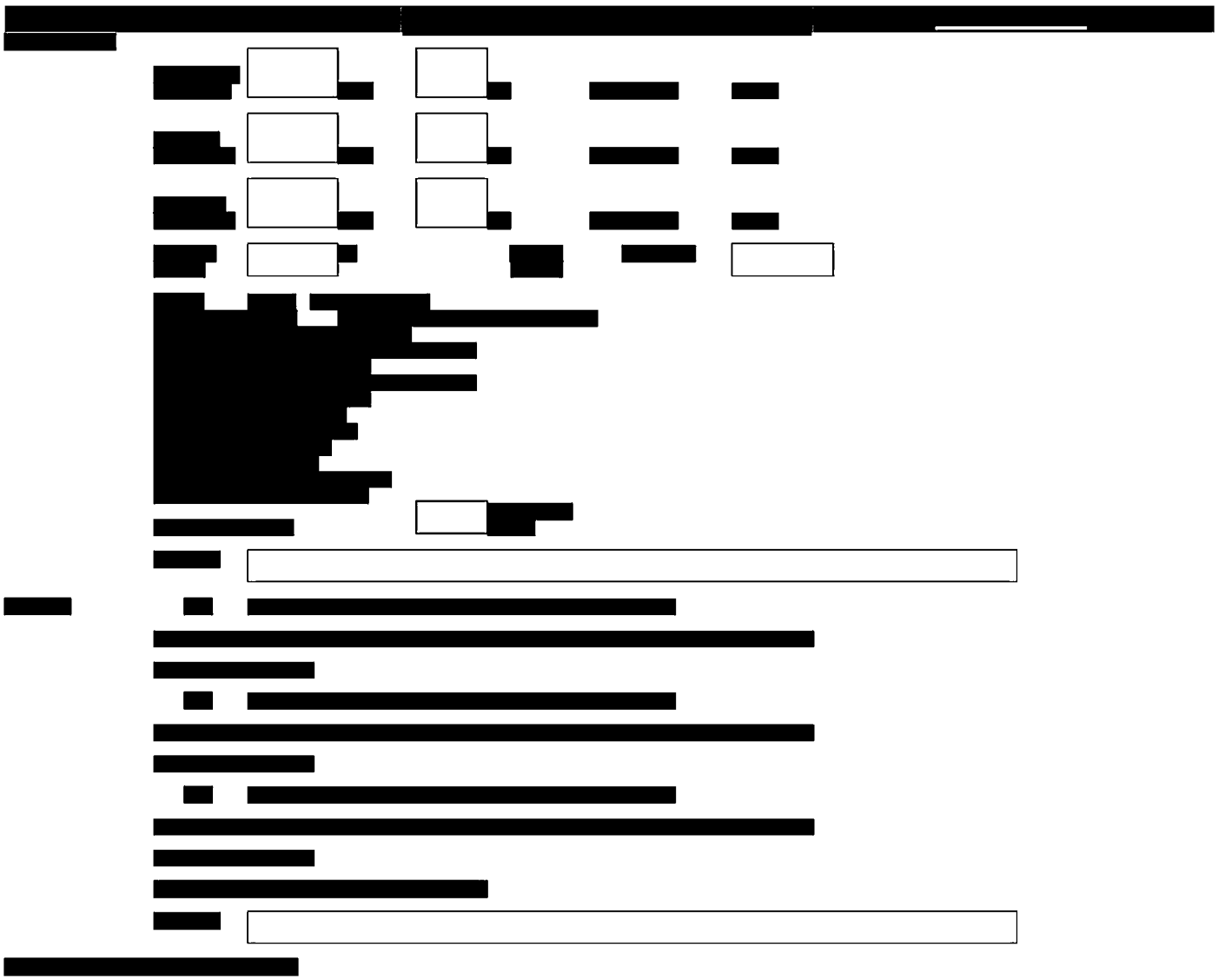


