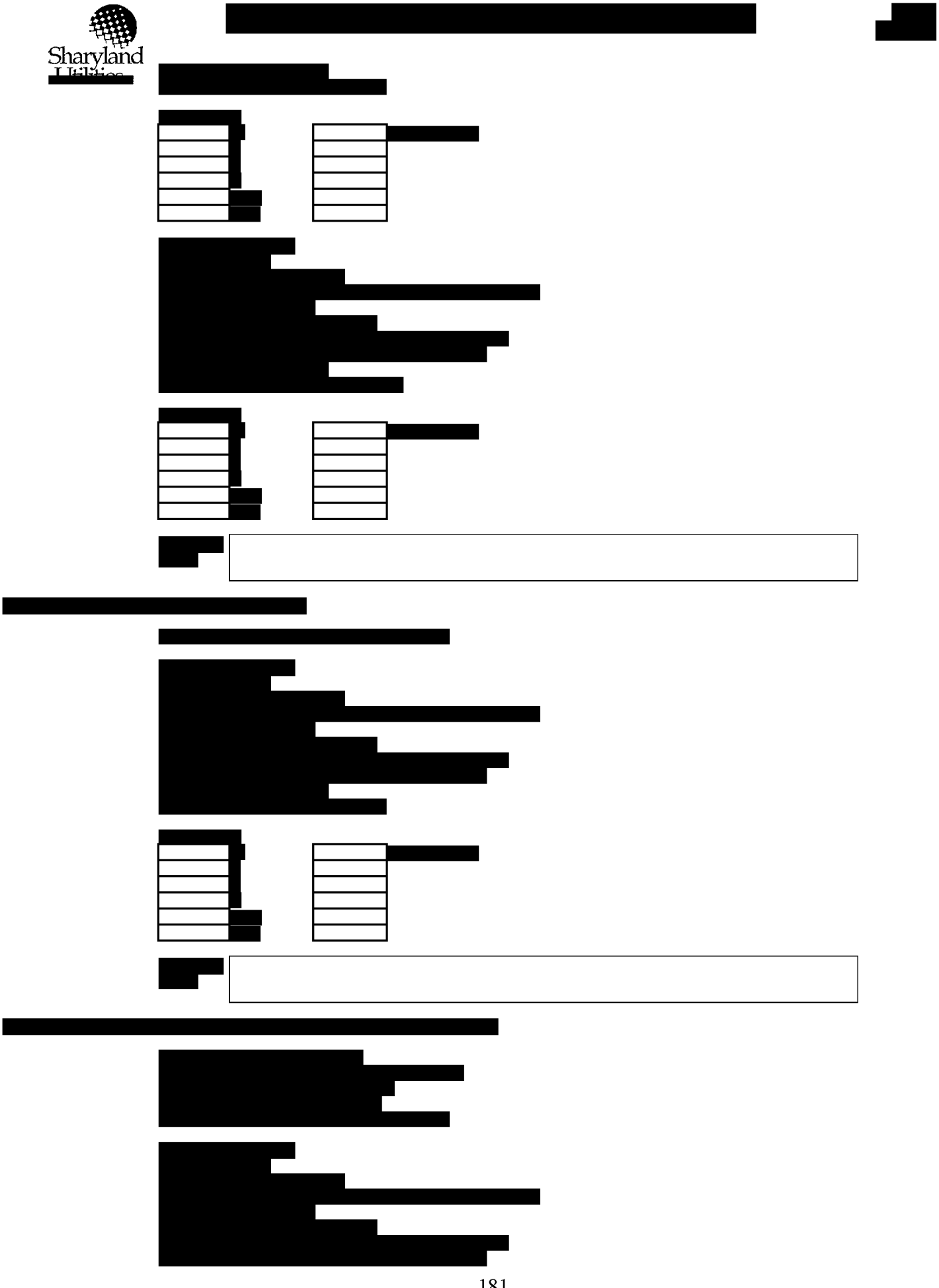

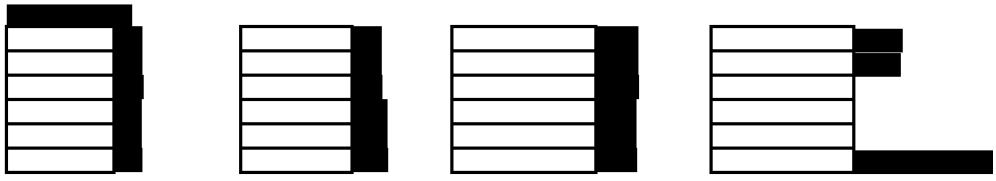

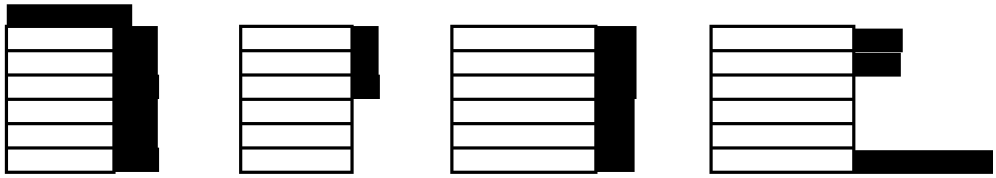

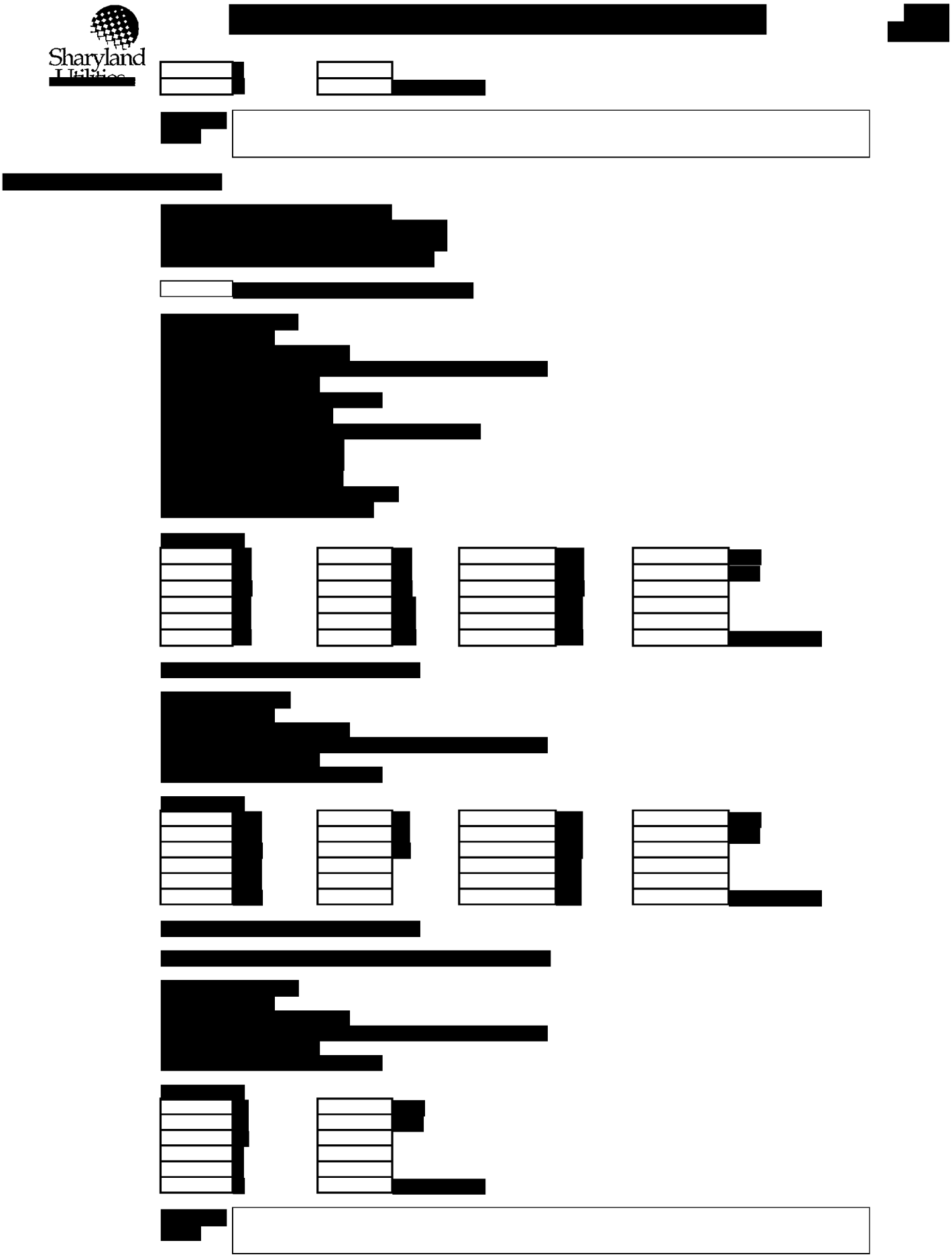

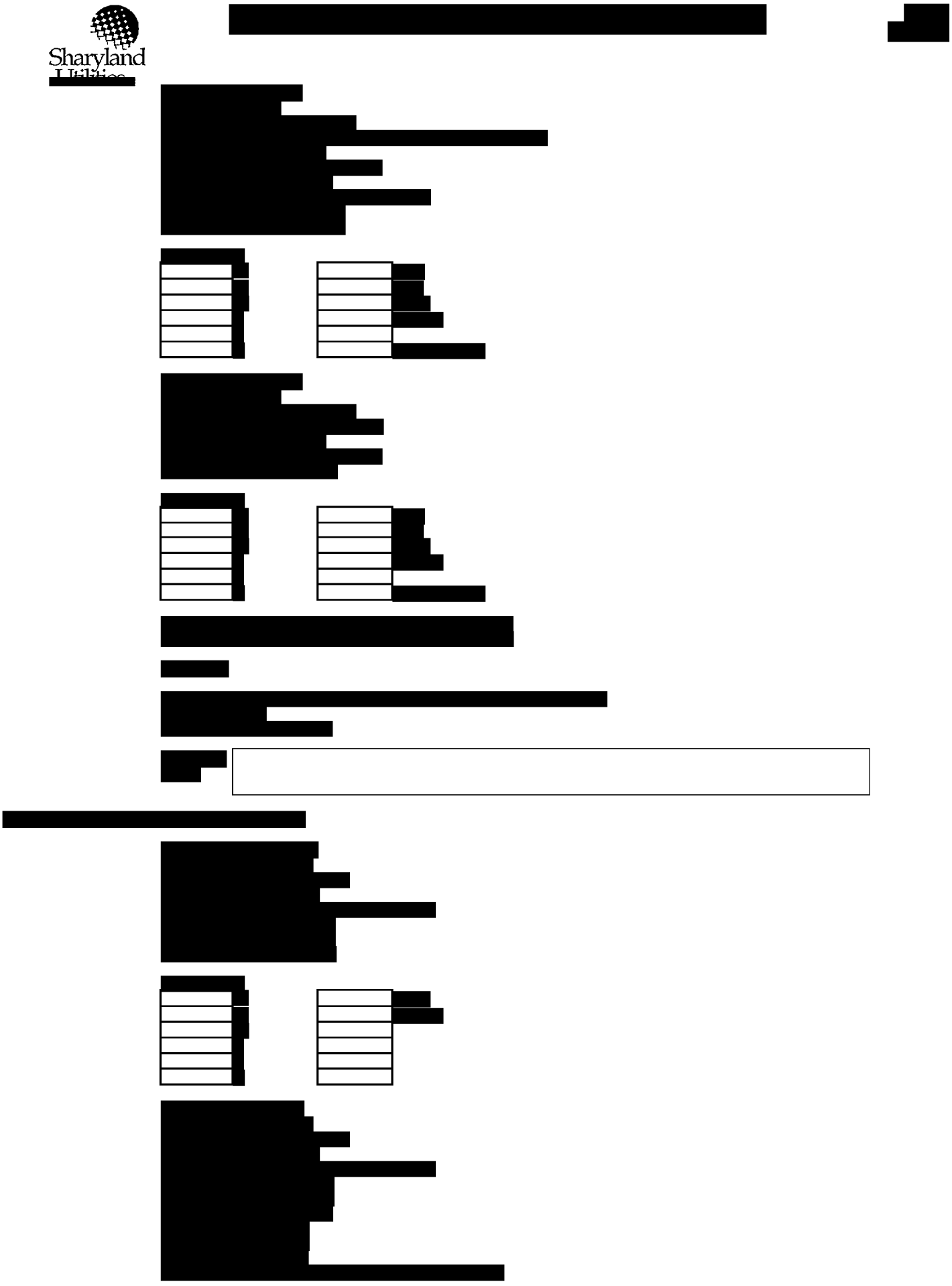

