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**RIO GRANDE**  
**ELECTRIC CO-OP**

# **§25.53 EMERGENCY OPERATIONS PLAN**

## **EXECUTIVE SUMMARY**

## **Executive Summary**

The Rio Grande Electric Cooperative, Inc. (RGEC) 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 / ERCOT Load Shed Emergency during February-2021.

The EOP is intended to provide the Cooperative with a clear set of guidelines, policies, and procedures intended 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 the preparation for system emergencies and to provide a framework for important tasks and actions required during a system emergency.

RGEC maintains the EOP in anticipation of a natural disaster or situation 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 RGEC, other utility and governmental entities, members, 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 RGEC's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that RGEC 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 the Cooperative's senior leadership, this section includes a "Message from the CEO" that underscores the importance of the plan and encourages all RGEC personnel to learn the plan and work with their respective supervisors and teams to understand all relevant parts of the plan. This first section addresses the EOP training policy for RGEC and prescribes 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 section. This section of the plan includes the strategies, key policies, roles, and communications steps that RGEC undertakes in an emergency event. Key policies include tracking and coordination of external communications, the designation of spokesperson(s) for the Cooperative, and guidance for all employees regarding media interactions. The remainder of the Communications Plan addresses all the requirements in 16 TAC §25.53 regarding communications with the public, the media, RGEC members, the PUC, OPUC, local and State Governmental Entities, Officials, and (County) Emergency Operations Centers, ERCOT, and Critical Load members. 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 RGEC 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 RGEC personnel during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that RGEC will utilize and addresses work schedule for RGEC personnel that RGEC shall use 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).**

The final section of the EOP is the Weather-Related Hazards Identification Plan and EOP Activation Procedure section. RGEC has a series of policies, procedures, and information resources to monitor all types of weather situations and forecasted emergency conditions. This 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 26 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 RGEC to develop and utilize a checklist for RGEC to activate in extreme weather situations.

**Load Shed Annex:**

**This section begins on page 31 of the EOP and corresponds to §25.53(e)(1)(B).**

The Load Shed Annex contains information regarding RGEC preparations and actions for ERCOT Emergency Event Alerts (EEA) levels and include details for the EEA Level-3 load shed events. The load shed plan contains

the policies and procedures in place between Lower Colorado River Authority Transmission Services Corporation (LCRA TSC) and RGEC regarding the planning and preparation for load shed events and contains detailed information regarding other operational information for EEA events. This Annex also contains information on the RGEC procedure for restoration coordination with LCRA TSC following a load shed event, and key policies and procedures that RGEC utilizes for restoration from significant system outage events. The final subsection of this Annex provides information on RGEC's Critical Load Registry and information related to the maintenance of the registry, communication procedures to these members, and other relevant information regarding Critical Loads.

#### **Pandemic and Epidemic Annex**

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

In the Pandemic and Epidemic Annex, RGEC has provided the Cooperative's policies, procedures, and guidelines that are designed to prepare for pandemic and epidemic outbreaks, and to effectively deal with operations, restoration and communications circumstances presented by a widespread pandemic event. Key policies in this section address the steps RGEC takes regarding prevention and preparation, policies related to remote work for RGEC personnel, and steps RGEC takes to ensure RGEC adheres to policies implemented by state and local agencies.

#### **Wildfire Annex:**

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

The Wildfire plan provides the guidelines, procedures and best practices related to wildfire mitigation and document RGEC'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 RGEC would take to respond to any wildfire events.

#### **Hurricane Annex:**

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

RGEC's service area is not located in a Hurricane Evacuation Zone (HEZ), and therefore RGEC's EOP does not include this annex.

#### **Cyber Security Annex:**

**This section begins on page 43 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 RGEC office facilities and electric distribution system. Based on RGEC'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 46 of the EOP and corresponds to §25.53(e)(1)(G).**