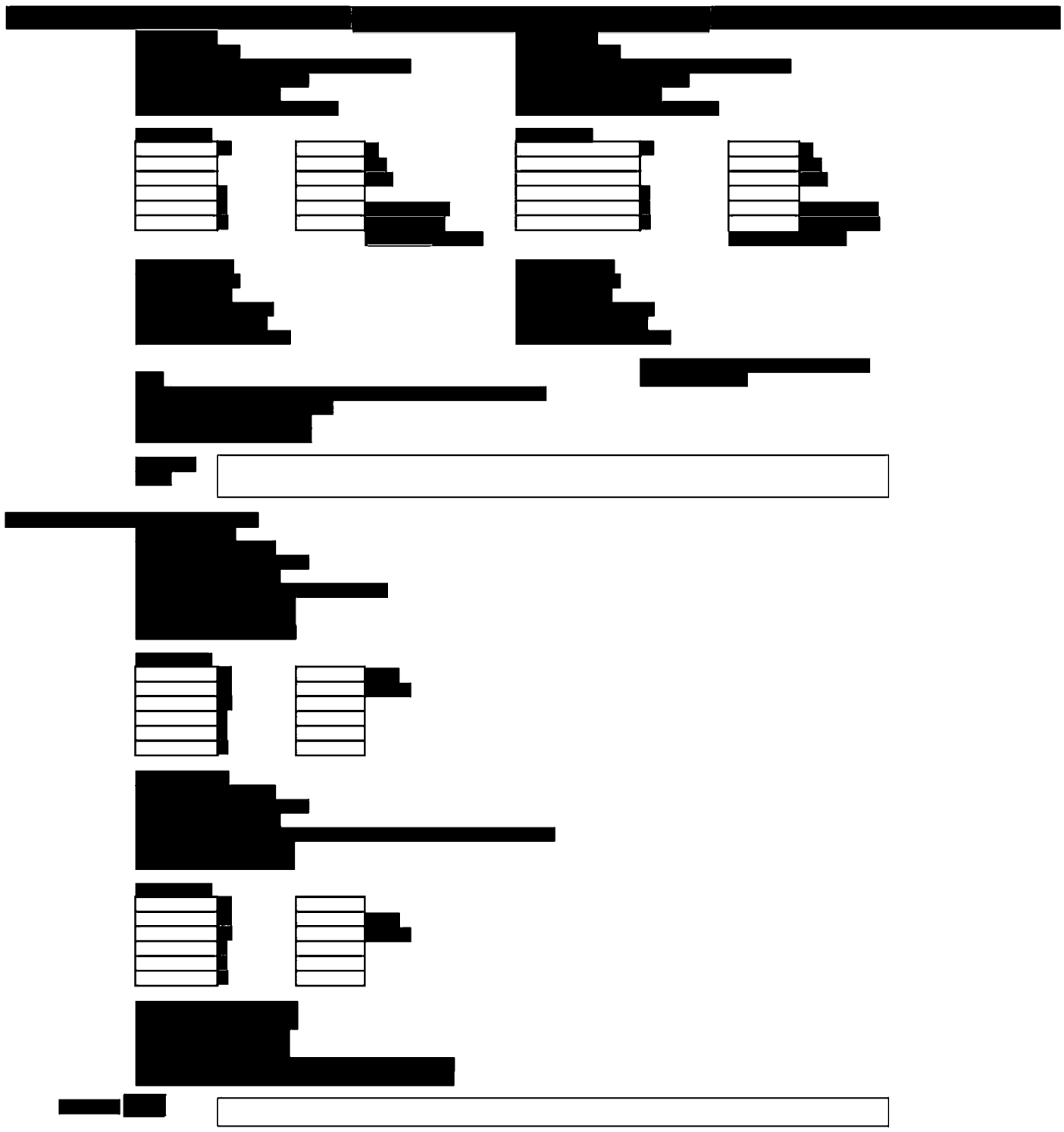


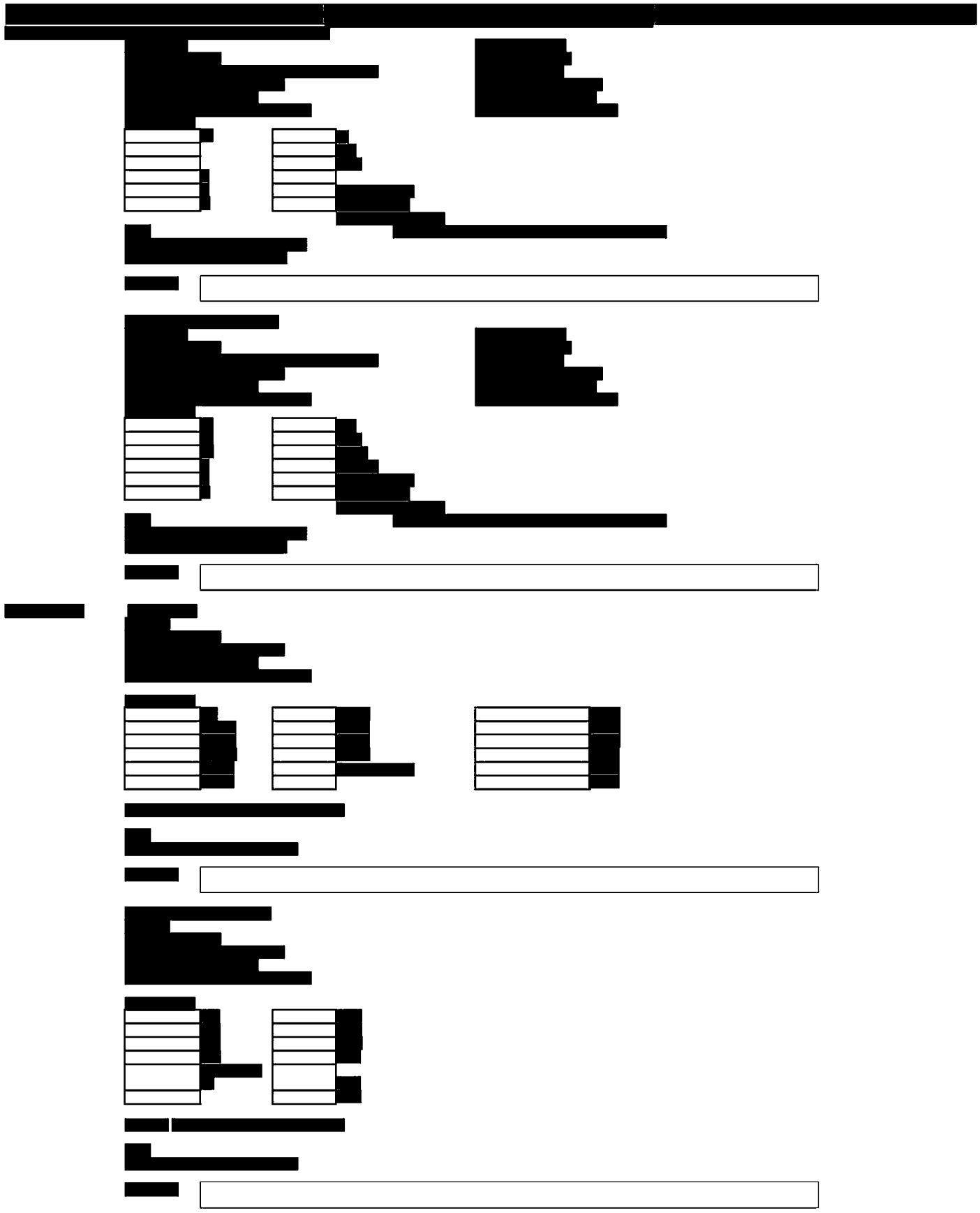