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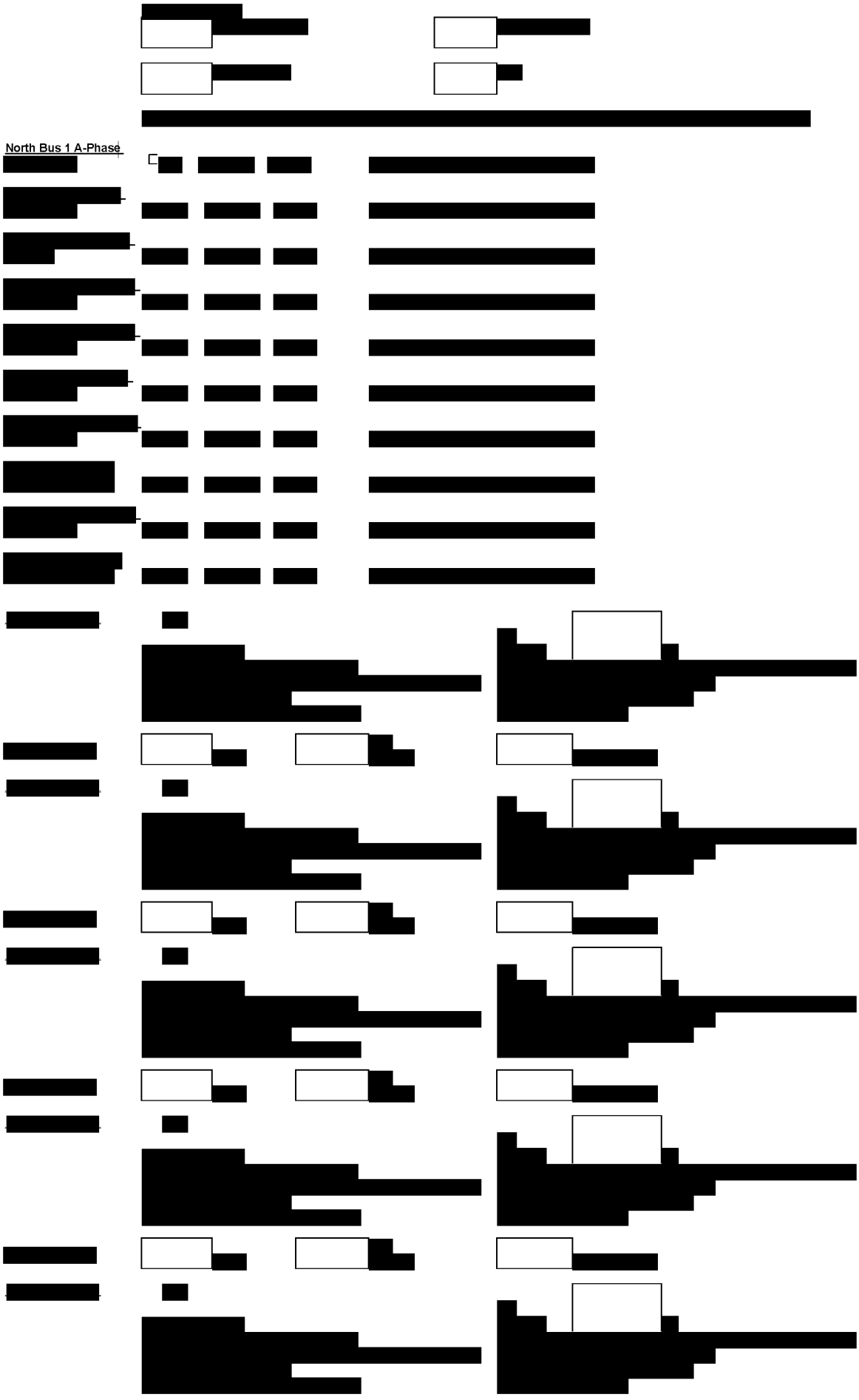
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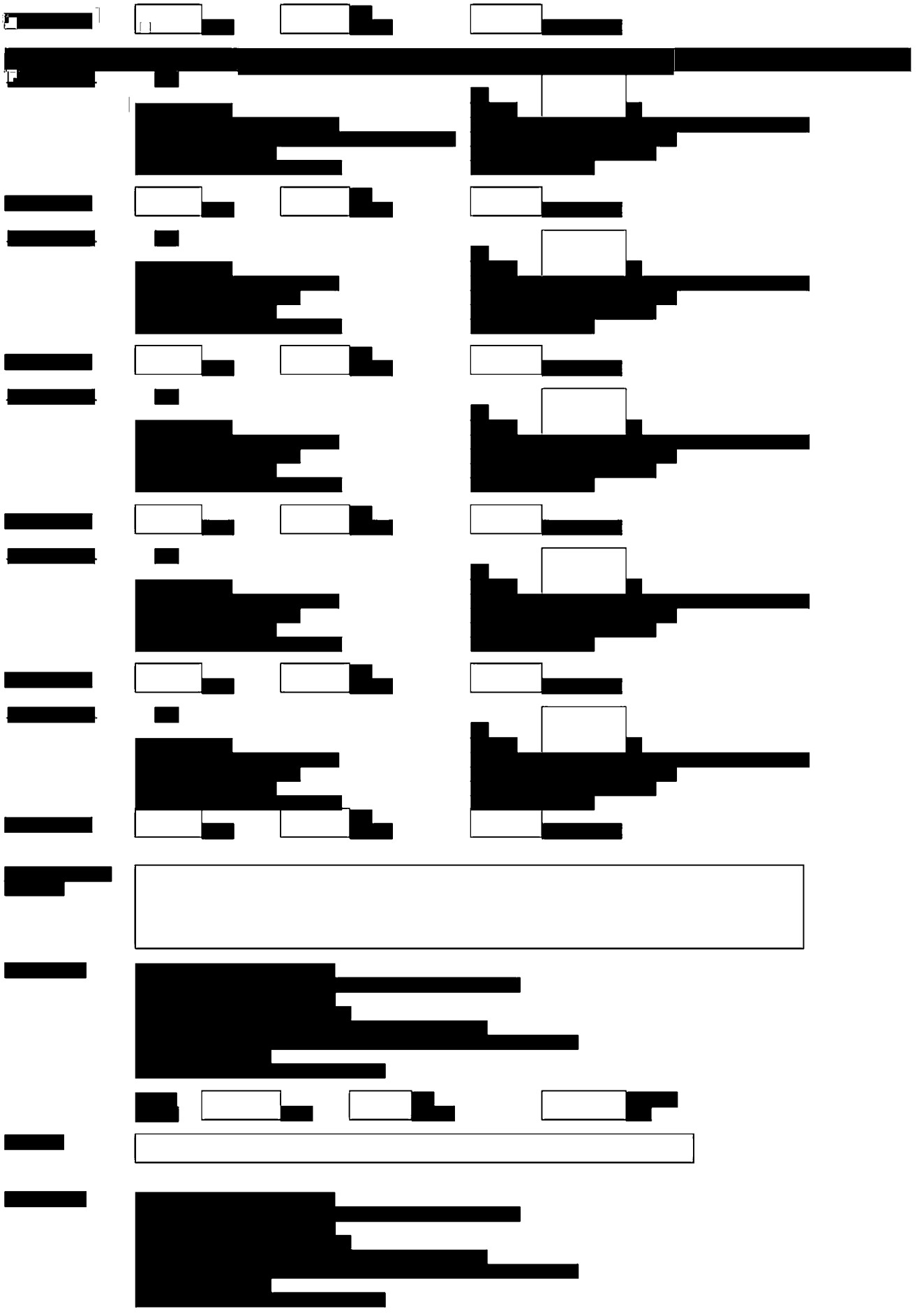

