Employee Contact Roster

NAME	TITLE	HOME PHONE	CELL NO
Abshire, Colby	Lead CRO I		361-877-9860
Adams, Paul	Lead Maintenance Tech	361-572-0508	361-484-6044
Benavides, Alex	IC&E Tech		361-652-2583
Burgos, Carlos	Lead CRO I	361-576-0311	361-649-6370
Campbell, Bryan	Maintenance Tech		361-571-7146
Trujillo, Fabian	Compliance Manager		361-489-2123
Davis, Matt	Lead CRO I		361-500-8481
Fisher, M. Wayne	Lead CRO I	361-572-0803	361-218-2427
Ramirez, Jose (Joey)	O&M Manager	281-904-7228	361-484-4251
Gonzales, Charlie	Auxiliary Operator		361-652-4013
Hernandez, David	Maintenance Tech		361-774-2163
Hixson, Jason	Plant Manager		361-484-0310
Priour, Robert	Auxiliary Operator		361-550-3185
Raybon, Pam	Auxiliary Operator		361-571-8734
Kara Skoruppa	Plant Admin		361-489-3707
Watts, Shea	Lead CRO II		361-655-0385
Flores, Rafael	Auxiliary Operator		832-287-4327

Extreme Hot Weather Procedure

The preservation of lives and the safety of personnel shall take precedence over all other considerations when determining the actions to be taken in case of threatened or extreme hot weather event.

In all situations, the plant operations will be conducted according to instructions from the QSE and ERCOT.

Summers in Victoria, Texas, are typically hot. Summer is also the period of time when the plant is most heavily utilized. Therefore, normal maintenance activities are necessarily designed to ensure reliable operation during this key operating season. Routine procedures are not outlined in this Extreme Hot Weather Plan.

1. **Annually, prior to April 15, routine maintenance is conducted to ensure reliable operation of the units.**

   - Inspect the CTG evaporative cooling system. Lubricate all motors, inspect the evaporative media, check the sprays and distribution header, and the water control valves. Make repairs as necessary;
   - Conduct preventive maintenance and inspections on all site air conditioning systems. Vital units such as those on the CEMS enclosure, the CTG electrical compartments, HRSG MCC, and the control room are priority units;
   - Review operational data (temperatures) of equipment serviced by auxiliary heat exchangers. Where operational data indicates, conduct inspections and if necessary, cleaning of heat exchangers;
   - Inspect the Unit 3-4 cooling tower fans, gear reducers, motors and pumps. Perform maintenance based on condition;
   - Repair any deficiencies found in the annual cooling tower structural inspections;
   - Discuss hot weather safety precautions and heat related stress in monthly safety meeting; and

2. Upon receipt of a Weather Advisory or other credible information indicating that an extreme hot weather event is anticipated:

- Check operational condition of critical air conditioning systems (CEMS, CTG electrical compartments, HRSG MCC and the control room);
- Ensure adequate supplies of bottled drinking water, Gatorade, or similar drinks are available and conduct a toolbox safety discussion on identifying and avoiding heat related stress and illness; and
- Schedule an additional auxiliary (outside) operator. Extra inspections of plant circulating water systems, cooling tower fans and critical equipment will be conducted.
- To the extent possible, take necessary measures to provide for proper ventilation of the turbine building and for cooling of balance of plant equipment contained in the building. This may include opening additional windows, doors and the setting up of fans to move air through the building and around specific plant equipment for which cooling may be an issue.

Attachment G - NAES SMP-20 – Pandemic Plan

PUCT Project # 39160

INFLUENZA PANDEMIC MANAGEMENT PLAN OVERVIEW

No one can accurately predict when influenza pandemic will occur or how severe it will be. However, in order for business to minimize economic or negative impact, consideration should be given to the potential spectrum of possible pandemic scenarios as part of disaster preparedness and business continuity planning.

The objective of this document is to describe the pandemic threat, identify critical operation and business functions, and trigger business planning activities based on the following assumptions:

A. The timing of the outbreak of a pandemic is uncertain and depends on many factors. A pandemic strain - avian influenza (H5N1) - will have the following features:

   1. It will cause severe disease in humans,
   2. The global human population will not have pre-existing immunity to the strain,
   3. The strain will be capable of moving rapidly through person-to-person spread.

B. Once human-to human transmission begins, the disease will spread very rapidly around the world within three to eight weeks. It is likely that 20 to 30 percent of the global population will contract influenza during the first wave. These people would be very ill for several weeks. Additional waves will occur over the next one to two weeks.

C. Absentee rates for employees may be in the range of 25 - 60 percent for the duration of the pandemic due to illness and other factors such as needing to take care of family members. Absentee rates will not be uniform across an organization and will be caused by employee illness as well as family care issues, inability to get to work, etc.

D. Given the high percentage of ill people, the existing healthcare system will be overwhelmed. Most government and health organizations will not have sufficient stockpiles of anti-viral agents or vaccines to treat those exposed or who become ill if a pandemic occurs in the next one to two years.

E. Persons who contract the virus are not expected to contract is a second time due to buildup immunity. However, if the virus mutates, recurrences for the same individual would be possible.

F. Personnel will need to be managed differently to conduct essential business processes and to minimize the spread of the virus.

G. It is important to provide accurate and timely information distribution to employees and customers

H. Because of the percentage of affected people around the world, global trade and the global economy will be significantly impacted by the pandemic.

I. Other dependencies with other segments of the utility sector (generators, transmission operators, distribution providers) and other critical infrastructure (communications, nuclear, natural gas, petroleum, transportation, emergency services, etc) as well as contractors and suppliers will be severely tested during influenza pandemic.

The five phases of a possible pandemic listed below are based on information developed by the World Health Organization (WHO). These phases have been adjusted for use in pandemic planning for utilities.

Phases	Consequences for Businesses
Phase 1 -- Pandemic Alert	Governments, owners, and operators are notified a pandemic is possible and preparedness plans should be reviewed and updated.
Phase 2 -- Pre-Pandemic	Localized outbreaks are occurring with human-to-human transmission. Governments and electricity sector entities begin to assign resources, prepare staffing, and implement contingency plans. Begin an information distribution program to promote appropriate responses by employees.
Phase 3 --- Pandemic Outbreak	General outbreaks across borders and continents. Implement response plans.
Phase 4 -- Maximum Disruption	High absentee rates would occur and fatalities would begin to impact the workforce. This phase could last for several months.
Phase 5 -- Prolonged Recovery	Recovery will be slow and the underlying economy will weaken. Altered business conditions will be prevalent for large and small firms. This phase will last for at least three months and possibly up to six months.

NOTE

Information in the previous table was obtained from the Center for Infectious Disease Research and Policy, University of Minnesota (http://www.codrap.umn.edu/), the North American Electric Reliability Council (http://www.nerc.com), and the national Center for Disease Control (CDC) (http://www.cdc.gov/flu/avian/index.htm)

Other Pandemic Websites:

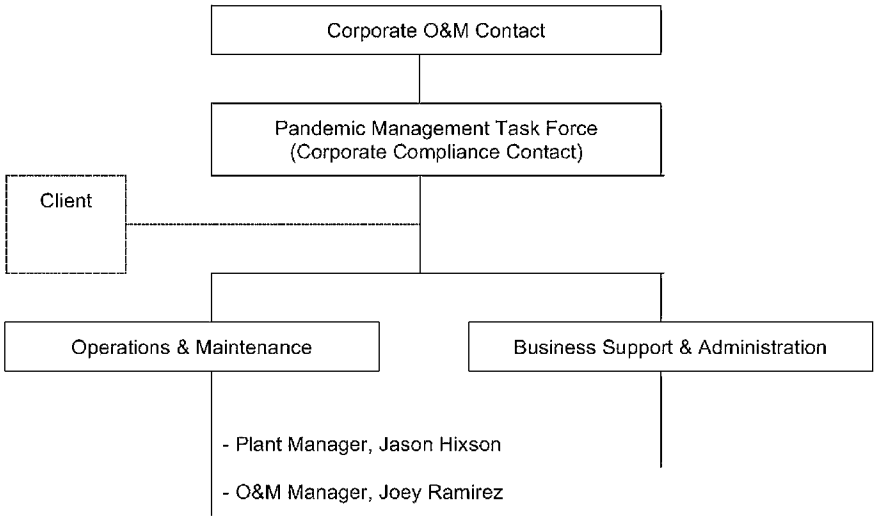
http://www.pandemicflu.gov/ - U.S. Government Site

http://www.who.int/topics/influenza/en/ - World Health Organization Site

http://www.pandemicflu.gove/plan/businesschecklist.html - DHS site (U.S.)

http://www.phac-aspc.gc.ca/influenza - Public Health Agency of Canada

PANDEMIC TASK FORCE ORGANIZATION



PANDEMIC MANAGEMENT PROGRAM OVERVIEW

ACTION

INFORMATION

Corporate O&M

- Recognized the threat & authorizes a planning & response effort
- Identifies the critical depts. needing plans.
- Requires preparation of Pandemic Mgmt Plans.
- Provides Schedule for Preparation
- Requests Draft Policy Changes Needed for Pandemic
- Adjusts Strategy & Response Level

Pandemic Management Program Team (PMPT) Provides

- Pandemic Threat & Impact Information
- Program Coordination
- Initiation Criteria
- Threat Monitoring Updates
- Dept. Pandemic Mgmt Plan Templates & Coaching
- Coordination with Support Depts. such as Corp Comm., HR, BTS, etc.

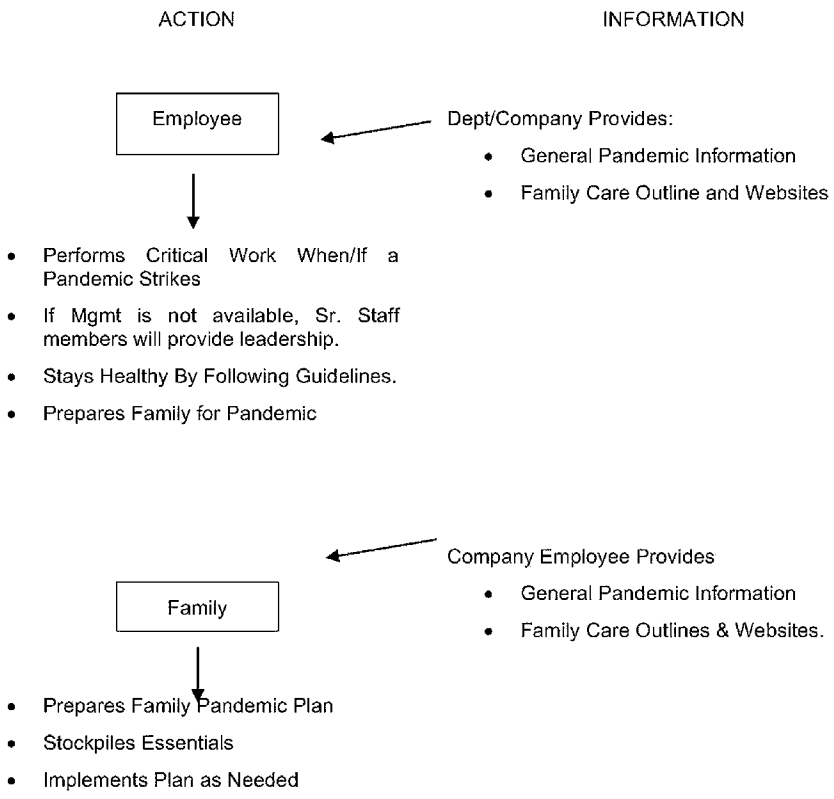
Corporate O&M Provides

- General Pandemic Information (Issues, Impacts, Mitigation Strategies, Pandemic Mgmt, Plan Outline)
- Victoria WLE, LP Guidance, Coaching
- Plan Templates.
- Family Care Outline & Websites

Victoria Power Station

- Brainstorms Critical Business Functions and priorities
- Determines Mitigations
- Prepares/Tests Pandemic Mgmt. Plans
- Assists Employees w/Family Care Plans
- Manages Work when/if Pandemic Strikes
- If Corporate O&M Sr. Mgmt is not available, Victoria WLE, LP takes control

See next page for Employees and families


ACTION
INFORMATION
Employee
Dept/Company Provides:
General Pandemic Information
Family Care Outline and Websites
Performs Critical Work When/If a Pandemic Strikes
If Mgmt is not available, Sr. Staff members will provide leadership.
Stays Healthy By Following Guidelines.
Prepares Family for Pandemic
Company Employee Provides
General Pandemic Information
Family Care Outlines & Websites.
Family
Prepares Family Pandemic Plan
Stockpiles Essentials
Implements Plan as Needed

APPENDIX A

Loss of Key Personnel (Influenza Pandemic and Emergency Succession)

In this table identify key persons doing critical work for each major business function. These key people are those persons without whom, the Major Business Function could not be done. This might be a senior department employee, group leader, or supervisor. After naming the current key personnel, enter the name(s) of the person(s) that could take over the work in an emergency where the current key person is not available. In other words, this table is an emergency succession plan for the work that is most important to the company.

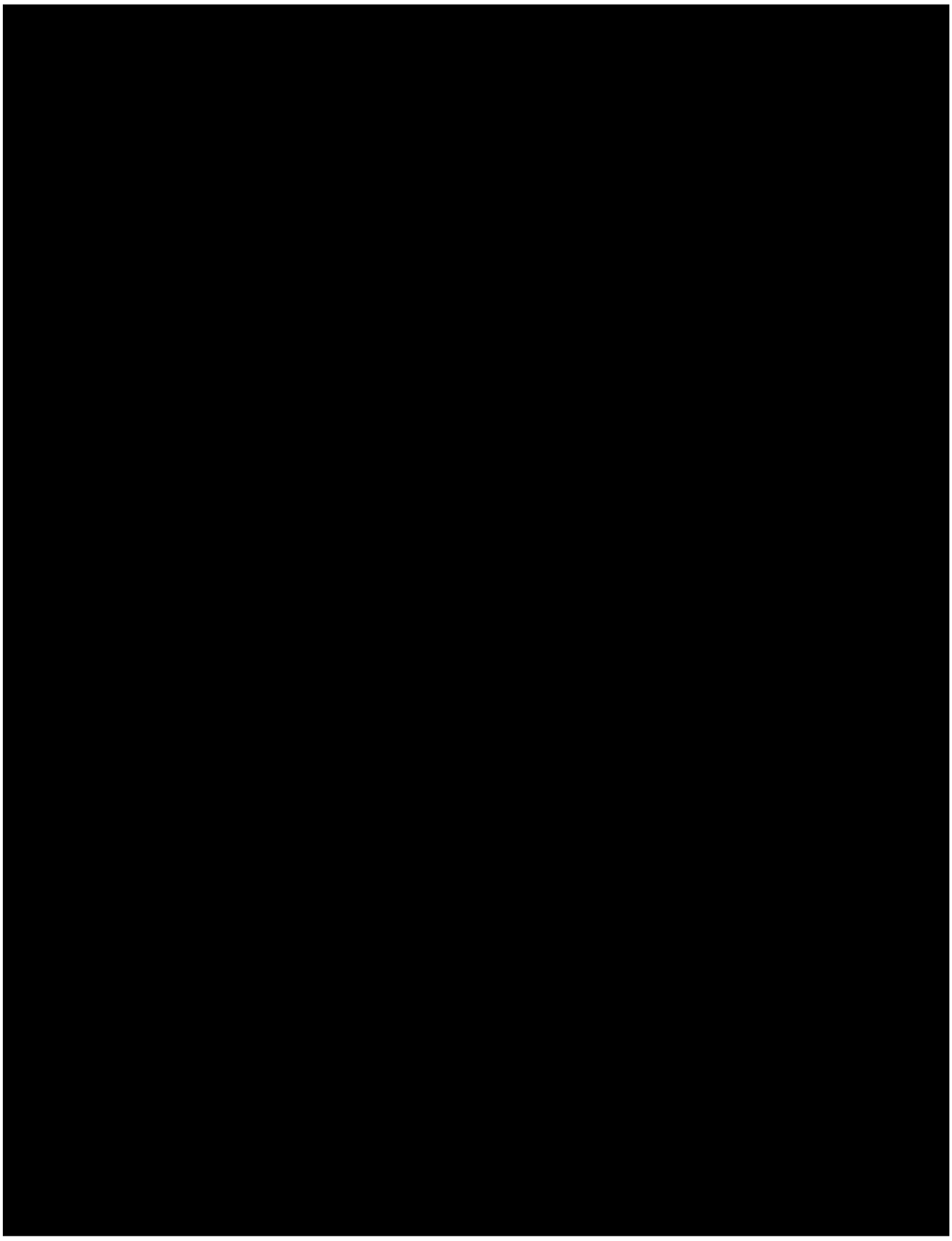
Major Business Functions	Key Person & Emergency Alternate(s) for Major Business Functions
Plant Manager	Jason Hixson
	Alternate: Shea Watts
O&M Manager	Joey Ramirez
	Alternate: Paul Adams

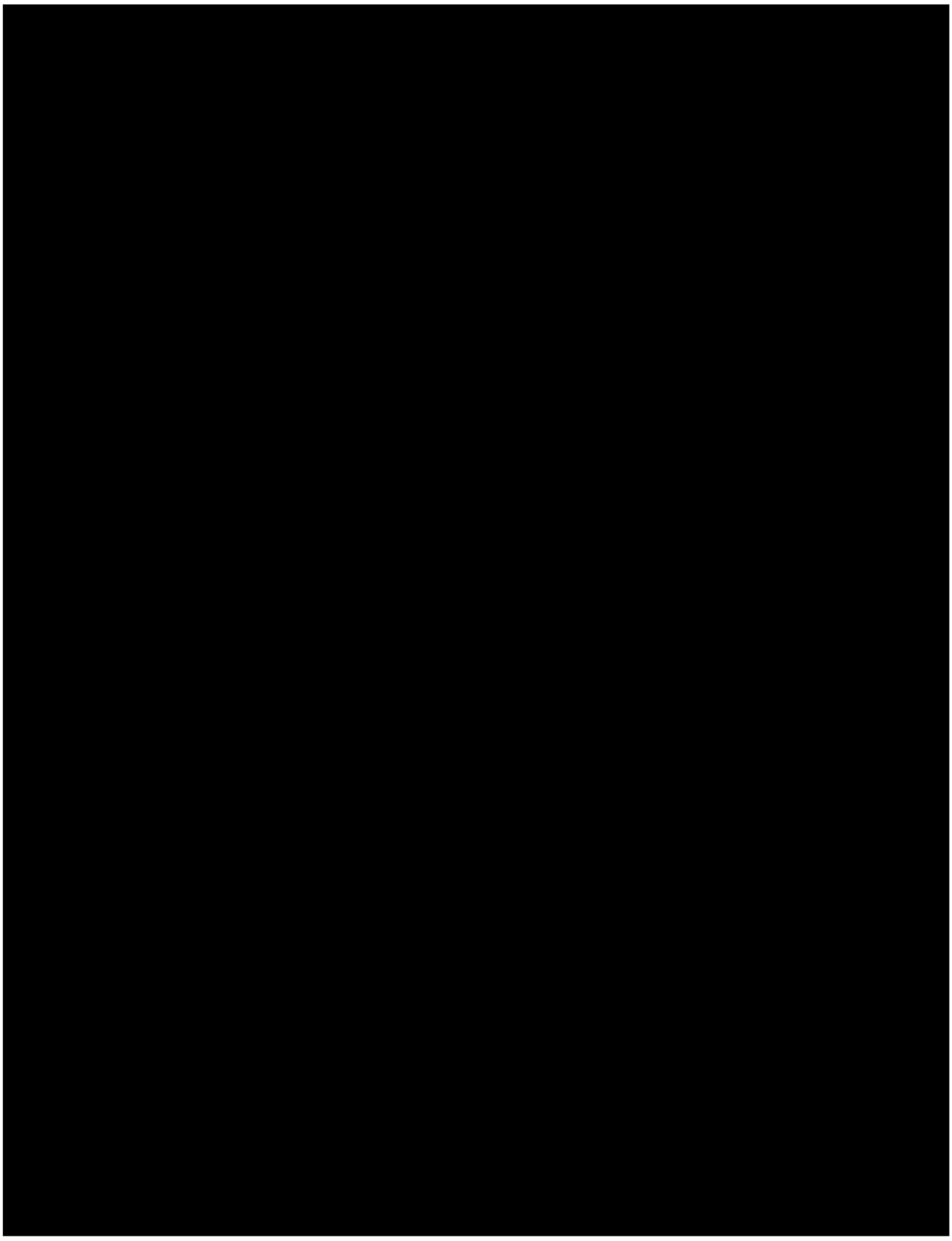
APPENDIX B

Employee Critical Skills Inventory

Use this table to list employees who have skills that are in high demand or critical areas, and who can fill in for others in an emergency. Modify the skill categories as necessary.

Dept.	Name	Computer System	Ops Center Exp	Outside Ops	System Controls	Comm/ Relay
Ops	Shea Watts	DCS	CRO			
	Wayne Fisher	DCS	CRO	AOP	Electrical	
	Robert Priour	DCS	CRO	AOP		
	Matt Davis	DCS	CRO			
	Colby Abshire	DCS	CRO	AOP	IC&E	
	Carlos Burgos	DCS	CRO	AOP	IC&E	
	Charlie Gonzales			AOP		
	Pam Raybon			AOP		
	Rafael Flores			AOP		
Maint.	Joey Ramirez	DCS Control System /Computers			DCS, IC&E	Comms Telemetry
	Alex Benavides	DCS Control System/ Computers		AOP	DCS, IC&E	Comms, Telemetry





APPENDIX E

Department Specific Strategies for Pandemic Planning

Protect your work force

- Protect the workers that you have
- Provided the personal protective equipment that may be needed
- Minimize meetings and face to face contact
- Where possible get priority medical treatment arranged
- Provide essential medical training for on-site emergencies
- Gather essential health and protective equipment
- Gather the contact phone numbers for your employees and their 'out of area" contact numbers.
- Be prepared to have an alternative way to transport essential employees to work or locations where they can work
- Consider the impact of civil unrest and a breakdown in social order if police, fire and other personnel are not available. How will your protect your work site and employees?
- Should you be prepared for some employees to live on the work site for several days or weeks?

Help employees protect their families

- Provide information so employees can protect their families and can feel free to work
- Provided the personal protective equipment that may be needed
- Counsel employees that need help coping with illness or losses

Augment your work force

- Broaden the vendor base in type and geographic area
- Gather the contact phone numbers for your vendors and their after hours contact numbers.
- Ask that your most critical vendors also have and carry out Pandemic Planning and Mitigation
- Ask to see their plans and be briefed on them.
- Identify groups of additional workers from other departments, retirees, employment agencies... etc. Keep the lists of these long and geographically diverse

Protect your work process

- Be prepared to alter your work process and use alternative methods. Your normal software may become disabled due to routine failure and there may not be personnel to get it repaired. Your software or application recovery may not be on a high priority list.
- Cross train your personnel to be more generalists rather than specialists so they can support and stand in for each other.
- Department Specific Strategies for Pandemic Planning

- Is it possible for vendors to help with more routine work or to outsource the some of the work?
- Buy, write, or update procedure or instruction manuals so that a broader segment of the department could do the work. Train the work force on these procedures.
- Maintain essential data on backup CD-ROMs or other sources. Make sure several people know how to access this data.
- Move some processes away from "just-in-time" methods. The just-in-time" processes might collapse when critical materials or data are not available. Some stockpiling may be necessary or diversify sources.... etc.
- How will you work if the city or state is broken up into quarantined areas?
- Have a current and workable succession plan.

Stockpile resources

- Stockpile critical materials (parts, supplies, protective equipment, routine but necessary supplies, fuel, etc.)
- Consider alternative transportation methods to get workers to and from work.
- Consider storing bottled water, canned goods, and emergency meals. Include flashlights, batteries, radios, masks, disposable gloves, soaps and disinfectants.

Reduce non-essential work

- Each department should identify its most critical business functions and the overall mitigation strategies for them. Determine what lower priority work to cut.
- Each department should determine its essential inputs needed for its work and the critical outputs that others need for their work.
- Reduce work to the most important tasks
- Reduce personal contact and make essential contact safer.
- Have people work from home where possible
- Reduce or "sanitize" customer contact
- Teach proper hand washing, use of sanitizing wipes, use of disinfectant soaps, proper use of effective masks and gloves and other personal protective measures.
- Teach people how to handle potentially contaminated material from other people.

Develop communication plans

- What are the essential information data and messages that need to reach employees, vendors, their families, customers and the public.
- What is the structure of these messages, what is the likely content that is needed?
- Develop specific, honest, timely and helpful messages that give the whole, unvarnished truth. Have these messages available and ready to fill in the blanks.
- Have enough people to do the information gathering and to do the communication.

- Have enough people to do the information gathering and to do the communication.
- Test the messages on people outside of the communications department. Are the messages clear and do they give the intended information?
- What alternative ways will the company use to communicate if normal services are not available? Can Webcasts, internet sites, phone recordings, etc. help?

