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# EMERGENCY OPERATIONS PLAN

(MARCH) 2024

## TABLE OF CONTENTS

Preface .....	3
1.1 Purpose .....	3
1.2 APPLICABILITY .....	4
1.3 ACCESS – INTENT OF USE .....	4
1.4 MAINTENANCE OF THE EOP .....	4
1.5 ACTIVATION OF THE EOP .....	4
Scope .....	4
2.1 TRANSMISSION AND DISTRIBUTION RELATED EMERGENCIES .....	5
2.1.1 Emergency/Load Shed Conditions .....	5
• Excel Energy Control Center contacts City of Tulia Electric Director to inform of the emergency load shed conditions and the percentage load needed to be shed. ....	5
2.1.2 Wildfire .....	5
• Texas Forest Service and/or City of Tulia Fire Department will contact City Manager, Electric Director, and Swisher County Emergency Management Coordinator of fire danger in our city. ....	5
2.1.3 Loss of Primary Control Center .....	5
2.2 POWER PRODUCTION RELATED EMERGENCIES .....	5
2.2.1 Water Shortage .....	5
• City of Tulia Public Works employees check water levels twice daily, morning and afternoon, and report any water shortage .....	5
2.2.2 Restoration of Service to a Generating Resource .....	5
2.3 SYSTEM EMERGENCIES .....	5
2.3.1 Major Weather Events/Weather Related Hazards .....	6
2.3.2 Black Start Conditions .....	6
• The City of Tulia does not have a generating facility to accommodate during a black start condition .....	6
2.3.3 Pandemics and Epidemics .....	6
• CDC and Texas Department of Health will contact City Manager of existing Pandemic or Epidemic threatening the City of Tulia. The City Manager will receive information on addresses, with no names, in the city that are infected. ....	6
2.3.4 Cyber Security .....	6
• Electric Director monitors AMI meter activity and receives alerts when unauthorized activity occurs. ....	6
2.3.5 Physical Security .....	6
2.3.6 Hurricane Conditions .....	6
Communication .....	6
3.1 COMMUNICATION METHODS .....	6

3.2 CUSTOMER OUTAGES AND COMPLAINTS .....	7
3.3 MEDIA AND OTHERS .....	7
3.4 LOCAL AND STATE GOVERNMENTAL AGENCIES .....	7
3.5 FUEL SUPPLIERS .....	7
Supplies and Staffing .....	7
Contacts.....	7
Development History.....	8
City of Tulia Public Works employees check water levels twice daily, morning and afternoon, and report any water shortage .....	2
CDC and Texas Department of Health will contact City Manager of existing Pandemic or Epidemic threatening the City of Tulia. The City Manager will receive information on addresses, with no names, that are infected. City Manager will contact Electric Director with addresses to be aware. ....	6
City Manager will contact Electric Director of existing Pandemic or Epidemic threatening the City of Tulia. City Manager will inform Electric Director with addresses to be aware of, in order to keep employees safe from infection. Electric Director and/or City Manager will then activate the EOP. Tulia Power and Light employees will be provided with all necessary protection, including: masks, gloves, and hand sanitizer while working on power outage at an infected home with the policy that employees will not be allowed to enter the home. ....	6
Electric Director monitors AMI meter activity and receives alerts when unauthorized activity occurs. Electric Director and/or City Manager will then activate the EOP. Electric Director will dispatch employees to location to shutdown AMI system. ....	8
Electric Director will monitor AMI meter activity to reduce the risk of cyber security threats to City of Tulia/Tulia Power and Light equipment and/or electric system. Electric Director will dispatch employees to location to shutdown AMI system. ....	8
In the event that a cyber security breach potentially threatens City of Tulia/Tulia Power and Light facilities, Electric Director will coordinate with the appropriate authorities as necessary (emergency management, police, fire, etc.) and dispatch employees to location to shutdown AMI system. ....	8

## PREFACE

### 1.1 Purpose

City of Tulia/Tulia Power and Light's Emergency Operations Plan (EOP) was developed to provide City of Tulia/Tulia Power and Light's personnel with procedures to follow in the event of an emergency. This EOP is intended to supplement, but not replace, existing policies and procedures developed for specific emergency operating conditions or compliance with NERC, ERCOT, and PUCT rules and regulations.