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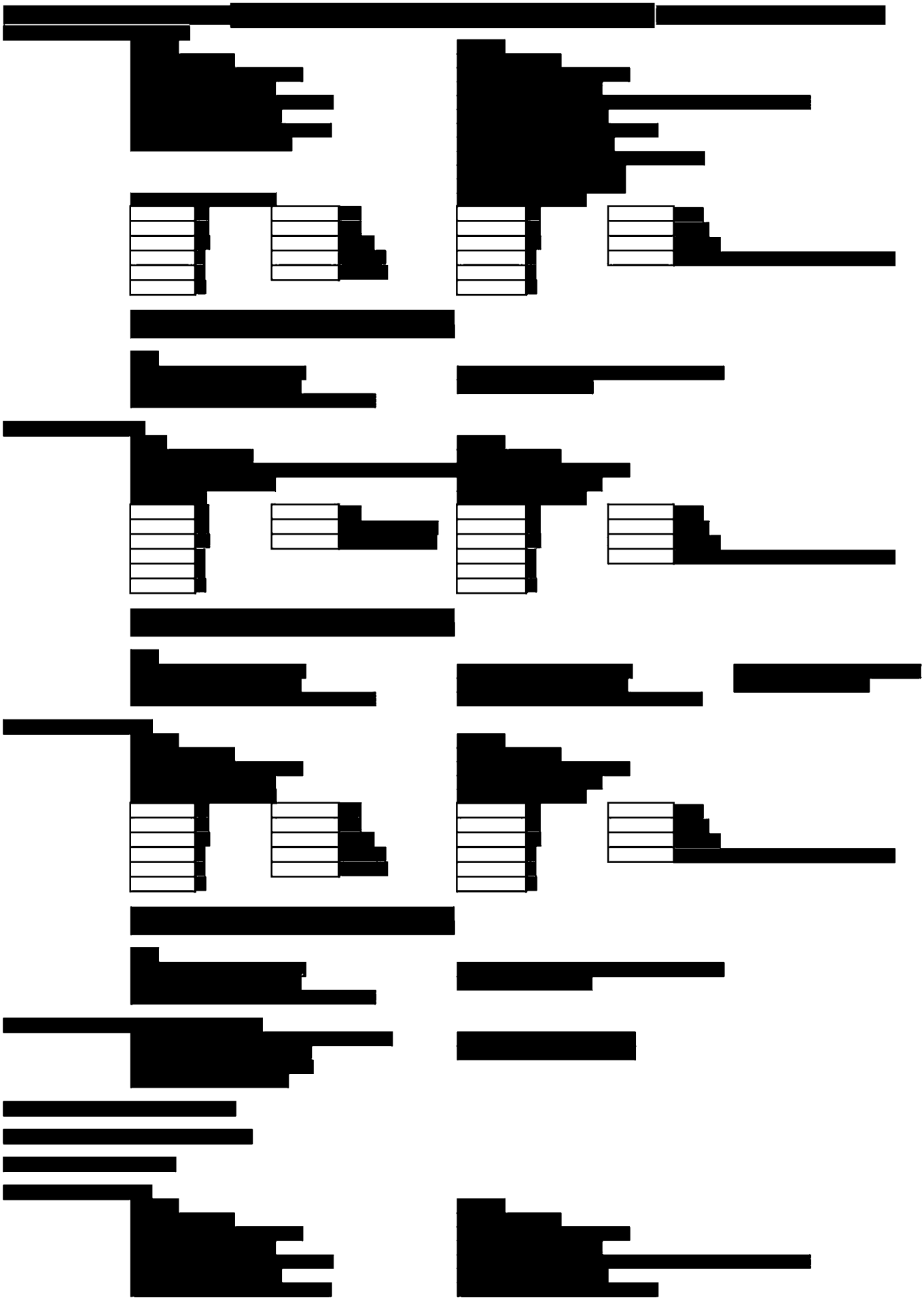

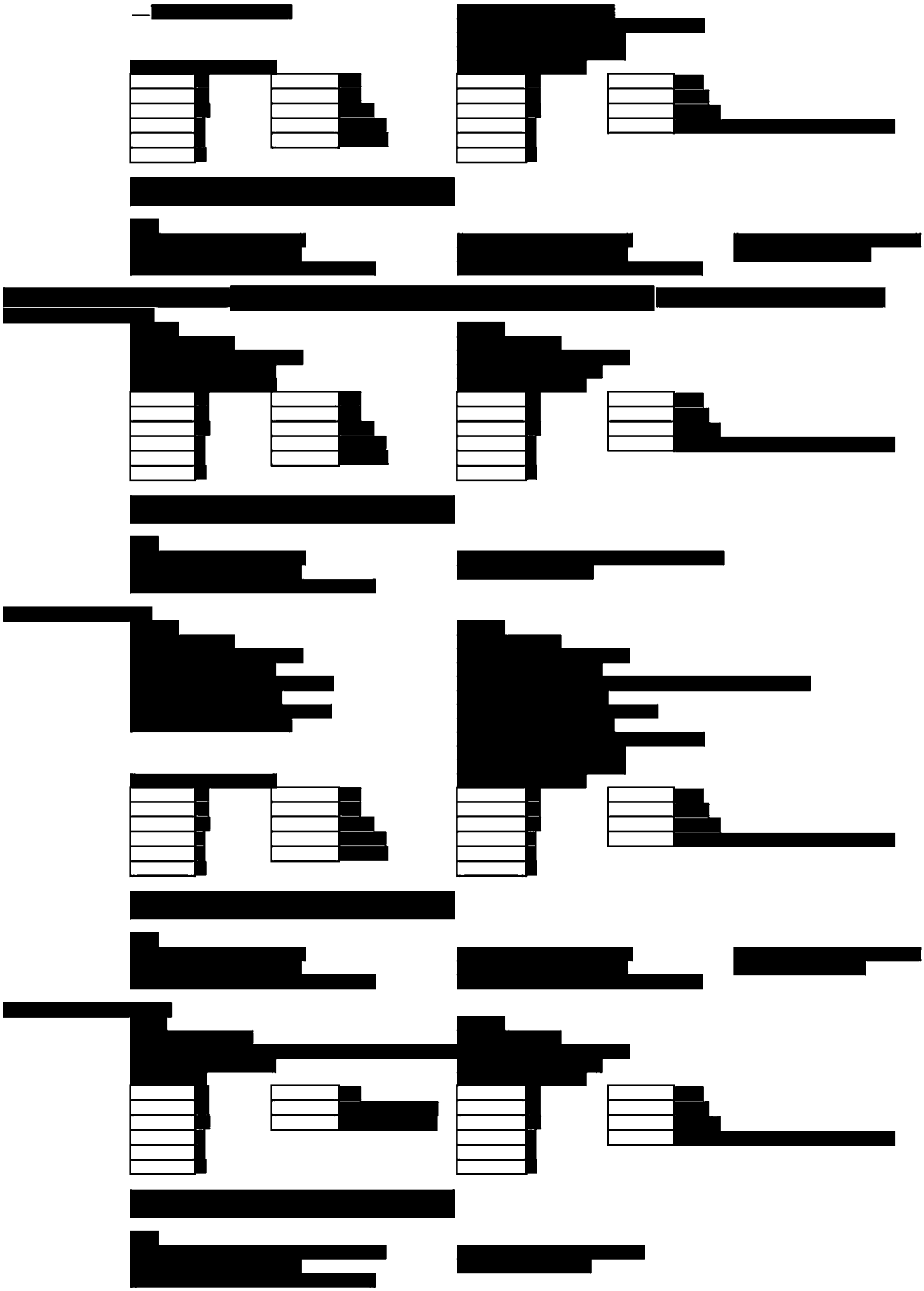

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Special Weather Preparedness Checklist

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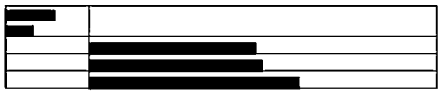

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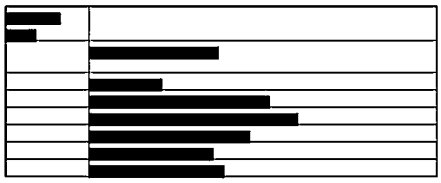

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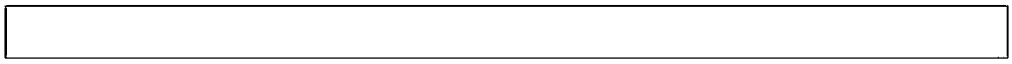

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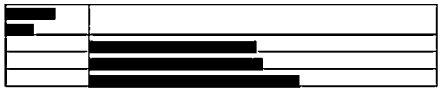

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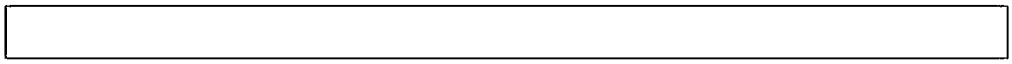

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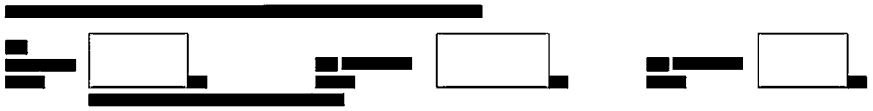