Employee Roster and Contact Information

NAME	TITLE	CONTACT NO	CONTACT EMAIL
Abshire, Colby	Lead CRO I	361-877-9860	Cabshire@victoriawlepower.com
Adams, Paul	Lead Maint Tech	361-484-6044	padams@victoriawlepower.com
Benavides, Alex	IC&E Tech.	361-489-8086	abenavides@victoriawlepower.com
Burgos, Carlos	Lead CRO 1	361-649-6370	cburgos@victoriawlepower.com
Campbell, Bryan	Maint Tech	361-571-7146	bcampbell@victoriawlepower.com
Davis, Matt	Lead CRO 1	361-500-8481	mdavis@victoriawlepower.com
Fisher, M. Wayne	Lead CRO 1	361-218-2427	wfisher@victoriawlepower.com
Flores, Rafael	Aux. Operator	832-287-4327	rflores@victoriawlepower.com
Gonzales, Charlie	Aux. Operator	361-652-4013	cgonzales@victoriawlepower.com
Hernandez, David	Maint Tech	361-774-2163	dhernandez@victoriawlepower.com
Hixson, Jason	Plant Manager	361-484-0310	jhixson@victoriawlepower.com
Priour, Robert	Lead CRO 1	361-550-3185	rpriour@victoriawlepower.com
Ramirez, Joey	O&M Manager	281-904-7228	jramirez@victoriawlepower.com
Raybon, Pam	Aux. Operator	361-571-8734	praybon@victoriawlepower.com
Skoruppa, Kara	Plant Admin	361-489-3707	kskoruppa@victoriawlepower.com
Trujillo, Fabian	Compliance Manager	361-489-2123	ftrujillo@victoriawlepower.com
Watts, Shea	Lead CRO II	361-655-0385	swatts@victoriawlepower.com

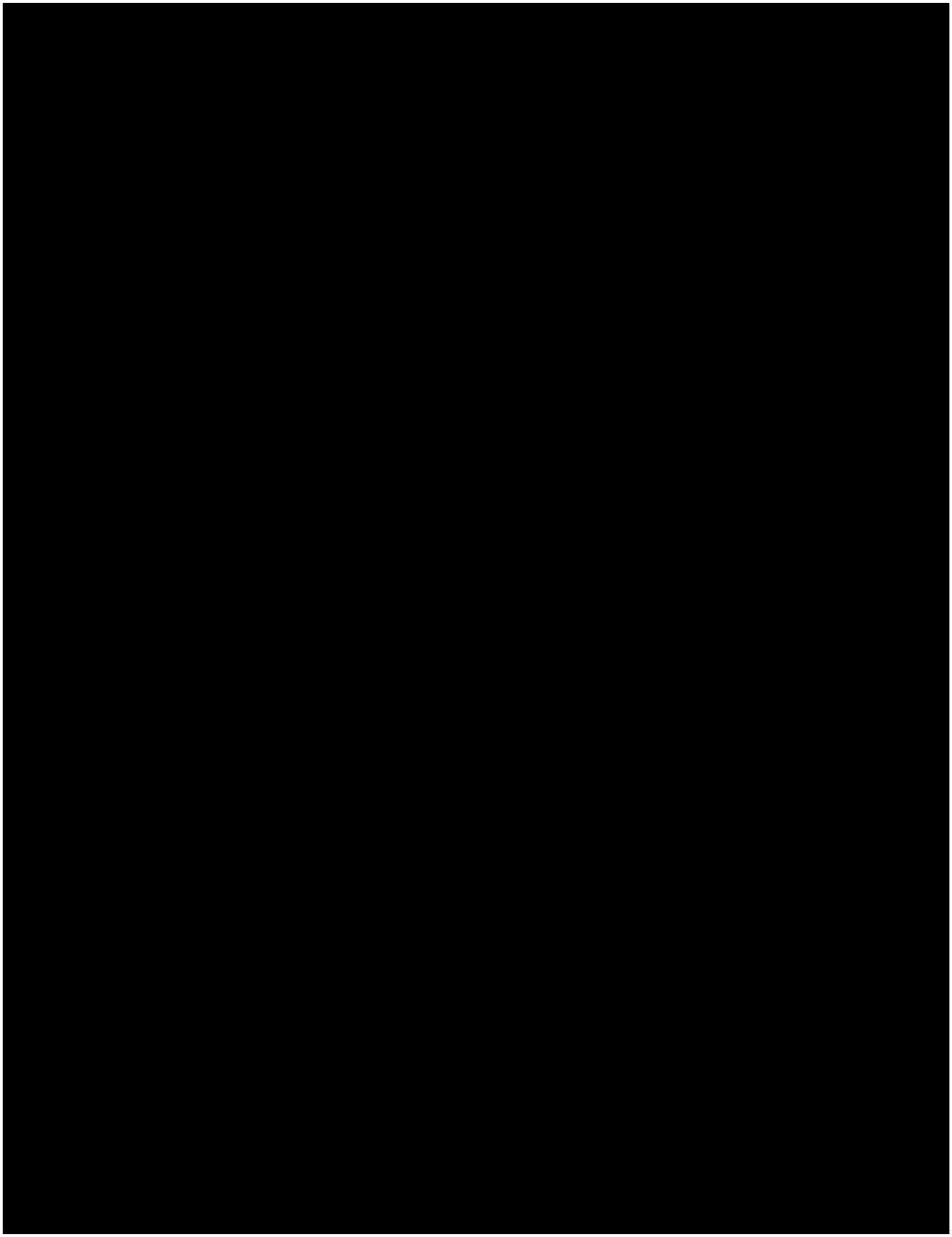
Emergency Personnel

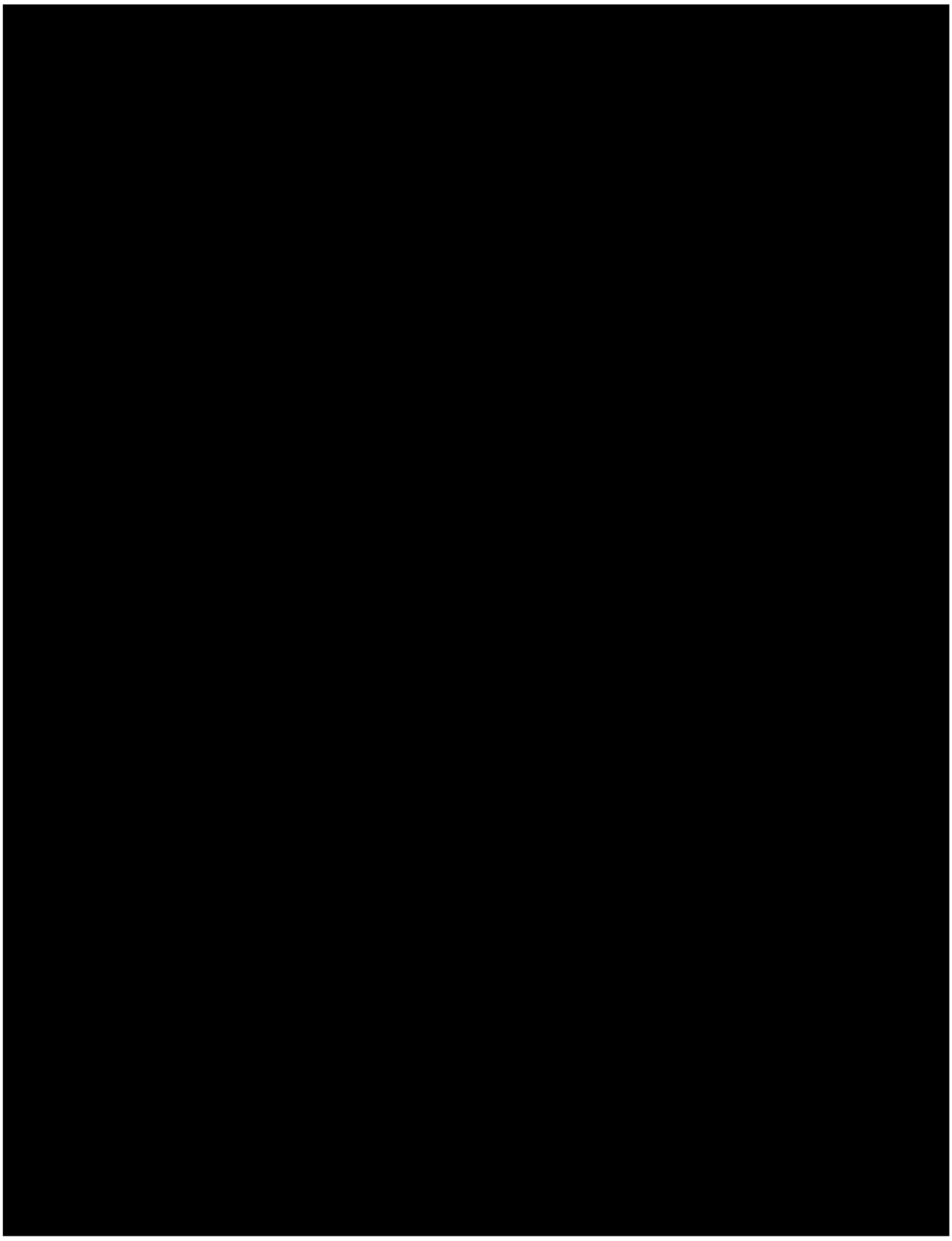
For the most up to date phone numbers for Victoria WLE, LP employees, call (361) 484-8455. The officer on duty has lists of employees that are updated monthly. The officers on duty will ask you to identify yourself and the nature of the emergency. The officer on duty will call the requested person for you and then ask that person to call you back. This step is necessary to protect the privacy and security of the person you are trying to reach.

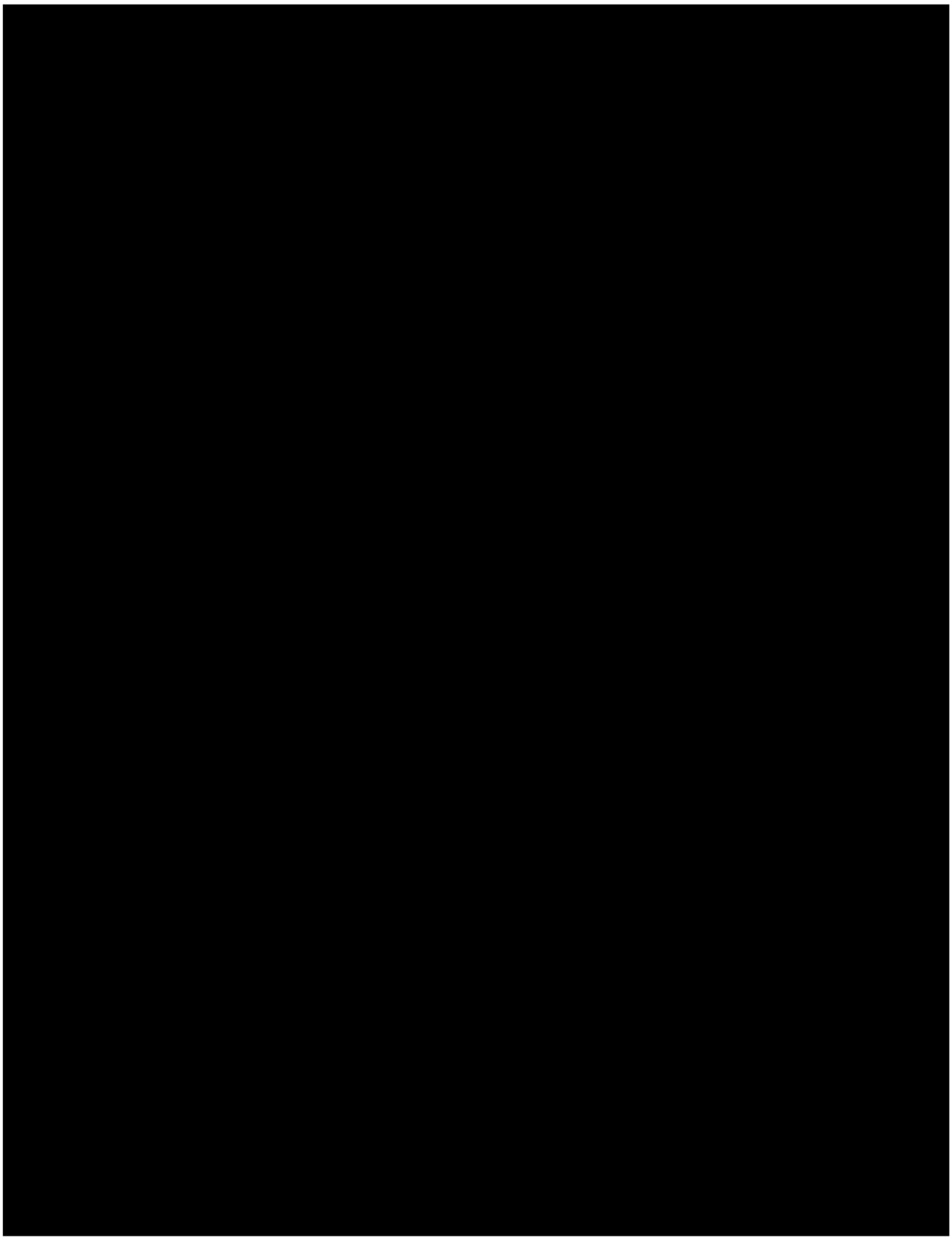
The phone numbers that follow are not updated regularly. If you use numbers in your plan and find them to be incorrect, call Corporate O&M and Corporate Compliance to make the necessary contacts for you.

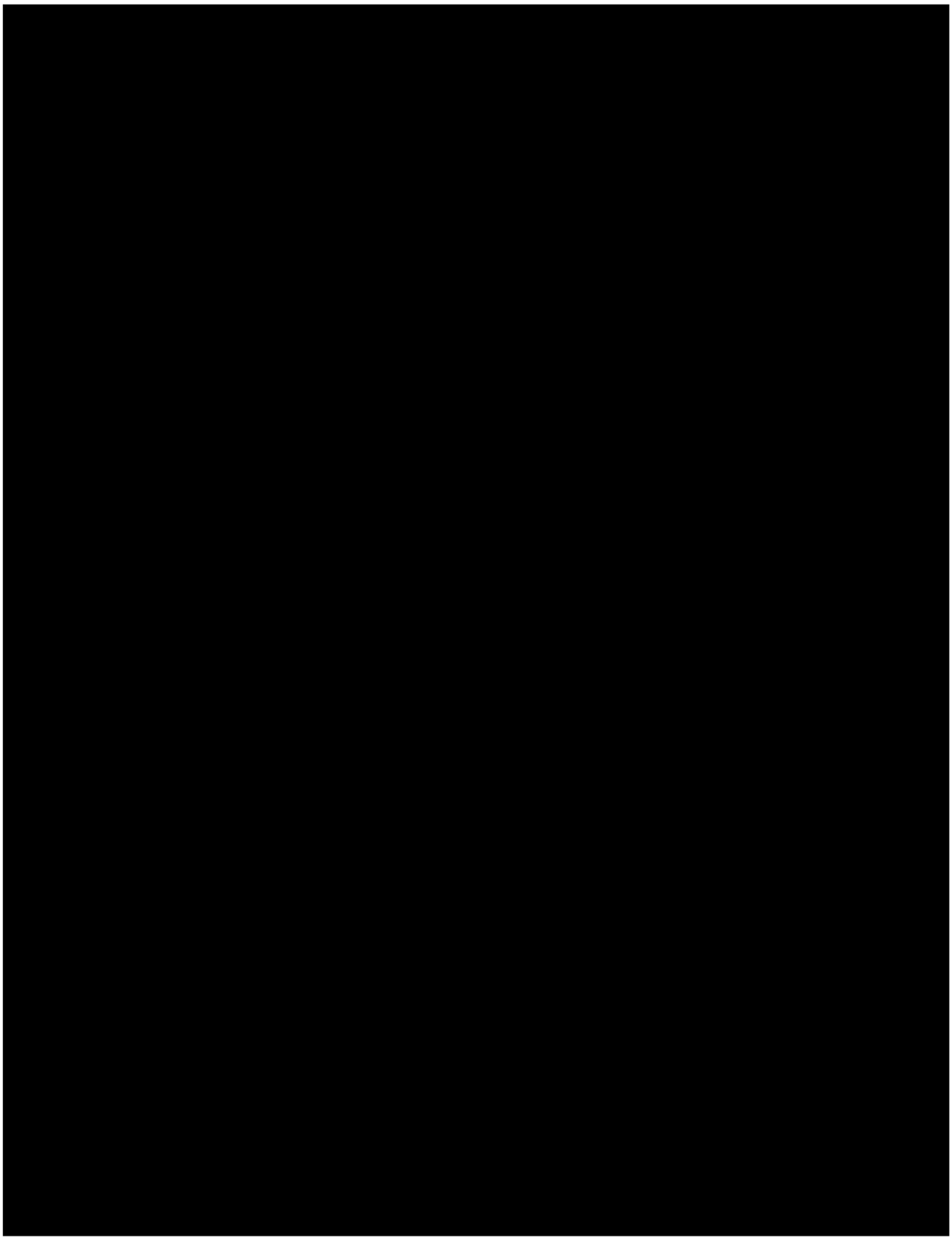
Organization Name	Emergency Phone Number	Non-Emergency Phone Number	Street Address/Website	Comments
Operations Director NAES	252-532-7327	(425)-961-4700	1180 NW Maple ST Issaquah WA 98027 www.naes.com	JL Nelson
Asset Manager Rockland Capital	409-960-4881	(409) 313-6960	24 WATERWAY AVENUE, SUITE 400, THE WOODLANDS, TX 77380	Rachal Havens

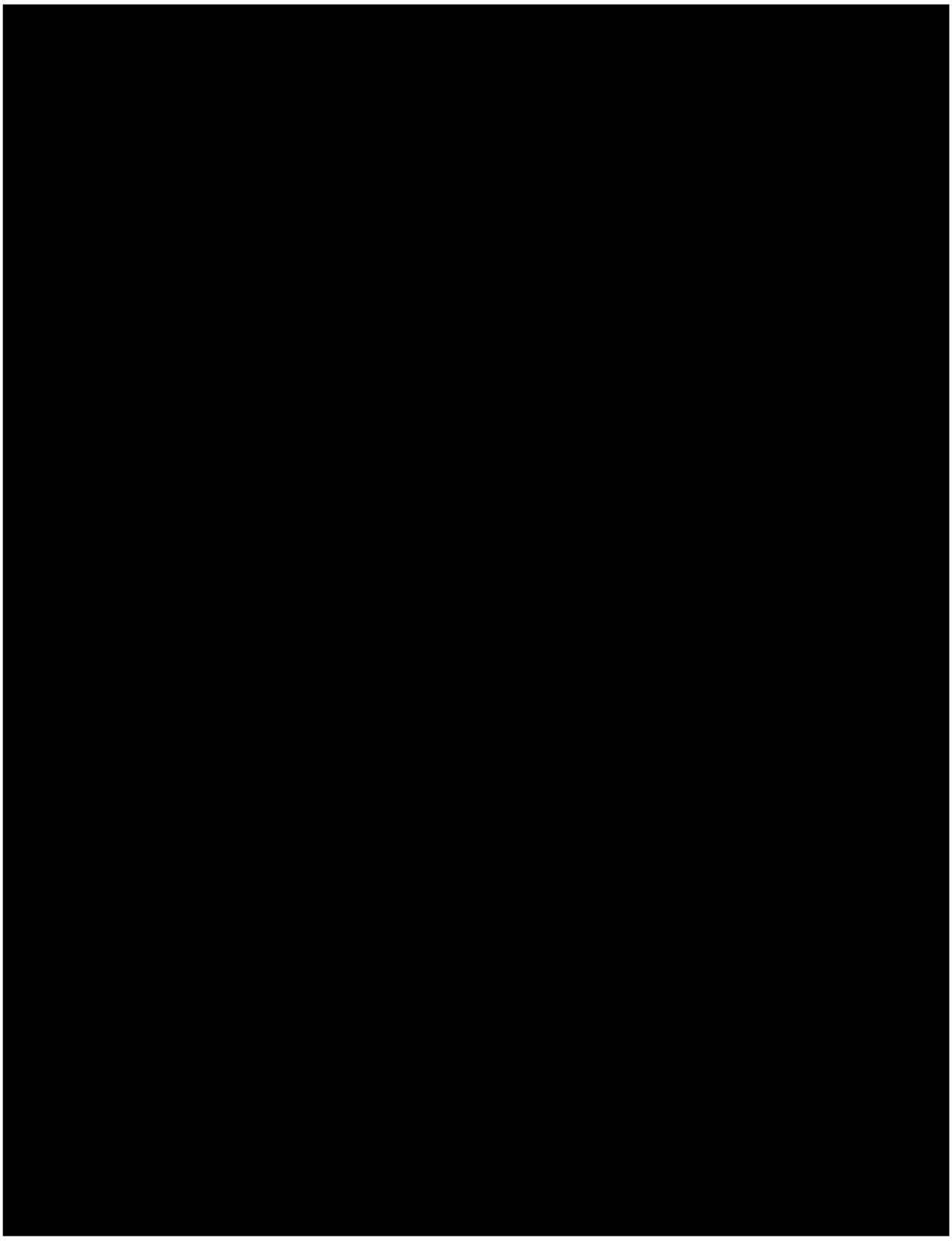
Attachment H - NERC-CIP-003-ATT-A - Cyber Security Policy

