



## **Filing Receipt**

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**§25.53 EMERGENCY OPERATIONS PLAN  
EXECUTIVE SUMMARY**

## **Executive Summary**

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

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

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

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

The EOP is organized in the following Sections and Annexes and includes Appendices that provide additional information related to the EOP.

### **EOP Sections**

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

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

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

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

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

The second section of the EOP is the Communications Plan. This section includes the strategies, key policies, roles, and communications steps that COSA will undertake in an emergency event. Key policies include tracking and coordination of external communications, the designation of a spokesperson(s) for COSA, and guidance for all employees regarding media interactions. The remainder of the Communications Plan

addresses the requirements in 16 TAC §25.53 regarding communications with the public, the media, COSA customers, the PUCT, OPUC, local and state governmental entities, officials, and (City/County) Emergency Operations Centers, NERC Reliability Coordinator, and Critical Load customers. The final part of this section sets forth procedures to ensure accurate and timely internal communications, which is critical to an effective emergency response.

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

**This section begins on page 18 of the EOP and corresponds to §25.53(d)(3).**

This section of the EOP provides information on pre-Identified supplies for emergency Response and identifies the guidelines for the management of materials, supplies and resources that COSA may need during emergency events. The plan provides details regarding the internal roles and responsibilities; use of outside suppliers; advance preparation; location of materials and supplies; and other logistical information.

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

**This section begins on page 19 of the EOP and corresponds to §25.53(d)(4).**

This section of the EOP provides information regarding staffing During Emergency response and the roles and assignments for COSA personnel before and during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that COSA will utilize and addresses potential work schedules for COSA personnel in significant and major system emergency events.

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

**This section begins on page 21 of the EOP and corresponds to §25.53(d)(5).**

COSA has policies, procedures, and information resources to monitor all types of weather situations and forecasted emergency conditions. This final section also provides the policies and procedures related to the activation of the EOP, and the series of emergency levels that have been developed, with criteria for moving to the emergency levels identified in the plan.

**EOP Annexes**

**Weather Emergency Annex:**

**This section begins on page 25 of the EOP and corresponds to §25.53(e)(1)(A).**

The Weather Emergency Annex addresses preparation for both hot and cold weather emergencies. The key policies in this section set forth the requirement for COSA to develop and utilize a checklist for use in extreme weather situations to ensure that field personnel that are called upon to respond in emergency situations will have written guidance to organize their efforts.

**Load Shed Annex:**

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

The Load Shed Annex contains information regarding COSA preparations and actions for Emergency Load Shed. The load shed plan contains the policies and procedures in place between COSA and Entergy (NERC Transmission Operator) for COSA, regarding the planning and preparation for load shed events.

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

### **Pandemic and Epidemic Annex**

**This section begins on page 34 of the EOP and corresponds to §25.53(e)(1)(C).**

In the Pandemic and Epidemic Annex, COSA has provided policies, procedures, and guidelines that are designed to prepare for pandemic and epidemic outbreaks, and to effectively deal with ongoing operations, restoration and communications issues presented by an epidemic or pandemic event. Key policies in this section address the steps COSA takes regarding prevention and preparation, employee safety, working remotely, and steps COSA takes to ensure adherence to policies implemented by state and local agencies.

### **Wildfire Annex:**

**This section begins on page 37 of the EOP and corresponds to §25.53(e)(1)(D).**

The Wildfire Annex provides the guidelines, procedures and best practices related to wildfire mitigation and documents COSA's policies and practices related to fire prevention and pre-planning, threat mitigation, responses to fire incidents and post incident recovery. This section includes wildfire mitigation actions along with steps COSA would take to respond to a wildfire event.

### **Hurricane Annex:**

**This section begins on page 39 of the EOP and corresponds to §25.53(e)(1)(E).**

COSA's service area is not located in a Hurricane Evacuation Zone (HEZ), and therefore this annex is not applicable to COSA's EOP. However, COSA has elected to include information in this annex that addresses the steps and actions COSA will take to monitor, prepare, and respond to tropical storms and hurricanes that impact the COSA service area. These events may cover multiple days and various emergency levels based on the projected path of the storm and the actual landfall and characteristics of a given storm event.