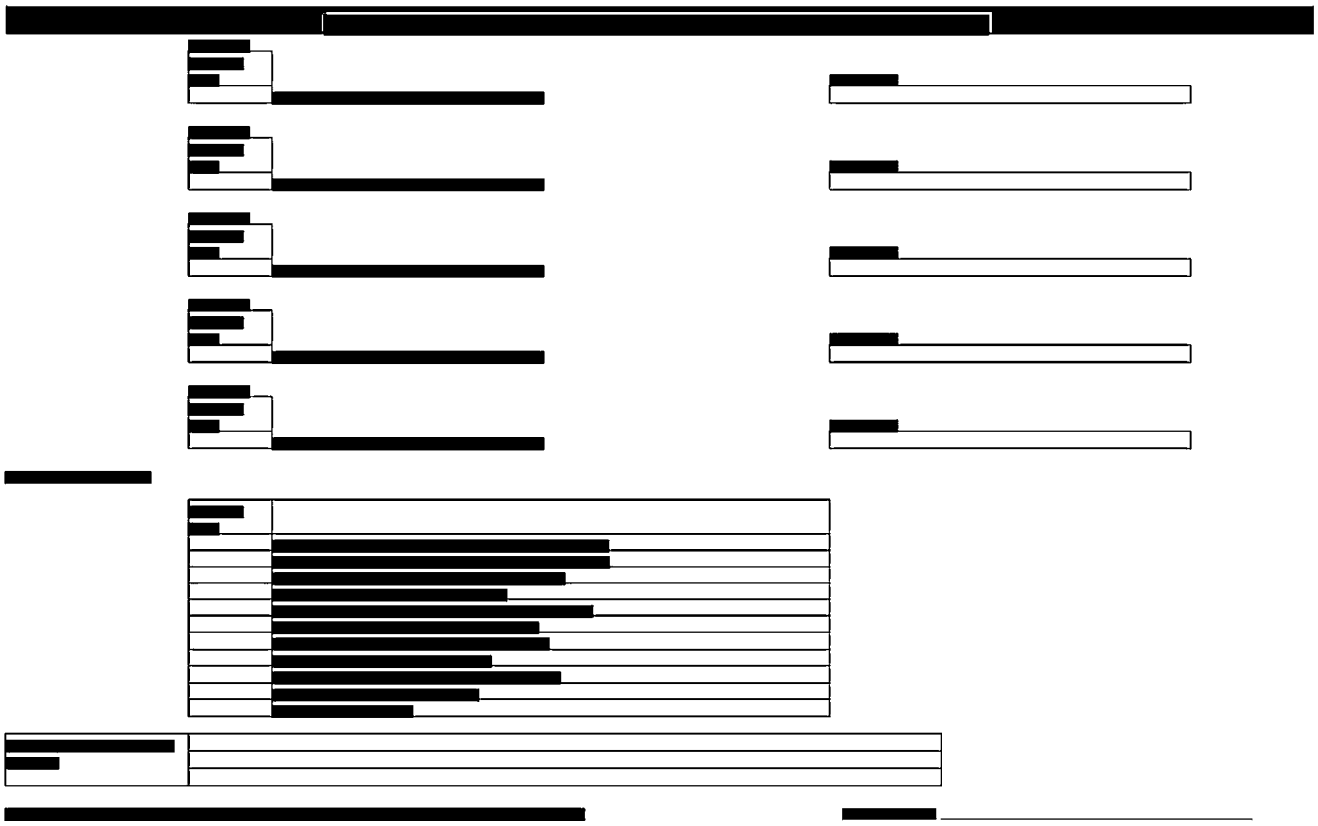

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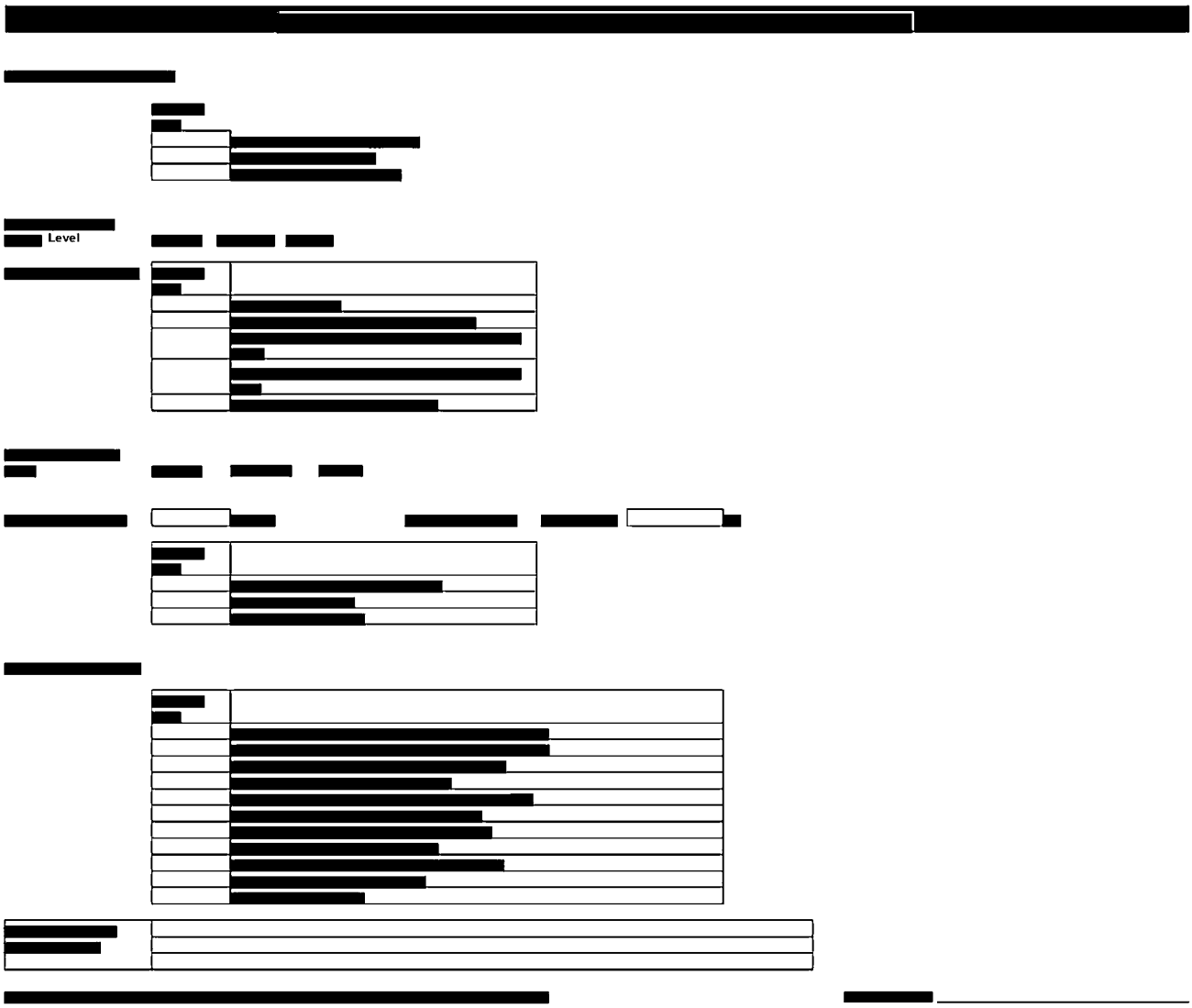

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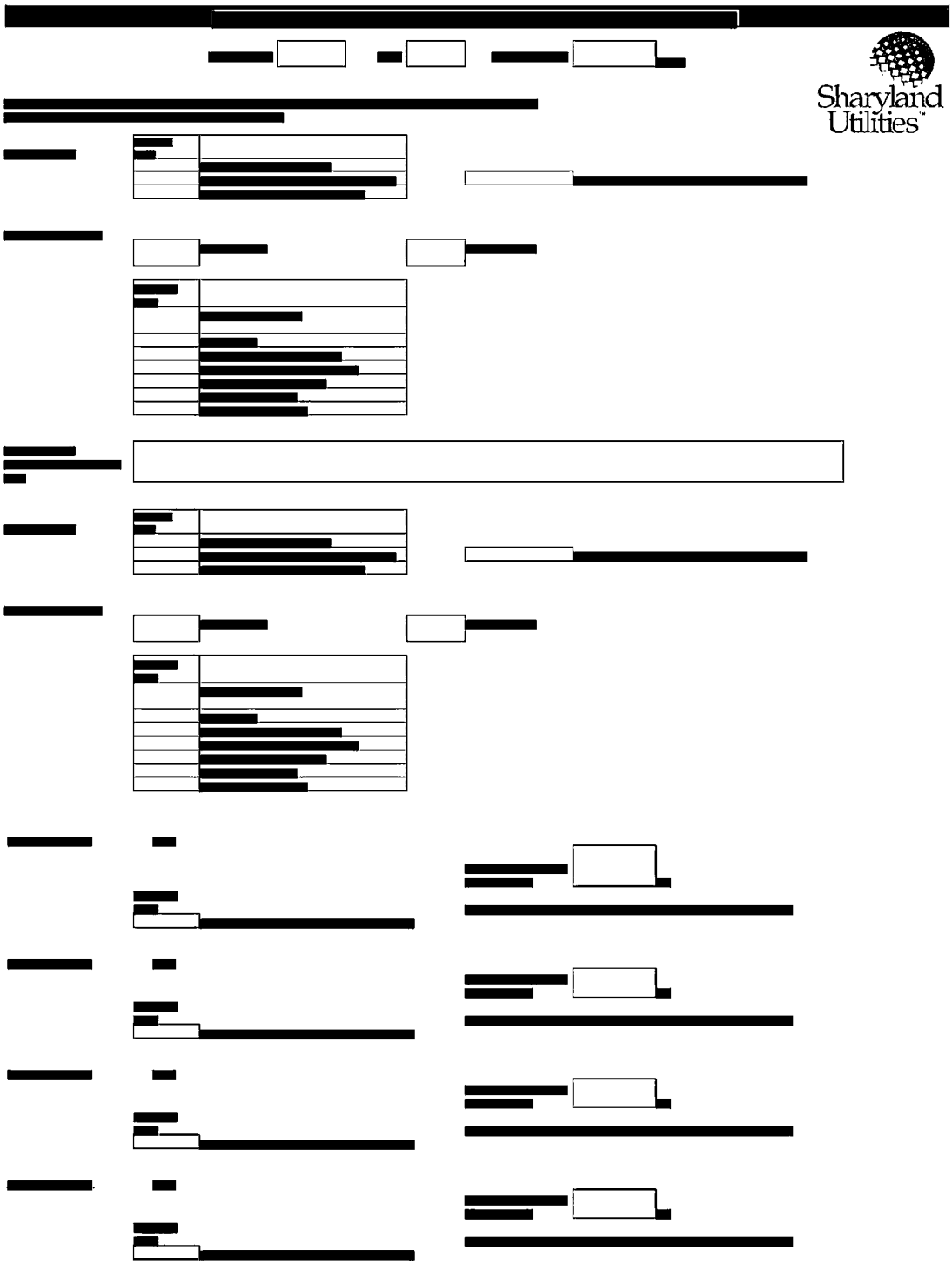
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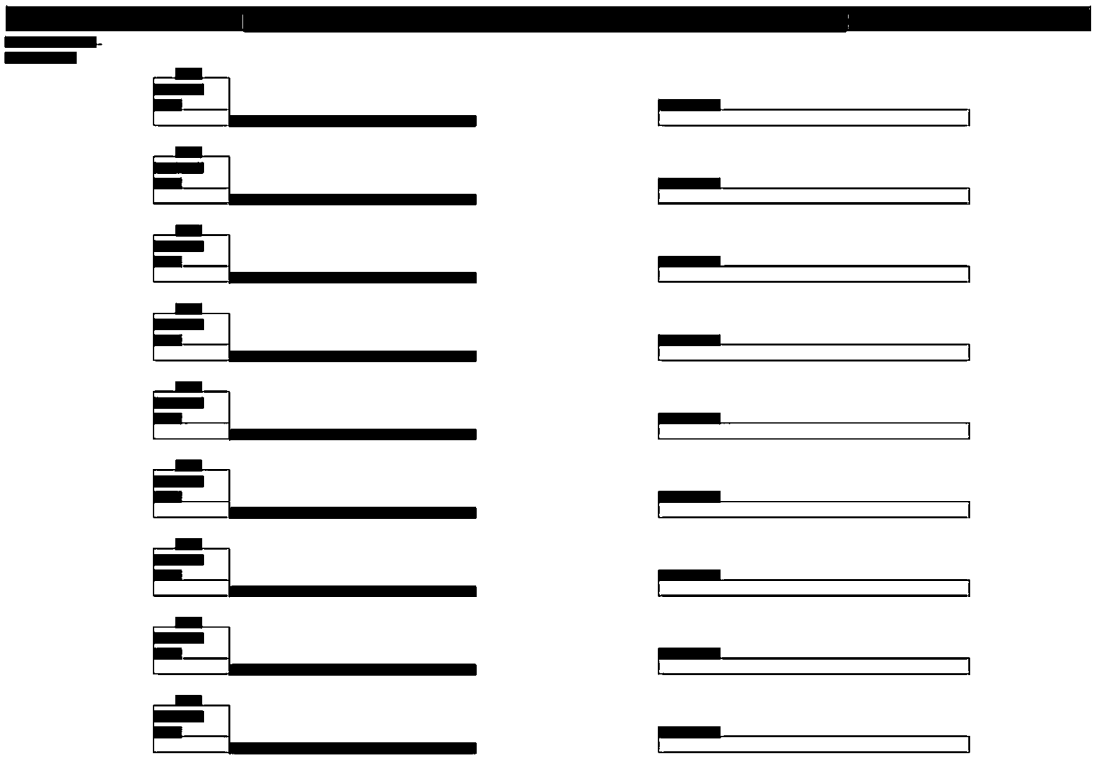