This EOP is intended to serve the following purposes:

- Guide utility personnel in situations where normal operating procedures are not sufficient to address emergency operating conditions.
- Provide policy guidance and operational procedures to coordinate and support response activities to emergency conditions affecting the electric system.

- Ensure actions are taken to enable continued operations during emergency conditions and minimize the impact of the emergency on the City of Tulia/Tulia Power and Light and Brian West electric systems.
- Ensure timely response to operating instructions from Brian West and AEP.
- Ensure that City of Tulia/Tulia Power and Light operations during emergency conditions comply with all local, state and federal regulations and policies as well as contractual agreements.

## **1.2 APPLICABILITY**

The EOP will be discussed and available for all City of Tulia Departments.

## **1.3 ACCESS – INTENT OF USE**

### **EOP Location:**

City of Tulia/Tulia Power and Light  
1002 W. Broadway  
Tulia, TX 79088

### **EOP Access:**

Brian West – City of Tulia- Electric Director  
BJ Potts – City of Tulia – City Manager  
Russell Proctor – City of Tulia – Public Works Director  
Tim McAtee – Swisher County Emergency Manager/Coordinator

All Tulia Power and Light employees, in addition to the City Manager and Public Works Director, will follow all procedures in the EOP.

## **1.4 MAINTENANCE OF THE EOP**

City of Tulia Electric Director will maintain and annually (more frequently when needed) update the EOP. City of Tulia City Manager will review and submit all updated EOPs to PUC.

## **1.5 ACTIVATION OF THE EOP**

In the event of widespread power outages, the City of Tulia Electric Director and/or City Manager may activate the EOP. The EOP will be activated under any severe conditions including but not limited to; weather-related hazards, cyber security failure, physical security compromised, wildfires, and/or any situation that causes widespread power outage to the City of Tulia. By the discretion of the City of Tulia Electric Director and/or City Manager, the EOP may be deactivated.

## **SCOPE**

City of Tulia/Tulia Power and Light's EOP applies to the following situations:

## 2.1 TRANSMISSION AND DISTRIBUTION RELATED EMERGENCIES

- All Tulia Power and Light employees and any department connected to the city will be contacted and dispatched to all unsecure and dangerous locations. All entities will work together to maintain the safety of each responder.
- Tulia Power and Light employees will work to restore power in a safe and timely manner; contacting contractors and surrounding areas for assistance if needed.

### 2.1.1 Emergency/Load Shed Conditions

- Excel Energy Control Center contacts City of Tulia Electric Director to inform of the emergency load shed conditions and the percentage load needed to be shed.
- Electric Director will analyze the critical area consumers where power is crucial and work around shedding load until necessary.
- Electric Director and/or City Manager will public service City of Tulia consumers of upcoming load shed in designated areas and duration of power outage

### 2.1.2 Wildfire

- Texas Forest Service and/or City of Tulia Fire Department will contact City Manager, Electric Director, and Swisher County Emergency Management Coordinator of fire danger in our city.
- Tulia Power and Light employees will be stationed at areas at risk to assist fire fighters with hazardous conditions with possible downed power line/poles and/or utility structures.

### 2.1.3 Loss of Primary Control Center

- Tulia Police Department will contact Electric Director and/or City Manager in case of structure damage to primary control center, unsafe conditions to go in the primary control center, or complete loss of primary control center.
- Tulia Power and Light employees will relocate to City of Tulia Police Department Dispatch Center or Tulia Fire Department

## 2.2 POWER PRODUCTION RELATED EMERGENCIES

- To begin restoring power in a safe and timely manner; contacting contractors and surrounding areas for assistance if needed.

### 2.2.1 Water Shortage

- City of Tulia Public Works employees check water levels twice daily, morning and afternoon, and report any water shortage
- When water shortage occurs City of Tulia employees will mobilize mobile generators to locations to restore power.

### 2.2.2 Restoration of Service to a Generating Resource

- City of Tulia does not have Generating Resources

## 2.3 SYSTEM EMERGENCIES

- All Tulia Power and Light employees will be contacted and dispatched to locations of.

