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PROJECT NO. 53385

PROJECT TO SUBMIT EMERGENCY OPERATIONS PLANS AND RELATED DOCUMENTS UNDER 16 TAC § 25.53	§ § § §	PUBLIC UTILITY COMMISSION OF TEXAS
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**APEX CLEAN ENERGY RETAIL, LLC'S EMERGENCY OPERATIONS PLAN
EXECUTIVE SUMMARY**

Pursuant to 16 Texas Administrative Code ("TAC") § 25.53, Apex Clean Energy Retail, LLC ("Apex Retail") hereby files an executive summary of its emergency operations plan known as the Emergency Action Plan (the "Plan"), which describes the contents and policies contained in the Plan, includes references to specific sections and page numbers of the Plan that correspond with the requirements of 16 TAC § 25.53, includes the Plan's record of distribution, and attaches the required affidavit and a redacted copy of the Plan and supporting documents. Apex Retail is registered with the Public Utility Commission of Texas as an Option I retail electric provider. Apex Retail does not yet provide retail electric service to any customers. Apex Retail's operations are managed by Apex Wind Asset Management, LLC, an affiliate of Apex Clean Energy. This Executive Summary is incorporated into the Plan in its entirety.

A. Contents and Policies (16 TAC § 25.53(c)(1)(A)(i)(I))

Attachment A to this Executive Summary is a redacted copy of Apex Retail's Emergency Action Plan. The purpose of the Plan is to provide guidance to be followed by the Apex Emergency Management team and applicable personnel throughout the departments in anticipation of or in response to any potential or actual business disruption impacting, or with the potential to impact, Apex employees, customers, and contractors, and to provide the framework for the continuation of business.

The Plan contains the following sections:

Content/Policies	Plan Reference
Introduction	Page 2
Approval and Implementation	Page 2
Drill	Page 2
Communication Plan	Pages 3-4

Content/Policies	Plan Reference
Emergency Contact List	Page 4
Emergency Supplies	Page 5
Emergency Staffing	Page 5
Weather-Related Hazards	Page 5
Pandemic and Epidemic	Pages 6-9
Hurricane	Pages 9-10
Physical Security	Page 10

B. Record of Distribution (16 TAC §§ 25.53(c)(1)(A)(i)(III) and 25.53(c)(4)(A))

The Plan's record of distribution required by 16 TAC § 25.53(c)(4)(A) is included on page 2 of the Plan. An unredacted copy of the names will be provided to Commission Staff upon request.

C. Affidavit (16 TAC §§ 25.53(c)(1)(A)(i)(IV) and 25.53(c)(4)(C))

Attachment B to this Executive Summary is the affidavit required by 16 TAC § 25.53(c)(4)(C).

D. Emergency Contact List (16 TAC § 25.53(c)(4)(B))

The primary and backup emergency contact for Apex Retail who can immediately address urgent requests and questions from the Commission during an emergency are identified in Emergency Contact List section, page 4 of the Plan and will be made available to Commission Staff upon request.

E. Common Operational Functions Relevant Across Emergency Types (16 TAC § 25.53(d))

The Plan addresses common operational functions relevant across emergency types, including:

Content/Policies	Plan Reference
Introduction	Page 2
Approval and Implementation	Page 2

Content/Policies	Plan Reference
Drill	Page 2
Communication Plan	Pages 3-4
Emergency Contact List	Page 4
Emergency Supplies	Page 5
Emergency Staffing	Page 5

F. Approval and Implementation (16 TAC § 25.53(d)(1))

Content/Policies	Plan Reference	Rule Reference
Introduction of Plan and outline of its applicability	Page 2	16 TAC § 25.53(d)(1)(A)
List of individuals responsible for maintaining and implementing the Plan, and those who can change the Plan	Page 2	16 TAC § 25.53(d)(1)(B)
Revision control summary	Page 2	16 TAC § 25.53(d)(1)(C)
Dated statement that the current Plan supersedes previous plans	Page 2	16 TAC § 25.53(d)(1)(D)
Date the Plan was most recently approved by Apex Retail	Page 2 Footer of Plan	16 TAC § 25.53(d)(1)(E)

G. Communication Plan (16 TAC § 25.53(d)(2)(C))

The Communication section, pages 3-4 of the Plan describe Apex Retail's procedures for communicating during an emergency with the public, media, customers, the commission, and OPUC, and the procedures for handling complaints during an emergency.

H. Emergency Supply Plan (16 TAC § 25.53(d)(3))

The Emergency Supplies section, page 5 of the Plan describes Apex Retail's plan to maintain pre-identified supplies for emergency response.

I. Emergency Staffing Plan (§ 25.53(d)(4))

The Emergency Staffing section, page 5 of the Plan includes Apex Retail's plan to address staffing emergency response.

J. Weather Related Hazards (16 TAC §§ 25.53(d)(5))

The Weather Related Hazards section, pages 5-6 of the Plan includes Apex Retail's plans for monitoring and responding to severe weather.

K. Pandemic and Epidemic (16 TAC § 25.53(e)(3)(A))

The Pandemic and Epidemic section, pages 6-9 of the Plan addresses Apex Retail's pandemic and epidemic emergency response plan.