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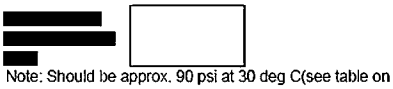

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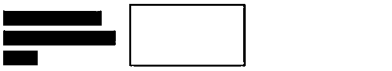

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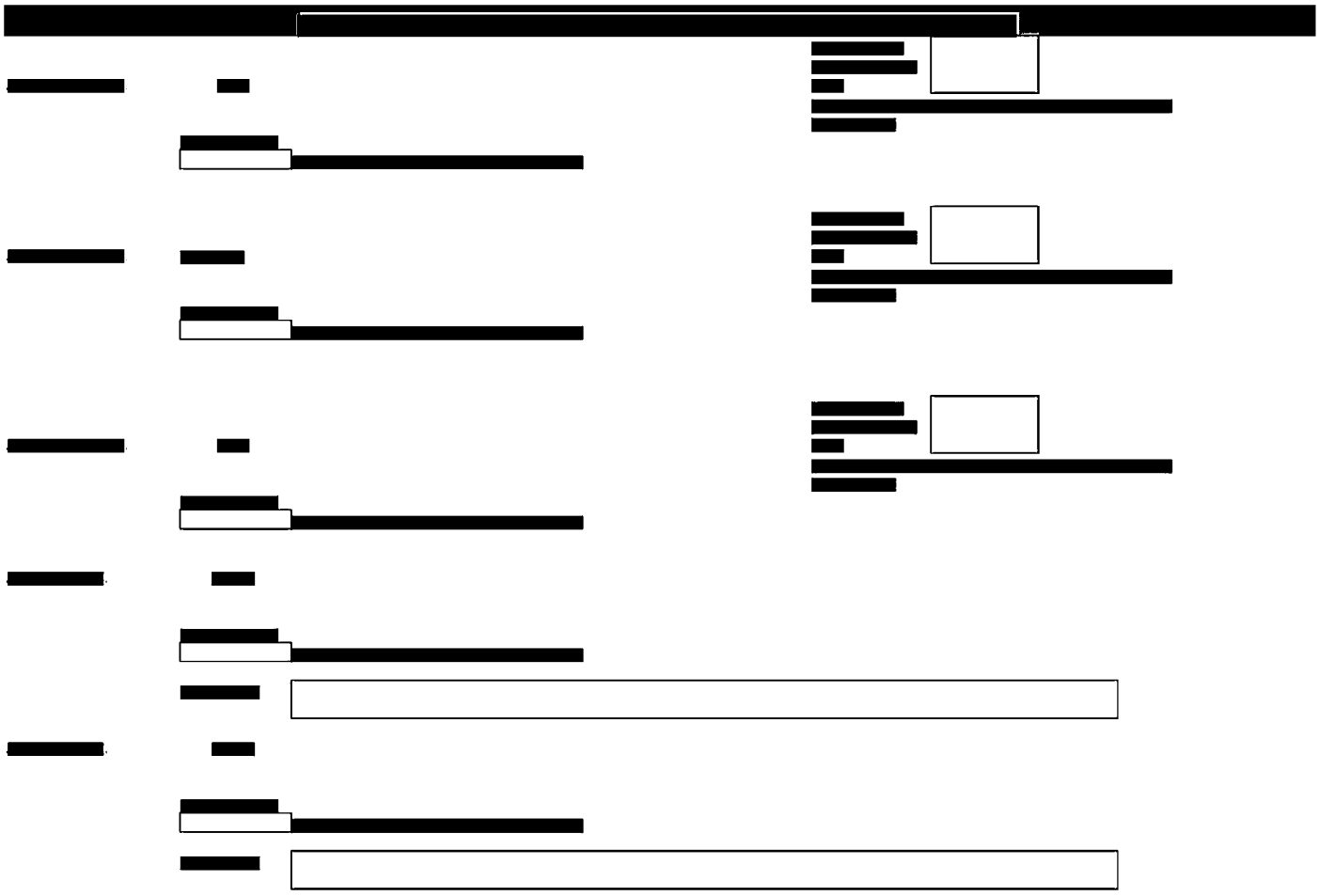

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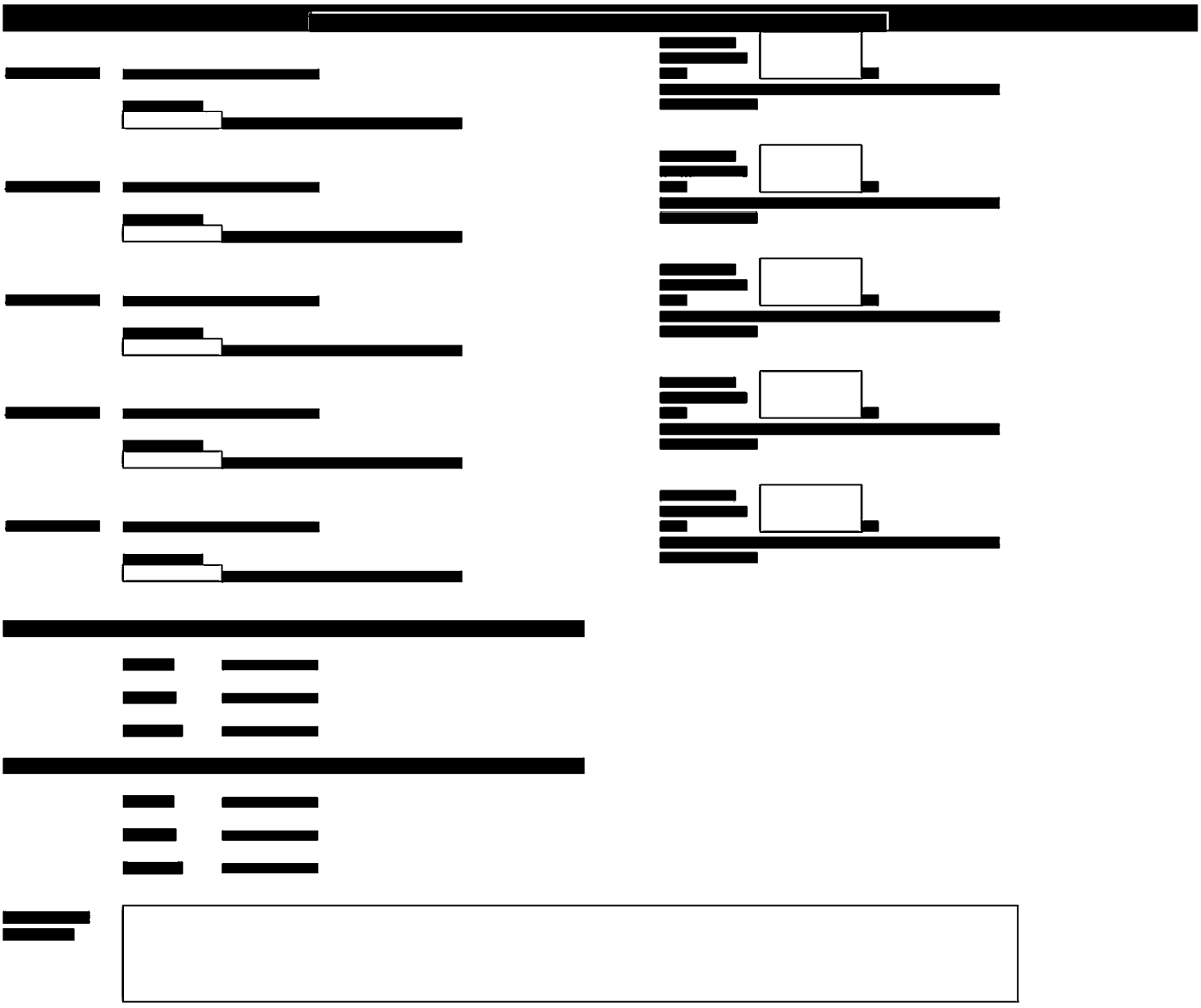

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Supply Checklist

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Sharyland Utilities

SHARYLAND UTILITIES, L.L.C.

