



## Filing Receipt

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**Central Texas Electric Co-op**

A Touchstone Energy® Cooperative 

# **§25.53 EMERGENCY OPERATIONS PLAN EXECUTIVE SUMMARY**

## **Executive Summary**

The Central Texas Electric Cooperative, Inc. (CTEC) 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.

CTEC 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 CTEC, 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 CTEC's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that CTEC 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 CTEC 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 CTEC 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 13 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 CTEC 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, CTEC 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 17 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 CTEC 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 18 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 CTEC personnel during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that CTEC will utilize and addresses work schedule for CTEC personnel that CTEC 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 20 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. CTEC 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 25 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 CTEC to develop and utilize a checklist for CTEC to activate in extreme weather situations.

**Load Shed Annex:**

**This section begins on page 30 of the EOP and corresponds to §25.53(e)(1)(B).**

The Load Shed Annex contains information regarding CTEC 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 CTEC 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 CTEC procedure for restoration coordination with LCRA TSC following a load shed event, and key policies and procedures that CTEC utilizes for restoration from significant system outage events. The final subsection of this Annex provides information on CTEC'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 36 of the EOP and corresponds to §25.53(e)(1)(C).**

In the Pandemic and Epidemic Annex, CTEC 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 CTEC takes regarding prevention and preparation, policies related to remote work for CTEC personnel, and steps CTEC takes to ensure CTEC adheres to policies implemented by state and local agencies.

#### **Wildfire Annex:**

**This section begins on page 38 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 CTEC'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 CTEC would take to respond to any wildfire events.

#### **Hurricane Annex:**

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

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

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

**This section begins on page 41 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 CTEC office facilities and electric distribution system. Based on CTEC'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 44 of the EOP and corresponds to §25.53(e)(1)(G).**




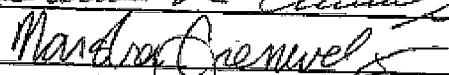
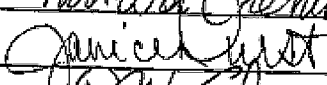







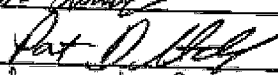

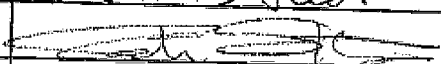
The Physical Security Annex provides information regarding the policies and procedures CTEC has implemented to protect the office complex and other facilities that are critical to the operation of the CTEC electric distribution system. Based on CTEC's facility ownership profile this Annex establishes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

<b>CTEC Personnel</b>		<b>EOP Distribution Date</b>	<b>EOP Training Completed Date</b>
<b>Name</b>	<b>Title</b>		
Key Staff – see sign in sheet on next page	Key Operations; Engineering and Administration Staff	4/5/22	4/5/22

**Emergency Operations Plan Training**  
**Tuesday, April 5th, 2022**

	Employee Name	Signature
1	Fernando Albiter	
2	Tammy Boos	<del>Tammy Boos</del> Tammy Boos
3	Tawnya Boos	
4	Dennis Crenwelge	
5	Marsha Crenwelge	
6	Janice Durst	
7	Mitch Elmore	
8	Donald Flach	
9	Janet Herber	
10	Bob Loth	
11	Steve Murrow	
12	Bruce Ottmers	
13	Brian Ransleben	
14	Pat Stahl	
15	Stuart Stech	
16	Patricia Stehling	
17	Frank Wooten	

**PROJECT NO. 53385**

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

**STATE OF TEXAS   §**

**COUNTY OF GILLESPIE   §**

**BEFORE ME**, the undersigned authority, on this day personally appeared the undersigned affiant, who swore on oath that the following facts were true:

“My name is Robert A. (Bob) Loth, III. The facts stated within this Affidavit are within my personal knowledge and are true and correct. I am over the age of eighteen years and am of the soundness of mind necessary to testify to the facts stated in this Affidavit. I am competent to make this Affidavit.

“I am the CEO of Central Texas Electric Cooperative, Inc. (CTEC), which is a Texas electric cooperative corporation.

CTEC operates an electric distribution utility system in the State of Texas and the Electric Reliability Council of Texas power region.

CTEC has adopted an Emergency Operations Plan (EOP) that complies with 16 Texas Administrative Code §25.53 - Electric Service Emergency Operations Plans (EOP Rule), which was adopted by the Public Utility Commission of Texas on February 25, 2022.

CTEC’s relevant operating personnel are familiar with and have received training on the applicable contents and execution of the EOP, and such personnel are instructed to follow the applicable portions of the EOP except to the extent deviations are appropriate as a result of special circumstances during the course of an emergency. The EOP has been reviewed and approved by the appropriate executives of CTEC.



Drills will be conducted to the extent required by subsection (f) of the EOP Rule. For calendar year 2022, the first drill is expected to occur on or before July 1, 2022.

The EOP or an appropriate summary of the EOP has been distributed to local jurisdictions as needed.

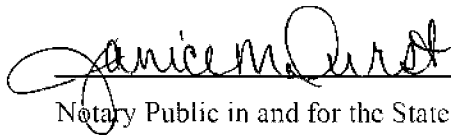
CTEC maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident.

CTEC'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."



Robert A. Loth, III

Sworn and subscribed before me on this 13 day of April, 2022, by Robert A. Loth, III.



Notary Public in and for the State of Texas



## **PUC Primary and Backup Emergency Contact List**

<b>Primary Emergency Contact</b>	Mitch Elmore, P.E.
<b>Title</b>	Director of Engineering and Operations
<b>Email</b>	<a href="mailto:mitch.elmore@ctec.coop">mitch.elmore@ctec.coop</a>
<b>Main Phone</b>	(830) 992-2250
<b>Cell Phone</b>	(806) 548-3812

<b>Secondary Backup Emergency Contact</b>	Robert A. (Bob) Loth III
<b>Title</b>	CEO
<b>Email</b>	<a href="mailto:bob.loth@ctec.coop">bob.loth@ctec.coop</a>
<b>Work Phone</b>	(830) 992-2300
<b>Cell Phone</b>	(830) 456-2040