L. Hurricane (16 TAC §§ 25.53(d)(5) and 25.53(e)(3)(B))

The Hurricane section, pages 9-10 contains Apex Retail's hurricane annex, which addresses how Apex Retail identifies hurricanes and includes evacuation and re-entry procedures.

M. Cyber Security (16 TAC § 25.53(e)(3)(C))

Attachment C to the Executive Summary (AWAM NERC Cyber Security Incident Response Procedure) is Apex Retail's cyber-security emergency response plan. A copy of Attachment C will be made available to Commission Staff upon request.

N. Physical Security Incident (16 TAC § 25.53(e)(3)(D))

The Physical Security section, page 10 contains Apex Retail's physical security incident annex.

O. Drills (16 TAC § 25.53(f))

The April 2022 deadline to file new emergency operations plans did not allow for a 2022 drill to be conducted prior to this filing. Apex Retail has a plan to ensure a drill is conducted in 2022 and will file a supplement in this docket upon completion of the drill.

April 18, 2022

Respectfully Submitted,

/s/ Lourdes Spurlock
Lourdes Spurlock
Compliance Engineer
Apex Clean Energy

ATTACHMENT A



Emergency Action Plan

Apex Clean Energy Retail, LLC

Version 1.0 (supersedes any previous version)

April 18, 2022

Apex Clean Energy

120 Garrett Street, Suite 700

Charlottesville, VA 22902

Introduction

The purpose of this Emergency Action Plan (“EAP”) is to provide guidance to be followed by the Apex Emergency Management team and applicable personnel throughout the departments in anticipation of or in response to any potential or actual business disruptions impacting, or with the potential to impact, Apex Clean Energy (“Apex”) employees, customers, and contractors, and to provide the framework for the continuation of business. This EAP applies to Apex retail electric provider Apex Clean Energy Retail, LLC (“Apex Retail”).

Approval and Implementation

Revision Control

Revision	Date	Nature of Change	Author	Title

The EAP was most recently approved by the appropriate executives on the “Issued Date” in the footer.

The current EAP supersedes all previous versions of the EAP.

Record of Distribution

Name	Title	Date

Drill

A drill will be conducted at least annually on the EAP.

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Communication Plan

Corporate Emergency Response

Emergency response procedures cannot be developed for every conceivable situation; however, the EAP provides the necessary guidelines to cope with the most foreseeable emergencies that may occur. Emergency response procedures shall be followed in sequence, unless management or conditions at the time dictate otherwise. Procedures in this plan shall be subordinate to the procedures and directions of those local, state, or federal agencies responding to the emergency.

Public/Media

As soon as practical, initial communication about a crisis at the impacted location should flow through the normal chain of command as directed in the Operations and Asset Management Incident Management Notification Chart.

A designated Apex representative will handle initial and follow-up communications with the media, as appropriate. The Apex representative will communicate only known facts and may indicate that an investigation is underway. As the situation progresses, the designee will provide updates to the media.

All other Apex personnel shall refrain from communicating with the media. If Apex personnel other than the designated Apex representative are contacted by the media directly, such personnel shall state that they have no comment.

Customers

Apex Retail currently does not have any customers. In the case of an emergency, Apex will serve as the point of contact for Apex Retail.

Public Utility Commission of Texas ("PUCT")

In the case of an emergency, Apex will serve as the point of contact for Apex Retail. The PUCT's primary and secondary points of contact are provided below under "Apex Emergency Contact List."

The Office of Public Utility Counsel ("OPUC")

In the case of an emergency, Apex will serve as the point of contact for Apex Retail. OPUC's primary and secondary points of contact are provided below under "Apex Emergency Contact List."

Procedures for Handling Complaints during an Emergency

As described above, Apex Retail currently does not have any customers. Nevertheless, in the event of a complaint, the customer shall notify Apex Retail or Apex directly. In the case of an outage or rolling blackout, the customer should first direct his or her complaint or inquiry to the

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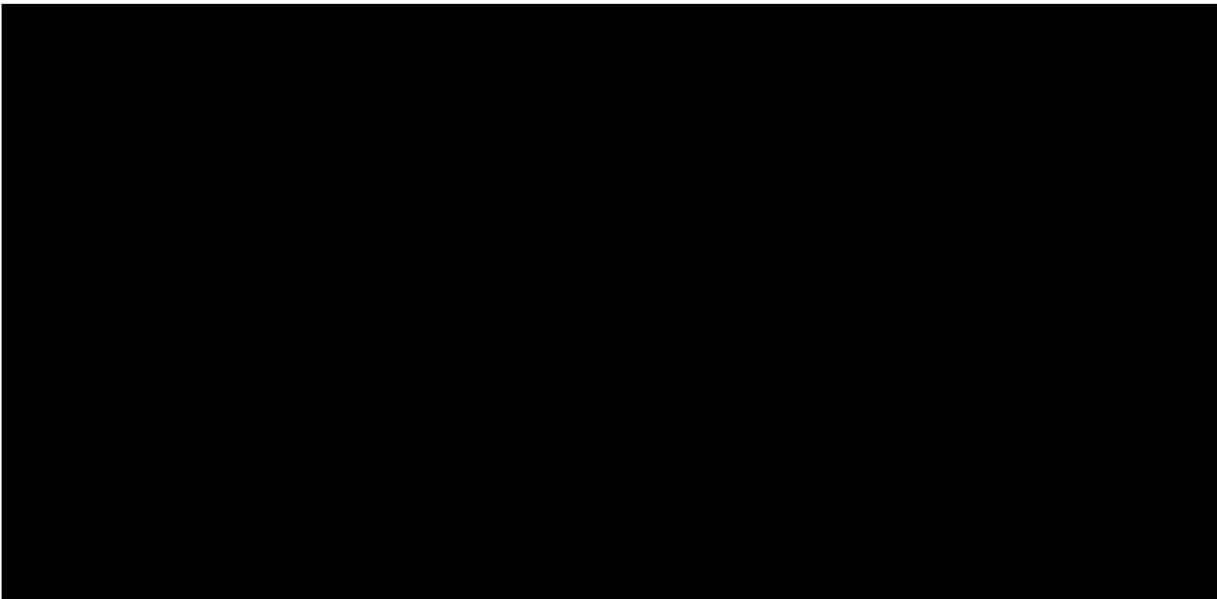
Transmission/Distribution Service Provider.