- Tulia Power and Light employees will work to restore power in a safe and timely manner; contacting contractors and surrounding areas for assistance if needed.

#### 2.3.1 Major Weather Events/Weather Related Hazards

- National Weather Service out of Lubbock, Texas will contact the Electric Director and inform of hazardous weather approaching the City of Tulia. City of Tulia Police Department and Tulia Fire Department will inform of weather hazards and damage.
- Electric Director and/or City Manager will then activate the EOP.
- Electric Director will begin dispatching crews to damaged areas. Tulia Power and Light employees will work to restore power in a safe and timely manner; contacting contractors and surrounding areas for assistance if needed.

#### 2.3.2 Black Start Conditions

- The City of Tulia does not have a generating facility to accommodate during a black start condition

#### 2.3.3 Pandemics and Epidemics

- CDC and Texas Department of Health will contact City Manager of existing Pandemic or Epidemic threatening the City of Tulia. The City Manager will receive information on addresses, with no names, in the city that are infected.
- City Manager will contact Electric Director with addresses to be aware of, in order to keep employees safe from infection. Electric Director and/or City Manager will then activate the EOP.
- Tulia Power and Light employees will be provided with all necessary protection, including: masks, gloves, and hand sanitizer while working on power outage at an infected home with the policy that employees will not be allowed to go in the home.

#### 2.3.4 Cyber Security

- Electric Director monitors AMI meter activity and receives alerts when unauthorized activity occurs.
- Electric Director and/or City Manager will then activate the EOP.
- Electric Director will dispatch employees to location to shutdown AMI system.

#### 2.3.5 Physical Security

- Tulia Police Department will contact Electric Director and City Manager of any physical security breaches.
- Electric Director and/or City Manager will activate EOP
- Electric Director and employees of Tulia Power and Light will work with the Tulia Police Department to secure the facilities and assure all electrical equipment and power supplies are safe and secure.

#### 2.3.6 Hurricane Conditions

- Does not apply to City of Tulia

## COMMUNICATION

### 3.1 COMMUNICATION METHODS

- City of Tulia's two-way radio systems, cellular phone, land line phone and as a last resort HAM radio will be used for communication with the City of Tulia Departments, external partners

- City of Tulia will utilize, posted announcements at City Hall, social media announcements, public service announcements, emails.

### 3.2 CUSTOMER OUTAGES AND COMPLAINTS

- All outage and compliant calls will be handled during business hours through staff at City Hall. After hours, all outage and compliant calls will be handled through staff at City of Tulia Police Department Dispatch Center.
- All communications for critical load customers will be handled during business hours through staff at City Hall. After hours, all communication with critical load customers will be handled through staff at City of Tulia Police Department Dispatch Center.

### 3.3 MEDIA AND OTHERS

- City of Tulia City Manager and Electric Director will coordinate with the Media and general public.

### 3.4 LOCAL AND STATE GOVERNMENTAL AGENCIES

- Coordination and information reporting to the Public Utility Commission, Office of the Public Utility Counsel, ERCOT, local and state governmental entities, officials, and emergency operations centers will be managed by the Electric Director and/or City Manager
- All communication must be approved by the Electric Director who must have the latest IS-100, IS-200, IS-700 and IS-800 National Incident Management Training.

### 3.5 FUEL SUPPLIERS

- City of Tulia Public Works Director will be responsible for communications with fuel supplier. Fuel supply information will be shared with City Manager, Chief of Police, and Electric Director.

## SUPPLIES AND STAFFING

- Identifying and maintaining supplies for each site will be the responsibility of the Electric Director and/or Public Works Director. Inventory of all supplies will be on a year basis.
- Reviewing staffing requirements at each site will be the responsibility of the Electric Director and/or City Manager. These requirements will be review quarterly.