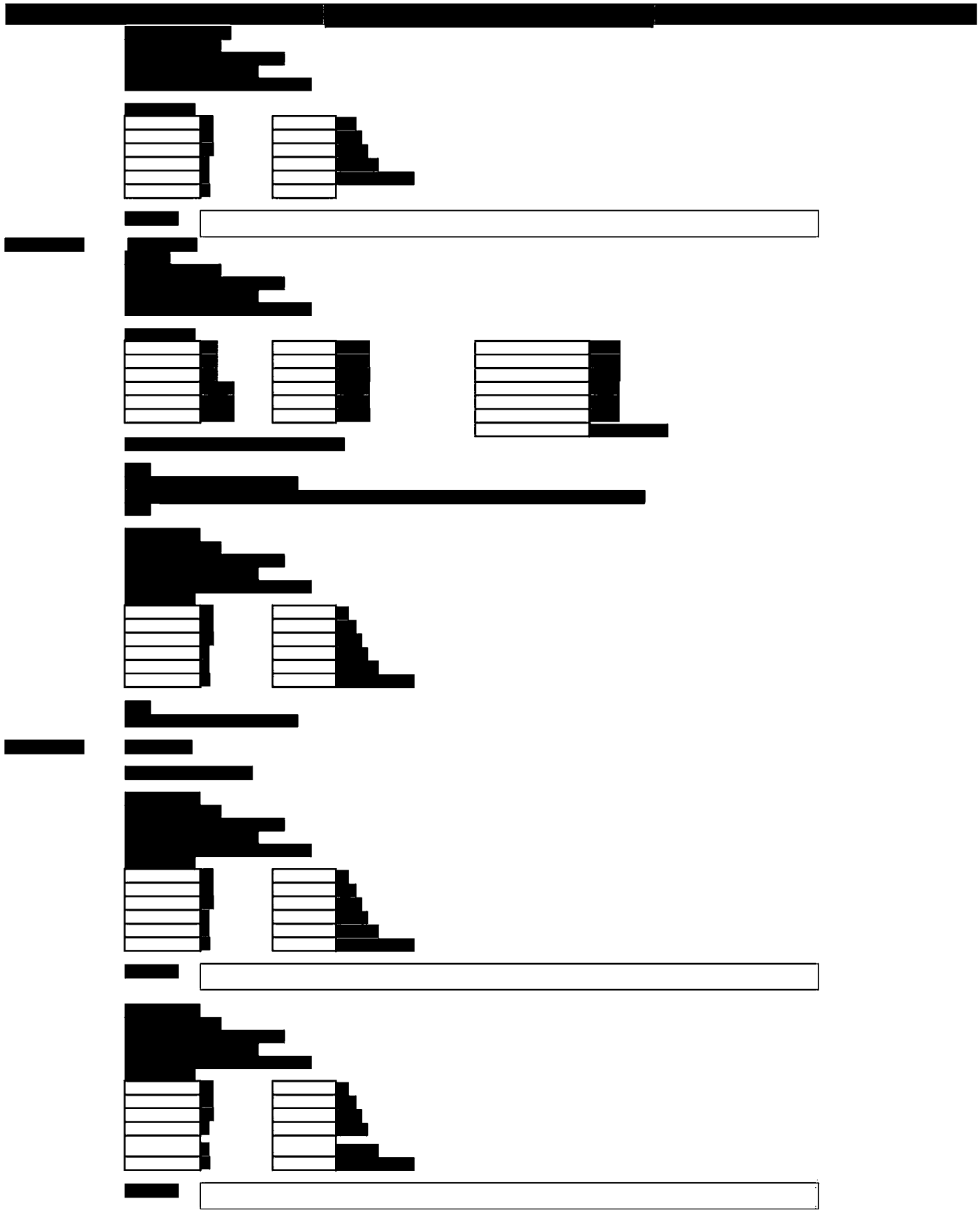