Emergency Contact List

The following list includes local and state governmental entities, officials, and emergency operations centers:

Police: 911 or Fort Hood Police	Phone (254) 288-2677
Fire Department: 911 or Fort Hood Fire Dept.	Phone (254) 287-3908
Emergency Medical Services: 911 or Fort Hood EMS	Phone (254) 287-3908
Medical Helicopter: Dispatched Fort Hood Fire/EMS	Phone (254) 287-3908
Hospital: Metroplex Hospital, Killeen, TX	Phone (254) 526-7523
Occupational Clinic: Precision Urgent Care	Phone (254) 518-4711
Hazmat:	Phone (254) 288-5462
Federal Bureau of Investigation, Dallas Division	Phone (972) 559-5000
Occupational Safety and Health Administration, Austin Area Office	Phone (512) 374-0271
Poison Control: South Texas Poison Center San Antonio	Phone (800) 222-1222

Apex Emergency Contact List



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Emergency Supplies

The following emergency equipment will be readily available at the Apex Retail office and shall be inspected for expired supplies and components. Expired supplies or components will be replaced.

Equipment

- 2 Tech Safety Lines Medical First Aid Kits
- First aid kits
- 3 Automatic Electric Defibrillators (AED)
- 1 Tech Safety Lines Spark Rescue Kit
- 1 Yates Spec Pack
- Mobile and Fixed Eyewash Stations

Emergency Staffing

The Facility Manager has the discretion to assemble and manage emergency staffing, which may include the Safety Manager, a staff engineer, Operations Directors, and public relations support. At any time during a crisis or an emergency, the REP office can request additional support or stand down the responding essential corporate personnel. At the corporate level, all emergency responses will be managed by the EHS Director.

Weather-Related Hazards

Adverse Weather

A serious weather “watch” indicates that conditions for bad weather exist. During a “watch” status, maintain a normal routine. Management will monitor available information and will communicate with employees if the weather escalates to constitute a weather “warning.”

A “warning” is more serious. The following is a list of emergency situations, definitions of these conditions, and general emergency instructions, which should be followed:

Severe Thunderstorms/Lightning

Severe thunderstorms occur when there is heavy lightning and thunder and winds exceed 55

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miles per hour. Lightning is the greatest danger during a severe thunderstorm.

During severe thunderstorms, personnel shall:

1. Remain indoors.
2. Stay away from open doors, windows, metal pipes, or electrical appliances.
3. Prepare for flash flooding and low water crossings.
4. Follow management instructions.

No place is absolutely safe from the lightning threat; however, some places are safer than others. Large enclosed structures (substantially constructed buildings) tend to be much safer than smaller or open structures. The risk of lightning injury depends on whether the structure incorporates lightning protection, construction materials used, and the size of the structure. Avoid contact with metal or conducting surfaces outside or inside the vehicle.

Generally speaking, if an individual can see lightning and/or hear thunder he/she is already at risk. Louder or more frequent thunder indicates that lightning activity is approaching and increasing. If the time delay between seeing the flash (lightning) and hearing the bang (thunder) is less than 30 seconds, the individual should be in or seek a safer location. Be aware that this method of ranging has severe limitations in part due to the difficulty of associating the proper thunder to the corresponding flash.

High winds, rainfall, and cloud cover often act as precursors, to actual cloud-to-ground strikes by notifying individuals to take action. Many lightning casualties occur in the beginning, as the storm approaches, because people ignore the precursors. Also, many lightning casualties occur after the perceived threat has passed. Generally, the lightning threat diminishes with time after the last sound of thunder, but may persist for more than 30 minutes. When thunderstorms are in the area but not overhead, the lightning can exist even when it is sunny, not raining, or when clear sky is visible.

When available, pay attention to weather warning devices such as weather radio and/or credible lightning detection systems. However, do not let this information override good common sense as isolated storms are common.

Pandemic and Epidemic

Objective

All Apex activities begin with a focus on the core value of the health and safety of employees and of anyone working or visiting an Apex Clean Energy site. The focus of this policy is to provide risk assessment guidance for company travelers during a pandemic, as well as guide department leaders in making appropriate decisions for approving/disapproving travel. During the pandemic, Apex employee business travel should be reserved for essential travel only.