## CONTACTS

### **Internal Emergency Contacts**

Brian West –	Electric Director –	1-806-627-7493
BJ Potts –	City Manager –	1-806-994-6957
Russell Proctor –	Public Works Director –	1-806-627-7952
Rick Rodriguez –	Tulia Power and Lights Crew Foreman –	1-806-994-0377
Richie Castellon –	Tulia Power and Lights Lineman-	1-806-576-8859



## External Emergency Contacts

Version: 1 – EOP March, 2022    Date: 06/01/2022	
Author	Brian West City of Tulia Electric Director
Reviewer	BJ Potts City of Tulia City Manager
Version 1.1    Date of Most Recent Approval: 06/01/2022	
Approval: BJ Potts City of Tulia City Manager	Signature of Approver:

Tim

McAtee – Swisher County Emergency Management Coordinator – 1-202-573-0972

Harold Keeter – Swisher County Judge – 1-806-683-3091

Paul Brown – City of Tulia Chief of Police – 1-806-994-0311

## DEVELOPMENT HISTORY

City Of Tulia/ Tulia Power and Light	<b>WILDFIRE IDENTIFICATION, MITIGATION AND RESPONSE PLAN</b>	<b>REVISION 1</b>
		<b>EFFECTIVE DATE: 6/1/2022</b>

## PURPOSE

The purpose of City of Tulia/Tulia Power and Light's Wildfire Identification, Mitigation and Response Plan is to provide City of Tulia/Tulia Power and Light personnel with procedures to follow to prevent and respond to wildfire that may threaten City of Tulia/Tulia Power and Light's facilities and/or service territory.

## RESPONSIBILITY

The Electric Director shall have the authority and responsibility, in his/her sole judgement, to activate and modify the implementation of this plan as required to maintain stability of the electric system

## DOCUMENTATION

Electric Director must log all actions in the Operator log and document all actions taken.

## WILDFIRE EMERGENCY CONDITIONS

Extremely dry conditions, such as drought and when dry conditions are combined with high winds or an actual wildfire is reported in City of Tulia/Tulia Power and Light service territory.

## WILDFIRE MITIGATION

City of Tulia/Tulia Power and Light shall maintain a Vegetation Management program to reduce the risk of wildfire in and around City of Tulia/Tulia Power and Light equipment. City of Tulia/Tulia Power and Light Vegetation Management program is managed by City of Tulia/Tulia Power and Light Manager. During high wind conditions, City of Tulia/Tulia Power and Light department may not perform or may limit certain tasks or projects which could increase risk of wildfire.

## WILDFIRE RESPONSE

In the event that a wildfire potentially threatens City of Tulia/Tulia Power and Light facilities, City of Tulia/Tulia Power and Light will coordinate with the appropriate authorities as necessary (emergency management, police, fire, etc.). If a wildfire has the potential to cause an outage to one or more of City of Tulia/Tulia Power and Light facilities, City of Tulia/Tulia Power and Light Electric Director will take appropriate action to lessen the impact from the fire. Personnel will be relocated to alternate sites as necessary to maintain system operations.

## DEVELOPMENT HISTORY

Version: 1 – Annex Wildfire Identification, Mitigation, and Response Plan Date: 06/01/2022	
Author	Brian West City of Tulia Electric Director
Reviewers	BJ Potts City of Tulia Manager
Approval: BJ Potts	City of Tulia Manager
Version: 1.1 Date of Most Recent Approval: 06/01/2022	
Approval: BJ Potts City of Tulia City Manager	Signature of approver

City of Tulia/ Tulia Power and Light	<b>Emergency/Load Shed Conditions</b>	<b>REVISION 1</b>
		<b>EFFECTIVE DATE: 6/1/2022</b>

## PURPOSE

The purpose of City of Tulia/Tulia Power and Light's Emergency/Load Shed Conditions is to provide City of Tulia/Tulia Power and Light personnel with procedures to follow to respond to Load Shed that may threaten City of Tulia/Tulia Power and Light's facilities and/or service territory.

## RESPONSIBILITY

The Electric Director shall have the authority and responsibility, to activate, upon request of SPP, and modify the implementation of this plan as required to maintain stability of the electric system.

## DOCUMENTATION

Electric Director must log all actions in the Operator log and document all actions taken.

## EMERGENCY/LOAD SHED CONDITIONS

Once City of Tulia Electric Director is contacted by SPP to implement controlled outages, the Electric Director will comply until SPP determines that controlled outages are no longer needed.