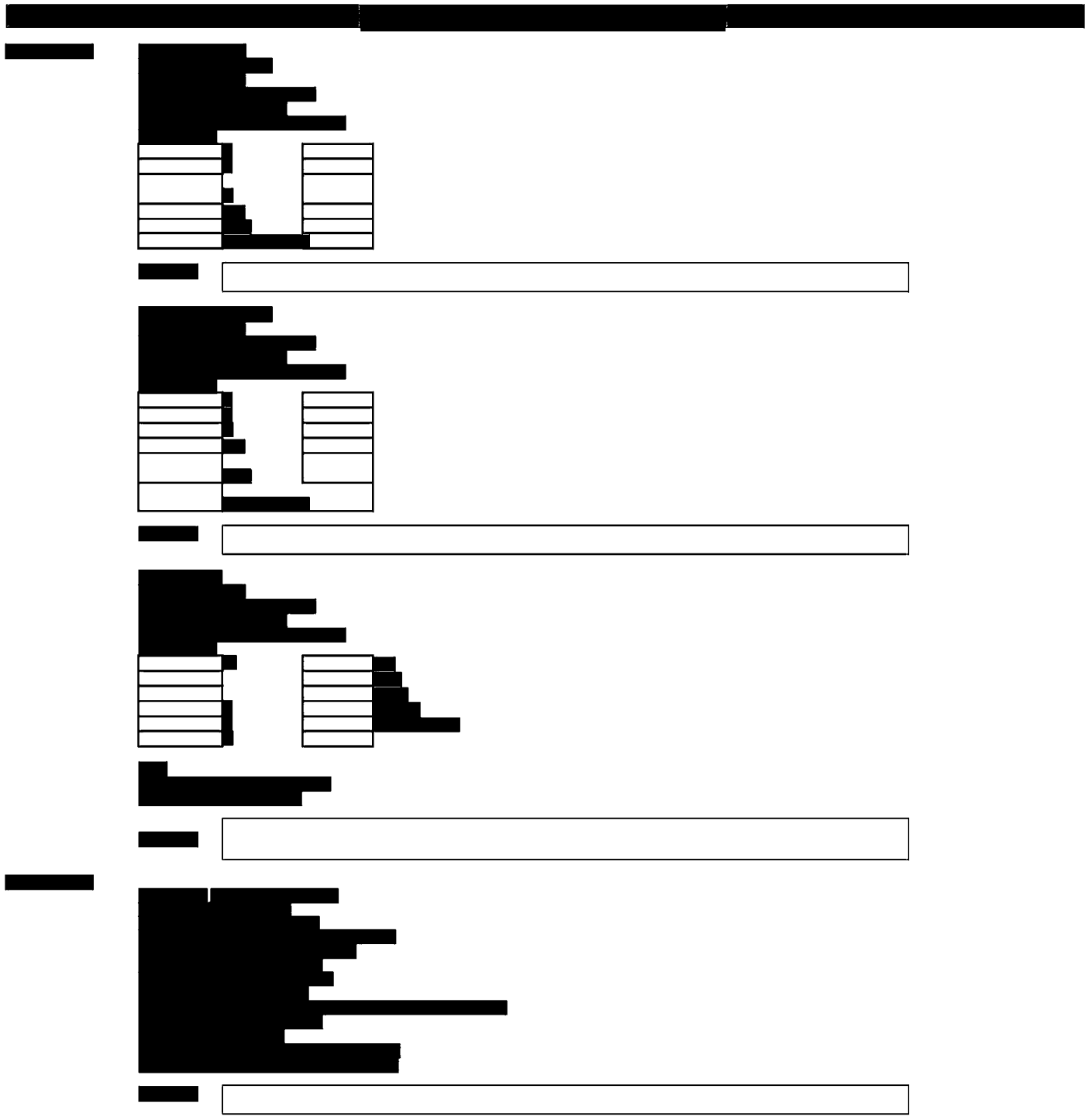


