



## Filing Receipt

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# EMERGENCY OPERATIONS PLAN

PUC RULE §25.53

**Sam Houston Electric Cooperative, Inc.**

**1157 East Church Street**

**PO Box 1121**

**Livingston, Texas 77351**

# Executive Summary

16 TAC § 25.53(c)(1)(A)(i)

## Approval and Implementation – 16 TAC § 25.53(d)(1)

Sam Houston Electric Cooperative, Inc. (SHECO) provides electricity to its consumer-members throughout a 10-county service area. SHECO's Emergency Operations Plan (EOP) describes how SHECO will handle emergency situations and disasters. The EOP was written in compliance with the Public Utility Commission of Texas (PUCT) and the National Incident Management System (NIMS) guidelines, recommendations, and requirements at the time of its publishing.

The Plan was developed with a multi-hazard perspective to make it applicable to the widest range of emergencies and disasters, both natural and human caused. Contents of this plan include:

- Registry of directly served critical load customers
- Major Event Communications Plan
- Procedures for shedding load and rotating outages
- Priorities for restoring service
- Pandemic/Epidemic Plan
- Wildfire Mitigation Plan
- Identification of potential severe weather events
- Staffing, logistics and supplies during a severe weather event
- Cyber Security plan
- Cold Weather Plan
- Hot Weather Plan
- Physical Security Plan

The EOP will use a graduated response strategy in proportion to the scope and severity of an emergency. The event or incident will determine the scope of the emergency and the activating resources necessary to manage it.

An annual drill is conducted each calendar year to test the procedures and responses under the EOP.

### Individuals Responsible for Maintaining, Implementing, and/or Modifying EOP

Name	Title
Scott Ferguson	Director of Cooperative Services and Emergency Operations
Dana Massey	Director of Administration

**History of Revisions**

Initial EOP filing pursuant to 16 TAC § 25.53(c)(1) filed on April 18, 2022.

**Revised:****List of Changes as of Revised Date:****Approval and Superseding Statement**

This EOP approved on April 18, 2022, supersedes any and all previous Sam Houston Electric Cooperative, Inc. EOPs.

## Record of Distribution as Required by 16 TAC § 25.53(c)(4)(A)

Last Name	First Name	Title	EOP Access	Date
Turk	Doug	CEO/General Manager	X	March 30, 2022
Brown	Ryan	Assistant General Manager	X	March 30, 2022
Ferguson	Scott	Director of Cooperative Services & Emergency Operations	X	March 30, 2022
Stapleton	Keith	Chief Communications Officer	X	March 30, 2022
Staples	Keith	Chief Information Officer	X	March 30, 2022
Conner	Joe	Chief Financial Officer	X	March 30, 2022
Babcock	David	Assistant General Manager	X	March 30, 2022
Massey	Dana	Director of Administration	X	March 30, 2022
Paske	Brandie	Dispatch Supervisor	X	March 30, 2022
Moore	Kenzie	Dispatch Supervisor	X	March 30, 2022
Colston	Joel	Engineering Manager	X	March 30, 2022
Murphy	Kabe	Grid Manager	X	March 30, 2022
Frey	Rachel	Manager of Communication	X	March 30, 2022
Walker	Nacole	Executive Secretary	X	March 30, 2022
Horn	Larry	Director of Operations	X	March 30, 2022

## List of Emergency Contacts as Required by 16 TAC §25.53(c)(4)(B)

Last Name	First Name	Title	Phone Number
Ferguson	Scott	Director of Cooperative Services & Emergency Operations	(936) 328-1265
Stapleton	Keith	Chief Communications Officer	(936) 328-1290
Horn	Larry	Director of Operations	(936) 328-1309
Massey	Dana	Director of Administration	(936) 328-1279
Frey	Rachel	Manager of Communication	(936) 328-1393

## **Affidavit as Required by 16 TAC § 25.53(c)(4)(C)**

STATE OF TEXAS §

COUNTY OF POLK §

Before me, the undersigned authority, on this day personally appeared Doug Turk, who is known to me and who, being first duly sworn by me, declares that:

1. My name is Doug Turk. I am the General Manager and Chief Executive Officer for Sam Houston Electric Cooperative, Inc. ("SHECO"). I am over the age of 18 years, of sound mind, and have the legal capacity to execute this Affidavit. All matters stated in this Affidavit are true and correct and are based on my personal knowledge.

2. Relevant operating personnel are familiar with and have received training on the applicable contents and execution of this EOP, and such personnel are instructed to follow the applicable portions of this EOP except to the extent deviations are appropriate as a result of specific circumstances during the course of an emergency.

