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Rusk County Electric
Cooperative, Inc.

A Touchstone Energy® Cooperative 

§25.53 EMERGENCY OPERATIONS PLAN EXECUTIVE SUMMARY

Executive Summary

The Rusk County Electric Cooperative, Inc. (RCEC) 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 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.

RCEC 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 RCEC, 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 RCEC's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that RCEC 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/General Manager" that underscores the importance of the plan and encourages all RCEC 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 RCEC 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 RCEC 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, RCEC members, the PUC, OPUC, local and State Governmental Entities, Officials, and (County) Emergency Operations Centers, Reliability Coordinator, 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 19 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 RCEC 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 21 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 RCEC personnel during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that RCEC will utilize and addresses work schedule for RCEC personnel that RCEC 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 25 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. RCEC 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 29 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 RCEC to develop and utilize a checklist for RCEC 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 RCEC preparations and actions for load shed events directed by the RCEC Reliability Coordinator. The load shed plan contains the policies and procedures in place

between American Electric Power (AEP), RCEC Transmission Operator, and RCEC 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 RCEC procedure for restoration coordination with AEP following a load shed event, and key policies and procedures that RCEC utilizes for restoration from significant system outage events. The final subsection of this Annex provides information on RCEC'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, RCEC 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 RCEC takes regarding prevention and preparation, policies related to remote work for RCEC personnel, and steps RCEC takes to ensure RCEC adheres to policies implemented by state and local agencies.

Wildfire Annex:

This section begins on page 42 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 RCEC'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 RCEC would take to respond to any wildfire events.

Hurricane Annex:

This section begins on page 44 of the EOP and corresponds to §25.53(e)(1)(E).

RCEC's service area is not located in a Hurricane Evacuation Zone (HEZ), and therefore RCEC's EOP is not required to include content this annex. However, RCEC is in proximity to the Gulf Coast of Texas / Louisiana and has developed and included content for the annex. The plan is based on the monitoring of tropical storms and hurricanes, the corresponding preparations for storms that track into this part of the state, and the procedures and policies RCEC implements based on the storm levels and impact of the storm.

Cyber Security Annex:

This section begins on page 49 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 RCEC office facilities and electric distribution system. Based on RCEC'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 54 of the EOP and corresponds to §25.53(e)(1)(G).

The Physical Security Annex provides information regarding the policies and procedures RCEC has implemented to protect the office complex and other facilities that are critical to the operation of the RCEC electric distribution system. Based on RCEC's facility ownership profile this Annex establishes the security policies, guidelines, and requirements for RCEC'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 RCEC personnel and the date the training was completed by each employee:

RCEC Personnel		EOP Distribution Date	EOP Training Completed Date
Name	Title		
Rhett Reid	General Manager	4/12/2022	4/14/2022
Zach Tippit	Manager of Engineering	4/12/2022	4/14/2022
Jim Dickeson	Manager of Operations	4/12/2022	4/14/2022
Belinda Kern	Manager of Office Services	4/12/2022	4/14/2022
Philip Whitley	Manager of Finances	4/12/2022	4/14/2022
Lanita Gantt	Director of Safety & Training	4/12/2022	4/14/2022
Justin Williams	Key Account Specialist	4/12/2022	4/14/2022
Shannon Coats	Director of IT	4/12/2022	4/14/2022
Gloria Keith	Communication Coordinator	4/12/2022	4/14/2022
Linda Forbus	Executive Assistant / HR Coordinator	4/12/2022	4/14/2022

PROJECT NO. 53385

**AFFIDAVIT OF CHIEF EXECUTIVE OFFICER / GENERAL MANAGER OF
RUSK COUNTY ELECTRIC COOPERATIVE, INC.
PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53**

STATE OF TEXAS §

COUNTY OF RUSK §

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, Rhett Reid, swear or affirm that as an Electric Cooperative operating in the State of Texas and the Southwest Power Pool (SPP) region and control system, confirms the following:

“I am the Chief Executive Officer / General Manager of Rusk County Electric Cooperative, Inc. (RCEC), which is a Texas electric cooperative corporation.

RCEC operates an electric distribution utility system in the State of Texas and the SPP power region.

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 RCEC Managers and Operations personnel;

RCEC Operations personnel and RCEC executives 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 RCEC Operations personnel is scheduled for a date and time in CY2022 before July 31, 2022;

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

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

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

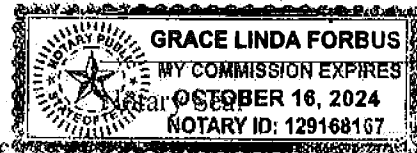
RCEC’s emergency management personnel who are designated to interact with local, state, and federal emergency management officials during emergency events have received the latest IS-100, 20 IS-200, IS-700, and IS-800 National Incident Management System training.

[Signature] {Signature of Officer of the Cooperative}
General Manager

Rusk County Electric Cooperative, Inc.

Sworn and subscribed before me on this 13 day of April, 2022.

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



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



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 – Subject line: "Emergency Contact Information"

Entity Information

Entity Name: Rusk County Electric Cooperative, Inc.			Certificate or Registration #:		
Texas Address: 3162 SH 43 E					
City: Henderson		ZIP: 75652		Customer Service Phone #: 903-657-4571	

Emergency Contact Information

Primary Emergency Contact:					
Name: Rhett Reid			Title: General Manager		
Address: 3162 SH 43 E					
City: Henderson			State: Texas		ZIP: 75652
Email: rhett@rcelectric.org					
Office Phone: 903-657-4571		Cell Phone: 903-646-2781		Fax: 903-657-5377	

Secondary Emergency Contact:			
Name: Zach Tippit		Title: System Engineer	
Address: 3162 SH 43 E			
City: Henderson		State: Texas	ZIP: 75652
Email: zach@rcelectric.org			
Office Phone: 903-657-4571	Cell Phone: 903-241-1536	Fax: 903-657-5377	
Tertiary Emergency Contact:			
Name: Belinda Kern		Title: Manager of Office Services	
Address: 3162 SH 43 E			
City: Henderson		State: Texas	ZIP: 75652
Email: belinda@rcelectric.org			
Office Phone: 903-657-4571	Cell Phone: 903-714-1721	Fax: 903-657-5377	