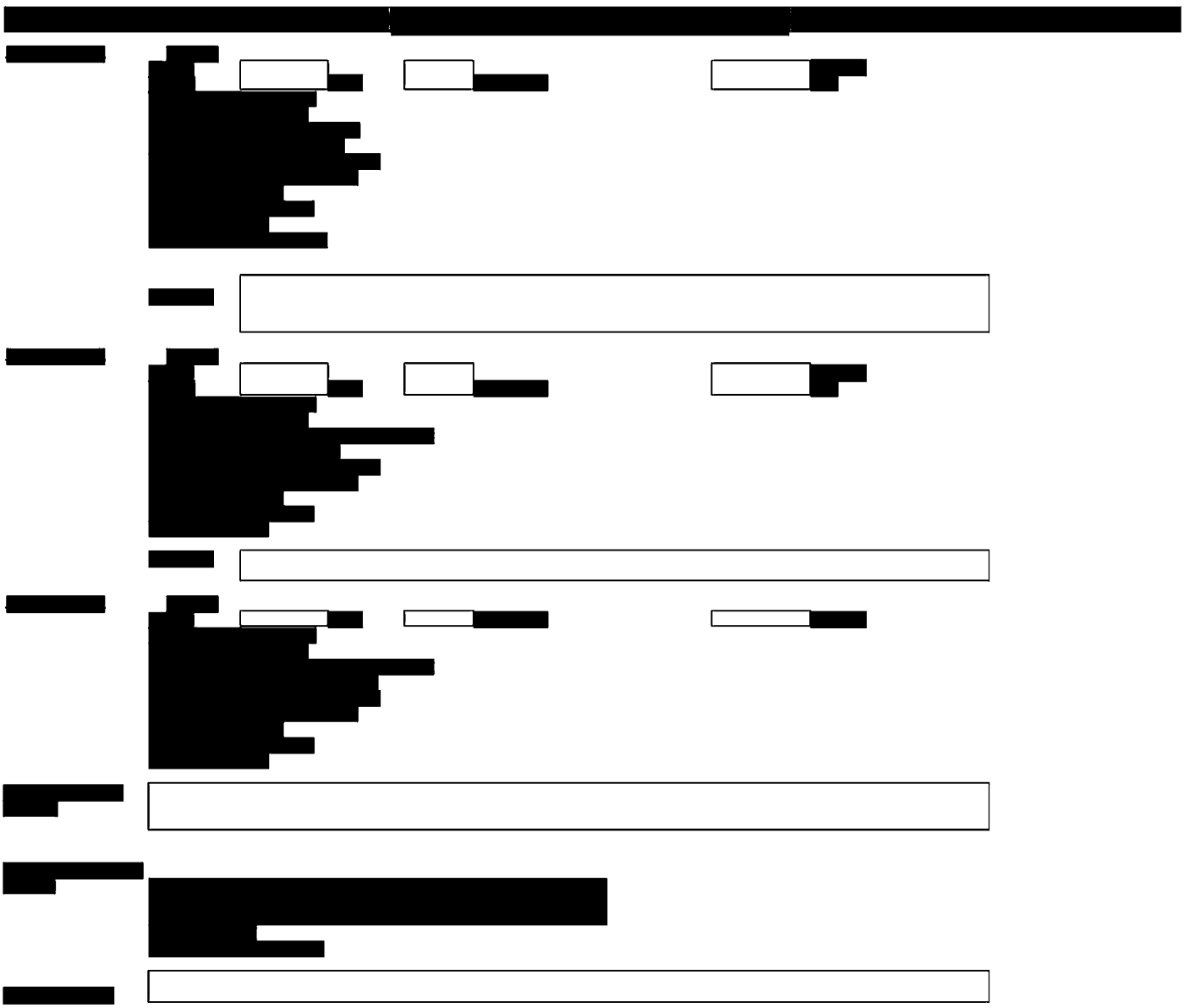