## EMERGENCY/LOAD SHED MITIGATION

City of Tulia/Tulia Power and Light will begin to announce to consumers through social media, public service announcements to conserve energy in every way possible to avoid a load shed. These preventative measures will be managed by the Electric Director.

## EMERGENCY/LOAD SHED RESPONSE

In the event that a load shed potentially threatens City of Tulia/Tulia Power and Light facilities, City of Tulia/Tulia Power and Light will coordinate with the appropriate authorities as necessary (emergency management, police, fire, etc.). If a load shed has the potential to cause an outage to one or more of City of Tulia/Tulia Power and Light facilities, the Electric Director will take appropriate action to lessen the impact from the outage

## DEVELOPMENT HISTORY

<del>Version:1 –Annex EMERGENCY/LOAD SHED CONDITIONS</del> <del>Date: 06/01/2022</del>	
Author	Brian West City of Tulia Electric Director
Reviewers	BJ Potts City of Tulia Manager
Approval: BJ Potts	City of Tulia Manager
<del>Version:1.1    Date of Most Recent Approval: 06/01/2022</del>	
Approval: BJ Potts City of Tulia City Manager	Signature of approver

City of Tulia/ Tulia Power and Light	<b>LOSS OF PRIMARY CONTROL CENTER</b>	REVISION <b>1</b>
		EFFECTIVE DATE: <b>6/1/2022</b>

## PURPOSE

The purpose of City of Tulia/Tulia Power and Light's Loss of Primary Control Center is to provide City of Tulia/Tulia Power and Light personnel with procedures to follow to respond to structural damage or total loss of the facility that may threaten City of Tulia/Tulia Power and Light's facilities and/or service territory.

## RESPONSIBILITY

The Electric Director shall have the authority and responsibility, to activate and modify the implementation of this plan as required to maintain stability of the electric system.

## DOCUMENTATION

Electric Director must log all actions in the Operator log and document all actions taken.

## LOSS OF PRIMARY CONTROL CENTER CONDITIONS

Tulia Police Department will contact Electric Director and/or City Manager in case of structure damage to primary control center, unsafe conditions to go in the primary control center, or complete loss of primary control center. Electric Director will monitor conditions and relay information to all employees and other related personnel. Tulia Power and Light employees will relocate to City of Tulia Police Department Dispatch Center or Tulia Fire Department to maintain reliability of the electric system.

## LOSS OF PRIMARY CONTROL CENTER MITIGATION

City of Tulia/Tulia Power and Light will have regular inspections to maintain secure structure. In the event of loss of primary control center, City of Tulia/Tulia Power and Light have implemented a plan for alternate facilities to operate from.

## LOSS OF PRIMARY CONTROL CENTER RESPONSE

Tulia Power and Light employees will relocate to City of Tulia Police Department Dispatch Center or Tulia Fire Department to resume operations to maintain a stable electric system.

## DEVELOPMENT HISTORY

<del>Version: 1 – Annex LOSS PRIMARY CONTROL CENTER</del> <del>Date: 06/01/2022</del>	
Author	Brian West City of Tulia Electric Director
Reviewers	BJ Potts City of Tulia Manager
Approval: BJ Potts	City of Tulia Manager
<del>Version: 1.1    Date of Most Recent Approval: 06/01/2022</del>	
Approval: BJ Potts City of Tulia City Manager	Signature of approver



City of Tulia/ Tulia Power and Light	<b>POWER PRODUCTION RELATED EMERGENCIES</b>	REVISION <b>1</b>
		EFFECTIVE DATE: <b>6/1/2022</b>

## PURPOSE

The purpose of City of Tulia/Tulia Power and Light's Power Production Related Emergencies is to provide City of Tulia/Tulia Power and Light personnel with procedures to follow to prevent and respond to widespread outages. that may threaten City of Tulia/Tulia Power and Light's facilities and/or service territory.

## RESPONSIBILITY

The Electric Director shall have the authority and responsibility, to activate, and modify the implementation of this plan as required to maintain stability of the electric system.

## DOCUMENTATION

Electric Director must log all actions in the Operator log and document all actions taken.