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Scope

This policy identifies that all nonessential travel must be approved. This policy is not designed to take away authority of travel approval from department heads, but rather provide a systematic process for appropriate risk assessment and consistent decision-making. It is not uncommon for travelers to overlook certain risks that can be present during traveling, resulting in a lack of mitigation to eliminate the risk. Apex has tools and information at its disposal to assist with identifying some of the major pandemic-related risks that can become fatal to the traveler.

One challenge that department heads will face will be determining what is considered “essential” and “nonessential” travel. Unfortunately, there is no simple definition for these terms, and ultimately, the decision for the individual employee and their supervisor must be based on the risk to the business. This policy is not simply stating that nonessential travel is prohibited until otherwise approved; it is also intended to serve as a guide to ensure that the risk of nonessential travel has been properly assessed when making the final decision. *This policy does not apply to those who undertake essential travel as identified below.* It is highly recommended, however, that those who fall into this category seek assistance in assessing the risk of travel in concert with the health and safety department.

Examples of Essential Travel

- Travel to job location to maintain critical business operations
- Travel to job site/location to fill in or cover for another employee to maintain critical business operations

Examples of Nonessential Travel

- Conducting company business that has no effect of the success of Apex
- Conducting company business that does not have to take place at the present time
- Attending a business-related meeting that can be accomplished remotely or virtually
- Conducting travel-related business because it is easier or more efficient

Responsibilities

All employees seeking to travel during the pandemic shall submit a timely travel request to their immediate supervisor. The Apex Clean Energy Health and Safety and Facilities departments will provide the travel risk research and assist with assessing the risk of travel. Each department vice president has the discretion to approve or reject the travel request.

Procedure

The process to complete the appropriate travel request outlined in this policy is as follows:

1. All employees shall submit a timely travel request to their immediate supervisor.
 - Unless the immediate supervisor is at the VP level, the immediate supervisor shall elevate this request to the VP level.
2. The VP or immediate supervisor shall instruct the employee to complete the Travel Risk Assessment document located in Smartsheet.

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3. The Health and Safety/Facilities administrator will complete the document, researching and adding pandemic-related data for the area to be visited.
4. Once completed, the document will be electronically routed to the department VP and the Health and Safety director.
5. The department VP shall review the document and discuss the risk concerns and mitigations with the traveling employee to make a decision to approve/reject the request.
6. A request for a PPE travel pack (masks, gloves, wipes, sanitizing spray, sanitizer, etc.) can be made for your trip by submitting a ticket to facilities@apexcleanenergy.com.

Apex-Hosted Events

Apex leadership is committed to protecting its employees and communities in which we host events. Due to the presence of COVID-19 risks, most states presently have specific guidelines for hosting indoor and outdoor events.

- Outdoor Apex-sponsored events are allowed, provided they meet certain guidelines.
- Indoor events such as dinners, meetings, meet and greets, etc., will be managed on a case-by-case basis. All such events shall be approved by the group head following discussions with pertinent business partners.
- All planned events shall be communicated in advance and in writing with the following information provided to allow the area COVID data to be researched:
 - State and county of the event location
 - Event venue
 - Approximate number of expected attendees
 - Duration of the event
- The decision to revoke approval can be made based on present COVID data during the time of the scheduled event.
- Covid data for events scheduled in advance will be monitored and updated appropriately.

Apex-Sponsored Events

Apex may “sponsor” (i.e. provide funding for) events of more than 10 people, according to the following guidelines:

- If the Apex representative receiving the solicitation determines that the event is appropriate, being handled safely, and important to the success of Apex’s work in the community, Apex may provide funds and supply an Apex/project logo to be associated with the event materials.
- If the event does NOT seem appropriate or safe due to COVID, but it feels critical to the success of Apex’s work in the community to provide some support, Apex may provide funds but withhold the logo or public attribution of the sponsorship to Apex or the project. (It may be preferable in cases like these to fund the organization, rather than sponsor the event.)
- If the event does not seem appropriate or safe due to COVID, and/or is not critical to the success of Apex’s work in the community, Apex should not sponsor the event.

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Managers should consult with their supervisors if the distinctions above are not clear in any particular case.

Other guidelines which shall be followed:

- Event organizers should be encouraged to incorporate COVID protocols as directed by the state and CDC into planning (to the extent possible).
- Event organizers shall obtain site Covid data to determine if health condition are appropriate for Apex involvement.

Hurricane

It is our policy that safety of site personnel is the primary concern. Apex Clean Energy will activate this procedure well before a hurricane reaches the office to ensure the safety of personnel. Flooding and tornadoes may be present in the event of an Hurricane.

Notification

In the event of an approaching Hurricane the following people must be notified:

- Will Reichert, Director of EHS
- Apex ROCC

Hurricane Procedure

48 HOURS FROM LANDFALL: About two days before a hurricane is expected to affect your location, begin implementing the following actions.

- Review the hurricane emergency action plan with all involved personnel.
- Check building roofs. Make repairs to coverings and flashing as time allows.
- Remove all loose items from the roof, secure equipment doors and covers, and remove debris.
- Verify roof drains are clear of trash and other obstructions.
- Fill fuel tanks serving emergency generators and other vital services.
- Verify dewatering pumps are in service and working.
- Verify outside storm drains and catch basins are clean.
- Remove debris from outdoor areas that may become "missiles."
- Remove loose, outdoor, inactive equipment.
- Back up computer data.