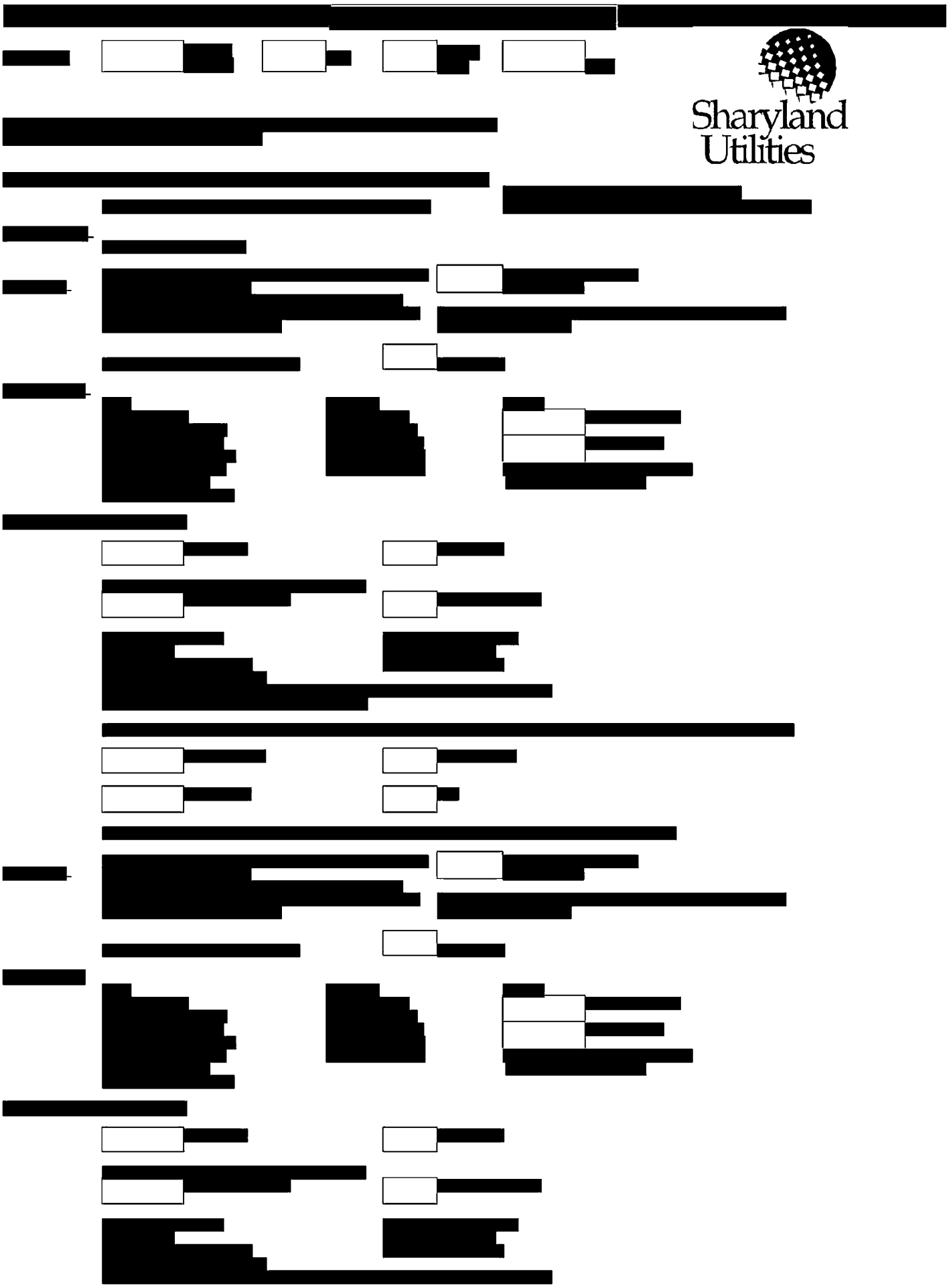
[redacted]

[redacted]

[redacted]

[redacted]

[redacted]


Sharyland
Utilities