## POWER PRODUCTION RELATED EMERGENCY CONDITIONS

All Tulia Power and Light employees and any department connected to the city will be contacted and dispatched to all unsecure and dangerous locations. All entities will work together to maintain the safety of each responder. Tulia Power and Light employees will work to restore power in a safe and timely manner; contacting contractors and surrounding areas for assistance if needed.

## POWER PRODUCTION RELATED EMERGENCY MITIGATION

Tulia Power and Light will perform regular inspections and maintenance on all power lines to reduce the risk of outages in and around City of Tulia/Tulia Power and Light equipment. City of Tulia/Tulia Power and Light maintenance program is managed by all Tulia Power and Light employees.

## POWER PRODUCTION RELATED EMERGENCY RESPONSE

In the event that a widespread outage potentially threatens City of Tulia/Tulia Power and Light facilities, the Electric Director will coordinate with the appropriate authorities as necessary (emergency management, police, fire, etc.). If power production related emergency has the potential to cause an outage to one or more of City of Tulia/Tulia Power and Light facilities, City of Tulia/Tulia Power and Light Electric Director will take appropriate action to lessen the impact from the outage.



## DEVELOPMENT HISTORY

Version 1 –Annex POWER PRODUCTION RELATED EMERGENCIES Date: 06/01/2022	
Author	Brian West City of Tulia Electric Director
Reviewers	BJ Potts City of Tulia Manager
Approval: BJ Potts	City of Tulia Manager
Version 1.1 Date of Most Recent Approval: 06/01/2022	
Approval: BJ Potts City of Tulia City Manager	Signature of approver

# WATER SHORTAGE

## PURPOSE

The purpose of City of Tulia/Tulia Power and Light's Water Shortage Plan is to provide City of Tulia/Tulia Power and Light personnel with procedures to follow to prevent and respond to water shortage that may threaten City of Tulia/Tulia Power and Light's facilities and/or service territory.

## RESPONSIBILITY

The Public Works Director shall have the authority and responsibility, in his/her sole judgement, to activate and modify the implementation of this plan as required to maintain stability of the electric system

## DOCUMENTATION

Public Works Director must log all actions in the Operator log and document all actions taken.

## WATER SHORTAGE CONDITIONS

City of Tulia Public Works employees check water levels twice daily, morning and afternoon, and report any water shortage

When water shortage occurs City of Tulia employees will mobilize mobile generators to locations to restore power.

Extremely dry conditions, such as drought and when dry conditions are combined with high winds or an actual wildfire is reported in City of Tulia/Tulia Power and Light service territory.

## WATER SHORTAGE MITIGATION

City of Tulia Public Works employees will check water levels twice daily to reduce the risk of water shortage in and around City of Tulia. City of Tulia is managed by City of Tulia/Tulia Power and Light Manager. During high wind conditions, City of Tulia/Tulia Power and Light department may not perform or may limit certain tasks or projects which could increase risk of wildfire.

## WATER SHORTAGE RESPONSE

In the event that a water shortage potentially threatens City of Tulia facilities, City of Tulia Public Works Director will coordinate with the appropriate authorities as necessary (emergency management, police, fire, etc.). If a water shortage has the potential to cause an outage to one or more of City of Tulia facilities, the Public Works Director will take appropriate action to lessen the impact from the water shortage.

City of Tulia/ Tulia Power and Light	<b>MAJOR WEATHER EVENTS/WEATHER RELATED HAZARDS</b>	<b>REVISION 1</b>
		<b>EFFECTIVE DATE: 6/1/2022</b>

<b>Version 1 – ANNEX WATER SHORTAGE PLAN    Date: 06/01/2022</b>	
Author	Brian West City of Tulia Electric Director
Reviewers	BJ Potts City of Tulia Manager
Approval: BJ Potts	City of Tulia Manager
<b>Version 1.1    Date of Most Recent Approval: 06/01/2022</b>	
Approval: BJ Potts City of Tulia City Manager	Signature of approver

## DEVELOPMENT HISTORY

## PURPOSE

The purpose of City of Tulia/Tulia Power and Light's Major Weather Events/Weather Related Hazards Plan is to provide City of Tulia/Tulia Power and Light personnel with procedures to follow to respond to all damages and/or outages that may threaten City of Tulia/Tulia Power and Light's facilities and/or service territory.