36 HOURS FROM LANDFALL: At 36 hours before anticipated landfall, time will be limited. Make sure you will have the staff needed to complete all of the following actions, and leave plenty of time to evacuate personnel.

- Protecting or relocating vital business records

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- Removing all loose outdoor storage or equipment
- Anchoring portable buildings or trailers to the ground
- Securing outdoor storage or equipment that cannot be moved
- Installing manual protection systems (e.g. shutters, plywood covers and flood gates)
- Raising critical equipment off floors
- Moving critical equipment from basement and other below-ground areas
- Covering critical stock and equipment with waterproof tarpaulins
- Turning off fuel gas services
- Turning off non-essential electrical systems
- Verifying all fire protection systems are in service (e.g. water supplies, fire pumps, sprinklers, fire alarms and special extinguishing systems)
- Setting up flood barriers at all first-floor doors and entrances
- Temporarily closing buildings under construction to avoid entry of wind-driven rain

24–32 HOURS BEFORE LANDFALL: ALL PERSONNEL SHALL EVACUATE THE SITE

*DURING THE HURRICANE: **Personnel shall remain off site.***

AFTER THE HURRICANE: Apex Facility Management will return to the site to conduct a safety assessment. When returning to the site, bring additional supplies and cameras to document conditions.

AFTER THE HURRICANE HAZARD ASSESSMENT: If the site is deemed safe to return by the Apex facility manager, an ALL CLEAR will be issued and communicated to awaiting site personnel. Site personnel may return to the site once an ALL CLEAR is issued.

- Survey the site for hazards: Live electrical wires, broken glass and sharp metal, leaking fuel gases or flammable liquids, damaged building features or contents that could shift or collapse, paved or hardscape areas undermined by wave action and subject to collapse, flammable atmosphere in vapor space of flammable storage tanks, etc.
- Survey the damage and initiate repairs immediately: Promptly notify contractors to avoid waiting in line for service.
- Document all damage by photograph for potential insurance claims.

Physical Security

Apex – Asset Management oversees and manages access to the REP building. The building and fence shall remain locked if they are not occupied. Any physical security threats or incidents shall be reported to management immediately.

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Cyber Security

Please refer to the AWAM NERC Cyber Security Incident Response Procedure.

ATTACHMENT B

AFFIDAVIT


THE STATE OF Virginia §
 §
COUNTY OF Albemarle §

BEFORE ME, the undersigned authority, on this day personally appeared Mark Goodwin who swore an oath that the following facts are true:

1. My name is Mark Goodwin. I am the Chief Executive Officer of Apex Clean Energy Holdings, LLC and the highest-ranking officer with binding authority over Apex Clean Energy Retail, LLC ("Apex Retail"). I am over 18 years of age, of sound mind, and competent and authorized to make this affidavit on behalf of Apex Retail. I have personal knowledge of the matters described herein.
2. Apex Clean Energy Holdings, LLC is the sole member of Apex GCL, LLC. Apex GCL, LLC is the sole member of Apex Retail.
3. Apex Retail is registered with the Public Utility Commission of Texas as an Option I retail electric provider.
4. Apex Retail does not yet provide retail electric service to any customers.
5. Apex Retail has in place an emergency operations plan (the "Plan") in accordance with 16 Texas Administrative Code ("TAC") § 25.53.
6. The short window of time between adoption of the new rule and the April filing deadline did not allow all relevant operating personnel to receive training on the applicable contents and execution of the revised Plan. Apex Retail has a plan to ensure all relevant operating personnel will receive training on the applicable contents and execution of the revised Plan and will file a supplement in this docket once completed. Such personnel will be instructed to follow the applicable portions of the Plan except to the extent deviations are appropriate as a result of specific circumstances during the course of an emergency.
7. The Plan has been reviewed and approved by the appropriate executives.
8. The April 2022 deadline to file new emergency operations plans did not allow for a drill to be conducted prior to this filing. Apex Retail has a plan to ensure a drill is conducted in 2022 and will fill a supplement in this docket upon completion of the drill.
9. The Plan or an appropriate summary has been distributed to local jurisdictions as needed.
10. Apex Retail maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident.


11. The short window of time between adoption of the new rule and the April filing deadline also did not allow the Apex Retail emergency management personnel who are designated to interact with local, state, and federal emergency management officials during emergency events to be trained on the latest IS-100, IS-200, IS-700, and IS-800 National Incident Management System training. Apex Retail has a plan to ensure this training is completed and will file a supplement in this docket once completed.

FURTHER AFFIANT SAYETH NOT.



Mark Goodwin
Chief Executive Officer
Apex Clean Energy Holdings, LLC

Sworn to and subscribed before me this 18th day of April, 2022.