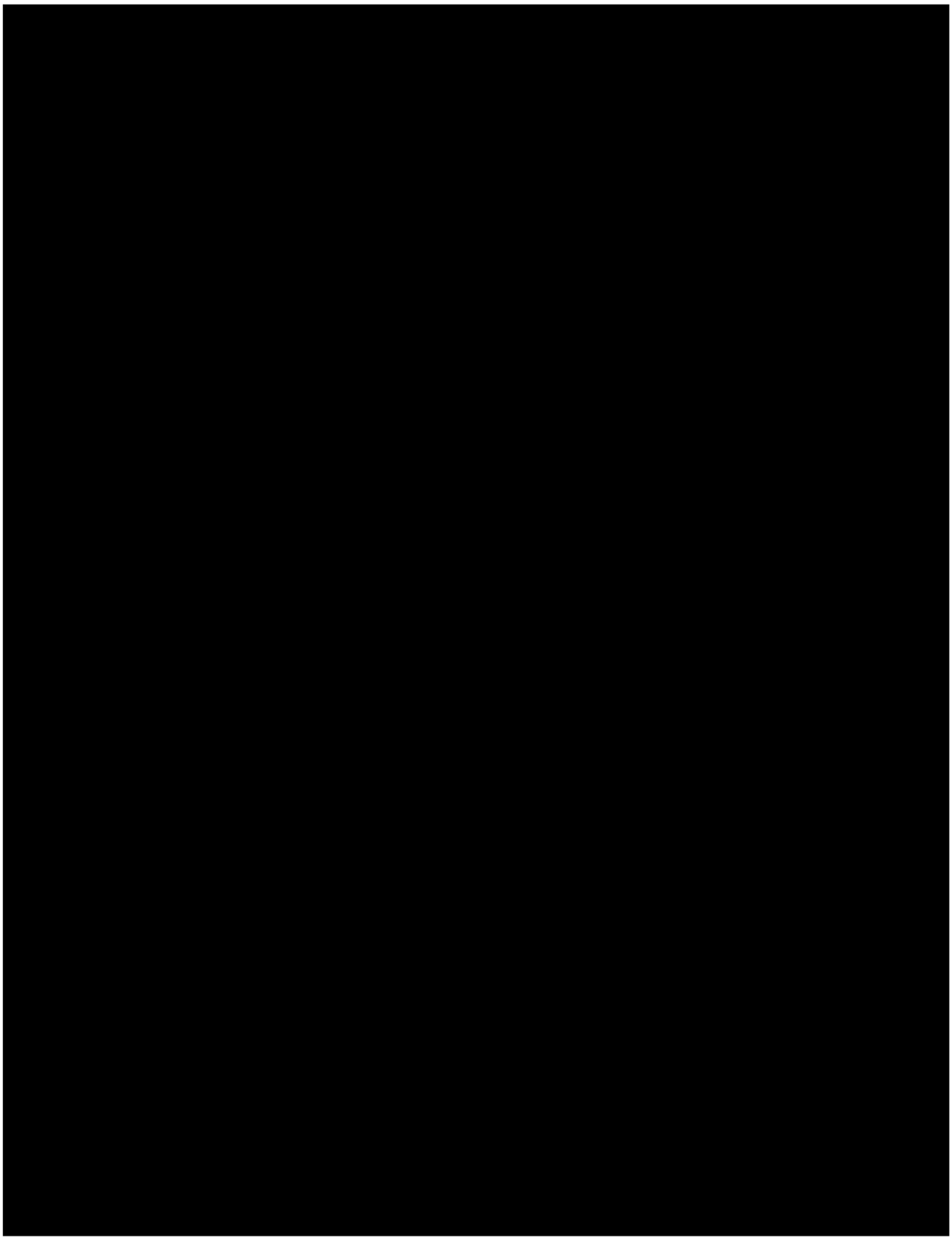


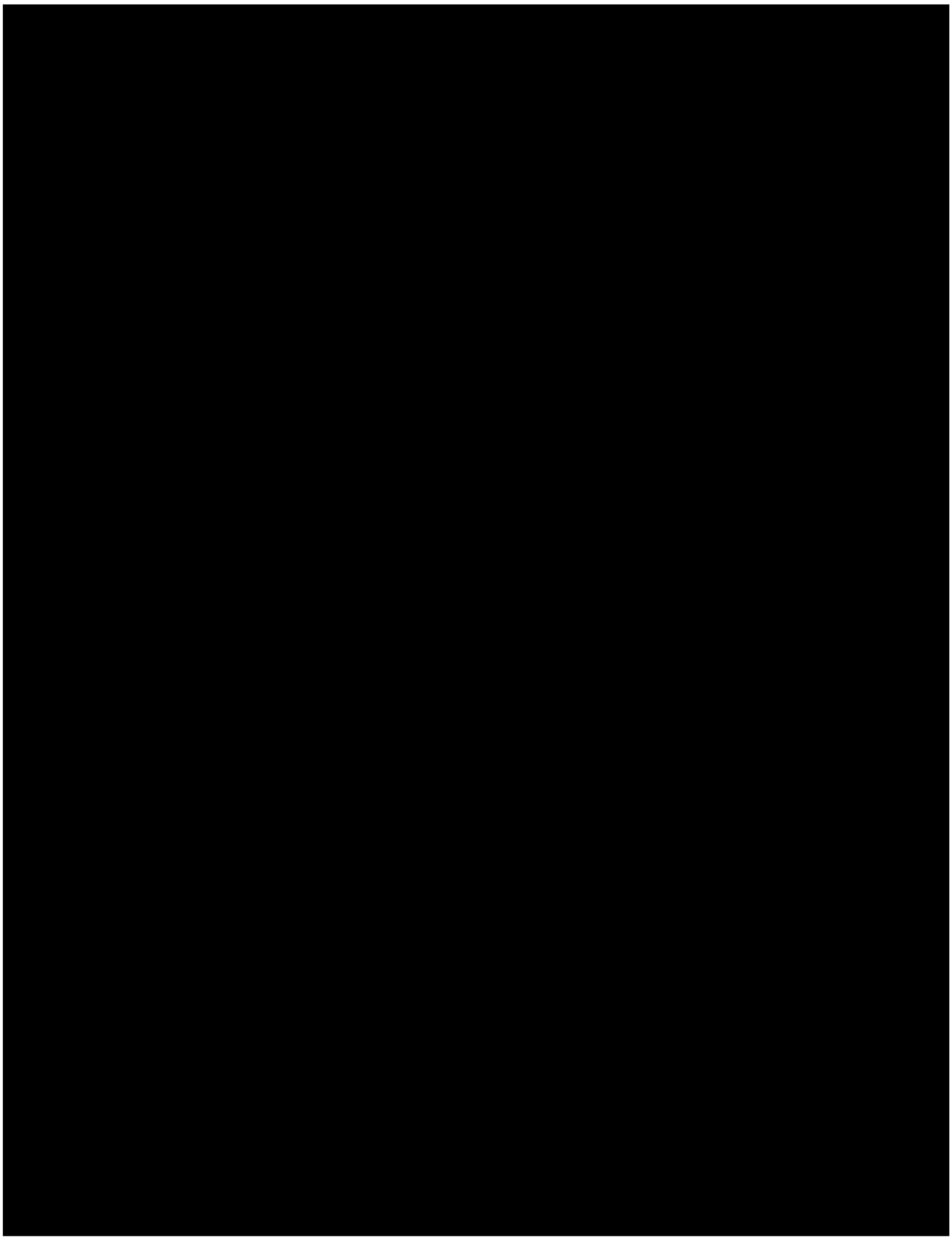




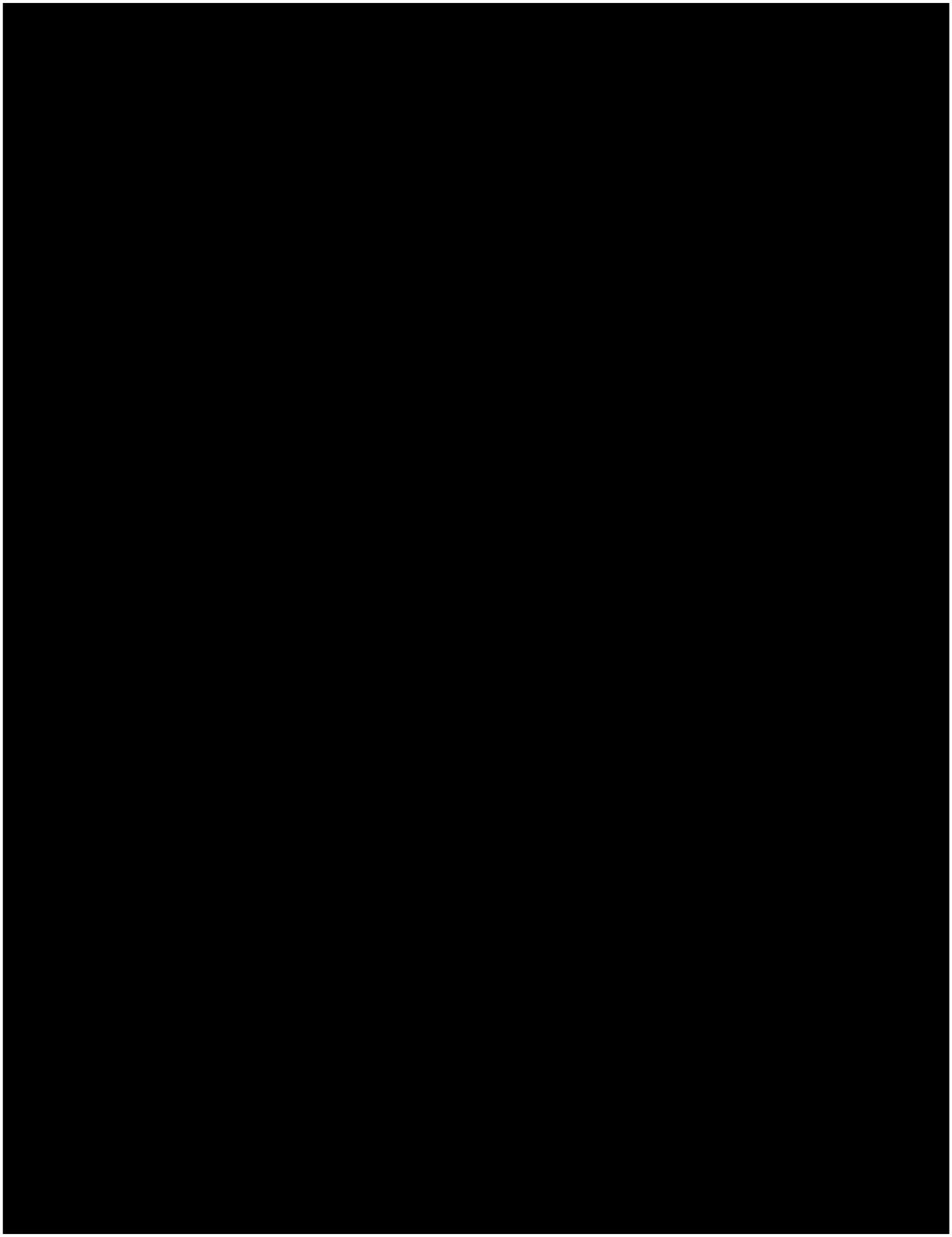


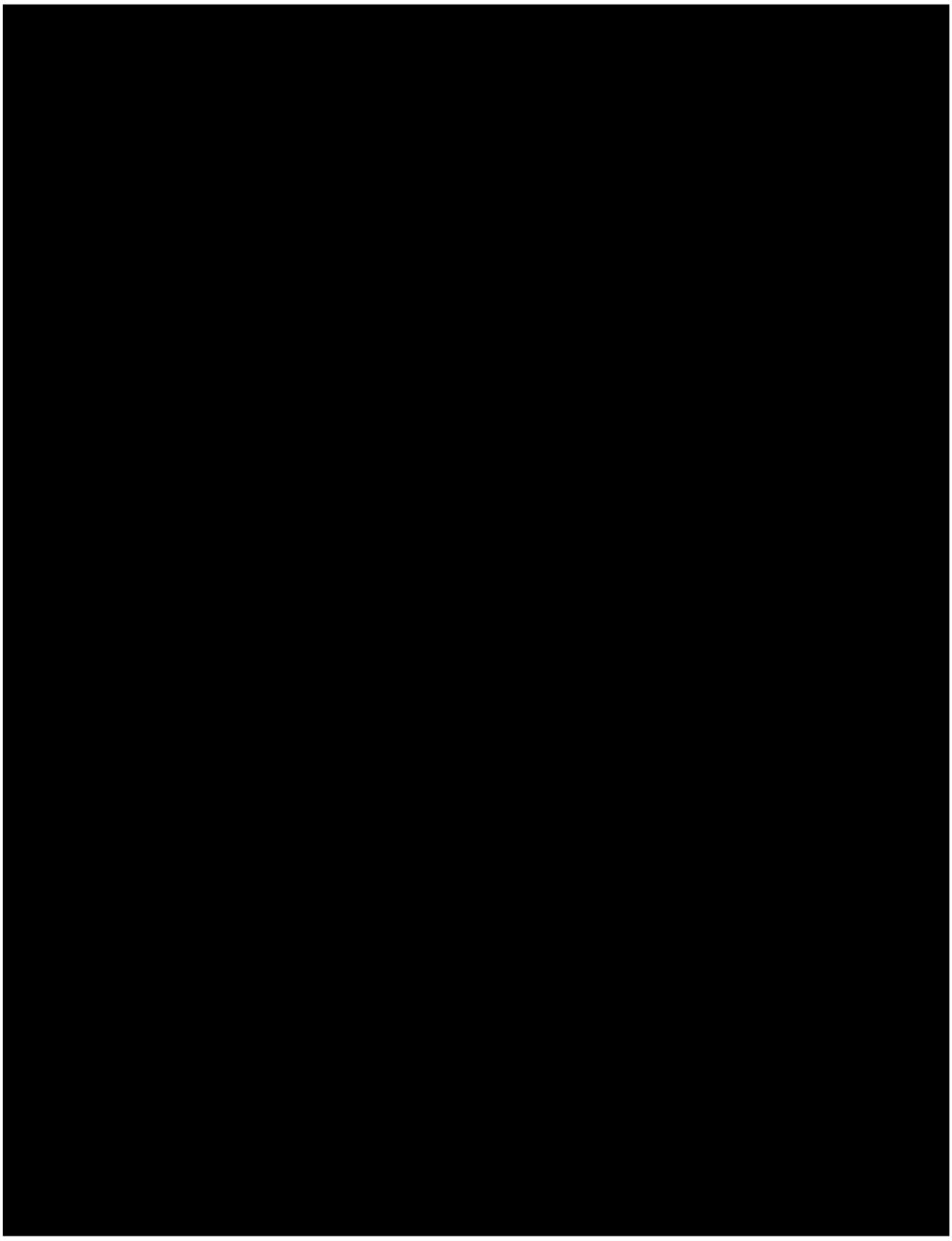


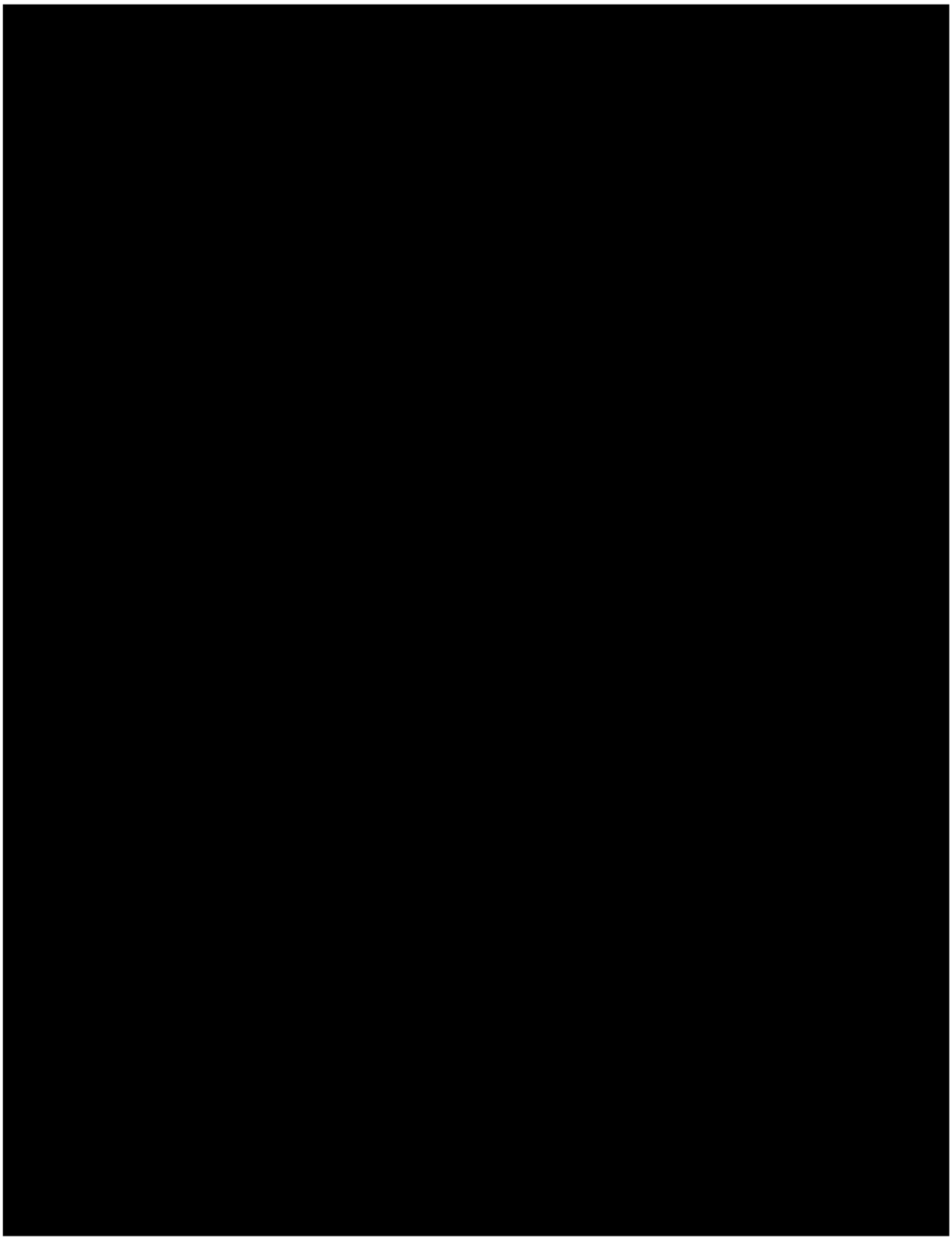


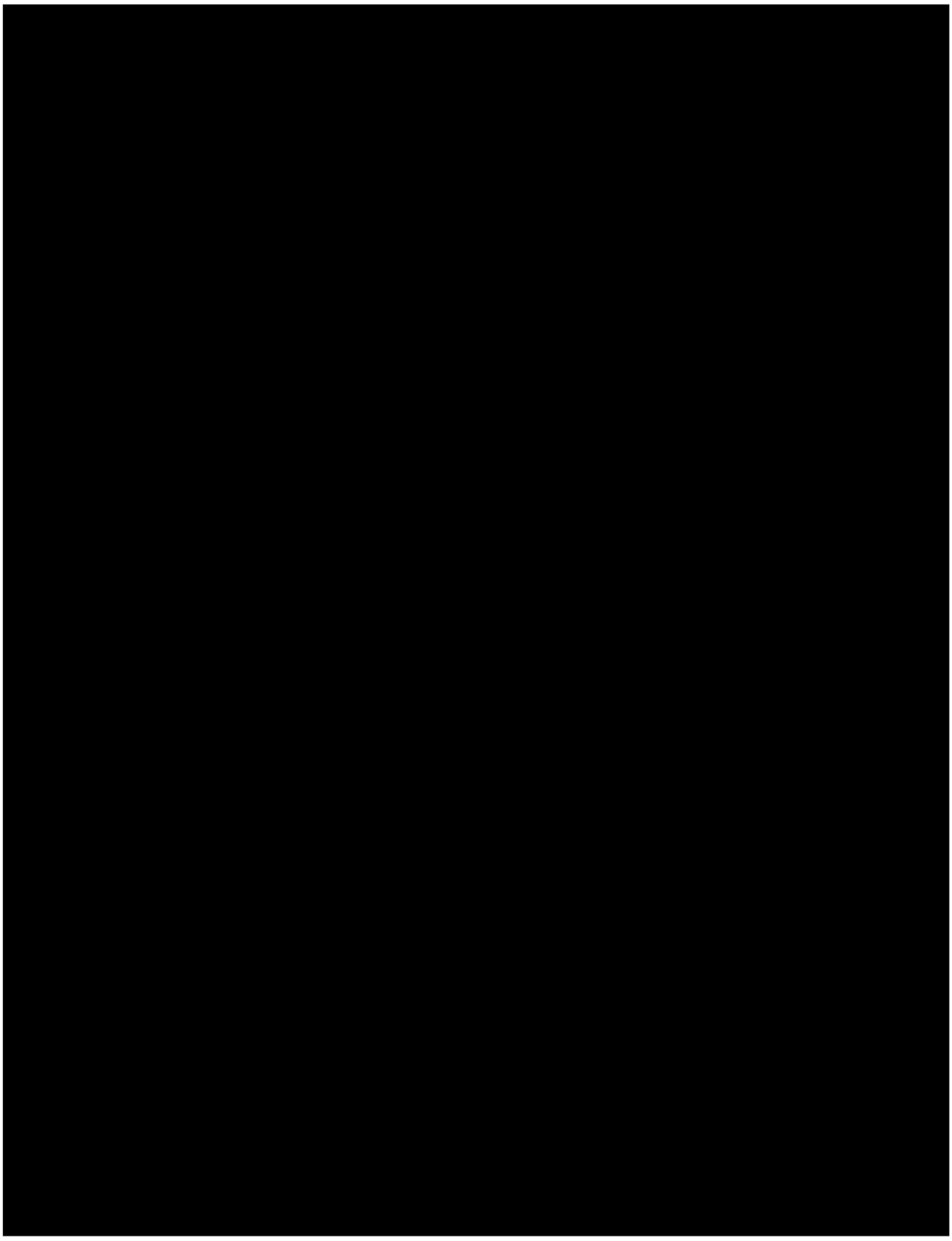


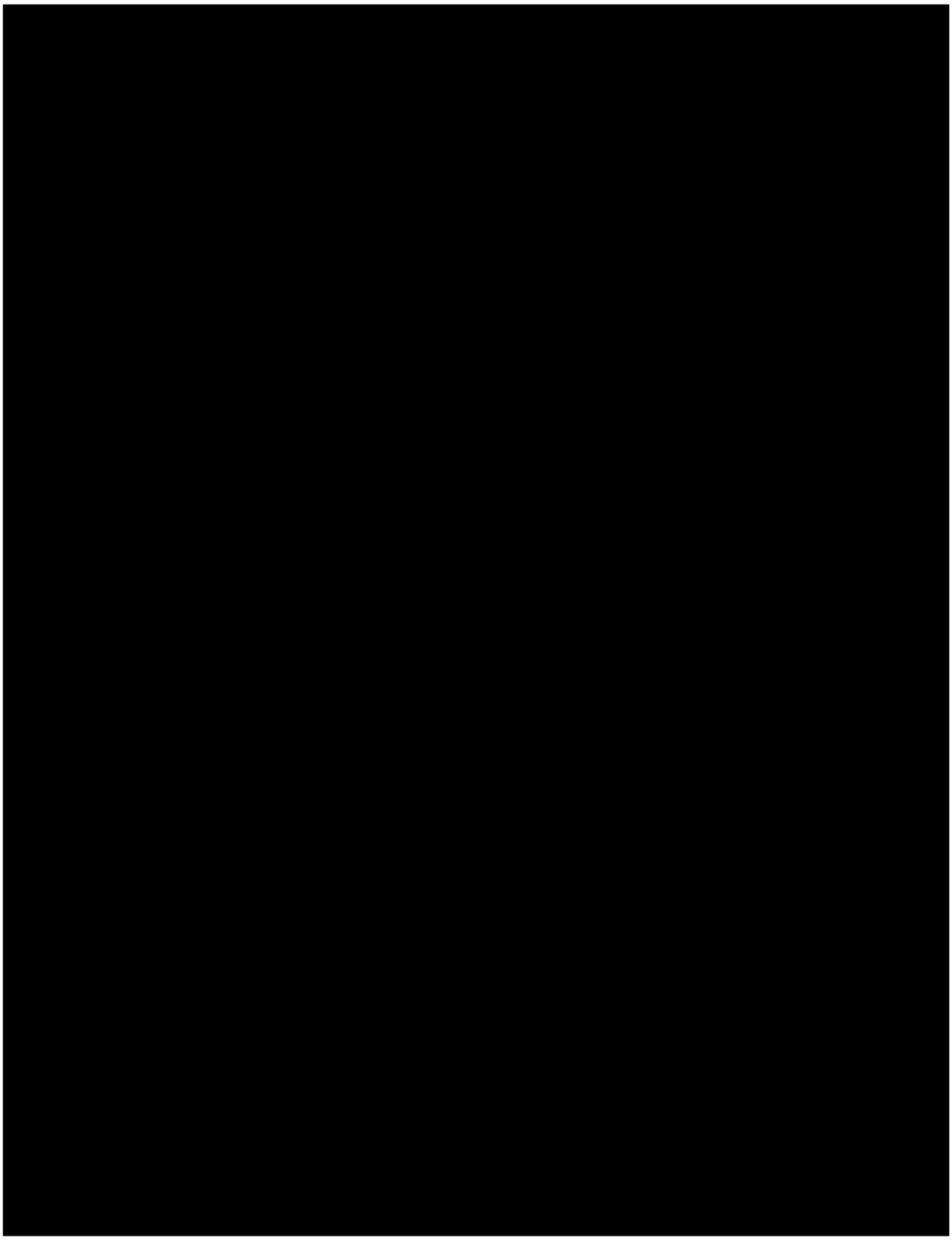
Attachment I - Cyber Security Incident Response Plan