Load Shed Annex

16 Texas Admin. Code ("TAC") § 25.53 (e)(1)(B) requires an electric utility to include a load shed annex. Sharyland Utilities, L.L.C. ("Sharyland"), as a transmission service provider ("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 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 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.

SHARYLAND UTILITIES, L.L.C.

Pandemic and Epidemic Annex:

Operations Pandemic and Epidemic Business Continuity Plan

Sharyland Utilities, L.L.C. ("Sharyland or the Company") has an Operations Business Continuity Plan, which serves as a guide for responding to, recovering from, and resuming operations during serious Emergencies, like a pandemic or epidemic event. Further, Sharyland has developed an Operations Pandemic and Epidemic Business Continuity Plan that specifically addresses preparedness and direction in case of a potential pandemic or epidemic.

The Operations Pandemic and Epidemic Business Continuity Plan deals with the specific threat of pandemic or epidemic conditions within the areas of Sharyland's facilities and system that could impact employees, facilities, equipment, property, and operations. In the event that normal business operations cannot be maintained, Sharyland's goals are to maximize the continuity of essential services and to minimize adverse financial impacts to the company. The plan provides for a return to full operations and services as quickly and safely as possible.

Operations Pandemic Business Continuity Plan

Sharyland Operations has specifically addressed preparedness for a potential pandemic or epidemic by directing the development of this plan. The Operations Pandemic and Epidemic Business Continuity Plan closely relates to Sharyland's Operations Business Continuity Plan and is integrated into Sharyland's Emergency Operations Plan.

The Operations Pandemic and Epidemic Business Continuity Plan deals with the specific threat of pandemic or epidemic conditions within Sharyland's areas of operation. Because of the nature of the impact on personnel and systems, this approach applies to any pandemic or epidemic and chemical, biological, or radiological incidents and attacks, as well as manmade or natural disasters.

The Planning Process

Introduction of the Operations Pandemic and Epidemic Business Continuity Plan

The goal of the plan is to protect employees, facilities, systems, property, and operations during any pandemic or epidemic and to maintain normal operations to the extent possible. In the event normal business operations cannot be maintained, the goal will be to maximize the continuity of essential transmission and substation operations. Finally, the plan will provide for a return to full operations and services as quickly as possible.

Scope of the Plan

This plan is intended to anticipate the potential issues that may affect the Sharyland Operations group, its employees, and its operations. The nature of a pandemic or epidemic is that it will primarily impact the employees. Unlike most other potential disasters, such as floods, severe storms, and other natural events, the primary threat is not physical destruction of records or facilities but is instead human injury. Therefore, the plan will focus on the threats that are reasonably related to a pandemic or epidemic event. Other threats are addressed by Sharyland's Emergency Operations Plan or Operations Business Continuity Plan.

Mission of the Plan

The primary mission of the Operations Pandemic and Epidemic Business Continuity Plan is as follows:

- Identify the hazards and threats produced by a pandemic or epidemic outbreak.
- Plan for and reduce the impact of the outbreak.
- Maintain operations during an outbreak after the event and after subsequent residual outbreaks have subsided.
- Advise senior management, operations management, employees, consultants, vendors, and subcontractors on what they can do to mitigate the impact of an outbreak on the Company and themselves and to become more pandemic or epidemic-resistant.

Pandemic and Epidemic Response Team

The Vice President of Operations is responsible for leading the Pandemic and Epidemic Response Team which consists of the Director of Operations, and Director of Transmission Engineering and Construction. Together, they will direct Operations' planning, preparedness, response, and recovery related to a pandemic or epidemic.

Plan Activation

The Vice President of Operations, upon direction of Sharyland's CEO/President, is authorized to declare that a pandemic or epidemic crisis has occurred and to order the implementation of those portions of this plan as may be necessary.

Trigger Events

The following events should be considered trigger events for implementation of all or portions of this plan:

- Determination by a federal agency or the Texas Department of State Health Services that a pandemic or epidemic outbreak is imminent or has begun.
- Directive of the local board of health to implement a response protocol.
- Irrefutable evidence that an outbreak has occurred within Operations and is not a generic seasonal outbreak, in which event Hunt Consolidated, Inc.'s ("HCI's") Vice President, Public Affairs will, upon direction of Sharyland's CEO/President, notify state and local public health departments and agencies as needed.
- Excessive employee absenteeism, whether pandemic or epidemic-induced or not, that results in Operations being in jeopardy of experiencing pandemic-related or epidemic-related business crises.

Personnel Safety

Upon activation of this plan, the first and most important goal is to protect the health and safety of employees. If the Pandemic and Epidemic Response Team determines that normal operations or altered operations can be maintained at any location, maximum efforts should be made to eliminate or minimize any potential for infection or other danger to employees. The Pandemic and Epidemic Response Team, in conjunction with the appropriate federal agency or the Texas Department of State Health Services, makes this determination, and any alterations to the assigned protocols will be approved only by this group as directed or informed by the appropriate federal agency or the Texas Department of State Health Services.

Crisis Assessment

Upon the declaration of a pandemic or epidemic crisis, the Vice President of Operations or designee within the Pandemic and Epidemic Response Team will initiate the following:

- Contact all Pandemic and Epidemic Response Team Members.
- Delegate the notification of all other Operations employees.
- Set the date, place, and time of the first meeting of the Team, which should be within hours of the crisis declaration. If this group is unable to meet physically, it will meet by conference call.

At the first meeting, the Pandemic and Epidemic Response Team will make an initial risk determination to define the extent of the crisis and what portions of the program need to be implemented based on that analysis.

Following the first meeting, the Pandemic and Epidemic Response Team will contact other members of Sharyland management, staff, outside contractors, government, or other resources as necessary to accomplish the objectives of this plan.

The Pandemic and Epidemic Response Team will meet on a scheduled or as-needed basis, either in person or by telephone, to continually assess the severity of the crisis, the efficiency of Operations' response, the governmental response, and whether any changes need to be made to implement additional elements of the plan.

To maintain situational awareness and develop precise practices based on the specific pandemic or epidemic, the Team will:

- Monitor public health emergency declarations and guidelines, monitor federal, state and local declarations, and assess industry trends through Edison Electric Institute ("EEI") and the Electricity Subsector Coordinating Council (electricitysubsector.org).
- Assess stocks of personal protective equipment, such as N95 or other types of masks, disposable gloves, hand sanitizer, antibacterial soap, goggles, thermometers, batteries, and disinfecting cleaners for use by essential employees.
- Assess the need to coordinate with a disinfecting vendor in case of contamination.
- Assess the need to assign a separate vehicle to each field technician employee and the need and frequency of sanitizing vehicles.
- Assess the need to assign separate work tools to each field technician employee and whether tools need to be checked out based on a schedule that limits employees being in the same tool storage location at the same time.
- Coordinate with HCI Environmental, Health and Safety ("EHS") organization regarding resources (vendors, practices, materials, best practices) that other HCI entities are using in their response.

Components of the Plan

- This plan covers the following areas:
    - Continuity of Essential Functions;
    - Human Resources;
    - Employee Cross-Training;
    - Vendor Services;
    - Essential Supplies; and
    - Communications.

Continuity of Essential Functions

While Operations will make every effort to operate at full capacity throughout a pandemic or epidemic, Operations also recognizes that this may not be possible because of staff illnesses, the directives of local government (which may include travel restrictions and a full or partial

quarantine), public health agency-mandated isolation policies, or the disruption of power, communications, and/or other core functions.

The following functions must be sustained to maximize Operations' ability to recover from the pandemic or epidemic and resume normal operations after it has ended:

- Company Operations;
- Delivery of Supplies; and
- Information Systems.

During the pandemic or epidemic, field employees will keep their employee badges with them and use company vehicles to the extent possible to identify themselves as providing critical infrastructure functions.

The Pandemic and Epidemic Response Team will determine whether alternative lodging or other resources are needed for essential employees.

Human Resources

Operations' ability to maintain essential functions will depend on the health, performance, and dedication of its employees. The Pandemic and Epidemic Response Team will work with HCI's Human Resources Department to implement the following steps to safeguard employees' health and well-being in preparation for a pandemic or epidemic episode:

- Encourage employees to practice good hygiene (e.g., frequent handwashing with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available) and give them the supplies they need to do so. Provide all employees with antibacterial hand-washing solutions and wipes to keep desks, telephones, computers, and other equipment and furnishings reasonably germ-free.
- Encourage all employees to maintain up-to-date vaccinations and obtain annual flu shots and vaccines recommended for new viruses.
- Encourage employees to maintain current emergency-contact information in the Human Resource Information System. Human Resources will conduct electronic validation of employees' emergency contact information at least twice a year.
- The Human Resources Department and department managers will have a process to identify what tasks can and cannot be completed remotely for each business function. This process will further identify employees who are able to perform their jobs or other functions remotely and develop policies that will make it possible for them to do so. These policies will specify the criteria for determining the employees who will be assigned to work remotely (or the functions that can be performed from home or other approved remote work location).