Notary Public, State of Virginia
My Commission Expires: 09-30-22



ATTACHMENT C




Document Type:	Procedure
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AWAM NERC Cyber Security Incident Response Procedure
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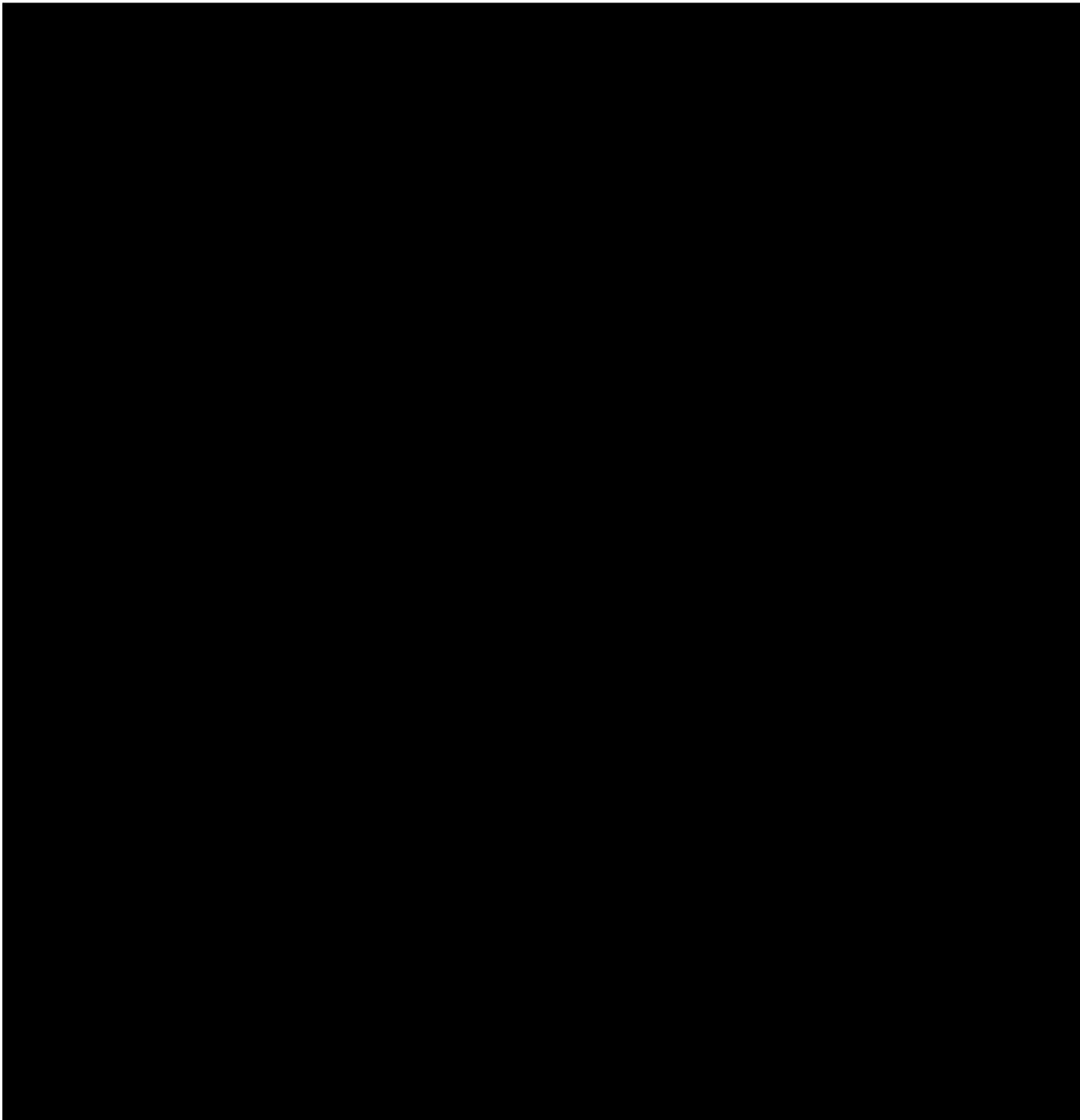
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Version #	Date	Content	Justification
2.0	2020-01-01	Supports requirements for CIP-003-7 R2 Attachment 1 Section 4	Revised per the new version 7 of the CIP-003 standard


Reviewed by:	Revised by:	Reviewed by:	Approved by:
Title: Senior Director IT Dpt.: IT Date: 1/14/2020	Title: Internal Counsel, Compliance Dpt.: Legal Date: 1/1/2020	Title: ROCC Manager Dpt.: Operations Date: 1/14/2020	Title: CIP Senior Manager Dpt.: Management Date: 1/14/2020