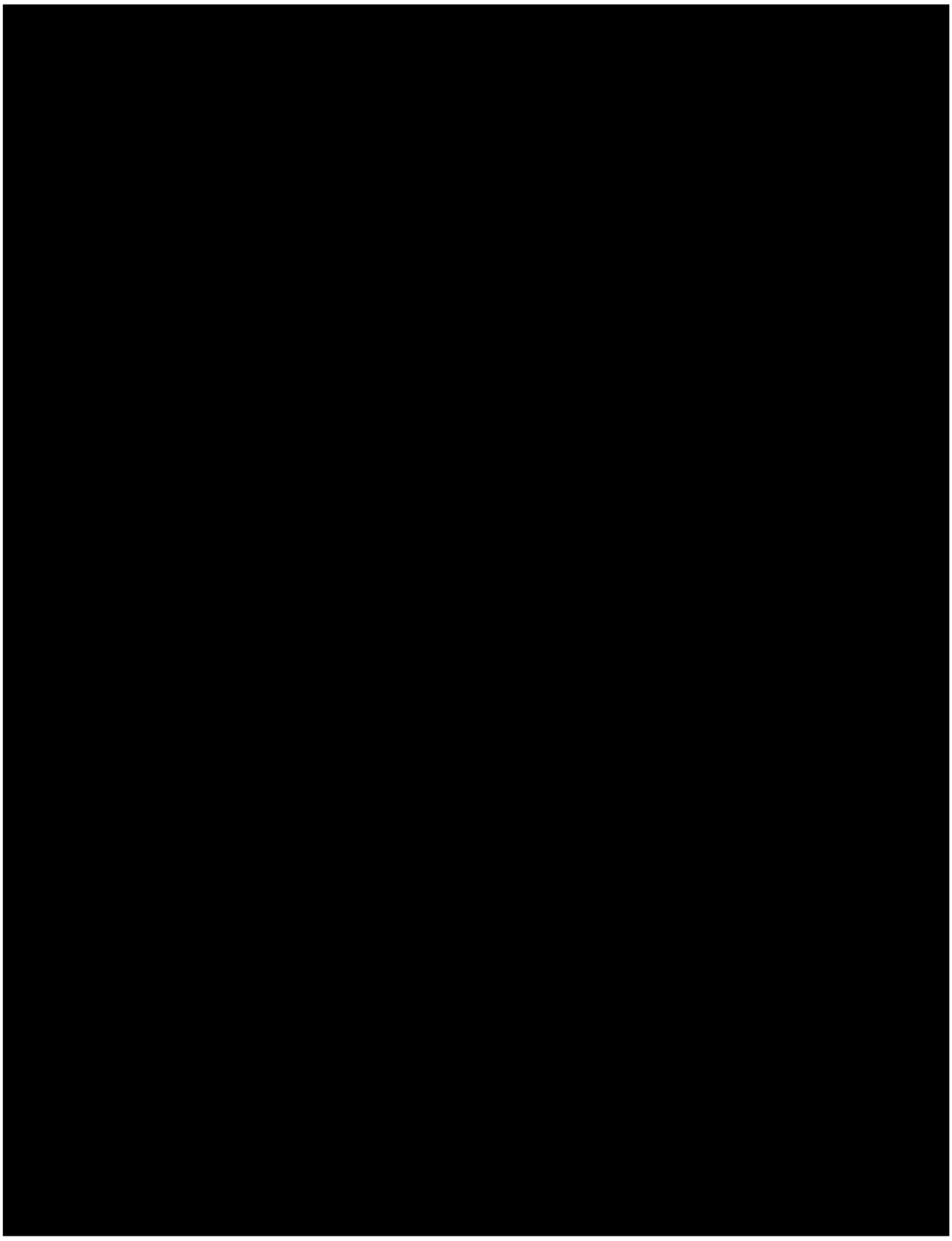


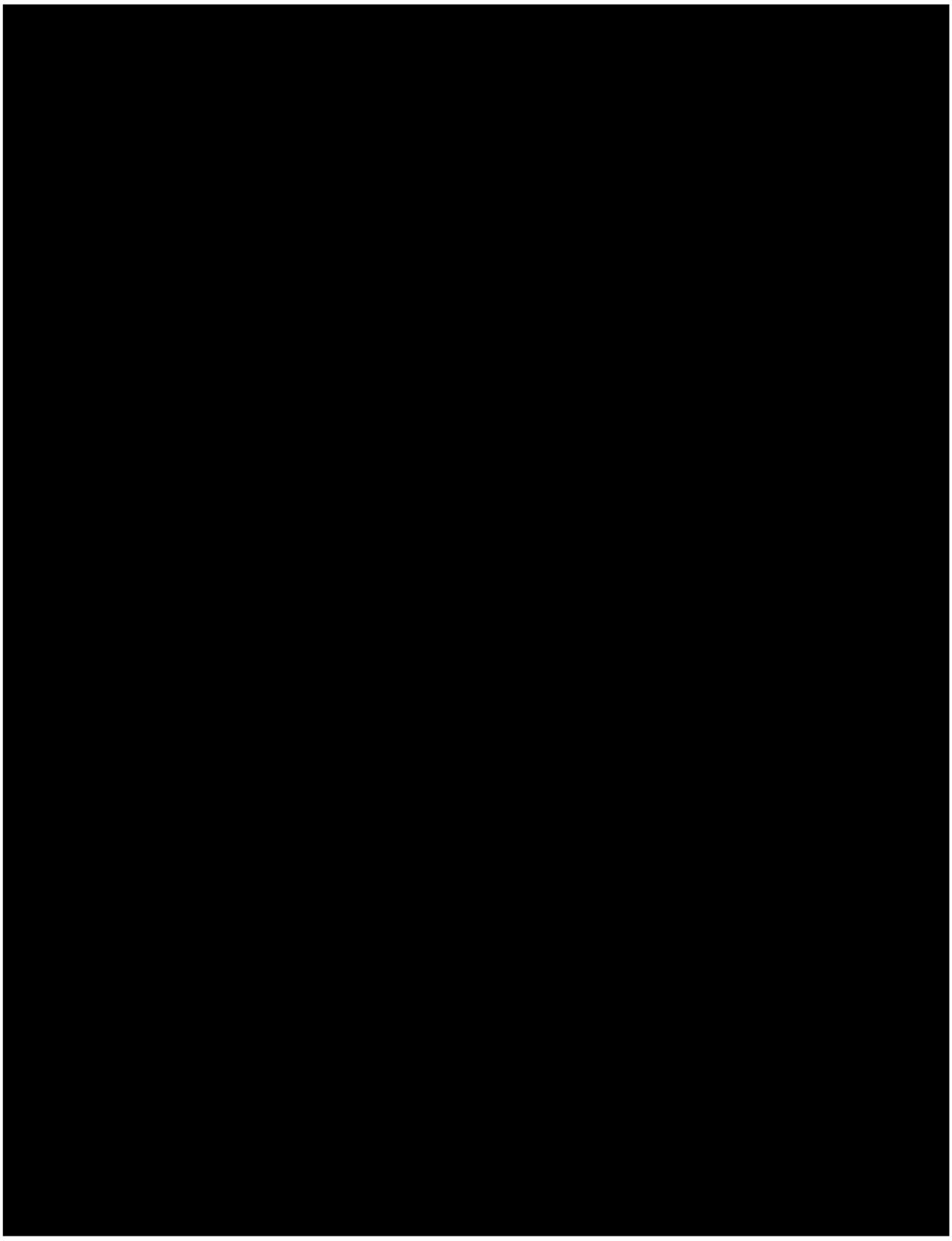


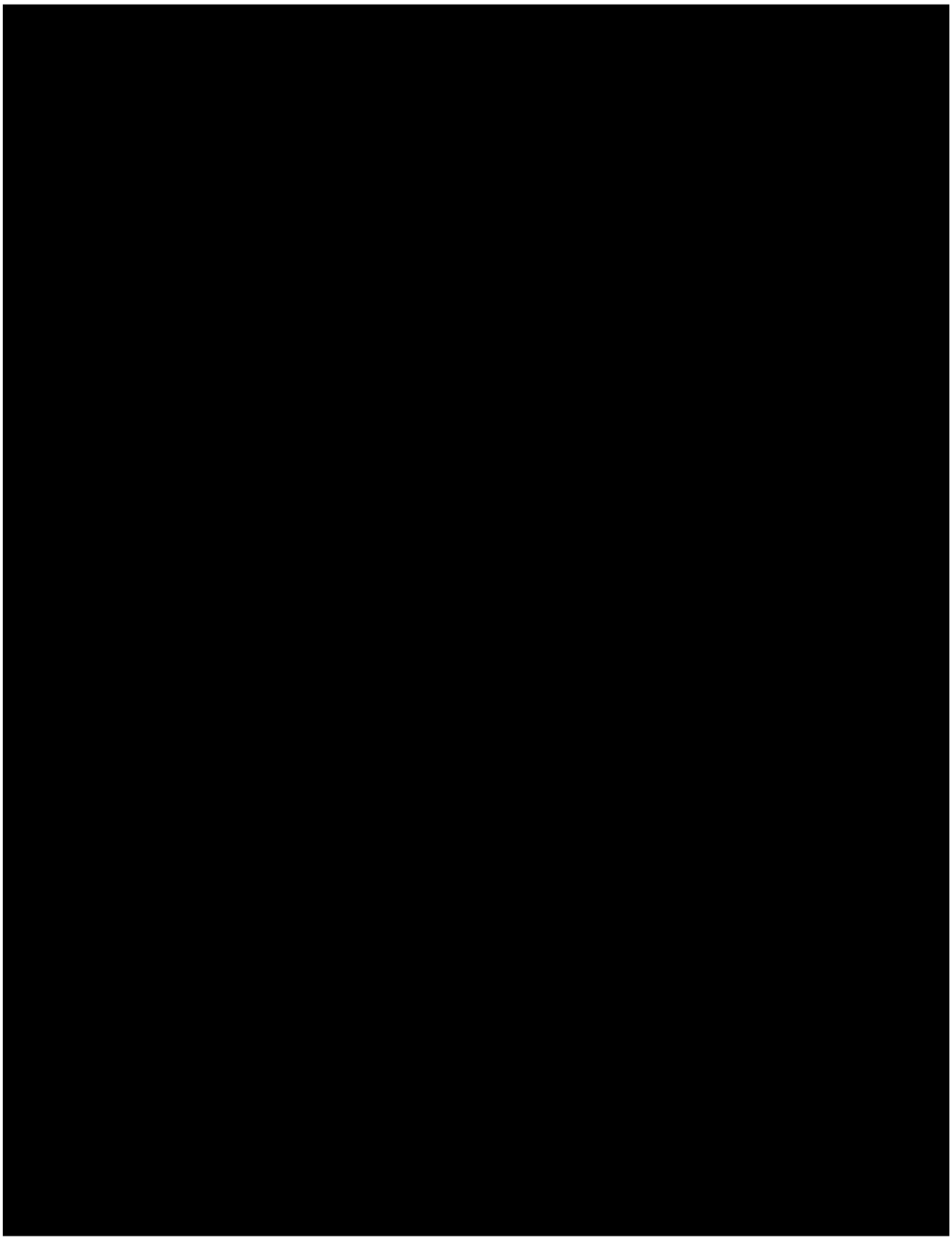


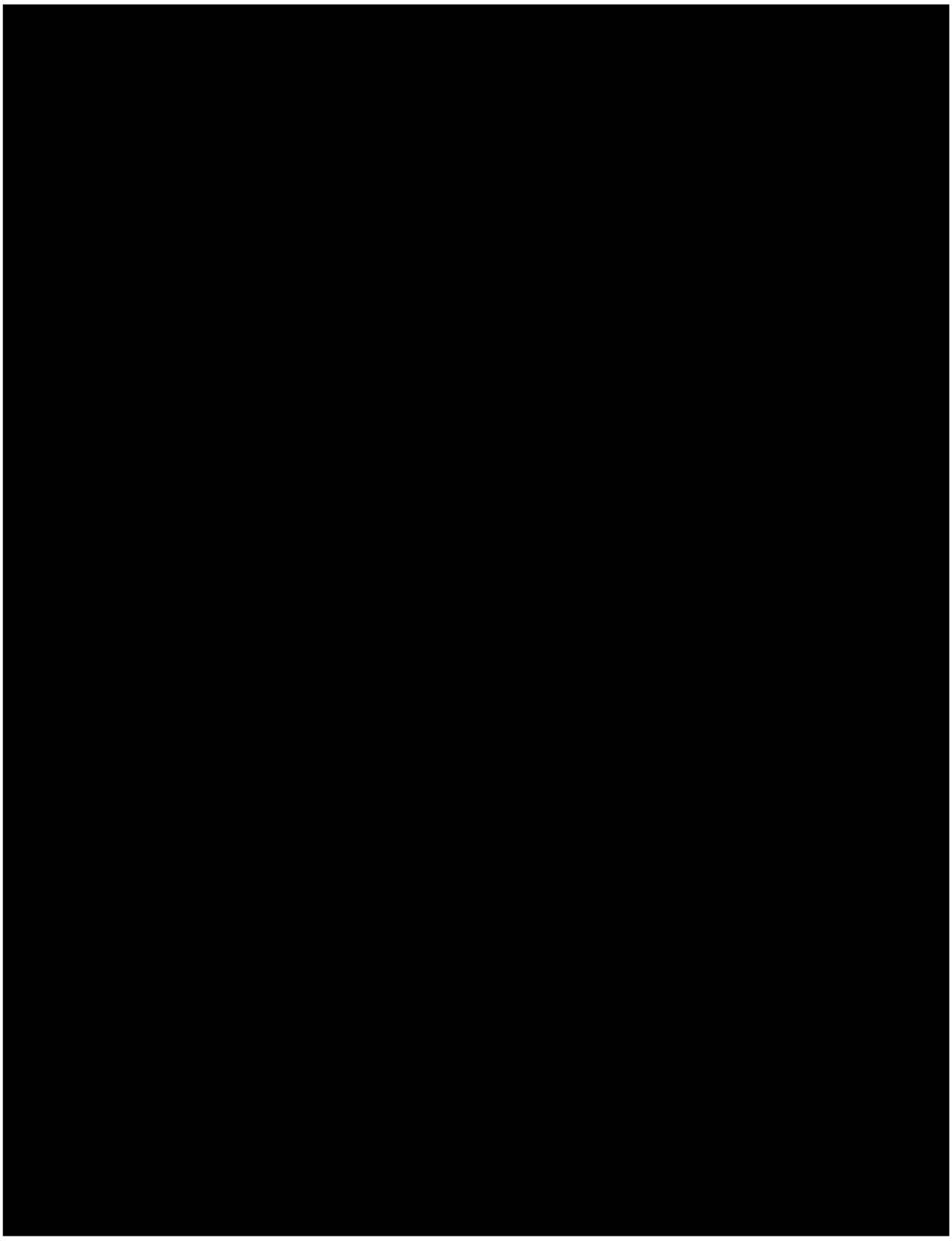


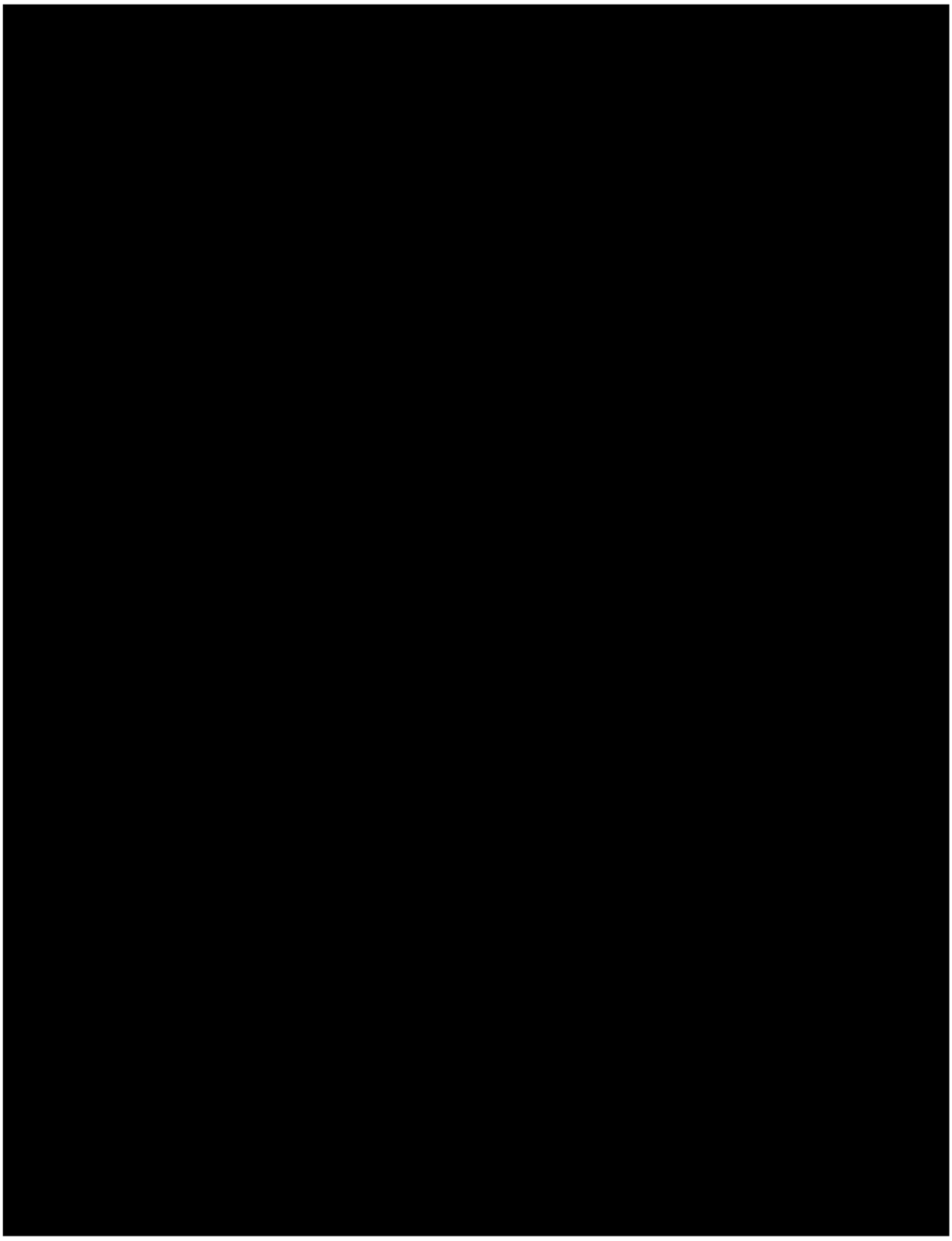


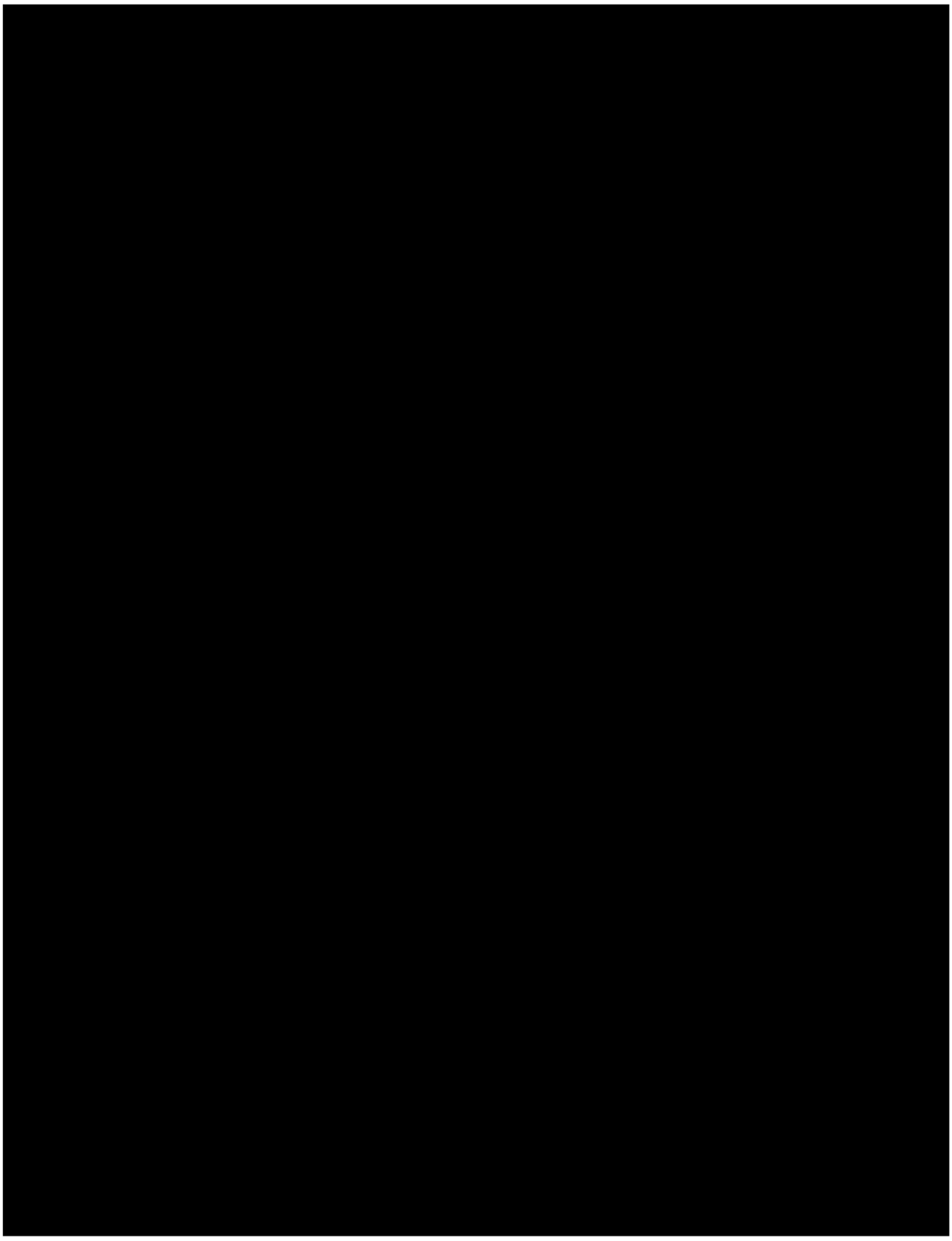