- Upon direction of senior management, educate employees regarding actions to take in the event of a pandemic or epidemic episode.
- If there is a potential threat of a pandemic or epidemic, the Human Resources Department may implement a number of infection-control measures related to the following as determined appropriate by the Pandemic and Epidemic Response Team:
    - Reasonable separation of employees' desks and workstations.
    - Requirements for employees to stay home when they are ill and temporary revisions of paid-time-off policies.
    - Employee avoidance of excessive handshaking, sharing of utensils, and other interactions through which germs can be spread.
    - Requiring all employees to wear a mask or face covering at all times while in any Sharyland facility(ies) or location(s) or working in close contact with other employees or contractor employees in accordance with Centers for Disease Control and Prevention ("CDC") and OSHA guidance as well as state and local public health authorities.
    - Conducting daily in-person or virtual (self-check) health checks (e.g., symptom and temperature screening) of employees before they enter the facility, in accordance with state and local public health authorities.
    - For each worksite, partner with EHS for the provision of adequate supplies of recommended personal-protection equipment to minimize exposure and mitigate the transmission of bacteria. Personal protection equipment could include N95 or other types of masks, protective plastic face masks "cough shields," eye protection, disposable gloves, antibacterial soap, and antibacterial hand gels and wipes.
    - Providing anti-viral medications and flu vaccinations for employees in critical roles.
    - Discouraging employees from eating meals at restaurants, and strongly urging them to bring lunches from home instead.
    - Higher standards for cleaning, disinfection, and maintenance of Sharyland's facilities, especially for surfaces that are frequently touched by multiple people. This includes door handles, desks, tables, phones, light switches, and faucets.
    - Limiting travel to essential business. Leveraging technology as possible.
    - Limiting meetings employees must attend in person. Increased use of virtual meeting tools.
    - Limiting face-to-face interactions with contractors and the public. Maintain social distances in accordance with guidelines from health agencies.
    - Implementation of "flex-time" scheduling when possible, so employees can avoid public transportation during peak commuting times.
    - If there is reason to suspect that employees have had direct contact with someone who might be a direct threat, the employees should:

- Wash their hands immediately with hand sanitizer or antibacterial soap before touching their face, eyes, nose, mouth, or other mucous membrane surfaces.
- Use latex gloves, and remove clothing, scarves, hair bands, and any other accessory articles that are suspected of contamination. Put the exposed clothing and accessories into a plastic bag, seal it, and then dispose of the latex gloves in a separate plastic bag using an "inside-out" removal process. The contents of both bags will be disposed of or sanitized properly.
- If possible, take a thorough shower.
- Notify the Company, specifically Human Resources as soon as possible of exposure.

- If there is reason to suspect that employees have had direct contact with someone that might be a direct threat, and the employee becomes ill, the employees should:
  - Seek medical attention as necessary and appropriate.
  - Notify the Company, specifically Human Resources as soon as possible of illness.
- Company will determine what quarantine requirements and back-to-work requirements are applicable for exposed employees based on guidance from the Texas Department of State Health Services and CDC.
- If testing for a new virus is not readily accessible, Company may implement sequestration and/or pre-sequestration practices to protect essential employees from exposure based on guidance from the Texas Department of State Health Services and CDC. Because Sharyland does not operate a control center, the need for sequestration would be considered for employees conducting essential field work.
- The Company will follow travel restrictions, self-quarantine requirements following travel, attendance restrictions for group events, visitor access policies, and work-from-home policies set by HCI, unless more restrictive practices are determined to be necessary.

Employee Cross-Training

Sharyland's Operations Business Continuity Plan addresses cross-training and identifies employees who are cross-trained in essential functions. The Pandemic and Epidemic Response Team will work with the Human Resources Department to identify non-critical employees capable of being cross trained to perform essential functions.

- The Pandemic and Epidemic Response Team will identify essential functions that can be outsourced and make arrangements for those services. This process will also identify

personnel for each function and how to transition their duties to others in the event they become ill.

- The Pandemic and Epidemic Response Team will prioritize grid reliability work to ensure the highest priority activities are continued if staffing is reduced due to illness.
- The Human Resources Department will track the pandemic or epidemic spread within Sharyland (via Hunt Utility Services, the affiliated service company conducting Sharyland's day-to-day operations), monitor absences and the status of ill employees, and communicate that information daily so that decisions about the necessary deployment and re-deployment of staff members can be made.

Vendor Services

The Pandemic and Epidemic Response Team will identify vendors/suppliers providing services and/or supplies essential to their operations and ensure that vendors critical to Sharyland's operations consider Sharyland a priority customer during the pandemic or epidemic.

To help ensure access to critical electricity facilities in the face of movement restrictions that may be imposed by governmental entities, the Pandemic and Epidemic Response Team will consider the need for issuing letters to contractors to identify them as providing critical electricity reliability functions for Sharyland. Input from the State Emergency Operations Center (through the Public Utility Commission of Texas) will be monitored and followed.

Information Technology

In coordination with HCI's IT Department, the Pandemic and Epidemic Response Team will identify possible backup equipment needs for Operations, such as hot spots, laptops, monitors, and printers.

Communications

Internal and external communications are essential components of any crisis management plan. Accordingly, HCI's Manager, Corporate Communications, is responsible for developing and executing plans for communicating with employees (in coordination with Human Resources), and HCI's Vice President of Public Affairs is responsible for developing and executing plans for communicating with government officials, the public, and the media during a pandemic or epidemic situation, including but not limited to the following:

- Develop and secure prior approval of press releases and other communications materials for all relevant audiences that will be released, as needed, when the Operations Pandemic and Epidemic Business Continuity Plan is implemented.
- Consider processes for developing and disseminating communications material to all relevant audiences during the pandemic or epidemic.
- Develop an information area on Sharyland's website containing emergency pandemic or epidemic information for employees and/or an information area on Sharyland's website for the media that can be activated as needed and upon the direction of Sharyland senior management when the Operations Pandemic and Epidemic Business Continuity Plan is implemented.
- Establish a point of contact for external inquiries.
- Ensure honesty and transparency remain paramount as a baseline requirement for all communications with all audiences.
- Provide accurate and current information about Sharyland's pandemic- or epidemic-related policies and procedures to employees, government officials, the public, and the media.
- Communicate regularly with employees, government officials, the public, and the media throughout the pandemic or epidemic to keep them updated on the event's impact, and to announce and explain any changes in policies and procedures.
- Monitor media reports to identify and respond as needed to items that might cause disturbance or confusion or convey inaccurate information about Sharyland.
- Monitor the effectiveness of the crisis communications plan throughout the pandemic or epidemic and make adjustments as needed.

SHARYLAND UTILITIES, L.L.C.

Wildfire Annex

Sharyland Utilities, L.L.C. ("Sharyland") manages identification of vegetation with high fire hazard risks within the company's normal vegetation management programs. Sharyland routinely inspects and maintains its facilities to prevent vegetation encroachment, consistent with its Vegetation Management Policy, Transmission Vegetation Management Program, and Transmission Line and Rights-of-Way Inspection Manual. Per NERC Reliability Standard FAC-003-4, Sharyland annually inspects the right-of-way of its 345 kV transmission corridors to ensure that proper vegetation clearance is maintained. Where vegetation is encroaching on the clearance, Sharyland takes corrective action, including (but not limited to) culling the vegetation through chemical application or mechanically trimming the vegetation. This may apply to vegetation inside and/or outside the right-of-way. Beyond strict compliance with FAC-003-4, Sharyland also performs this vegetation inspection and maintenance on all of its facilities, including its 138 kV transmission corridors as well as on the ground surrounding and within each of its substations. Sharyland's vegetation management policies and programs help ensure that Sharyland complies with Federal Energy Regulatory Commission, NERC, and ERCOT standards, regulations, and requirements.

Sharyland also conducts visual and aerial inspections of all transmission lines and rights-of-way, at a frequency described in Sharyland's Transmission Line and ROW Inspection Manual. Special conditions, including vegetation, weather, or faulty equipment can warrant inspections outside of the routine schedule or frequency of inspections. Sharyland's visual and aerial inspections of transmission lines and rights-of-way identify possible vegetation encroachments, possible new build or installation encroachments, possible concerns with transmission structures and equipment, and other possible concerns.

In the event of a wildfire that could potentially affect any of Sharyland's facilities, Sharyland would coordinate with the appropriate authorities (local fire and police departments) as necessary. If there is a chance a wildfire could cause an outage to one or more of Sharyland's facilities, Sharyland would cancel other planned maintenance outages to bring as much of the system online as possible in order to mitigate the impact from the fire.

SHARYLAND UTILITIES, L.L.C.

Hurricane Annex

Sharyland Utilities, L.L.C. ("Sharyland") operates certain facilities in close proximity to the Gulf of Mexico and located within a hurricane evacuation zone as defined by the Texas Division of Emergency Management ("TDEM"), where hurricanes are most likely the major natural Emergency that will affect the system. The following depicts a typical hurricane response and shows the various stages of activation and mobilization:

- Hurricane Advanced Outlook (7 days or as soon as Operations starts tracking – 72 hours of landfall), the Director of Operations will:
    - Notify CEO/President of Sharyland and the Vice President of Operations of potential hurricane.
    - 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.
    - Determine what equipment rentals are needed and acquire them or have them delivered.
    - Six days before hurricane landfall, contact Vice President of Operations, Director of Transmission Engineering and Construction, Vice President, HCI Public Affairs, Vice President, Regulatory Affairs, Regulatory Affairs and Compliance Manager, and applicable Operations personnel to confirm whether that person or an alternate will fulfill the duties outlined in the Emergency Operations Plan and contact other non-Operations personnel, such as Controller and Business Affairs Manager to confirm their availability or an alternate to fulfill duties assigned during the storm.
        - 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.

- Four days before hurricane landfall, review maintenance and capital projects to determine what maintenance activities or capital projects need to be cancelled or returned to service and take action to restore service.

- Hurricane Outlook (72–48 hours of landfall) the Director of Operations will:
  - Review emergency plans and organization.
  - Alert staff of a possible emergency.
  - Meet with the management team to review storm plans and responsibilities.
  - Contact TDEM and the Department of Transportation to notify them of possible mobilization of crews and equipment under emergency conditions.
  - Contact local government emergency management entities for information.
  - Contact all tree and hazard disposal contractors in the area and make arrangements for them to work if needed.
  - Confirm Vice President of Operations, Director of Transmission Engineering and Construction, applicable Operations personnel, Vice President, HCI Public Affairs, Vice President, Regulatory Affairs, Regulatory Affairs and Compliance Manager, or alternates, and other non-Operations personnel, such as Controller and Business Affairs Manager have electronic access to one-line diagrams, Emergency Operations Plan, and other materials referenced in the Emergency Operations Plan.
  - Assess out-of-service equipment and bring back to service any out-of-service equipment capable of being returned to service.
  - Test remote connectivity to certain equipment (e.g., RTUs, relays, Eagle Eye equipment, etc.) at all stations.
  - Migrate Hunt Utility Services, LLC personnel from Dallas to McAllen, as necessary.
  - Test satellite phones.