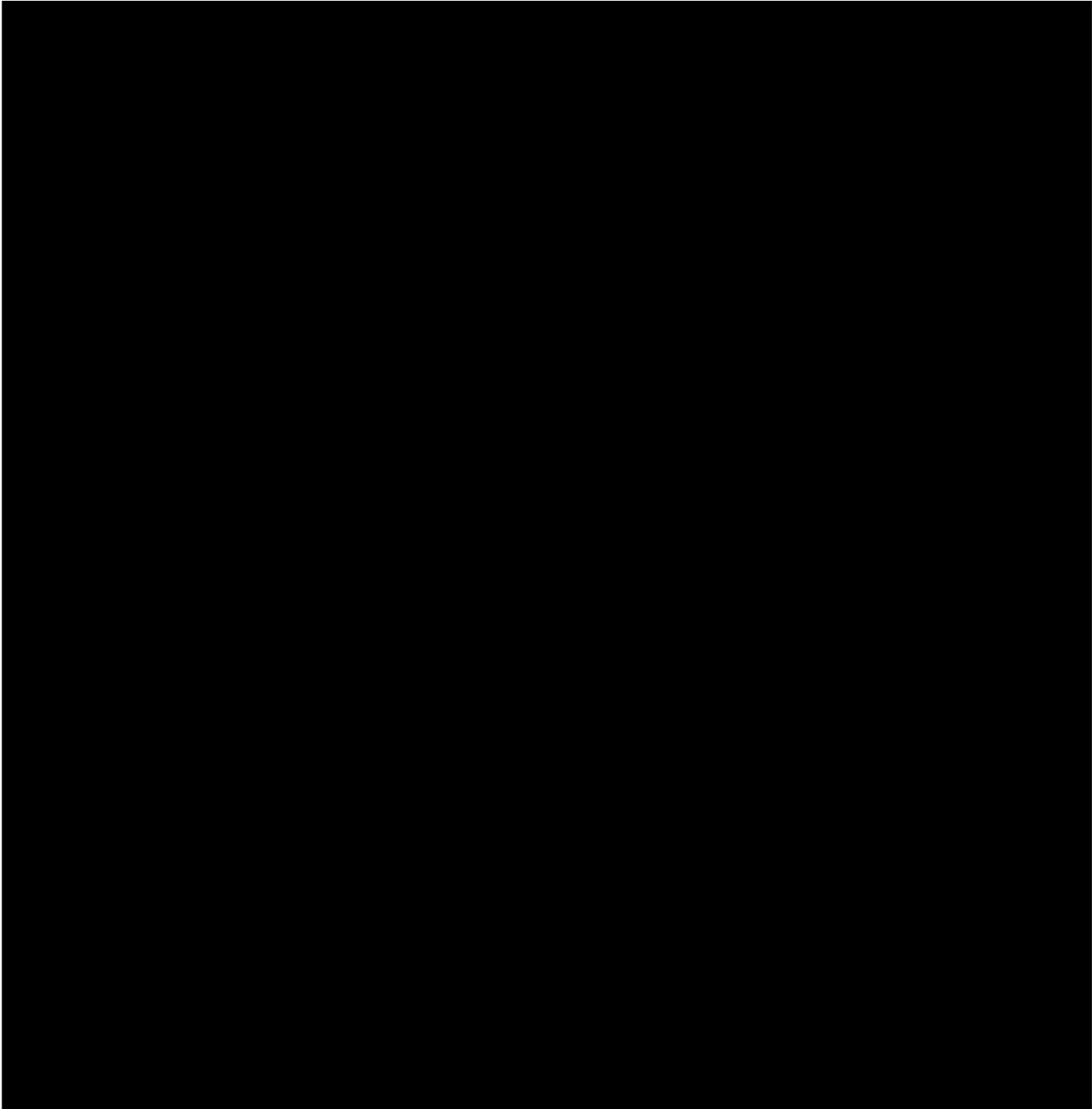
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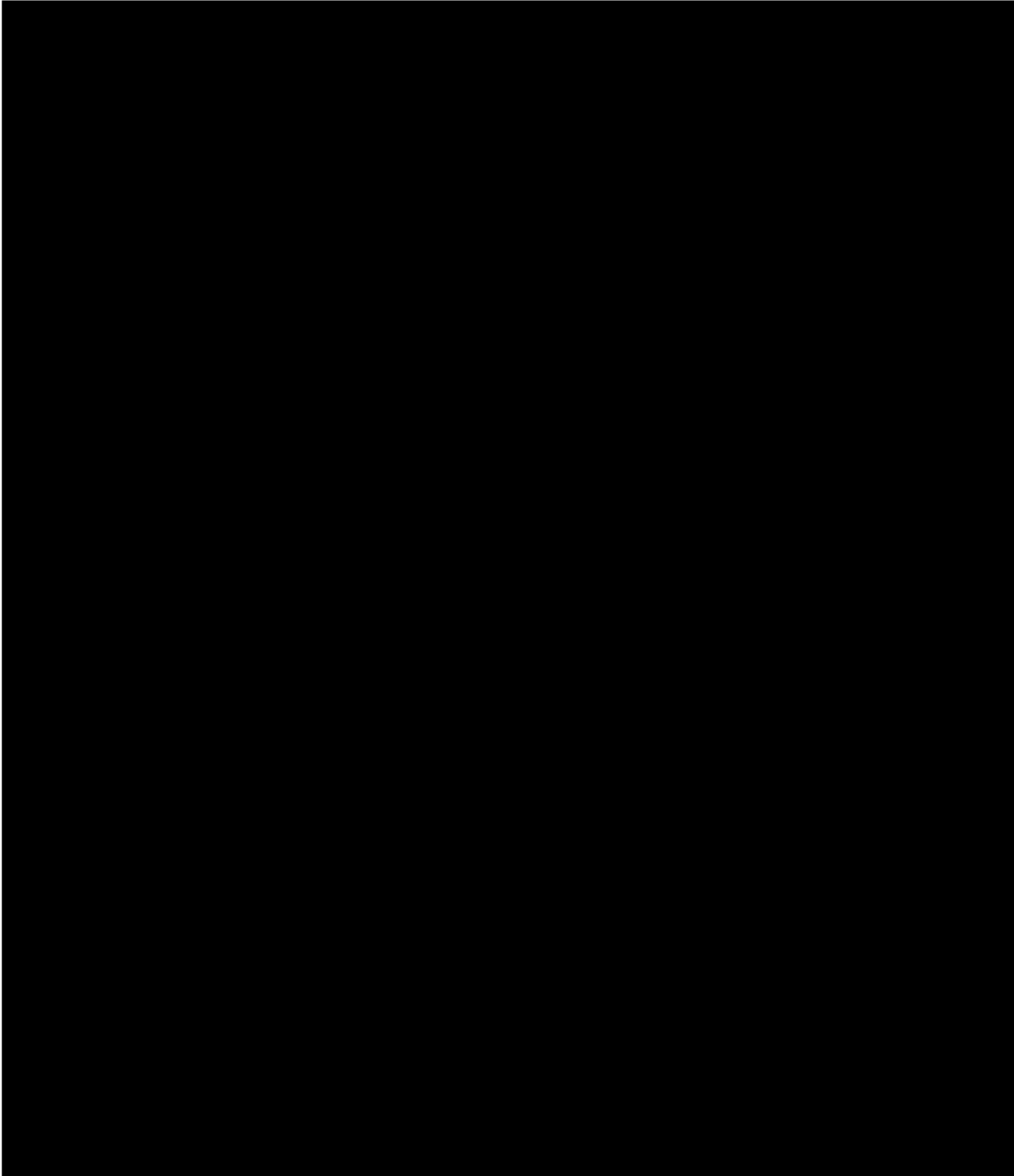
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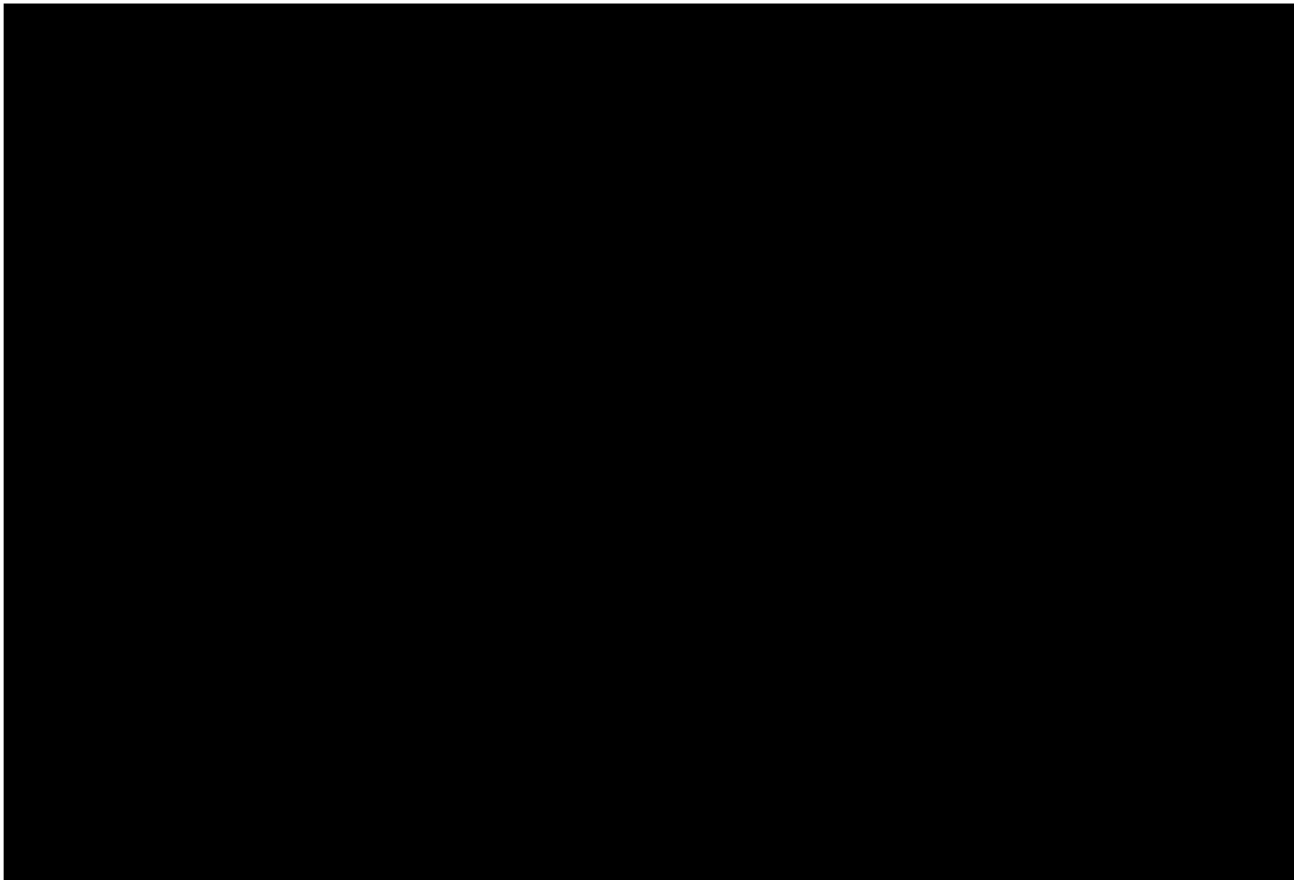
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Attachment A – E-ISAC Reporting Cross-Reference Matrix



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AWAM NERC Cyber Security Incident Response
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