## RESPONSIBILITY

The Electric Director shall have the authority and responsibility, in his/her sole judgement, to activate and modify the implementation of this plan as required to maintain stability of the electric system

## DOCUMENTATION

Electric Director must log all actions in the Operator log and document all actions taken.

## MAJOR WEATHER EVENTS/WEATHER RELATED HAZARDOUS CONDITIONS

National Weather Service out of Lubbock, Texas will contact the Electric Director and inform of hazardous weather approaching the City of Tulia. City of Tulia Police Department and Tulia Fire Department will inform of weather hazards, outages, and damage. Electric Director and/or City Manager will then activate the EOP.

## MAJOR WEATHER EVENTS/WEATHER RELATED HAZARDOUS MITIGATION

City of Tulia/Tulia Power and Light will get advanced weather warnings from the National Weather Service out of Lubbock, Texas of any potential weather threats around the city of Tulia. Electric Director and crews will begin to make preparations for upcoming weather hazard.

## MAJOR WEATHER EVENTS/WEATHER RELATED HAZARDOUS RESPONSE

Electric Director will begin dispatching crews to damaged areas. Tulia Power and Light employees will work to restore power in a safe and timely manner; contacting contractors and surrounding areas for assistance if needed. Personnel will be relocated to alternate sites as necessary to maintain system operations.

## DEVELOPMENT HISTORY

Version 1 – Annex Major Weather Events/Weather Related Hazards Plan    Date: 06/01/2022	
Author	Brian West City of Tulia Electric Director
Reviewers	BJ Potts City of Tulia Manager
Approval: BJ Potts	City of Tulia Manager
Version 1.1    Date of Most Recent Approval: 06/01/2022	
Approval: BJ Potts City of Tulia City Manager	Signature of approver



City of Tulia/ Tulia Power and Light	<b>PANDEMICS AND EPIDEMICS</b>	<b>REVISION</b> <b>1</b>
		<b>EFFECTIVE DATE:</b> <b>6/1/2022</b>

## PURPOSE

The purpose of City of Tulia/Tulia Power and Light's Pandemics and Epidemics Plan is to provide City of Tulia/Tulia Power and Light personnel with procedures to respond to pandemics and/or epidemics that may threaten City of Tulia/Tulia Power and Light's facilities and/or service territory.

## RESPONSIBILITY

The Electric Director shall have the authority and responsibility, in his/her sole judgement, to activate and modify the implementation of this plan as required to maintain stability of the electric system and safety of all employees

## DOCUMENTATION

Electric Director must log all actions in the Operator log and document all actions taken.

## PANDEMICS AND EPIDEMICS CONDITIONS

CDC and Texas Department of Health will contact City Manager of existing Pandemic or Epidemic threatening the City of Tulia. The City Manager will receive information on addresses, with no names, that are infected. City Manager will contact Electric Director with addresses to be aware.

## PANDEMICS AND EPIDEMICS MITIGATION

City Manager will contact Electric Director of existing Pandemic or Epidemic threatening the City of Tulia. City Manager will inform Electric Director with addresses to be aware of, in order to keep employees safe from infection. Electric Director and/or City Manager will then activate the EOP. Tulia Power and Light employees will be provided with all necessary protection, including: masks, gloves, and hand sanitizer while working on power outage at an infected home with the policy that employees will not be allowed to enter the home.

## PANDEMICS AND EPIDEMICS RESPONSE

In the event that a pandemic or epidemic potentially threatens City of Tulia/Tulia Power and Light facilities, City of Tulia/Tulia Power and Light will coordinate with the appropriate authorities as necessary (emergency management, police, fire, etc). Tulia Power and Light employees will be provided with all necessary protection, including: masks, gloves, and hand sanitizer while working on power outage at an infected home with the policy that employees will not be allowed to enter the home.