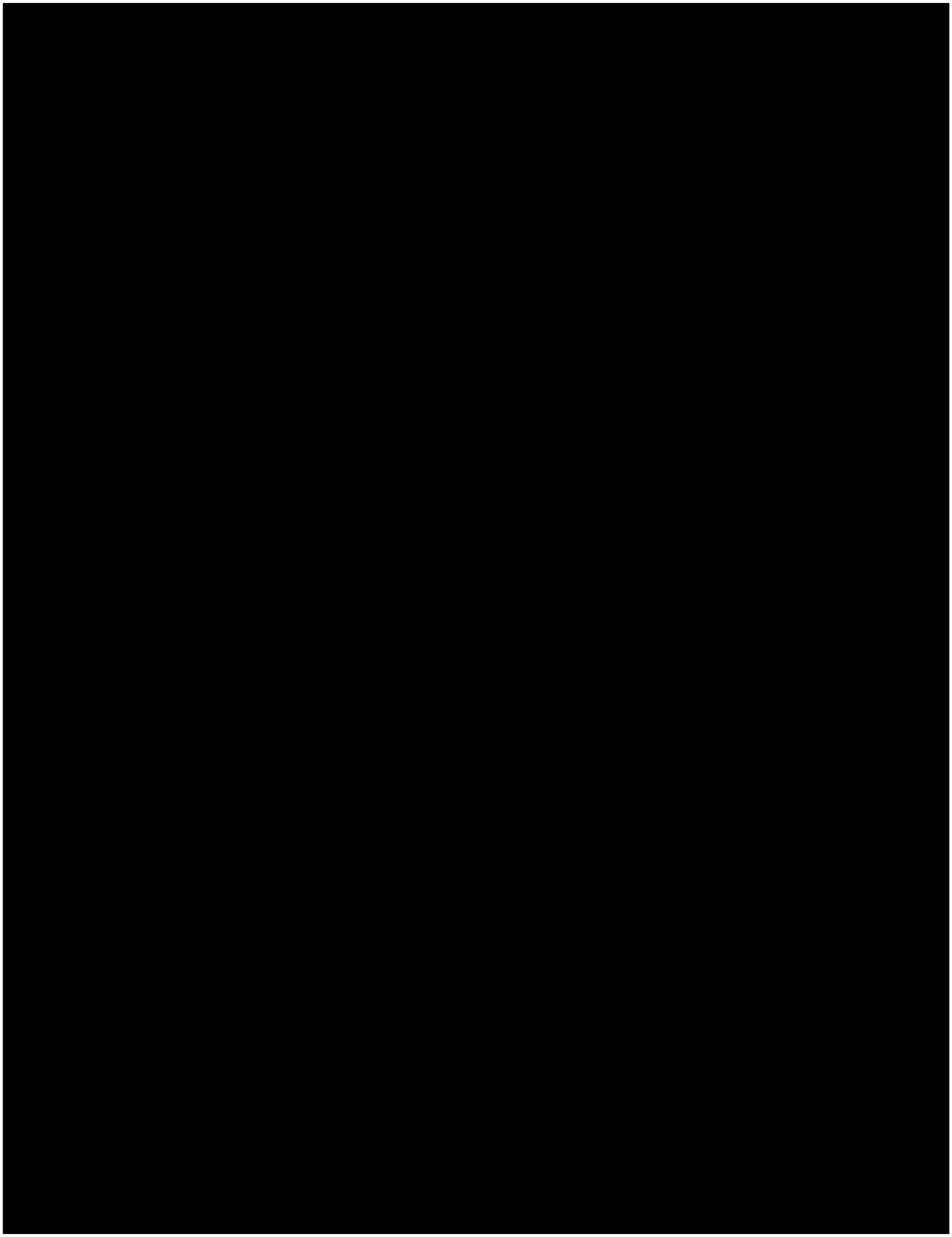


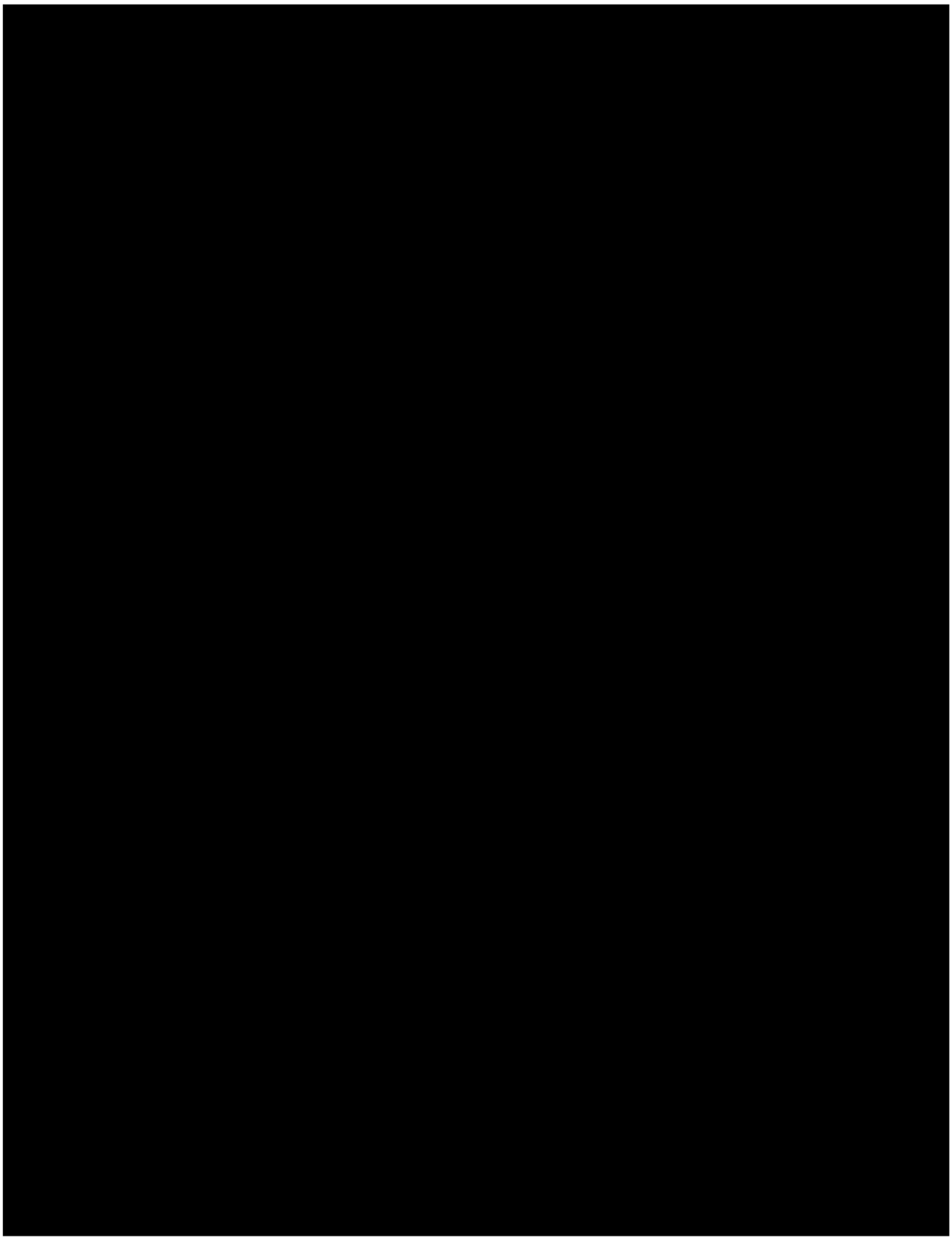


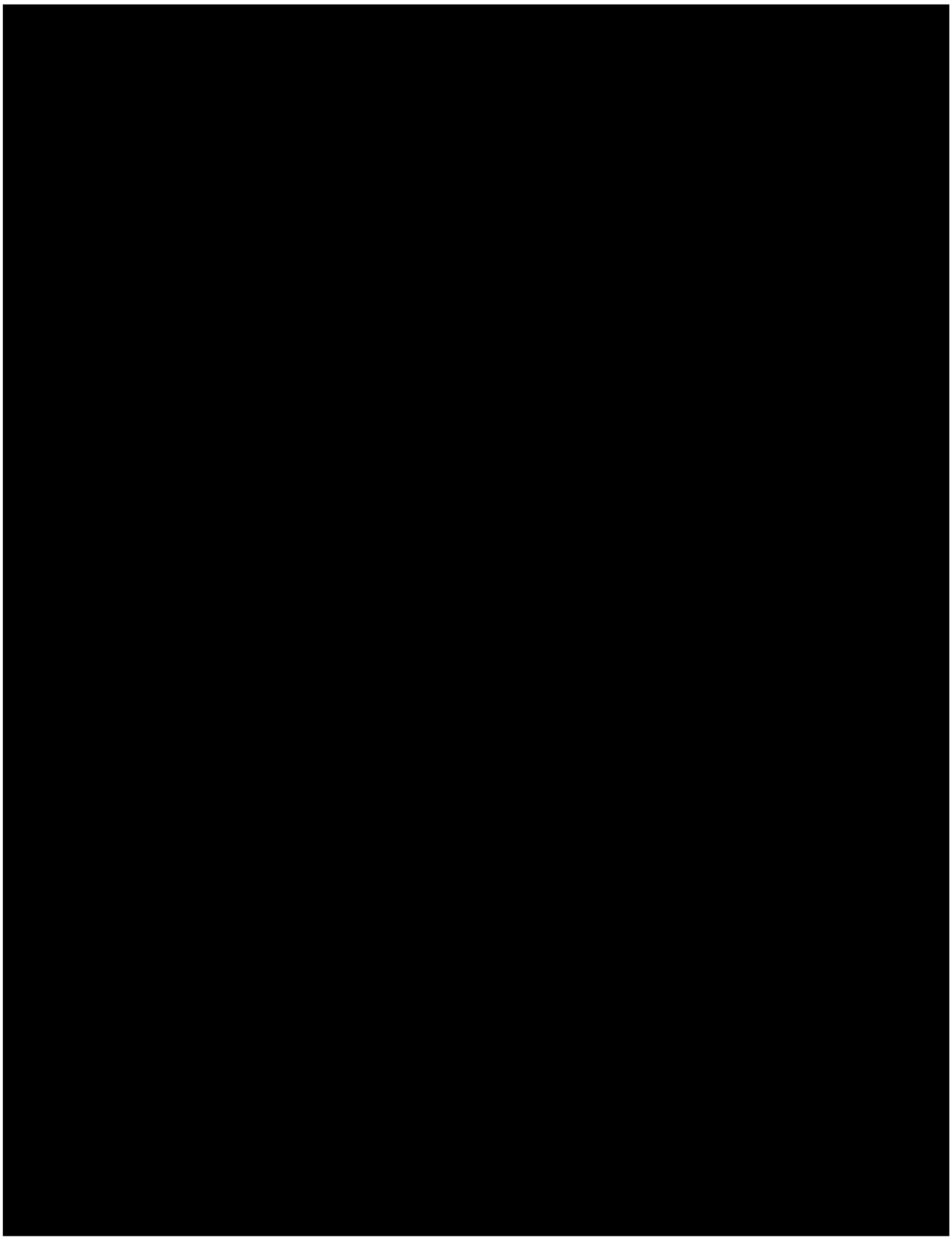


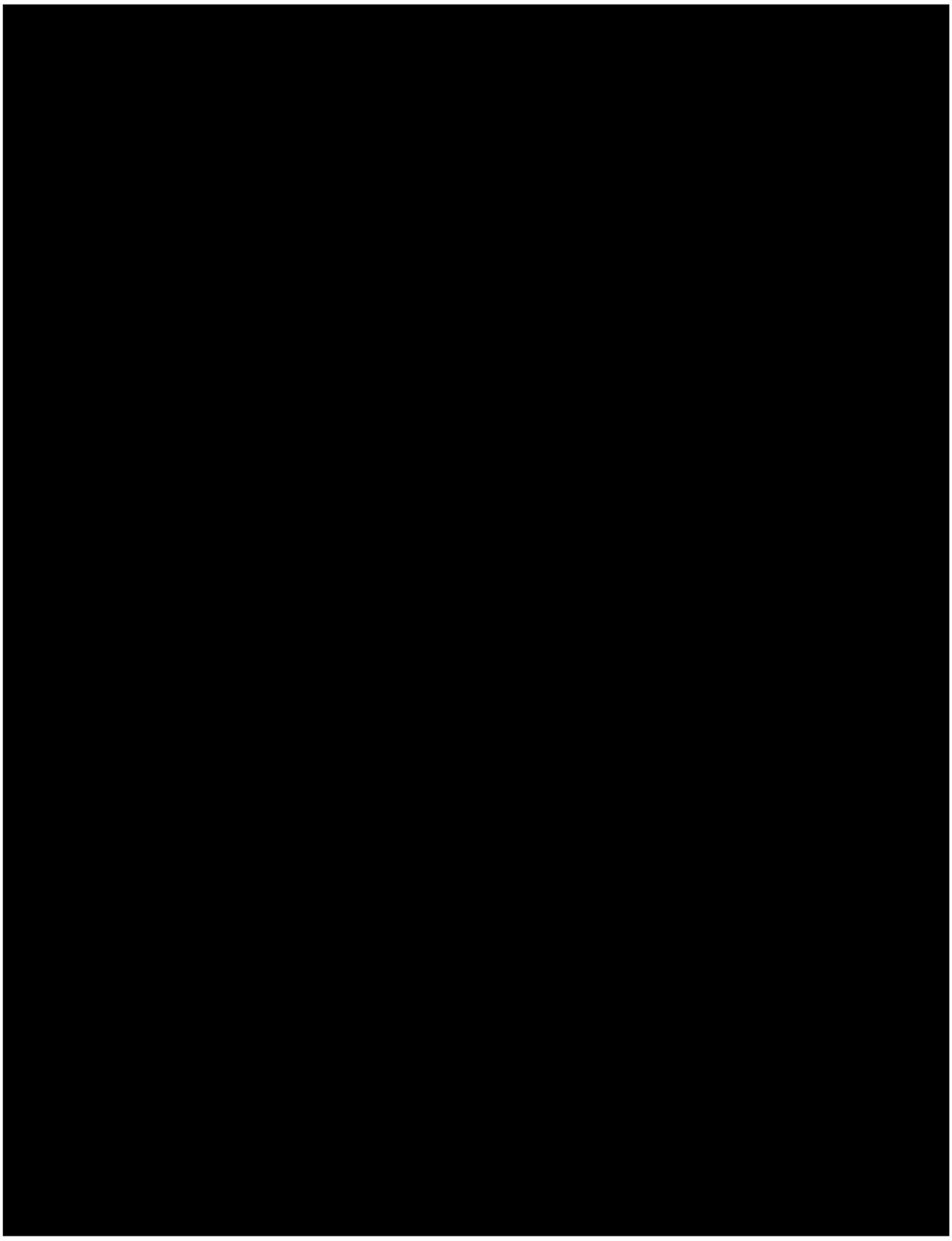


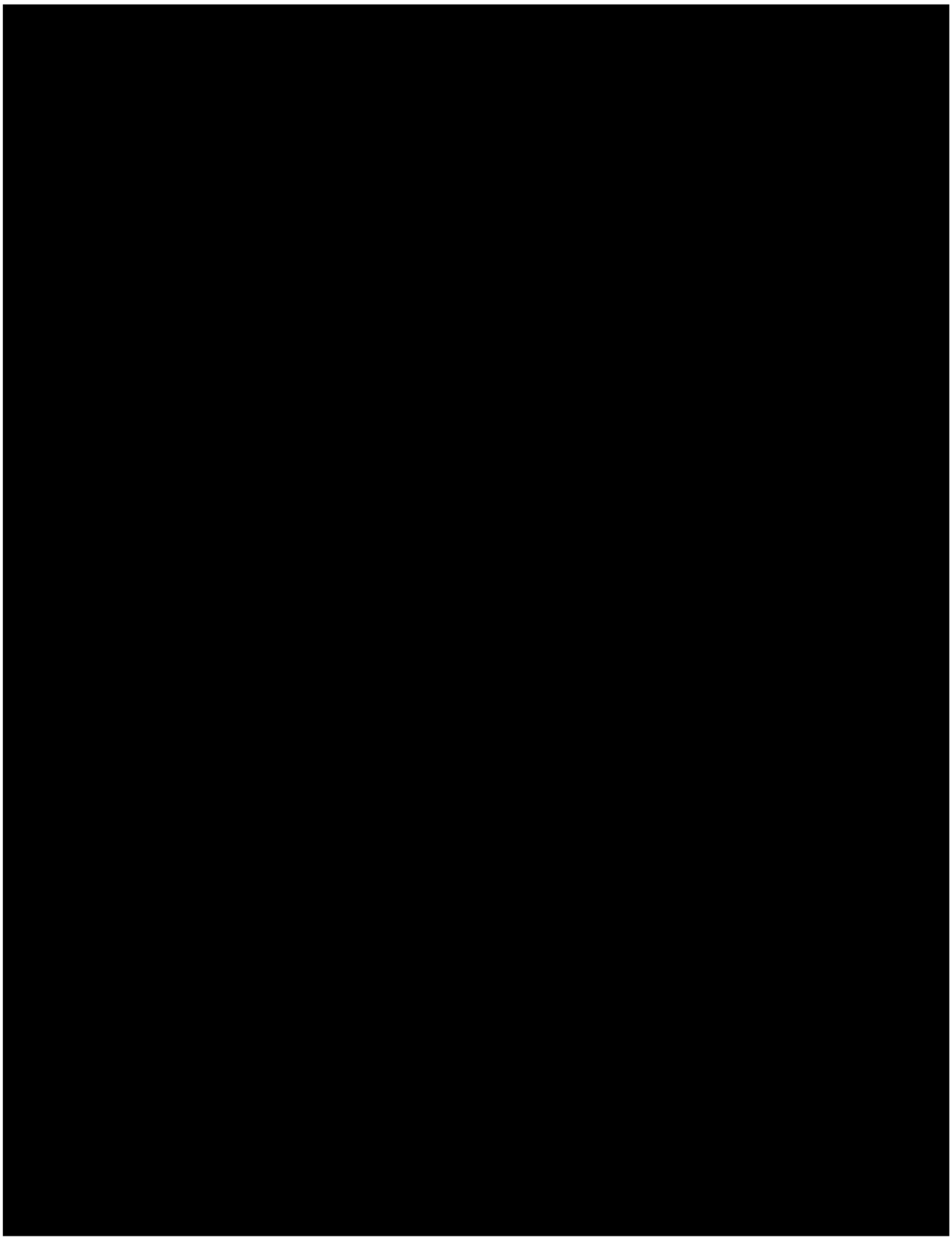
Attachment J - Cyber Security Incident Response Plan (CSIRP) Form