- Hurricane Advisory (48–36 hours to landfall) the Director of Operations will:

- Contact local government emergency management entities for information and for estimated start time for implementing evacuation procedures.
- Vice President of Operations will meet with the Director of Operations and Director of Transmission Engineering and Construction to review emergency preparation progress and resolve identified problems.
- Record all alarms and equipment in abnormal states. Share and confirm the list with Oncor Electric Delivery Company ("Oncor").
- Confirm contact information, including names and phone numbers, with interconnected entities (attached).
- Defer, to the extent practicable, material deliveries scheduled to be delivered to McAllen warehouse.
- Email Texas Mutual Assistance Group to confirm Sharyland is included in any email outreach during the emergency.

- Hurricane Watch (36–24 hours to landfall) the Director of Operations will:
  - Contact local government emergency management entities for information and for estimated start time for implementing evacuation procedures. (Evacuation orders are usually given 24–36 hours prior to hurricane landfall at which time all traffic will be routed away from the coast except for emergency vehicles. Lateral movement along the coastline may be prohibited.)
  - Begin releasing groups of employees for short periods of time so that they can take care of their homes and families.
  - Issue emergency passes to essential employees and contractors if needed. A sample emergency pass and letter of access/invitation is attached.
- Hurricane Warning (24–0 hours to landfall) the Director of Operations will:
  - Monitor the situation and adjust as needed.
  - Instruct employees to listen to a local radio station and return to work as soon as possible after the hurricane threat is over.
  - House volunteer crews.

- Notify Oncor of any substitutions in personnel who will be interacting with Oncor, including their names and phone numbers.

- Hurricane Restoration (0–8 hours after landfall) the Director of Operations will:
  - Follow guidance from state and/or local emergency management officials, including the emergency management officials for Cameron and Hidalgo counties, for re-entry processes.
  - Issue emergency passes to essential employees and contractors if needed.
  - As areas are opened for utility re-entry:
    - The Director of Operations will oversee the following activities:
      - Assemble appropriate contract resources to begin clearing electrical hazards that pose an immediate danger to the public.
      - Determine when other employees return to work.
    - The Director of Transmission Engineering and Construction will oversee the following activities:
      - Damage assessment teams begin patrols of local public hazards and damaged areas of the Sharyland system.
      - Implement emergency restoration plans.

Sharyland conducts hurricane drills as required by the PUC.

Sample Letter of Access/Invitation and Emergency Pass

Affiliation Documentation – Letter of Access/Invitation

Invitation Issued By: Sharyland Utilities

Access and Invitation Activation Date: XX/XX/XX

Access and Invitation Expiration Date: XX/XX/XX

To Whom it May Concern:

This Letter of Access/Invitation verifies that the bearer is affiliated with Sharyland Utilities and is authorized by Sharyland Utilities to enter Sharyland Utilities' sites or restricted areas for the purpose of supporting the reliable functioning of critical electric utility infrastructure. The bearer provides an essential function for Sharyland Utilities and for the reliable functioning of critical electric utility infrastructure within the State of Texas. Accordingly, please allow appropriate access as required for the bearer to perform electric utility services during this crisis.

If further verification of affiliation and invitation of individuals providing assistance is required, please call:

[redacted] *at Sharyland* [redacted]

It is vitally important for the bearer to return to their home location once work is completed to support other critical electric utility infrastructure. Therefore, please facilitate the immediate return to their home destinations by affording them the same courtesies and exemptions as afforded upon their initial deployment to assist Sharyland Utilities.

To the extent applicable, this document has been designed to meet the requirements of the *National Incident Management System (NIMS) Guideline for the Credentialing of Personnel, Section 4, (Model Standards and Guidelines for Private Sector Organizations and Critical Infrastructure Owners and Operators)* to allow Sharyland Utilities employees, affiliates, and supporting contractors access into or out of areas as necessary to support reliable functioning of electric utility infrastructure.

Thank you,

[redacted]
Sharyland Utilities

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Authorized Emergency Response Team

Hurricane Next

Activation Date: **Month, Day, Year**
Expiration Date: **Month, Day, Year**

000267

Contact Information of Interconnected Entities

Entity Name	Contact	Phone Number
[redacted]	[redacted]	[redacted]

SHARYLAND UTILITIES, L.L.C.

Cyber Security Annex

Sharyland Utilities, L.L.C. ("Sharyland") maintains and follows a cyber security policy, Sharyland Cyber Security Policy, to safeguard the reliability of Sharyland assets, which support the reliable operations of the Bulk Electric System ("BES"). Sharyland's cyber security policy applies to all Sharyland BES Cyber Systems and BES Cyber Assets, and to the personnel who have cyber (logical) or unescorted physical access to, or are responsible for, those BES Cyber Systems, BES Cyber Assets, or related information. Sharyland's cyber security policy addresses the requirements stated in the Critical Infrastructure Protection ("CIP") Standards CIP-002-5.1a and CIP-003-8 provided by the North American Electric Reliability Corporation ("NERC"). This policy represents Sharyland's commitment to ensure that consistent and sustainable security management controls are in place to secure Sharyland's BES Cyber Systems and BES Cyber Assets, hereafter referred to as "Applicable Systems."

Sharyland has a designated CIP Senior Manager responsible for reviewing and approving policies relating to BES cyber system security; for overseeing the programs that ensure each item listed below is carried out per documented schedules and consistent with procedures, plans or programs; and also for declaring a CIP Exceptional Circumstance that may impact fulfilling any part of this policy.

Sharyland maintains programs for the screening and tracking of personnel who are granted access to BES Cyber Systems. Specifically, Sharyland confirms the identity of individuals requiring authorized unescorted physical access to Applicable Systems. Sharyland authorizes, based on business need, electronic access and unescorted physical access into a physical security perimeter.

Sharyland has an awareness program that provides CIP awareness and CIP training for the Sharyland personnel who have authorized electronic or authorized unescorted physical access to BES Cyber Systems.

Sharyland implements electronic access controls to Applicable Systems, as identified below.

- Where there are BES Cyber Assets in Sharyland's location, Oncor Electric Delivery Company, LLC ("Oncor"), as Sharyland's provider of Transmission Operator services,

installs and operates Electronic Access Controls or Monitoring Systems ("EACMS") as part of the system for SCADA communications with Oncor's Transmission Grid Management system. Sharyland and Oncor coordinate for compliance as reflected in the Operation Agreement between Sharyland and Oncor and the Sharyland and Oncor Roles and Responsibilities Matrix.

- Sharyland requires electronic access controls to permit only necessary inbound and outbound access.
- Sharyland establishes electronic access controls for the use of a jump host.
- Sharyland currently does not have dial-up connectivity to its Applicable Systems.

Sharyland implements physical access controls to Applicable Systems. Sharyland utilizes at least one physical access control to allow unescorted access into each Applicable System by only those individuals who are authorized for unescorted physical access. Sharyland retains documentation of this physical access control. Sharyland implements a visitor control program for Applicable Systems that requires continuous escorted access for visitors within each physical security perimeter of Applicable Systems.

Sharyland has in place a cyber security incident response plan, Sharyland's Cyber Security Incident Response Plan.

Sharyland manages transient cyber assets and removable media, described in Sharyland's Transient Cyber Assets and Removable Media Controls policy.

In the event that CIP exceptional circumstances occur that make it impossible for Sharyland to ensure the provisions in Sharyland's cyber security policy, the CIP Senior Manager will declare an exceptional circumstance and document the reasons for declaring a CIP exceptional circumstance, the start date and time, end date and time, and impact, if any, to Sharyland's cyber security or cyber security policy.

Hunt Consolidated, Inc. ("HCI"), through its direct and indirect employees, provides information technology support and cyber security support as it relates to information technology.

SHARYLAND UTILITIES, L.L.C.

Physical Security Incident Annex

Sharyland Utilities, L.L.C. ("Sharyland") maintains and follows a plan, Sharyland Event Operating Plan, for ensuring the events specified in the North American Electric Reliability Corporation ("NERC") Reliability Standard EOP-004-4 Attachment 1 and Department of Energy ("DOE") Electric Emergency Incident and Disturbance Reporting requirements (OE-417) are reported to NERC and DOE, and other organizations as required. This plan provides Sharyland personnel with guidance as to the appropriate actions to take for the reporting of events as identified in NERC Standard EOP-004-4 (EOP-004-4) and DOE OE-417. This guidance must be followed for reporting events that may have an impact on the Sharyland electric system.

The Sharyland Event Reporting Plan combines the reporting requirements of NERC EOP-004 and DOE OE-417. The DOE requires the use of the OE-417 form when reporting events. NERC allows a copy of the OE-417 form to be submitted to NERC in lieu of its EOP-004 Event Reporting Form. Accordingly, Sharyland will use DOE OE-417 to report events as described in Attachment 2 of the Sharyland Event Reporting Plan document and will also submit each such report to NERC, ERCOT, and TRE.

NERC requires the submittal of an EOP-004 report for events that threaten the reliability of the Bulk Electric System ("BES"). The DOE has established mandatory reporting requirements for electric emergency incidents and disturbances that meet at least one of the criteria described in DOE's OE-417 Form.

If Sharyland personnel become aware of an immediate threat or suspicious activity, they are to notify local law enforcement immediately. Law enforcement should also be notified of those events that may not be reasonably preventable or have the potential to impact a wider area of the BES. Reporting to law enforcement enables and supports reliability principles, such as protection of the BES from malicious physical attack.

SHARYLAND UTILITIES, L.L.C.

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

Sharyland Utilities, L.L.C. ("Sharyland") does not lease or operate facilities under PURA § 39.918(b)(1) or PURA § 39.918(b)(2).