### **Cyber Security Annex:**

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

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

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

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

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

**PROJECT NO. 53385**

**AFFIDAVIT OF THE CITY MANAGER OF  
CITY OF SAN AUGUSTINE**

**PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53**

**STATE OF TEXAS §**

**COUNTY OF SAN AUGUSTINE §**

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

I, Jeaneyse Mosby, swear or affirm that as a Municipally Owned Utility operating in the State of Texas, confirms the following:

“I am the City Manager of the City of San Augustine (COSA), which is an incorporated municipality in the State of Texas;

COSA operates an electric distribution utility system in the State of Texas;

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

COSA executives and Operations personnel have received training on the updated EOP;

In accordance with the updated 16 TAC §25.53. Electric Service Emergency Operations Plan Rule, COSA will conduct a drill (tabletop exercise) for COSA Operations on an annual basis;

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

COSA has distributed the EOP to local Jurisdictions, including regional TDEM personnel and including San Augustine County Emergency Management Coordinator;

COSA has a Business Continuity Plan included in the EOP that addresses COSA business operations returning to normal operations after an emergency event or situation;

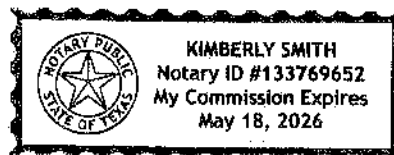
COSA’s emergency management personnel who are designated to interact with local, state, and federal emergency management officials during emergency events received the latest IS-100, 20 IS-200, IS-700, and IS-800 National Incident Management System training.

Janeysa L Mosby {Signature of Officer of the City}  
Janeysa Mosby, City Manager  
City of San Augustine

Sworn and subscribed before me on this 14 day of 12, 2023.

Kimberly Smith  
Notary Public in and for the State of Texas

May 18, 2026  
Notary Seal



## **Plan Distribution and Training**

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

<b>COSA Personnel</b>	<b>EOP Distribution Date</b>	<b>EOP Training Completed Date</b>
<b>Name / Title</b>		
Jeaneyse L. Mosby – City Manager	11/21/23	12/19/23
Dalton Rhodes – Lineman	12/18/23	12/19/23
Alex Alvarez – Lineman	12/18/23	12/19/23
Asher Foster – Lineman	12/18/23	12/19/23
Lester Mosby – Electrical Consultant	12/18/23	12/19/23



# PUC Primary and Backup Emergency Contact List



## 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

[emc@puc.texas.gov](mailto:emc@puc.texas.gov) – Subject line: "Emergency Contact Information"

### Entity Information

Entity Name: City of San Augustine	Certificate or Registration #: 75-6000650-7
Texas Address: 301 South Harrison Street	
City: San Augustine, TX	ZIP: 75972
Customer Service Phone #: 936-275-2121	

### Emergency Contact Information

#### Primary Emergency Contact:

Name: Jeaneyse L. Mosby	Title: City Manager
Address: 301 S. Harrison Street	
City: San Augustine	State: TX
ZIP: 75972	
Email: <a href="mailto:jeaneyse.mosby@cityofsanaugustine.tx.gov">jeaneyse.mosby@cityofsanaugustine.tx.gov</a>	
Office Phone: 936-275-2121	Cell Phone: 936-288-6770
Fax: 936-275-9146	

#### Secondary Emergency Contact:

Name: Jeremy Lynch	Title: City Secretary
Address: 301 South Harrison Street	
City: San Augustine	State: TX
ZIP: 75972	
Email: <a href="mailto:jeremy.lynch@cityofsanaugustine.tx.gov">jeremy.lynch@cityofsanaugustine.tx.gov</a>	
Office Phone: 936-275-2121	Cell Phone:
Fax: 936-275-9146	

#### Tertiary Emergency Contact:

Name: Kimberly Smith	Title: Director of Finance
Address: 301 S. Harrison Street	
City: San Augustine	State: TX
ZIP: 75972	
Email: <a href="mailto:kimberly.smith@cityofsanaugustine.tx.gov">kimberly.smith@cityofsanaugustine.tx.gov</a>	
Office Phone: 936-275-2121	Cell Phone:
Fax: 936-275-9146	