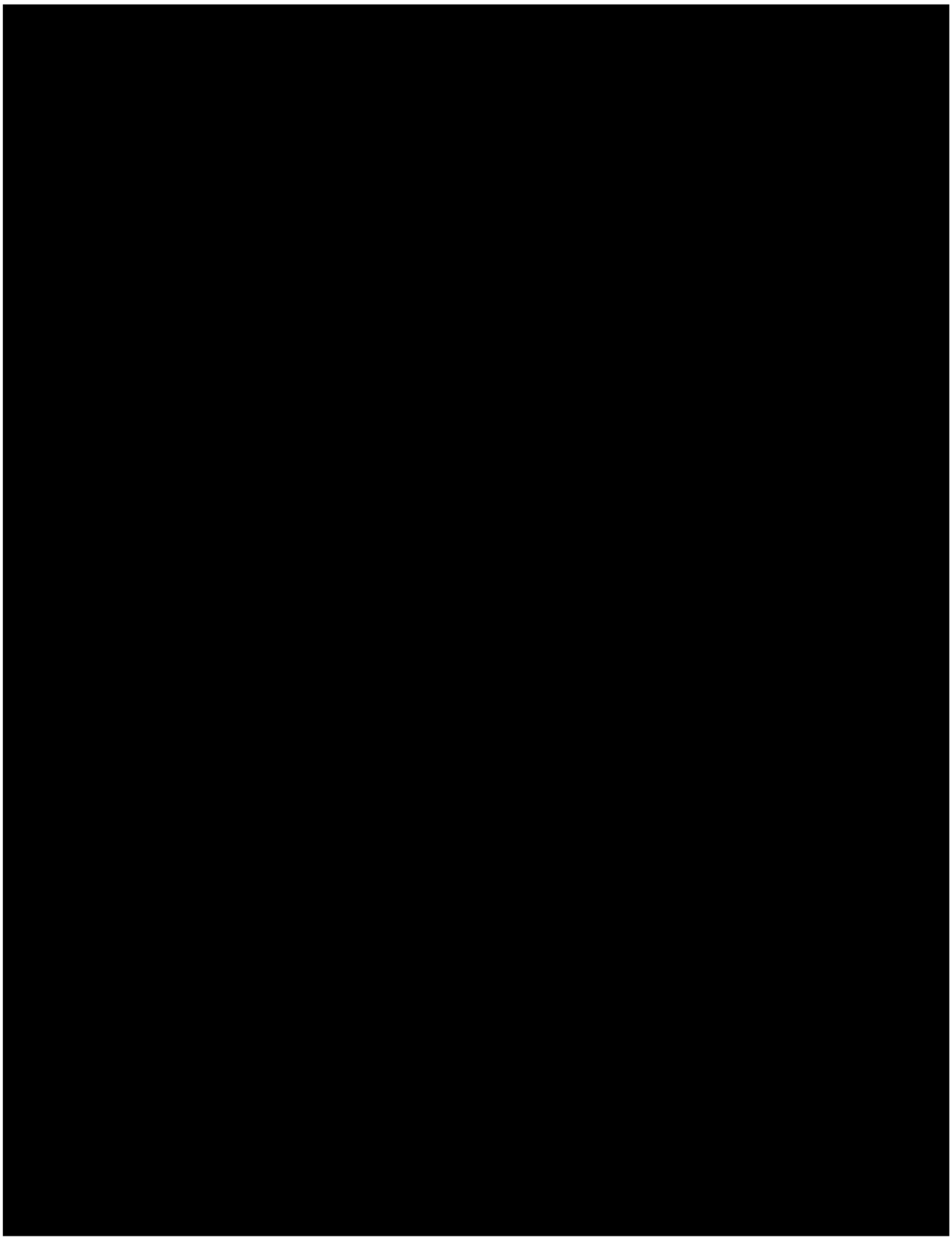


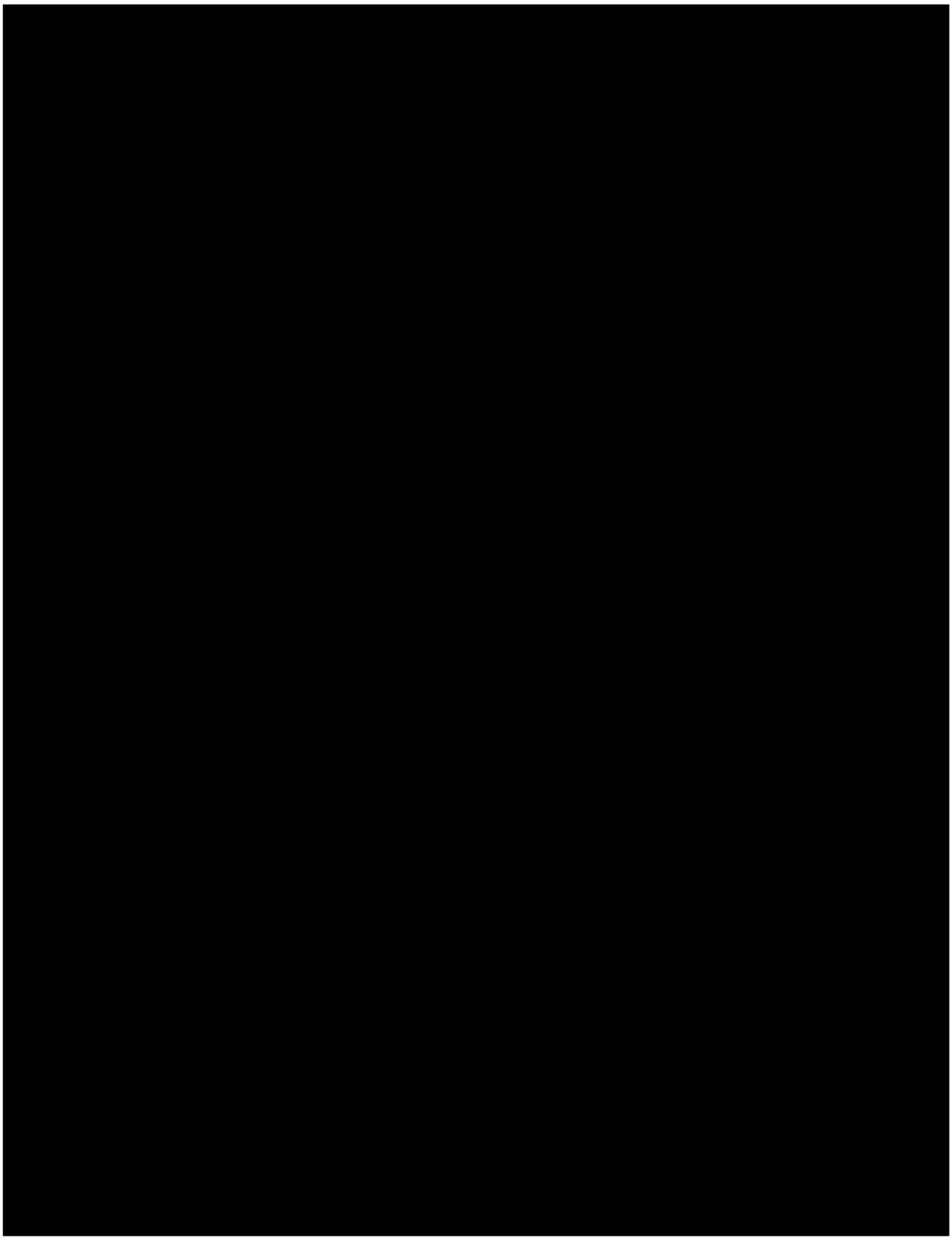




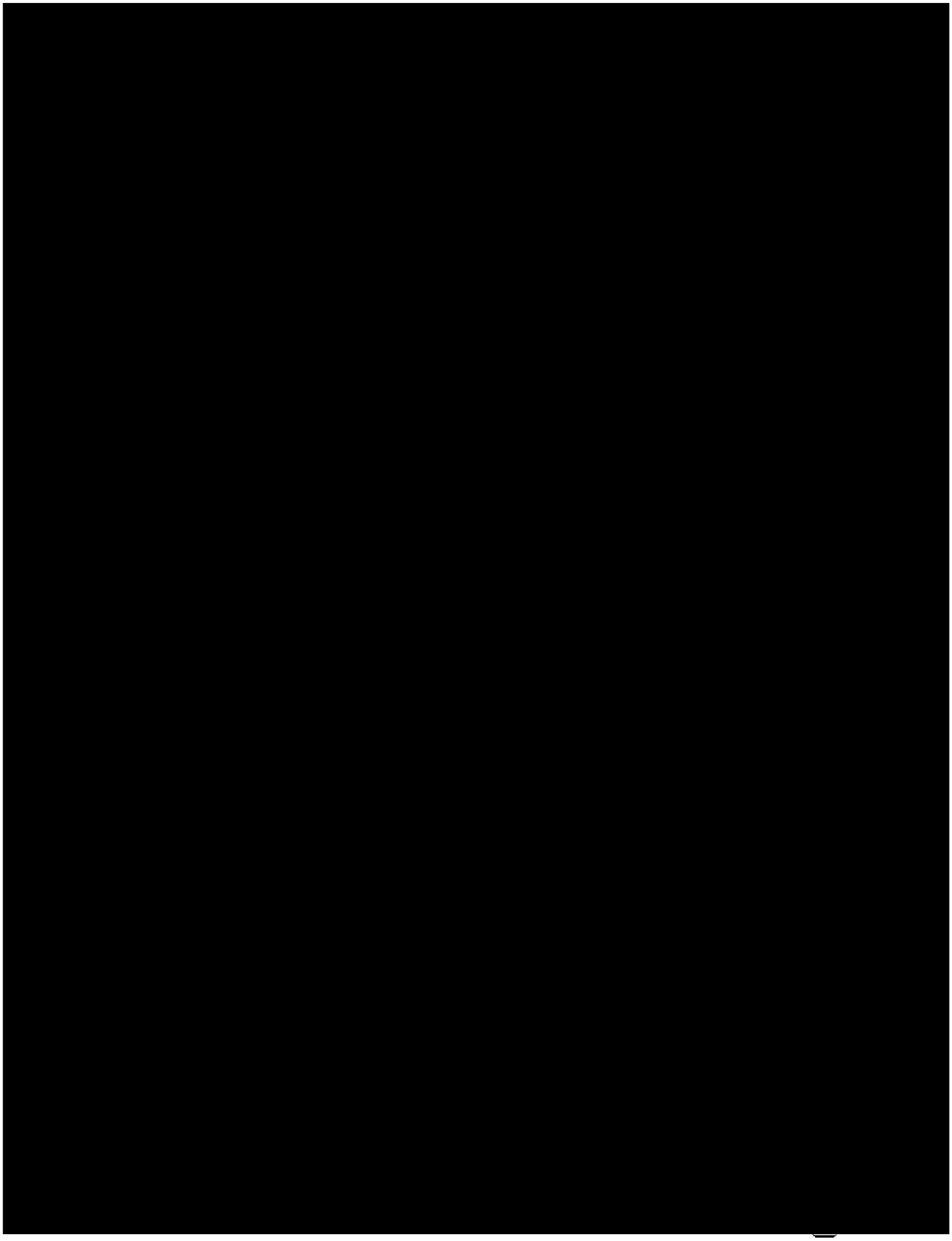


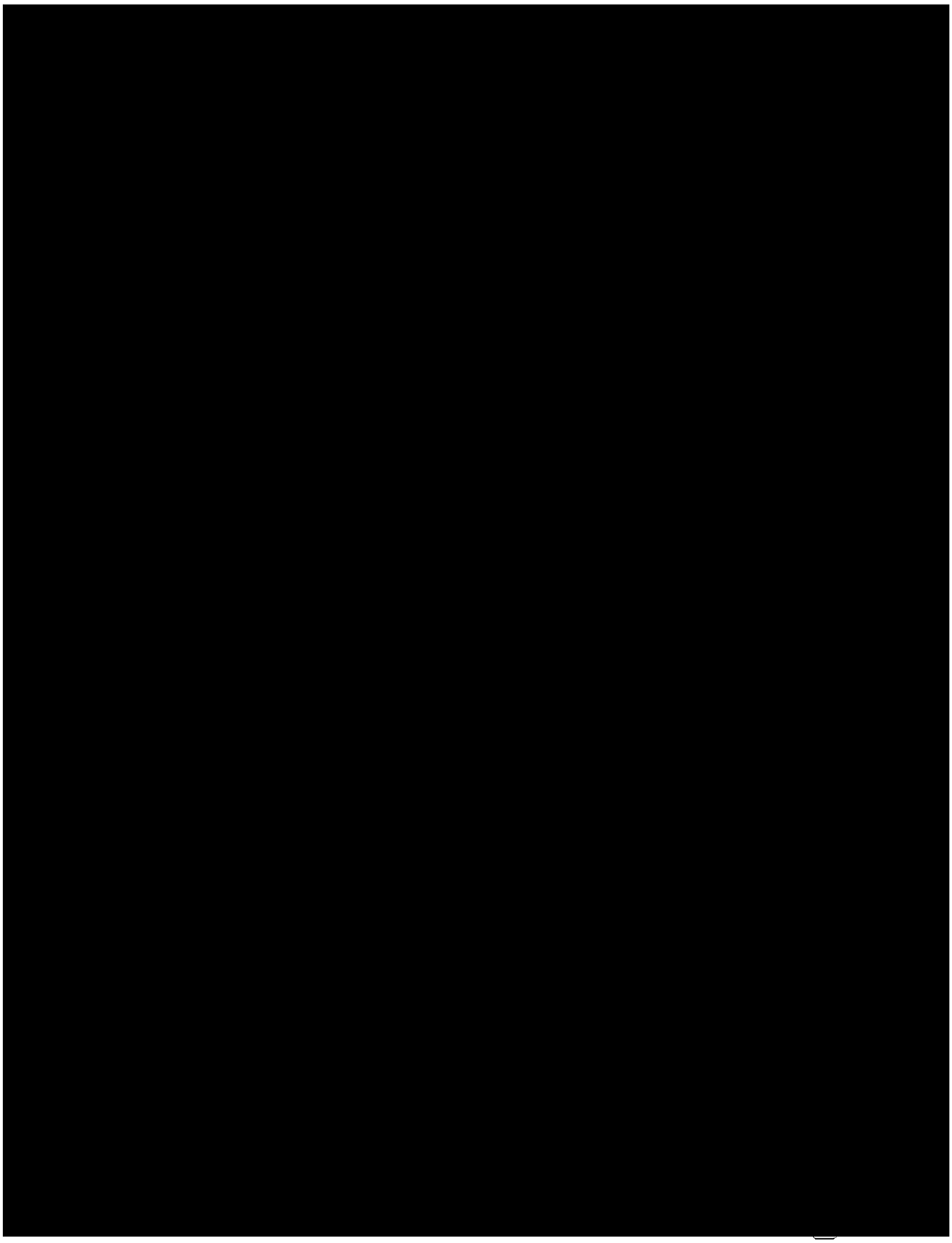


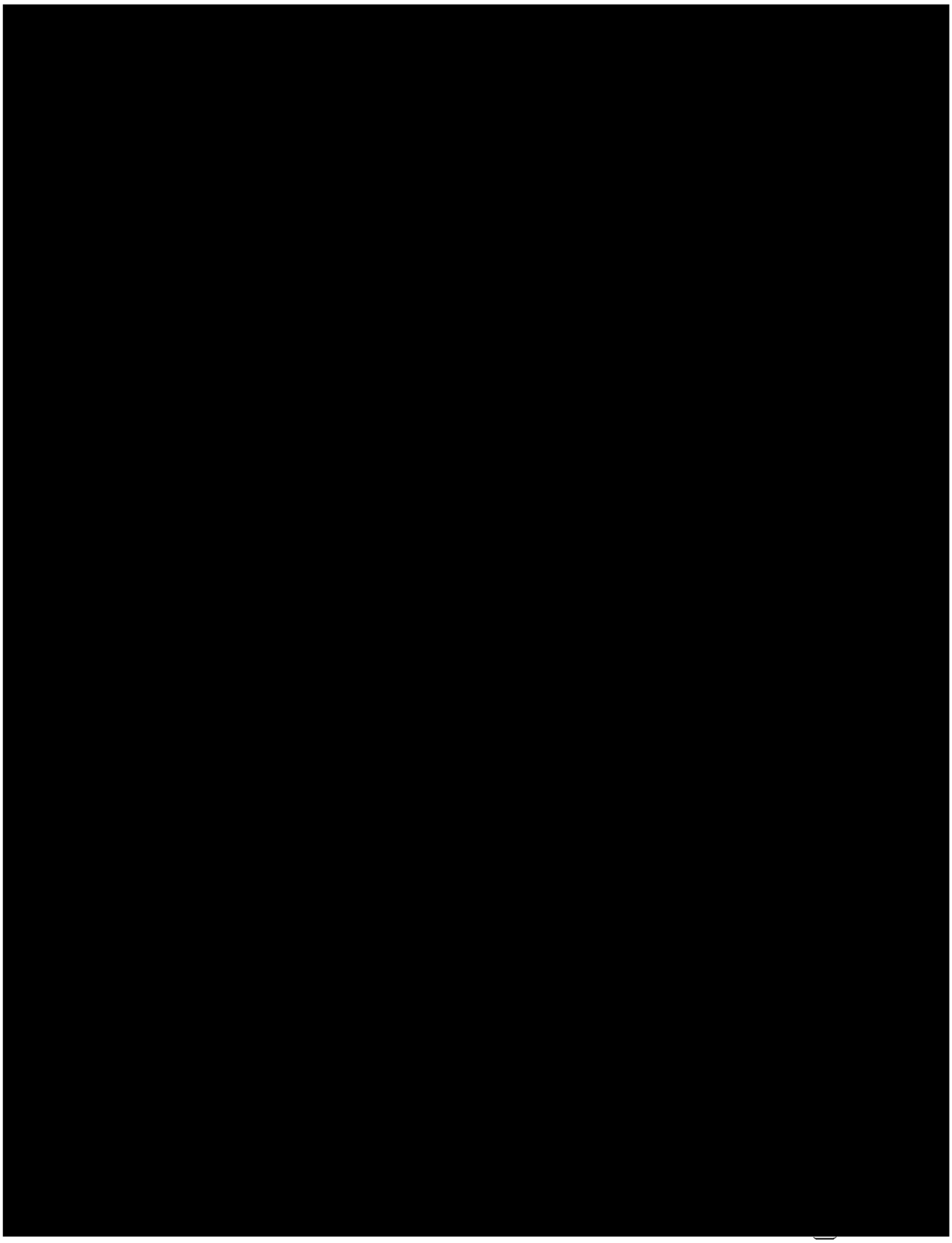


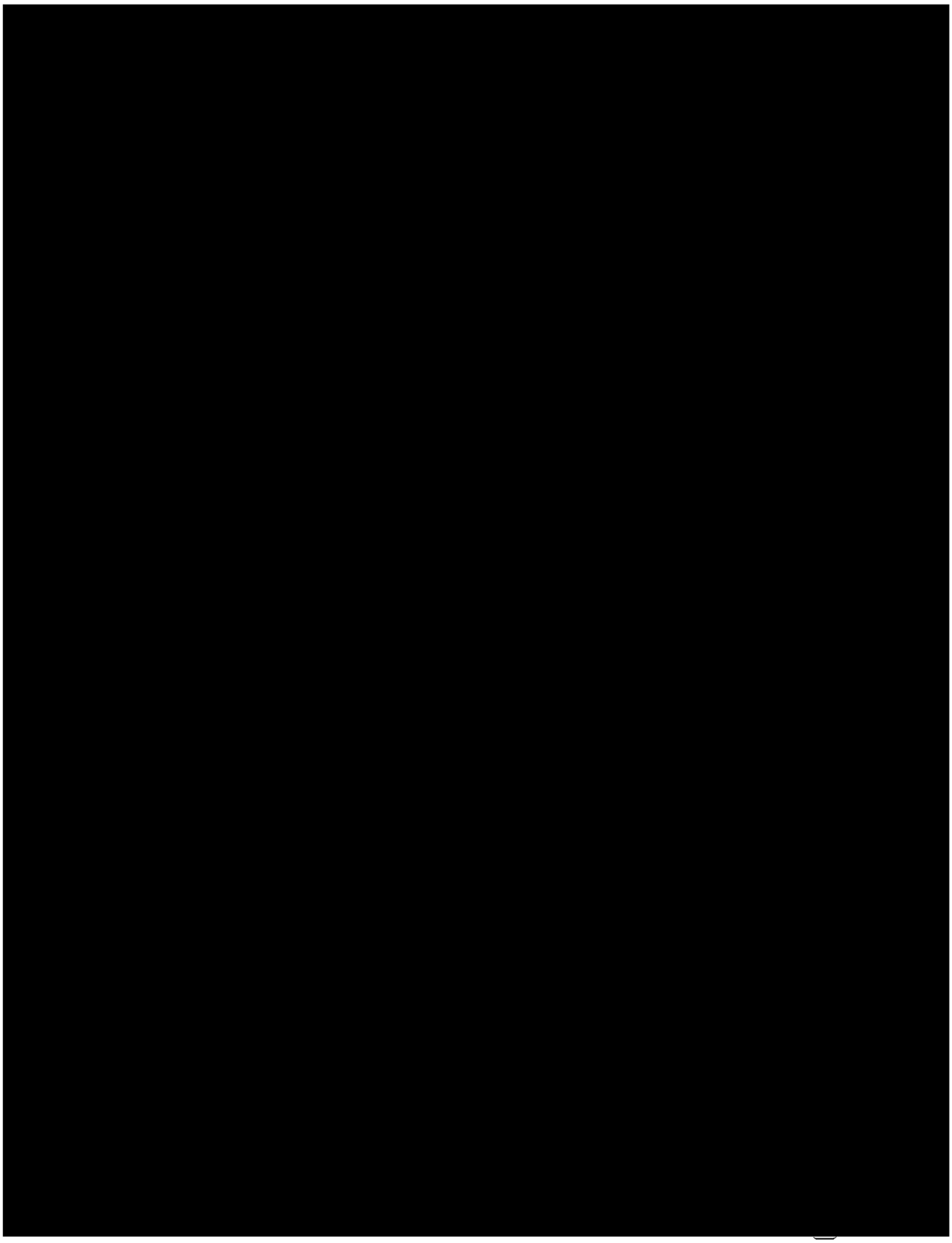


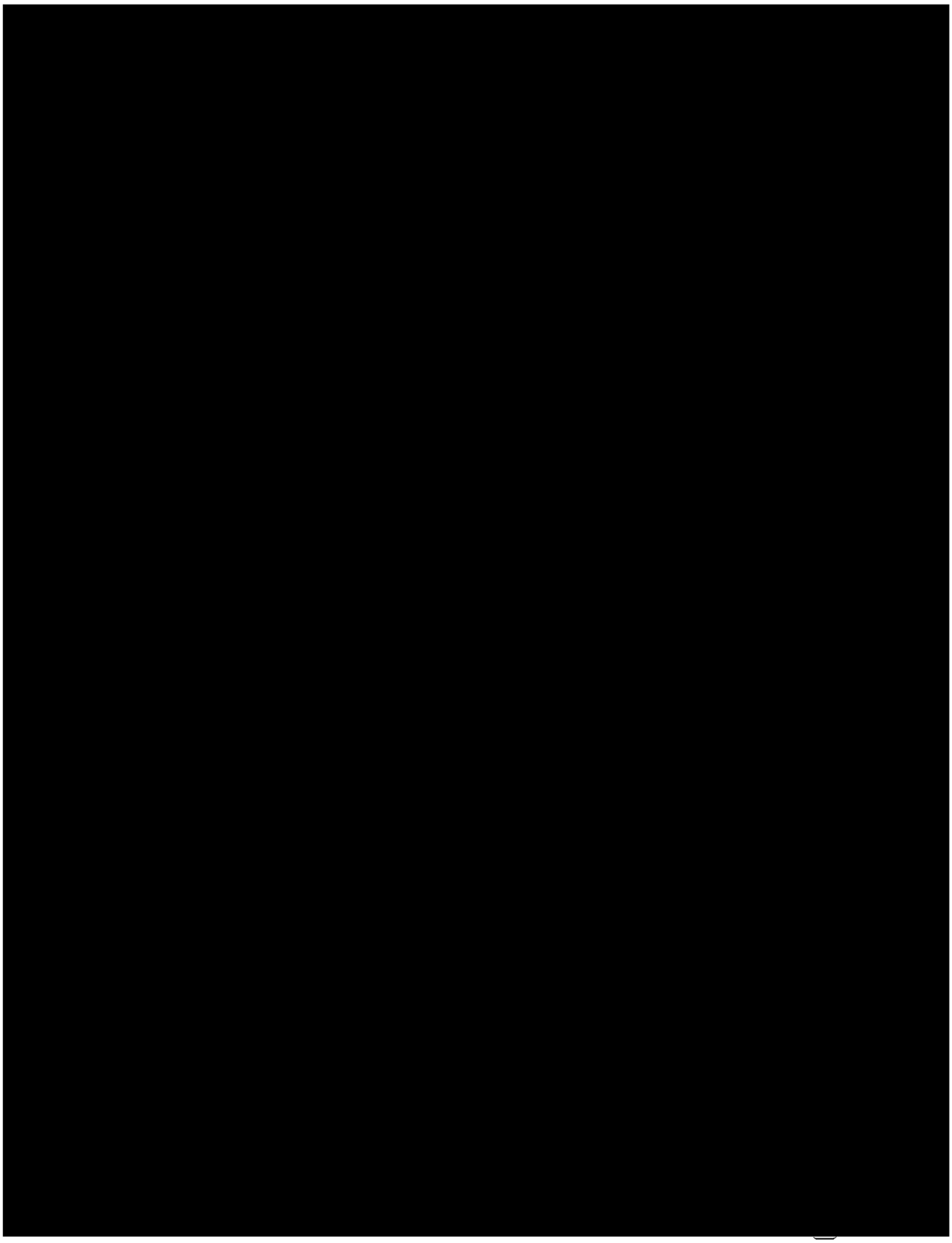
Attachment K - Business Continuity Plan – Data backup