3. This EOP has been reviewed and approved by the appropriate executives.

4. Drills have been conducted to the extent required by subsection (f) of 16 Texas Administrative Code § 25.53.

5. This EOP or an appropriate summary has been distributed to local jurisdictions as needed.

6. SHECO maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident.

7. SHECO'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, IS-200, IS-700, and IS-800 National Incident Management System training.

FURTHER AFFIANT SAYETH NOT

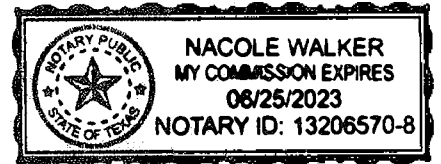
  
Doug Turk  
General Manager & Chief Executive Officer  
Sam Houston Electric Cooperative, Inc.

SIGNED under oath before me on April 18<sup>th</sup>, 2022

Nicole Walker

Notary Public, State of Texas

My commission expires on: 06/25/2023





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**MAJOR EVENT COMMUNICATIONS PLAN – 16 TAC  
§ 25.53(d)(2)**

## MAJOR EVENT COMMUNICATIONS PLAN

Objective: Effectively manage the flow of information to members, employees, and media during a major event.

Summary: SHECO provides electricity to consumer-members throughout a ten-county service area. The Cooperative's communication plan employs numerous channels to inform audiences prior to, during, and after a major event. [REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]

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**PRIORITIES FOR RESTORING SERVICE – 16 TAC  
§ 25.53(d)(5)**

## I. PRIORITIES FOR RESTORING SERVICE

### Restoration of Service

The primary goal of the EOP is the orderly repair of the Cooperative's electric facilities so that public health and safety are protected, and service is restored to all customers in minimum time through proper, safe and efficient use of all resources.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

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[REDACTED]

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**PANDEMIC AND EPIDEMIC PLAN– 16 TAC  
§ 25.53(e)(1)(C)**

## **I. INTRODUCTION**

Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. Since the threat to an organization's continuity of operations is great during a Pandemic/Epidemic outbreak; it is important for organizations, in particular SHECO, to have a Pandemic/Epidemic Influenza Continuity of Operations plan (or annex) in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a Pandemic/Epidemic outbreak, an effective Continuity of Operations Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations

## **II. PURPOSE**

As part of the Emergency Operations Plan of SHECO, the Pandemic/Epidemic plan/annex serves as the plan for maintaining essential functions and services during a Pandemic/Epidemic. This annex/plan relates to Pandemics/Epidemics and supplements the gap between traditional hazard planning and the specialized continuity planning required for a Pandemic/Epidemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a Pandemic/Epidemic.

## **IDENTIFICATION OF POTENTIALLY SEVERE WEATHER EVENTS – 16 TAC § 25.53(d)(5)**

## I. ACTIVATION OF THE PLAN

### STORM CONDITION DEFINITIONS

**NORMAL** – Exists when:

there is no known weather condition or pattern that could be reasonably predicted to impact the Cooperative's electrical energy delivery system.

Default Condition.

Preparations are in place based solely on seasonal possibilities. This is the equivalent to normal daily operations.

[REDACTED]

[REDACTED]

[REDACTED]

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**STAFFING, LOGISTICS AND SUPPLIES DURING  
SEVERE WEATHER EVENTS – 16 TAC § 25.53(d)(2),  
(3), (4), and (5)**

## I. GENERAL

1. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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## II. ACTIVATION

Activation of the Plan must be a clear communication to those department involved in the preparation, support and restoration of electric service, should it be disrupted,

and the Cooperative's communications to its customers and governmental reporting contacts. Because no plan can cover every contingency possible, flexibility and adaptability must be available while preserving the basic concepts of the Plan.

[REDACTED]

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## **SUMMARY OF POWER PLANT WEATHERIZATION PLANS & PROCEDURES- 16 TAC § 25.53(d)**

## **SUMMARY OF POWER PLANT WEATHERIZATION PLANS & PROCEDURES**

SHECO. does not operate power plants. That responsibility lies with the Generation and Transmission Cooperatives which SHECO. is a member. SHECO is a member of East Texas Electric Cooperative, Inc.

## **SUMMARY OF ALTERNATIVE FUEL AND STORAGE CAPACITY - 16 TAC § 25.53(d)**

## **SUMMARY OF ALTERNATIVE FUEL AND STORAGE CAPACITY**

SHECO does not store fuel for power plants. That responsibility lies with the Generation and Transmission Cooperatives which SHECO is a member.

SHECO is a member of East Texas Electric Cooperative, Inc.

**PRIORITIES FOR RECOVERING GENERATION  
CAPACITY - 16 TAC § 25.53(d)**



## **PRIORITIES FOR RECOVERING GENERATION CAPACITY**

SHECO has no generation capacity. That responsibility lies with the Generation and Transmission Cooperatives which SHECO a member. SHECO is a member of East Texas Electric Cooperative, Inc..

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