## DEVELOPMENT HISTORY

Version 1 – Annex Pandemics and Epidemics Plan    Date: 06/01/2022	
Author	Brian West City of Tulia Electric Director
Reviewers	BJ Potts City of Tulia Manager
Approval: BJ Potts	City of Tulia Manager
Version 1.1    Date of Most Recent Approval: 06/01/2022	
Approval: BJ Potts City of Tulia City Manager	Signature of approver

City of Tulia/ Tulia Power and Light	<b>CYBER SECURITY</b>	REVISION <b>1</b>
		EFFECTIVE DATE: <b>6/1/2022</b>

## PURPOSE

The purpose of City of Tulia/Tulia Power and Light's Cyber Security Plan is to provide City of Tulia/Tulia Power and Light personnel with procedures to follow to prevent and respond to a cyber security threat that may interfere with City of Tulia/Tulia Power and Light's facilities and/or service territory.

## RESPONSIBILITY

The Electric Director shall have the authority and responsibility, in his/her sole judgement, to activate and modify the implementation of this plan as required to maintain stability of the electric system

## DOCUMENTATION

Electric Director must log all actions in the Operator log and document all actions taken.

## CYBER SECURITY THREAT CONDITIONS

Electric Director monitors AMI meter activity and receives alerts when unauthorized activity occurs. Electric Director and/or City Manager will then activate the EOP. Electric Director will dispatch employees to location to shutdown AMI system.

## CYBER SECURITY THREAT MITIGATION

Electric Director will monitor AMI meter activity to reduce the risk of cyber security threats to City of Tulia/Tulia Power and Light equipment and/or electric system. Electric Director will dispatch employees to location to shutdown AMI system.

## CYBER SECURITY THREAT RESPONSE

In the event that a cyber security breach potentially threatens City of Tulia/Tulia Power and Light facilities, Electric Director will coordinate with the appropriate authorities as necessary (emergency management, police, fire, etc.) and dispatch employees to location to shutdown AMI system.



City of Tulia/ Tulia Power and Light	<b>PHYSICAL SECURITY</b>	<b>REVISION</b> <b>1</b>
		<b>EFFECTIVE DATE:</b> <b>6/1/2022</b>

<b>Version 1 – Annex Cyber Security Threat Plan    Date: 06/01/2022</b>	
Author	Brian West City of Tulia Electric Director
Reviewers	BJ Potts City of Tulia Manager
Approval: BJ Potts	City of Tulia Manager
<b>Version 1.1    Date of Most Recent Approval: 06/01/2022</b>	
Approval: BJ Potts City of Tulia City Manager	Signature of approver

## DEVELOPMENT HISTORY

## PURPOSE

The purpose of City of Tulia/Tulia Power and Light's Physical Security Threat Plan is to provide

City of Tulia/Tulia Power and Light personnel with procedures to follow to prevent and respond to physical security issues that may threaten City of Tulia/Tulia Power and Light's facilities and/or service territory.

## RESPONSIBILITY

The Electric Director shall have the authority and responsibility, in his/her sole judgement, to activate and modify the implementation of this plan as required to maintain stability of the electric system

## DOCUMENTATION

Electric Director must log all actions in the Operator log and document all actions taken.

## PHYSICAL SECURITY THREAT CONDITIONS

Tulia Police Department will contact Electric Director and City Manager of any physical security breach. The Electric Director and/or City Manager will activate EOP. Electric Director and employees of Tulia Power and Light will work with the Tulia Police Department to secure the facilities and assure all electrical equipment and power supplies are safe and secure.

## PHYSICAL SECURITY THREAT MITIGATION

City of Tulia Police Department will continually monitor and patrol all City of Tulia/Tulia Power and Light facilities to reduce physical security threats around city of Tulia.

## PHYSICAL SECURITY THREAT RESPONSE

In the event that a physical security threatens the City of Tulia/Tulia Power and Light facilities, The Electric Director and/or City Manager will activate EOP. Electric Director and employees of Tulia Power and Light will work with the Tulia Police Department to secure the facilities and assure all electrical equipment and power supplies are safe and secure.

## DEVELOPMENT HISTORY

Version 1 –Annex PHYSICAL SECURITY THREAT Plan    Date: 06/01/2022	
Author	Brian West City of Tulia Electric Director
Reviewers	BJ Potts City of Tulia Manager
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