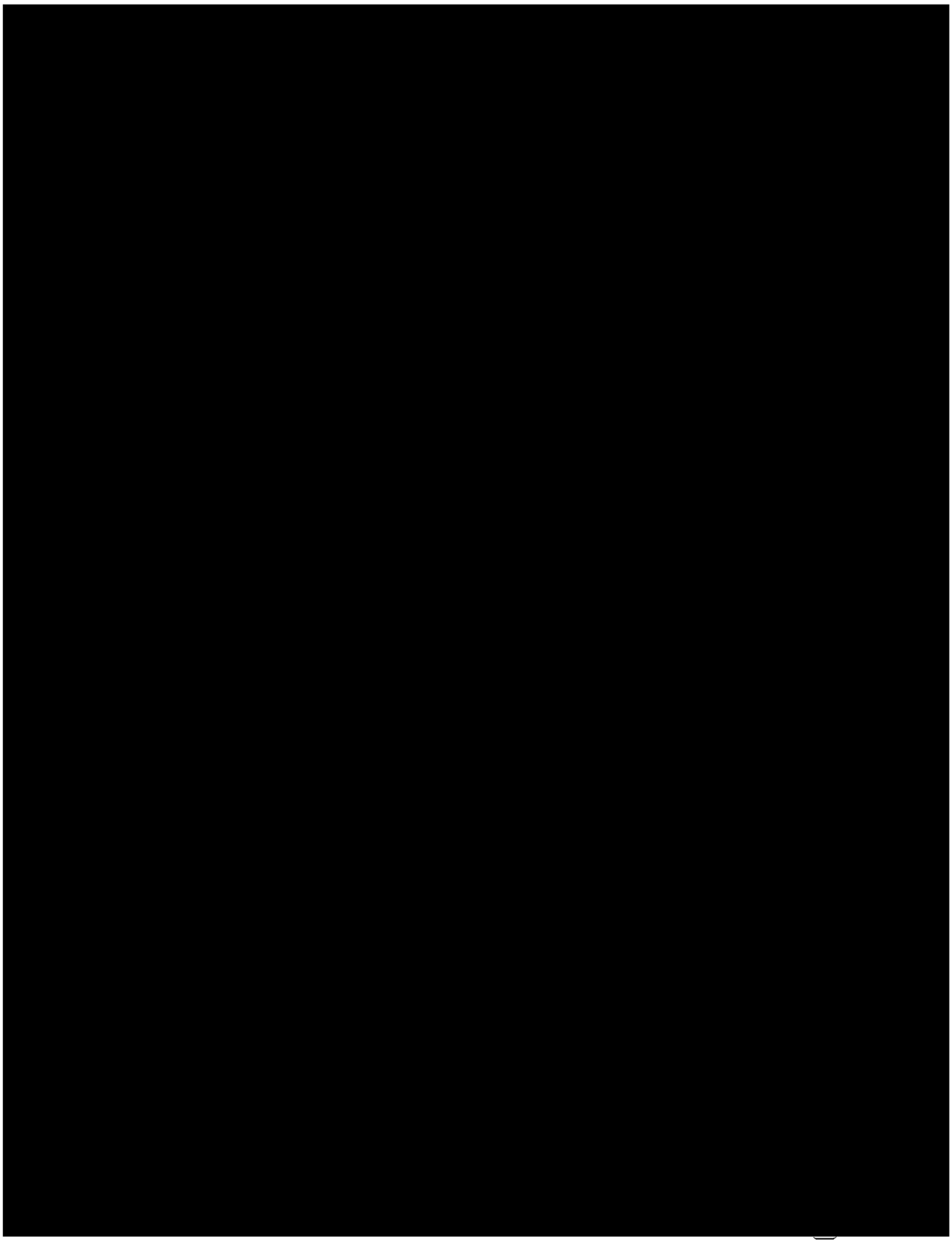


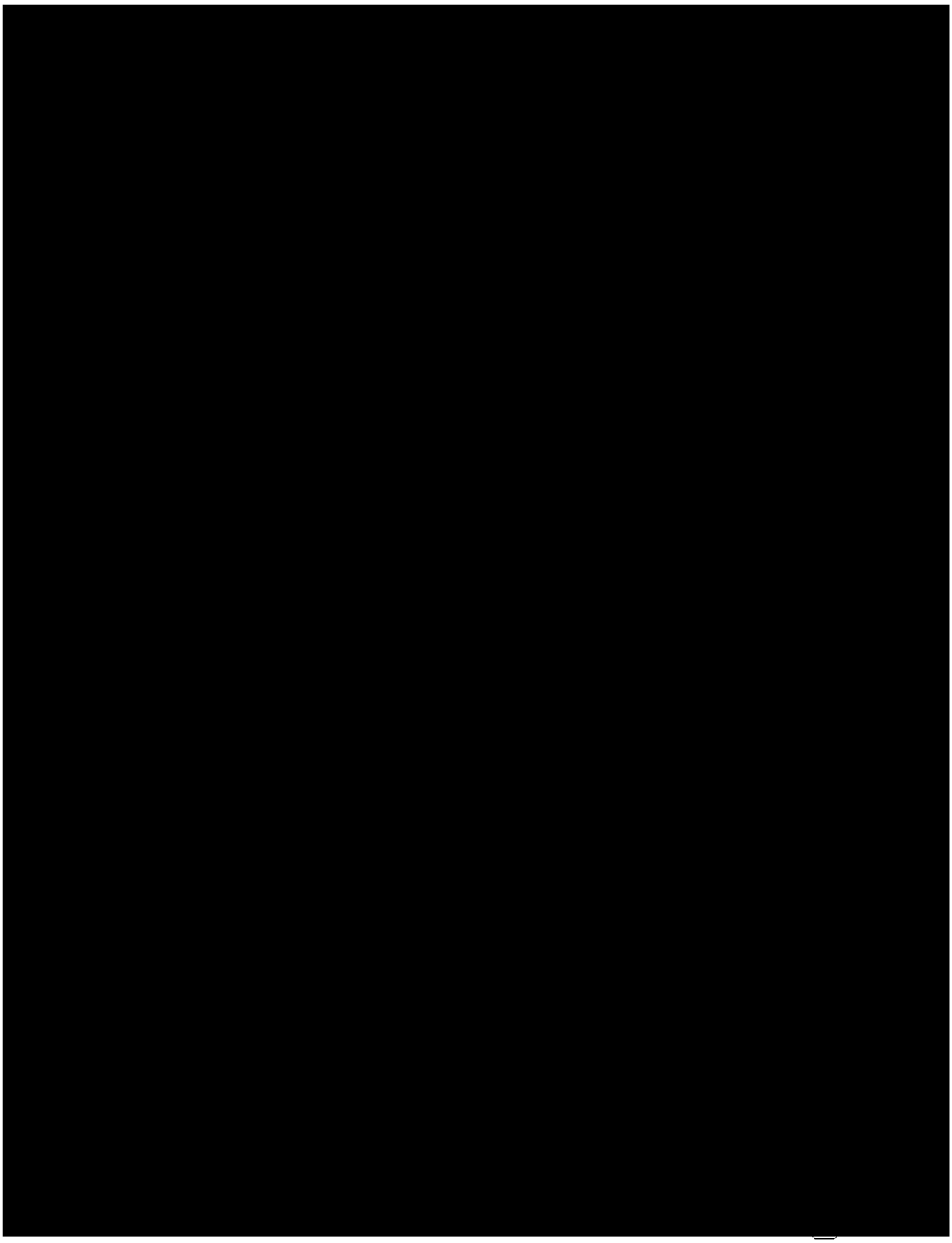


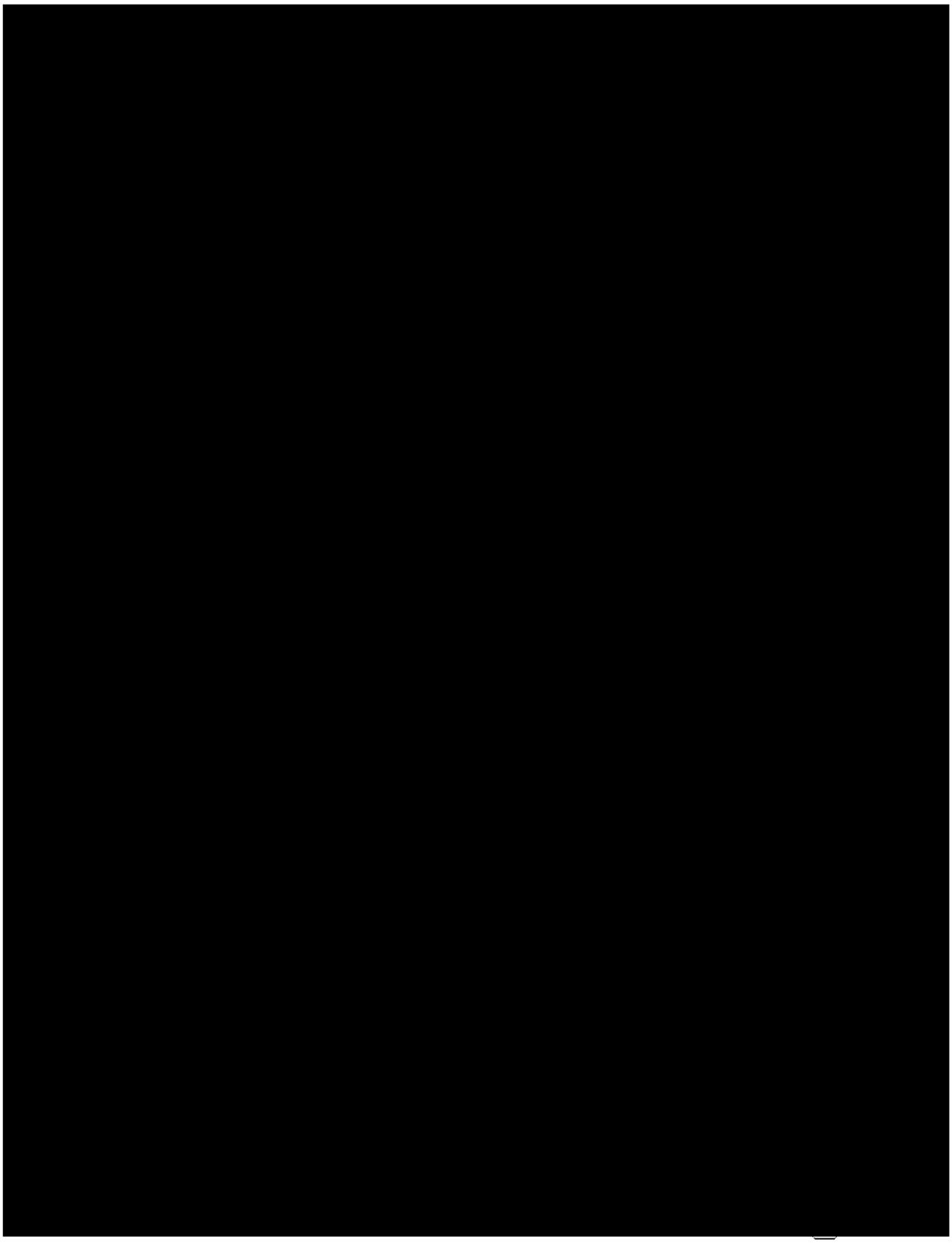


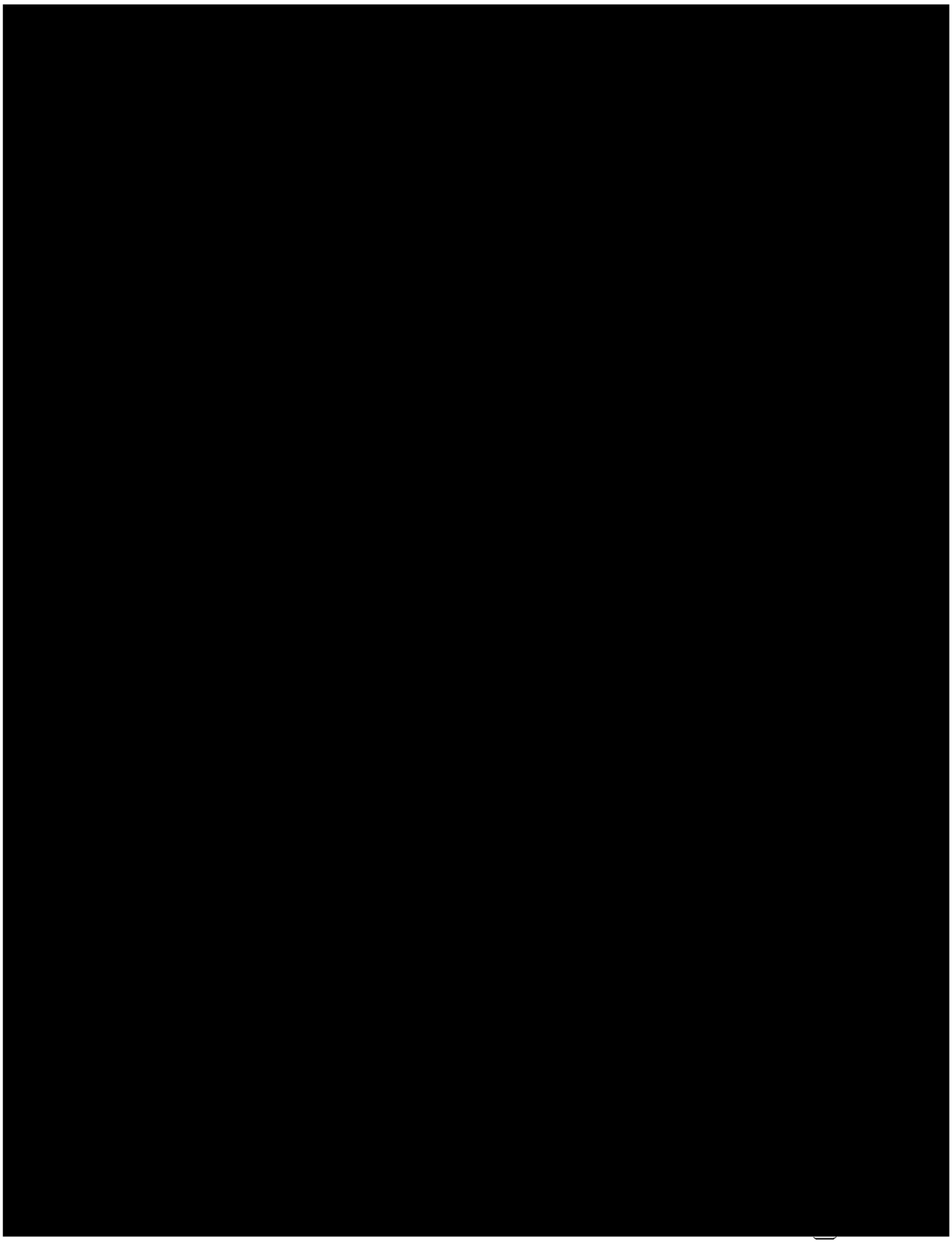


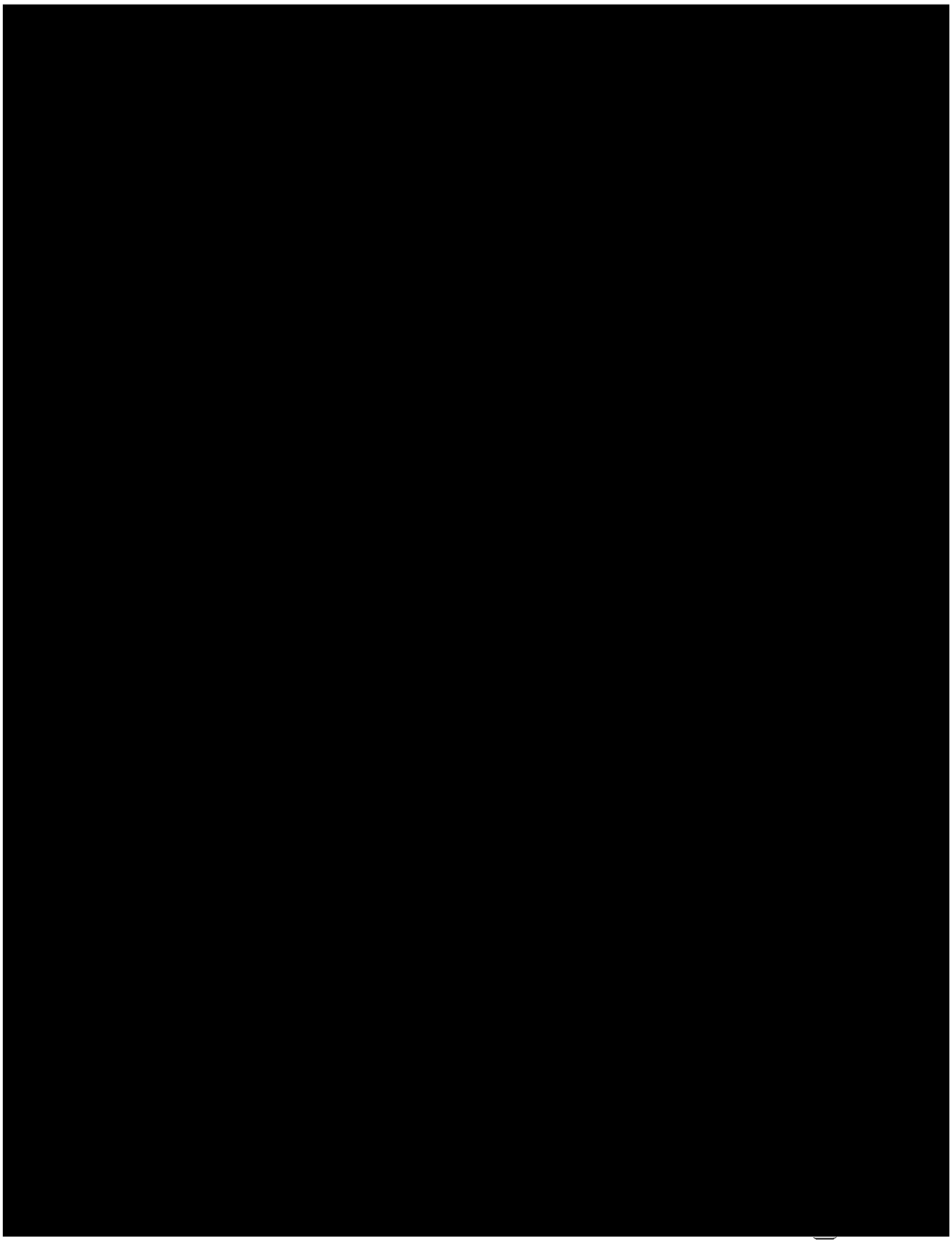




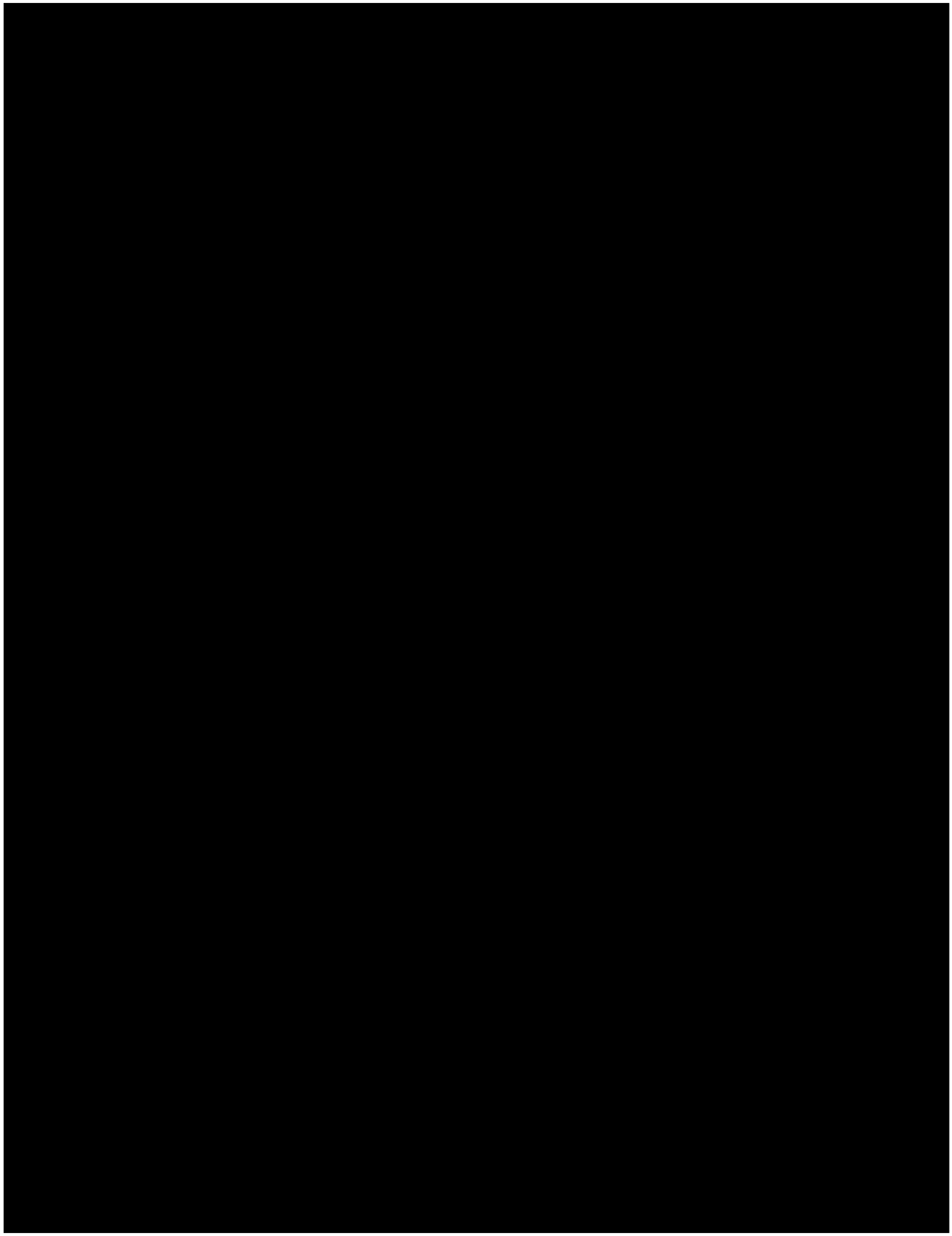


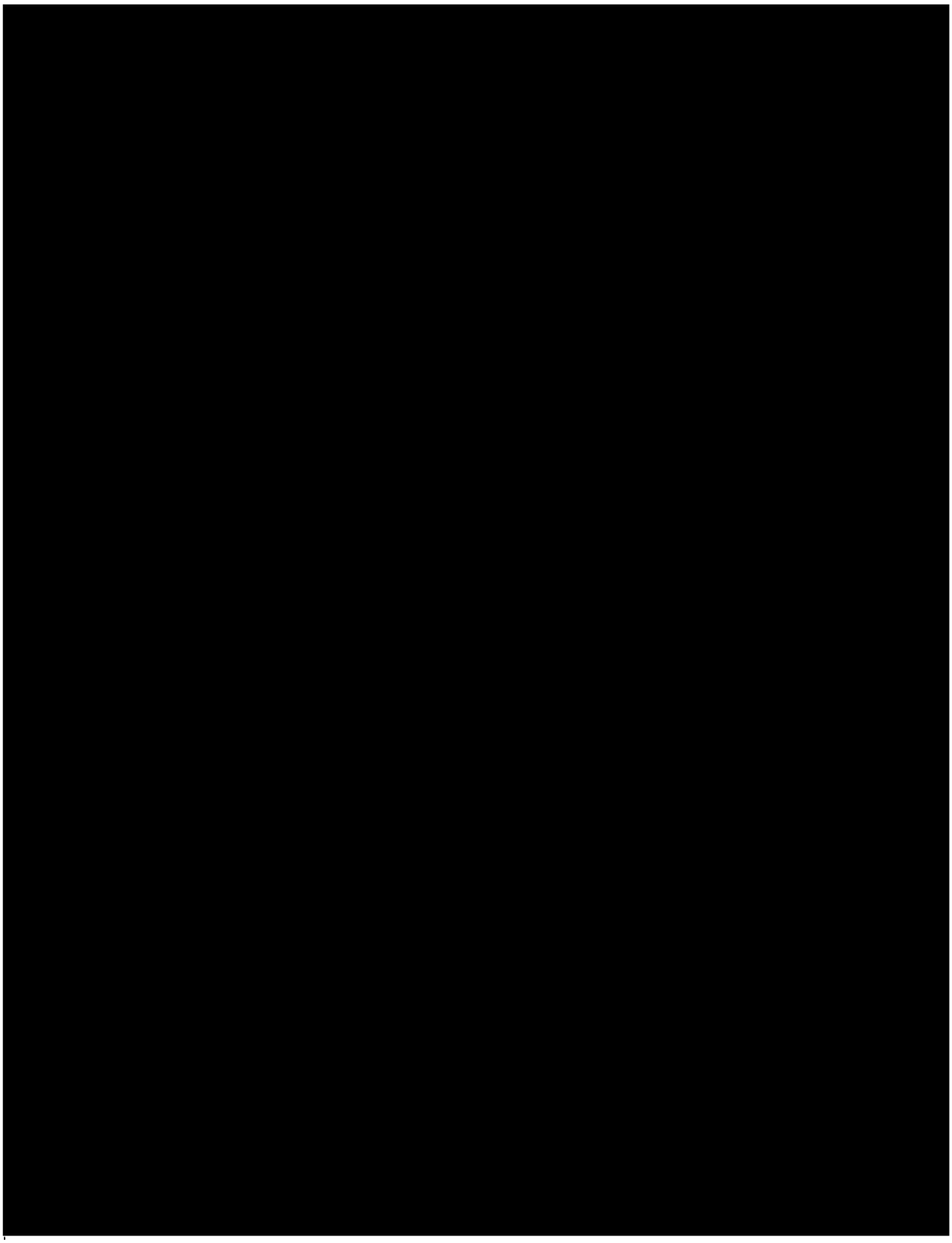


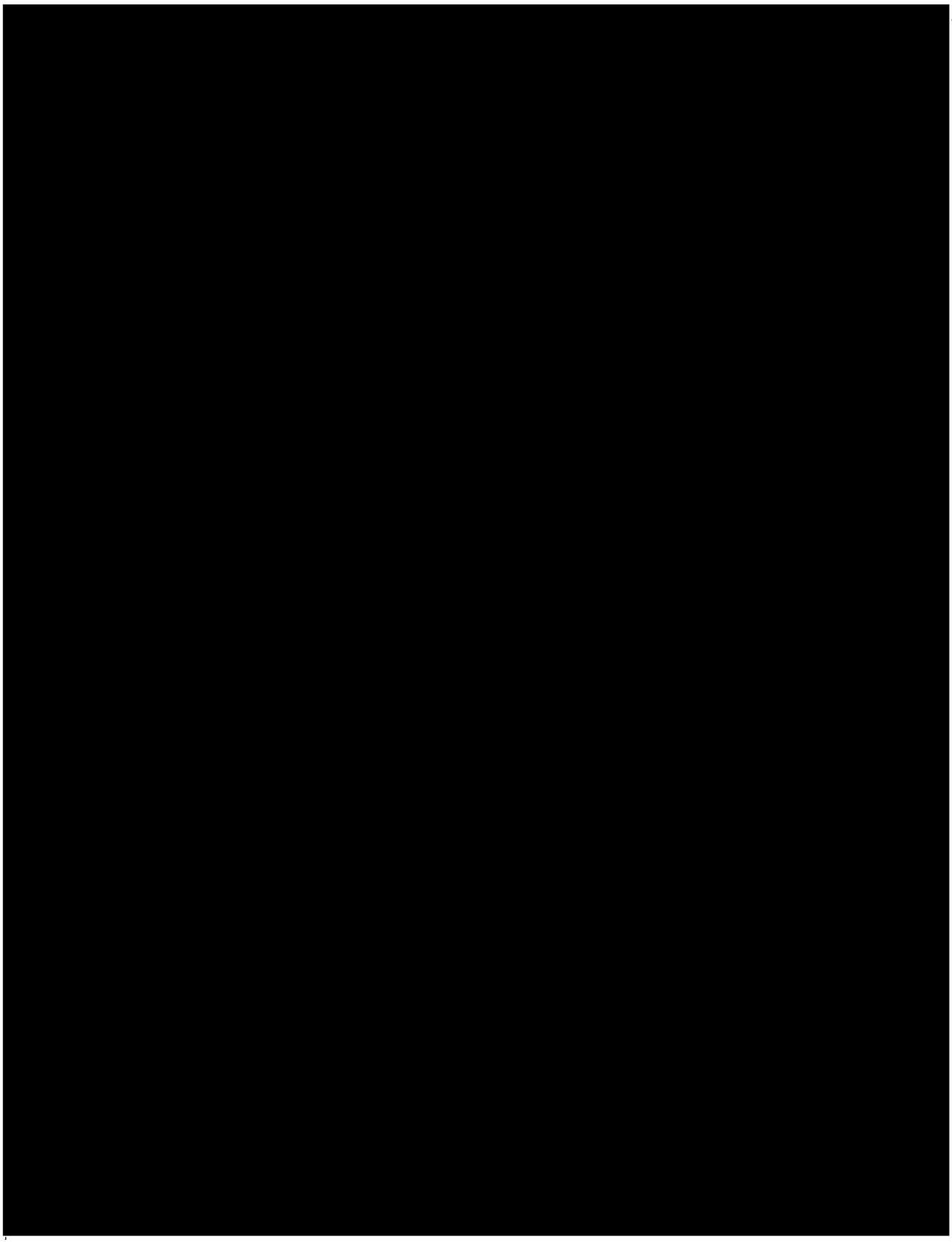


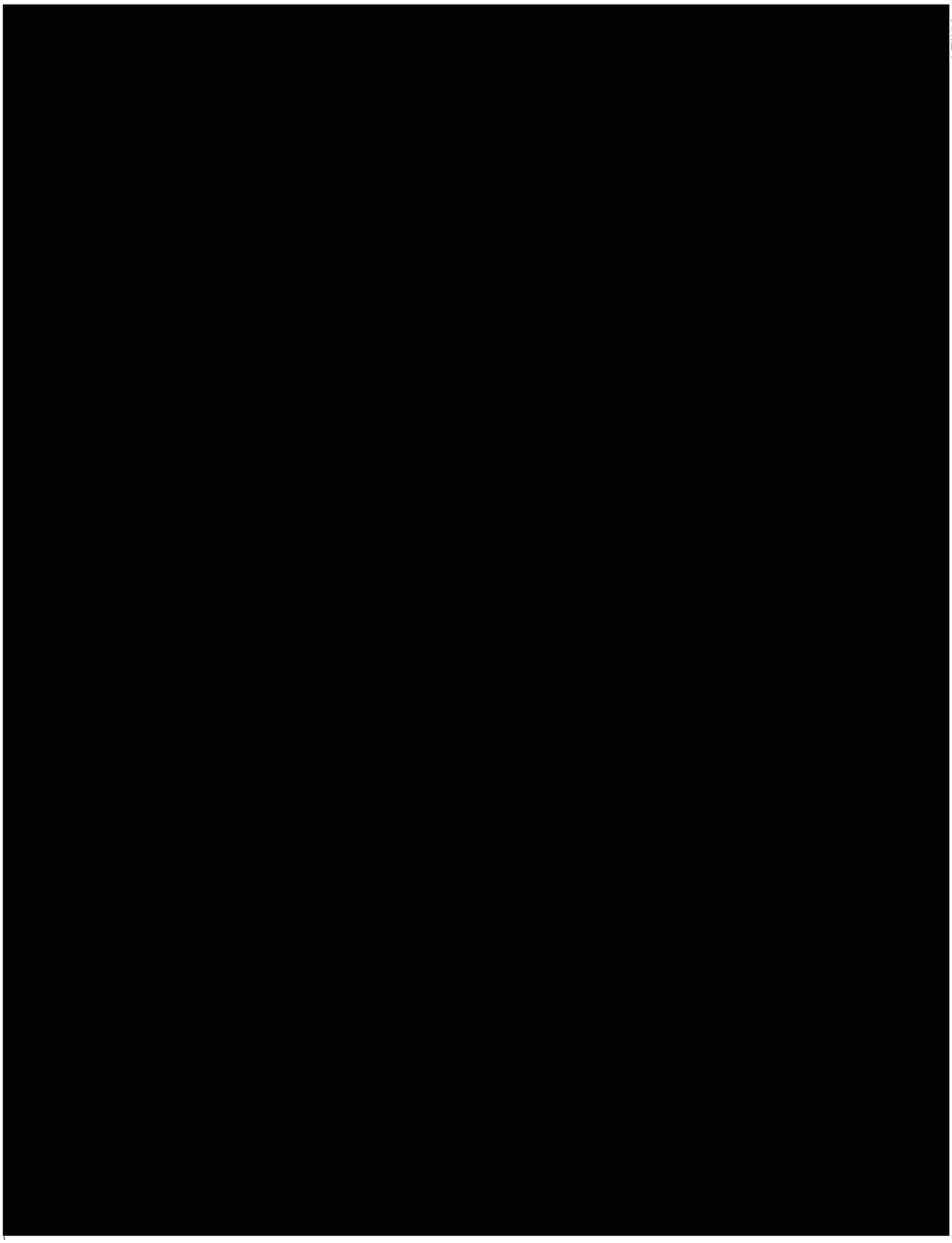


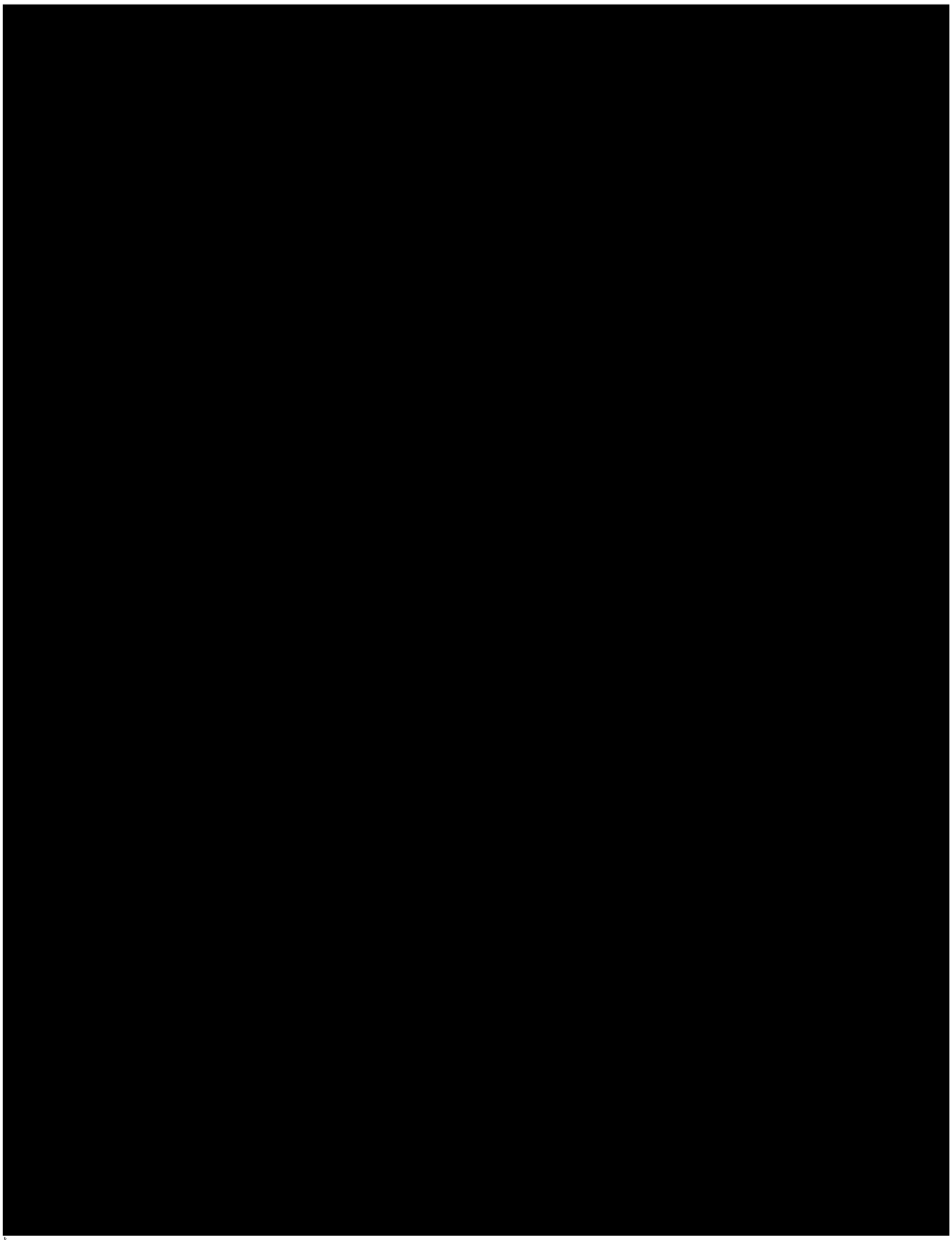
Attachment L - OP-703, Emergency Power System Operations