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

**Plan Distribution and Training**

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

RGECC Personnel		EOP Distribution Date	EOP Training Completed Date
Name	Title		
Theresa Quiroz	Interim Chief Executive Officer	04/18/2022	04/18/2022
Martha Gerardo	Chief HR & Diversified Services Officer	04/18/2022	04/18/2022
Conrad Dalton	Chief Technology Officer	04/18/2022	04/18/2022
Larry Powell	Chief Specialized Project Development Officer	04/18/2022	04/18/2022
Steve Wright	Sr. Operations Manager	04/18/2022	04/18/2022
Daniel Garza	Area Operations Manager	04/18/2022	04/18/2022
Mark Byrom	Area Operations Manager	04/18/2022	04/18/2022
Shane Trussell	Area Operations Manager	04/18/2022	04/18/2022
Gavin Forst	Area Operations Manager	04/18/2022	04/18/2022
Armando Hernandez	Area Operations Manager	04/18/2022	04/18/2022
Kevin Kennedy	GIS & Dispatch Administrator	04/18/2022	04/18/2022
Martin Flores Sr.	SCADA System Specialist	04/18/2022	04/18/2022
Cindy Edwards	Communications Coordinator	04/18/2022	04/18/2022
Gerald Nielsen	Risk Management Coordinator	04/18/2022	04/18/2022
Victoria Lajeunesse	Controller	04/18/2022	04/18/2022
Abraham Vasquez	Program Director	04/18/2022	04/18/2022
Brandi Riojas	Compliance Specialist	04/18/2022	04/18/2022

**PROJECT NO. 53385**

**AFFIDAVIT OF CHIEF EXECUTIVE OFFICER OF  
RIO GRANDE ELECTRIC COOPERATIVE, INC.  
PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53**

**STATE OF TEXAS §**

**COUNTY OF KINNEY §**

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, Theresa Quiroz, swear or affirm that as an Electric Cooperative operating in the State of Texas and the Electric Reliability Council of Texas (ERCOT) and Western Electricity Coordinating Council (WECC) regions and control systems, confirms the following:*

“I am the Interim Chief Executive Officer of Rio Grande Electric Cooperative, Inc. (RGEC), which is a Texas electric cooperative corporation.

RGEC operates an electric distribution utility system in the State of Texas and the ERCOT and WECC power regions.

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

RGEC 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, a drill (tabletop exercise) for RGEC Operations personnel is scheduled for a date and time in CY2022 before July 31, 2022;

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

RGEC has distributed the EOP to local Jurisdictions, including regional TDEM personnel and all Counties in the RGEC service area;

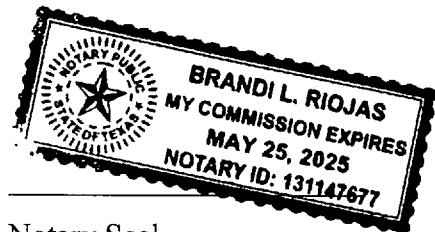
RGEC has a Business Continuity Plan related to returning to normal operations after an emergency event or situation;

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

Theresa Quiroz {Signature of Officer of the Cooperative}  
Theresa Quiroz, Interim Chief Executive Officer  
Rio Grande Electric Cooperative, Inc.

Sworn and subscribed before me on this 18<sup>th</sup> day of April, 2022.

[Signature]  
Notary Public in and for the State of Texas



Notary Seal

(Must be notarized by a notary public in and for the State of Texas)



## Primary and Backup Contact List

<b>Primary Emergency Contact</b>	Theresa Quiroz
<b>Title</b>	Interim Chief Executive Officer
<b>Email</b>	<a href="mailto:tquiroz@rgec.coop">tquiroz@rgec.coop</a>
<b>Main Phone</b>	(830) 563-2444
<b>Cell Phone</b>	(830) 563-7456

<b>Secondary Backup Emergency Contact</b>	Conrad Dalton
<b>Title</b>	Chief Technology Officer
<b>Email</b>	<a href="mailto:cdalton@rgec.coop">cdalton@rgec.coop</a>
<b>Work Phone</b>	(830) 563-2444
<b>Cell Phone</b>	(830) 563-5215

### Tertiary Emergency

Company: RIO GRANDE ELECTRIC COOPERATIVE, INC.  
 Contact: MARTHA GERARDO  
 Title: CHIEF DIVERSIFIED SERVICES & HUMAN RESOURCES OFFICER

Main: (830) 563-2444  
 Toll-Free: (800) 745-1509  
 Fax: (830) 563-6189  
 Home:  
 Cell: (830) 563-0516  
 Email: mgerardo@rgec.coop

### Secondary Emergency

Company: RIO GRANDE ELECTRIC COOPERATIVE INC  
 Contact: CONRAD DALTON  
 Title: CHIEF TECHNOLOGY OFFICER

Main: (830) 563-2444  
 Toll-Free: (800) 749-1509  
 Fax: (830) 563-6122  
 Home:  
 Cell: (830) 563-5215  
 Email: cdalton@rgec.coop

### Primary Emergency

Company: RIO GRANDE ELECTRIC COOPERATIVE INC  
 Contact: THERESA QUIROZ  
 Title: INTERIM CEO

Main: (830) 563-2444  
 Toll-Free: (800) 749-1509  
 Fax:  
 Home:  
 Cell: (830) 563-7456  
 Email: tquiroz@rgec.coop

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