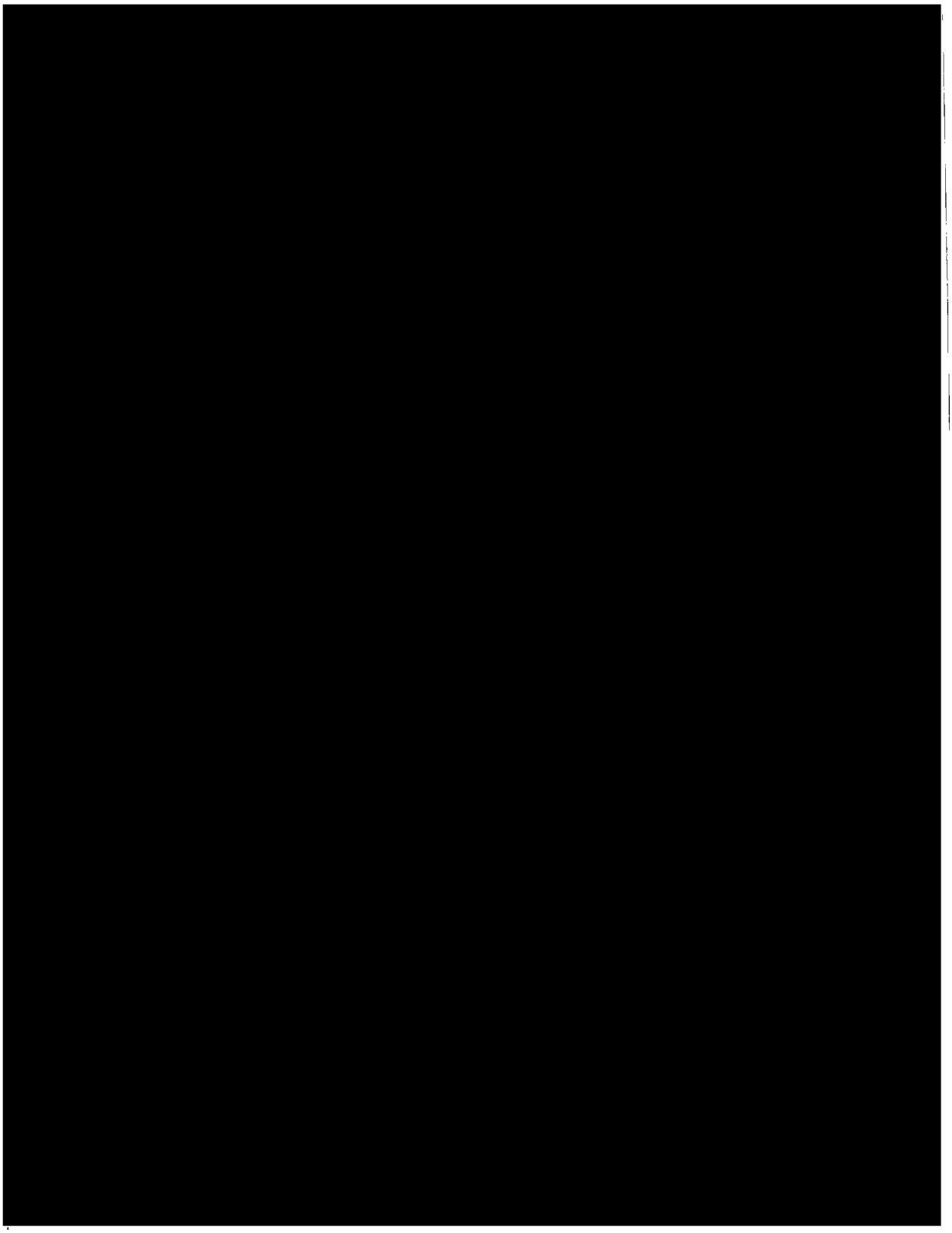


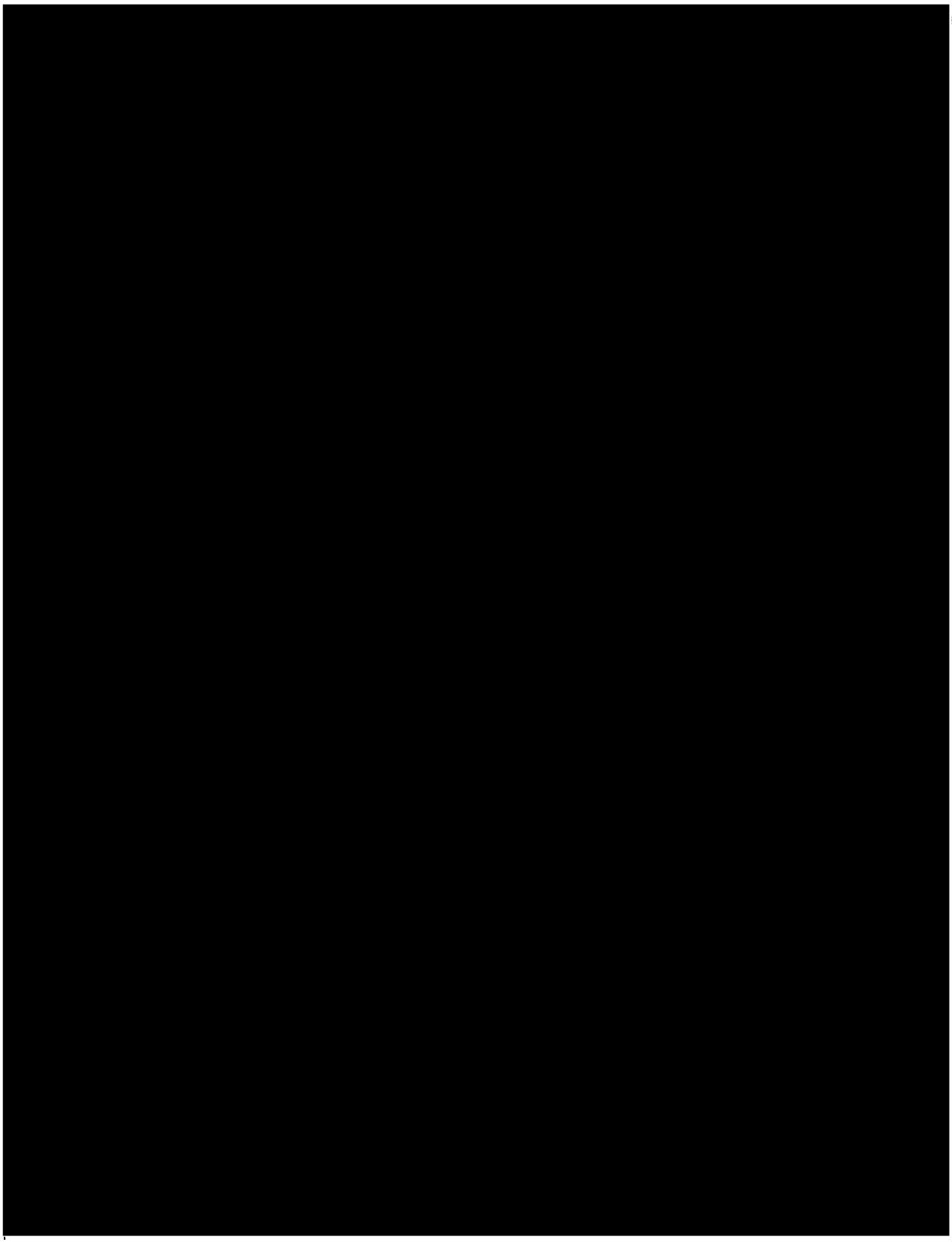


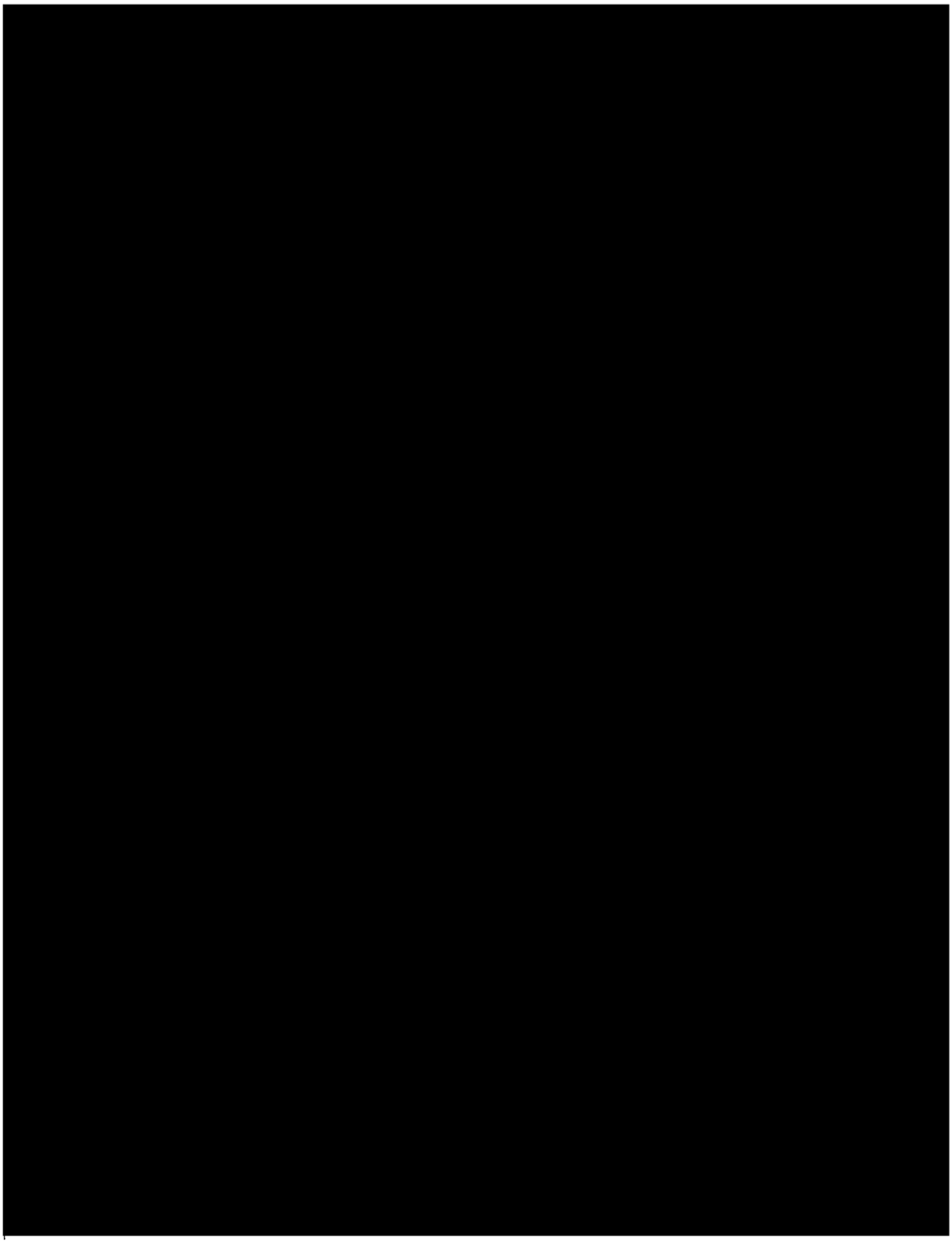


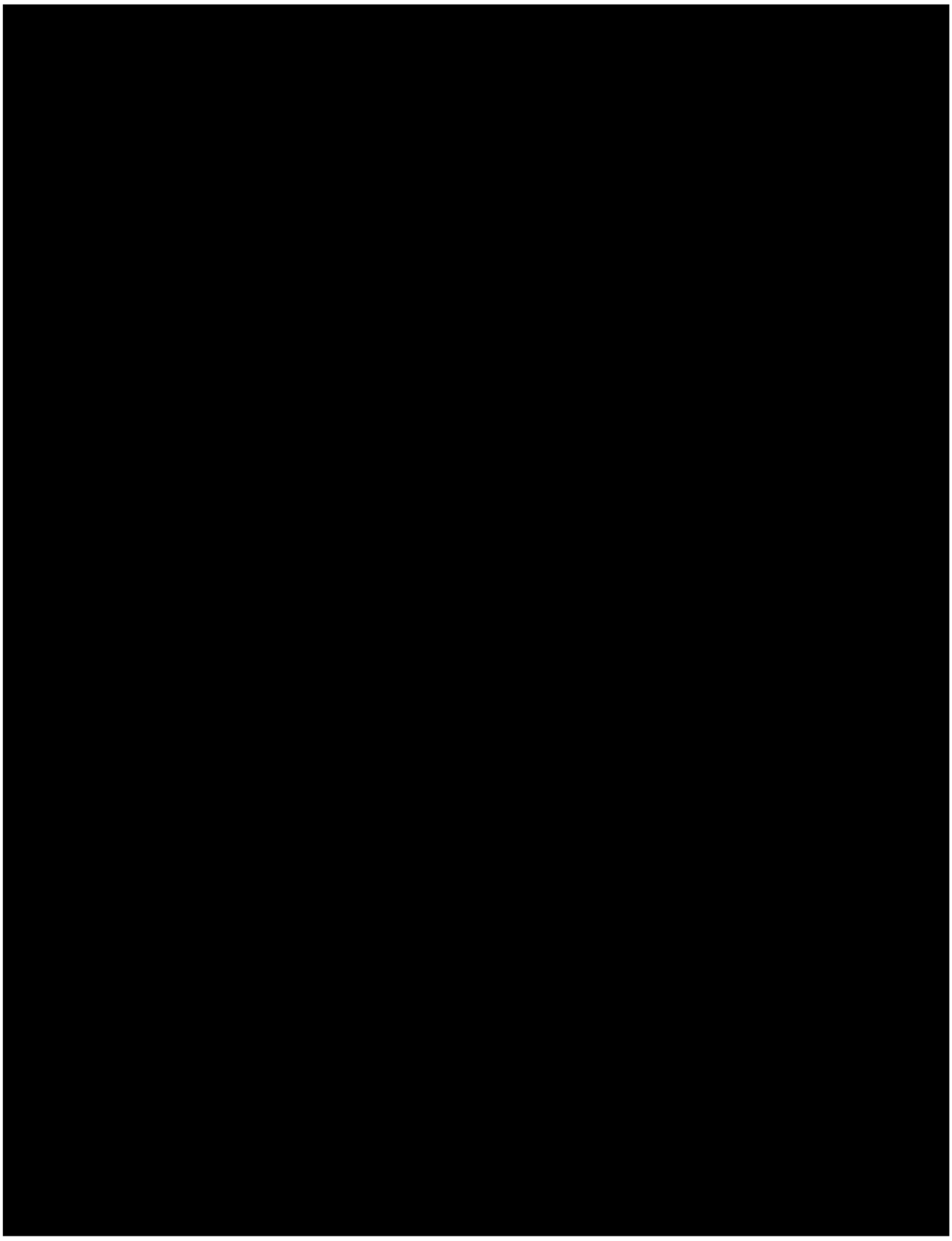


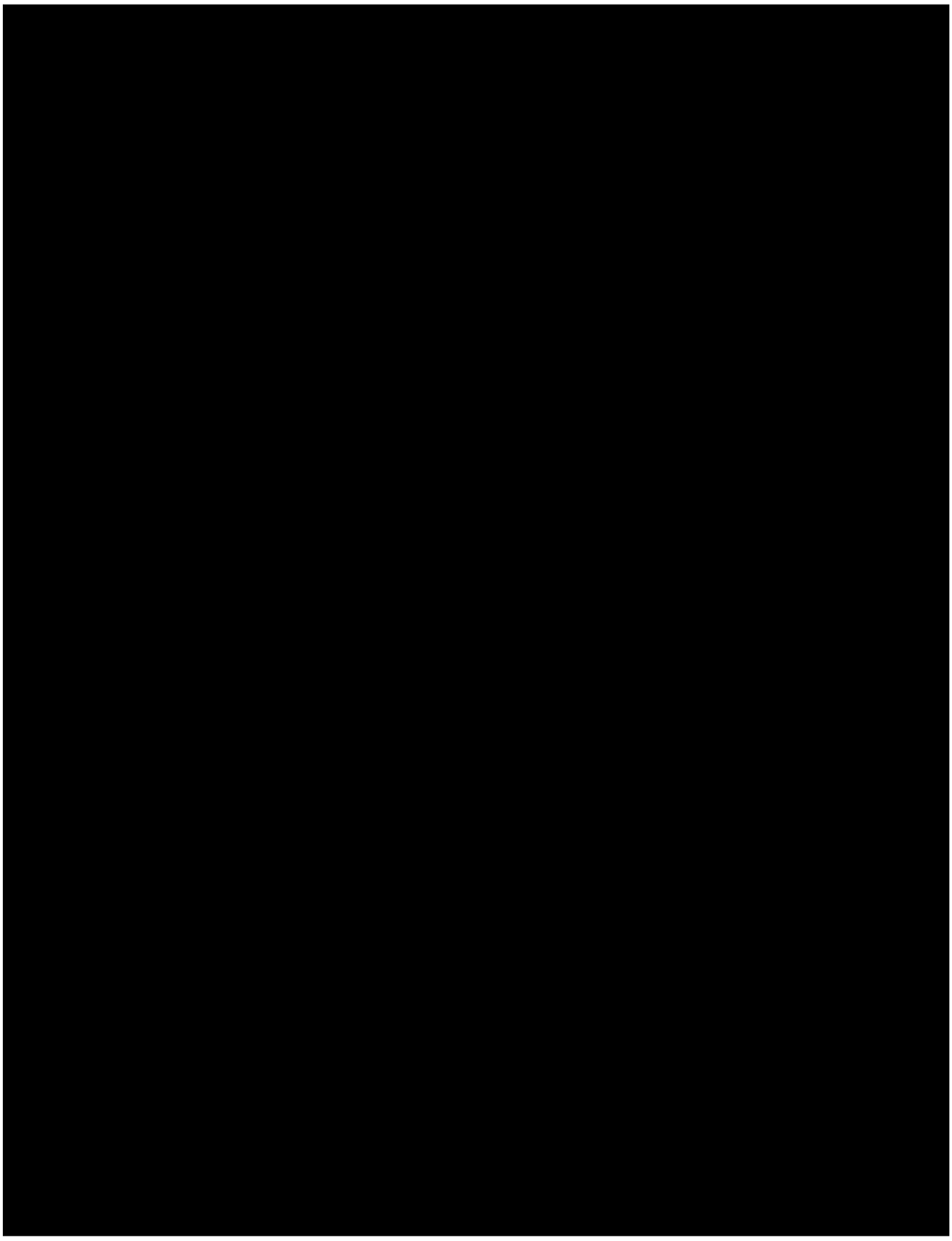




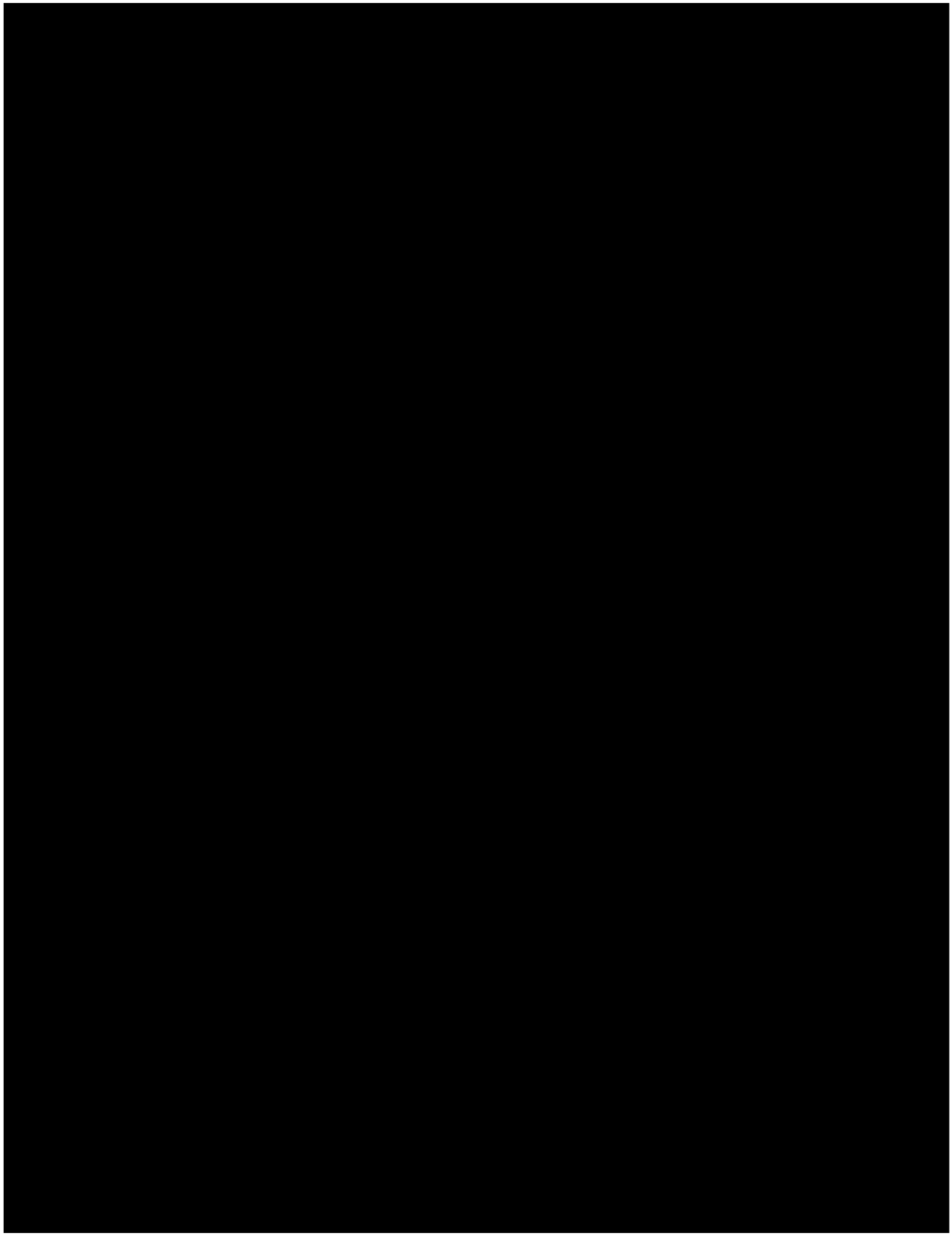


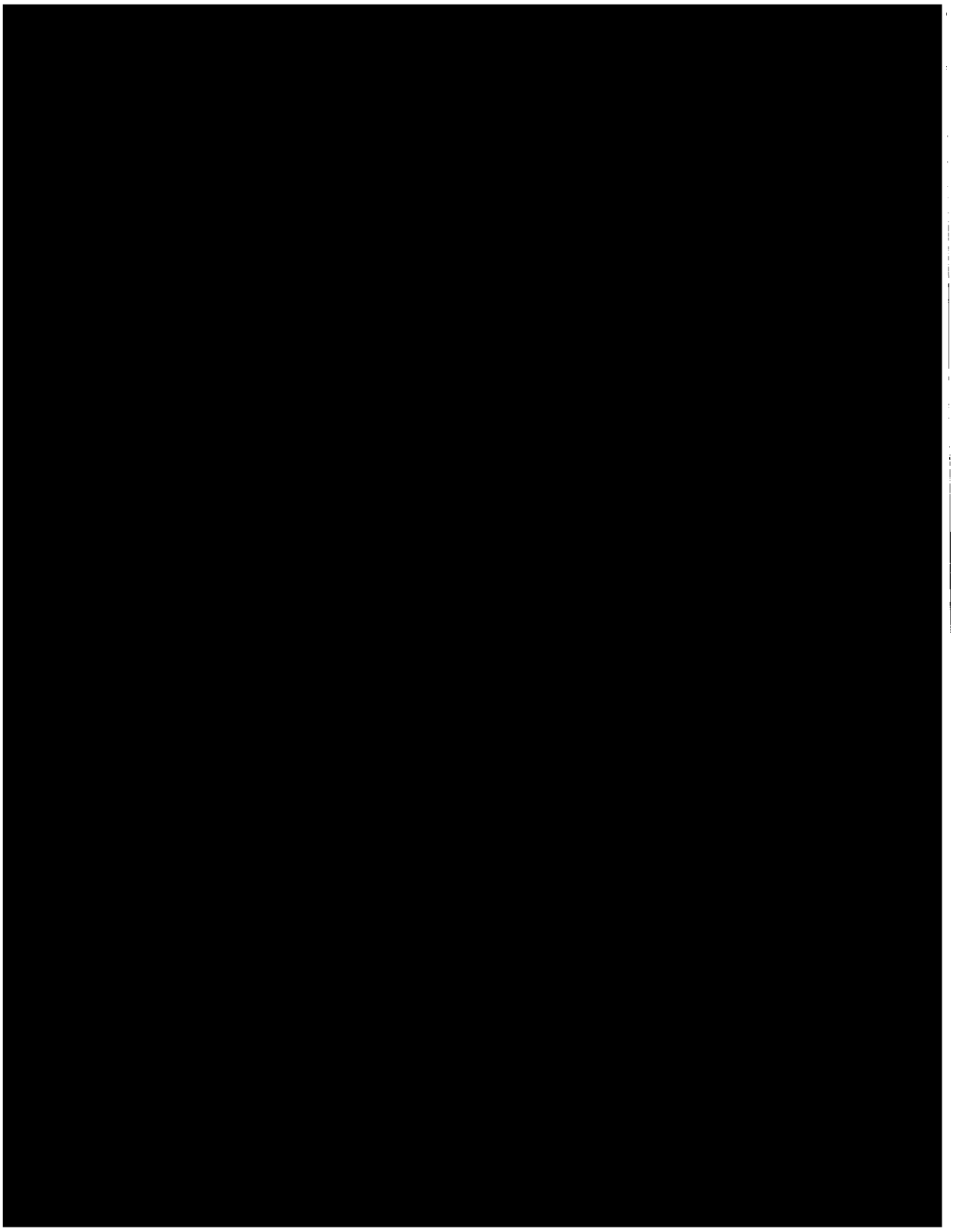


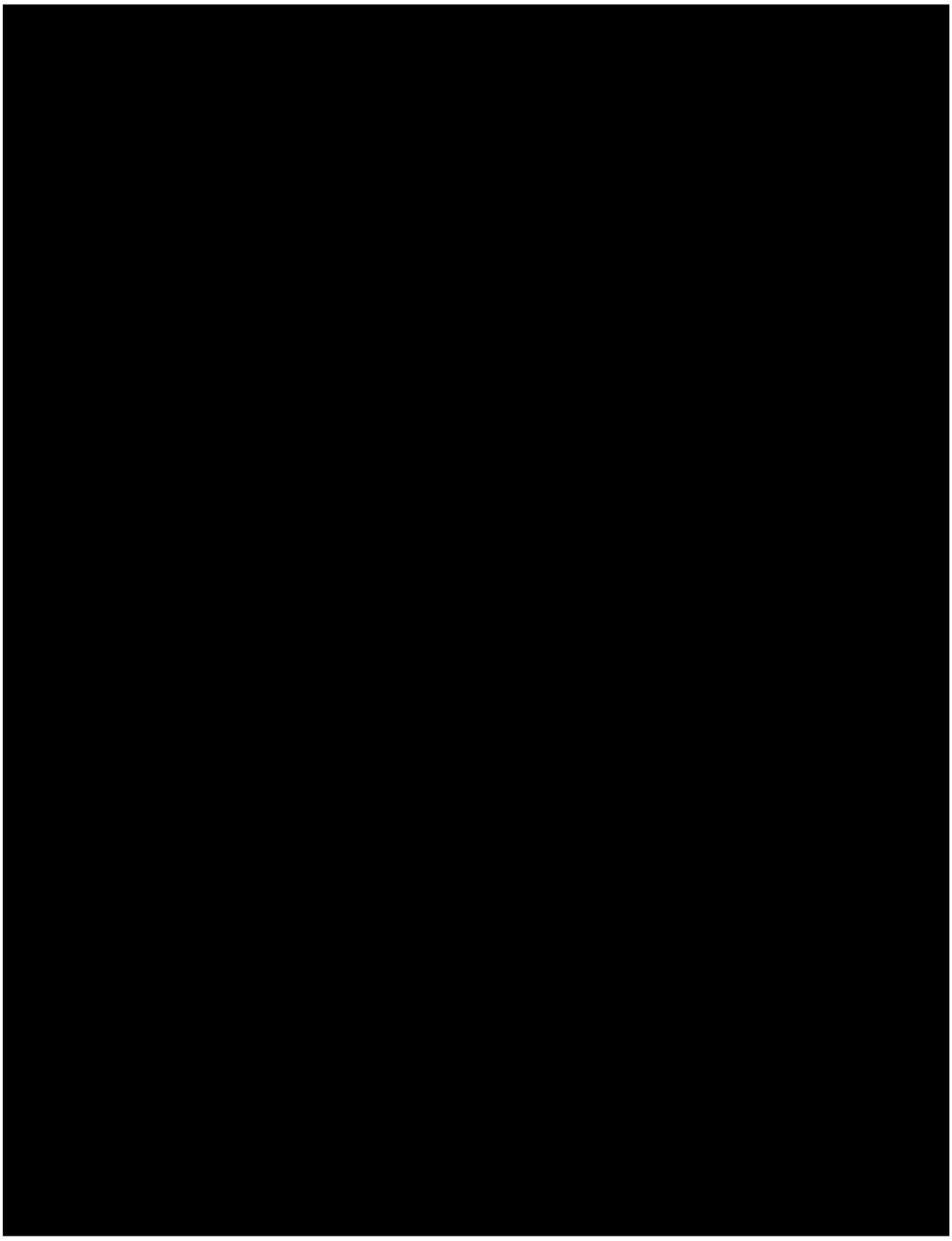


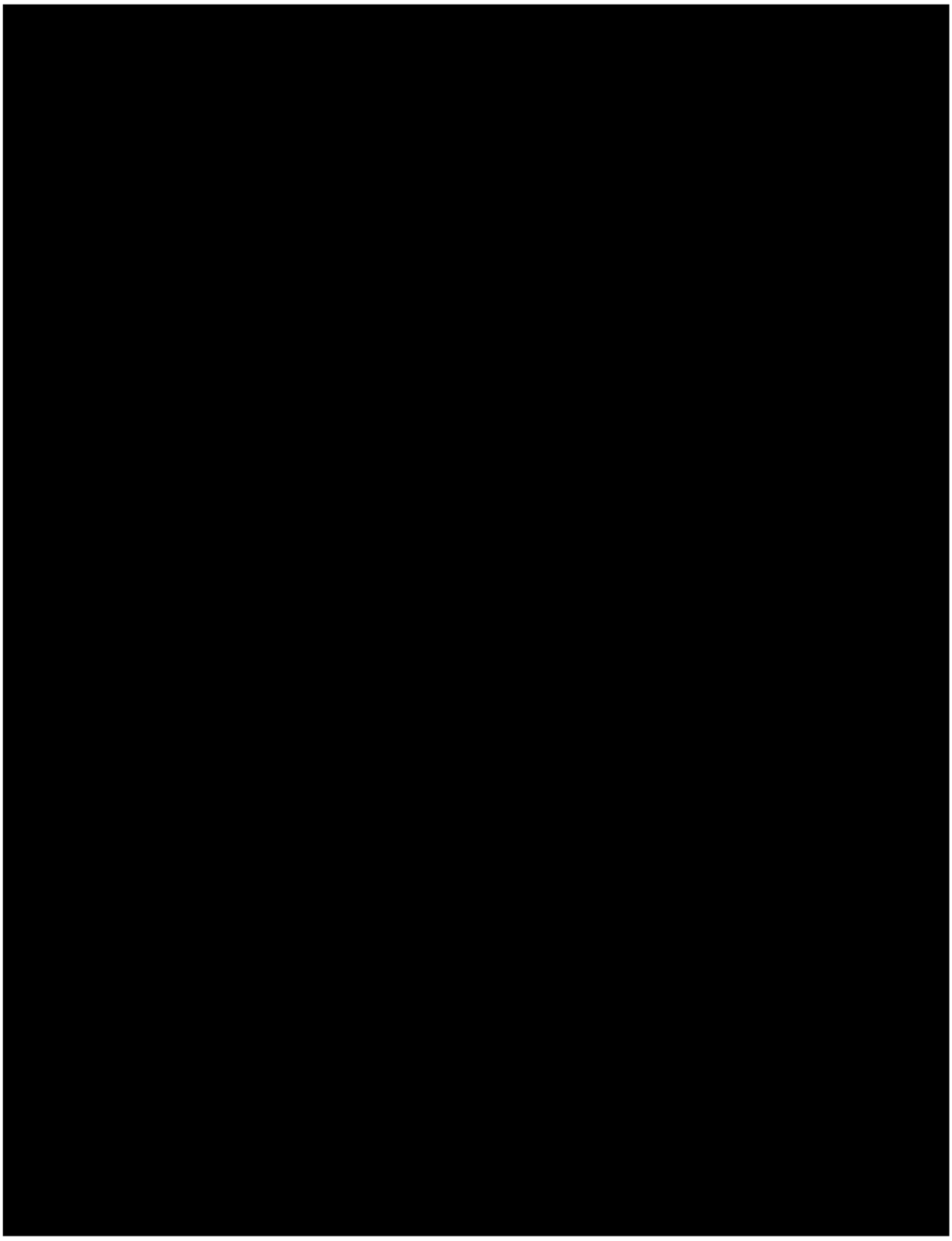


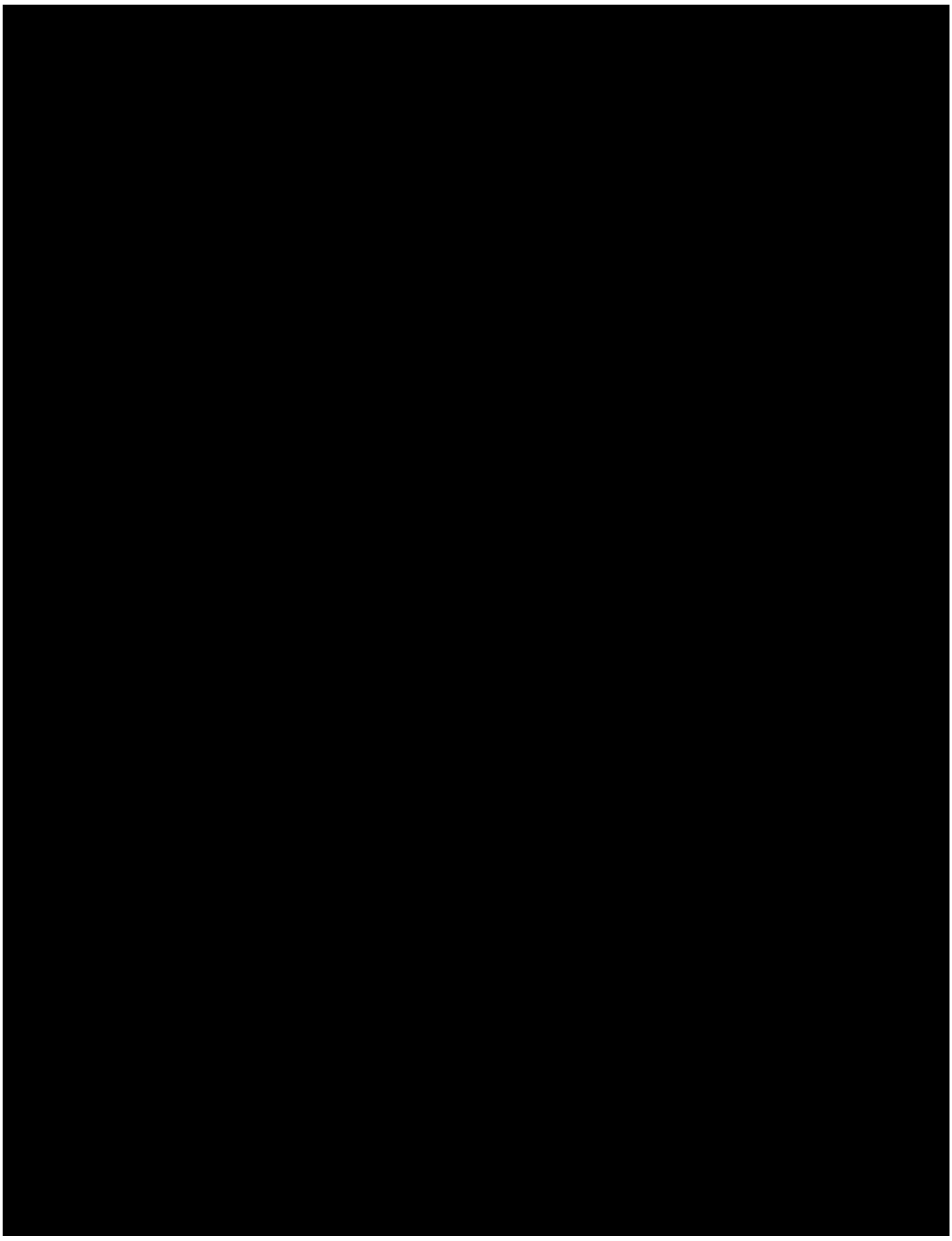
Attachment M - EOP-6 Loss of Auxiliary AC Power











Attachment N - EOP-3 CTG Emergency Trip