



## Filing Receipt

**Received - 2022-04-14 11:20:27 AM**  
**Control Number - 53385**  
**ItemNumber - 55**

## Executive Summary

This Executive Summary provides an overview of Big Country Electric Cooperative's ("Cooperative's") process for maintaining all aspects of Cooperative's business following various disasters in compliance with 16 Tex. Admin. Code § 25.53, Public Utility Commission of Texas' ("PUCT") substantive rule regarding Electric Service Emergency Operations Plan ("Rule").

Table 1 provides an overview of the contents and policies included in Cooperatives Emergency Operations Plan ("Plan").

*Table 1 Overview of Contents and Policies included in Plan*

Policy	Section	Page
AFFIDAVIT	I.	2
APPROVAL AND IMPLEMENTATION	II.	5
ORGANIZATIONAL AND PERSONNEL ASSIGNMENTS	III.	7
COMMUNICATION PLAN	IV.	11
EMERGENCY SUPPLIES & ASSISTANCE COORDINATION	V.	17
IDENTIFICATION OF WEATHER-RELATED HAZARDS	VI.	22
WEATHER EMERGENCY PROCEDURES	VII.A	25
LOAD SHED PROCEDURES	VII.B	26
PANDEMIC PREPAREDNESS PLAN	VII.C	31
WILDFIRE MITIGATION PLAN	VII.D	40
CYBERSECURITY ANNEX	VII.F	43
PHYSICAL SECURITY INCIDENT ANNEX	VII.G	60

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Table 2 provides an overview of the Plan's compliance with the Rule.

*Table 2 Reference Table*

CITATION	DESCRIPTION OF REQUIREMENT	APPLICABILITY	EOP SECTION	EOP PAGE #
25.53(d)(1)(A-E)	APPROVAL AND IMPLEMENTATION SECTION	YES	II.	5-7
25.53(d)(2)(A)	COMMUNICATION PLAN FOR ENTITIES WITH TRANSMISSION OR DISTRIBUTION SERVICE	YES	IV.	11-16
25.53(d)(2)(B-D)	COMMUNICATION PLAN FOR GENERATORS, REP AND ERCOT	NO		
25.53(d)(3)	PLAN TO MAINTAIN PRE-IDENTIFIED SUPPLIES FOR EMERGENCY RESPONSE	YES	V., Appendices C and D.	17-21, 80, 81
25.53(d)(4)	PLAN THAT ADDRESSES STAFFING DURING EMERGENCY RESPONSE	YES	III.	7-10
25.53(d)(5)	A PLAN THAT ADDRESSES HOW AN ENTITY IDENTIFIES WEATHER-RELATED HAZARDS. INCLUDING TORNADOES, HURRICANES, EXTREME COLD WEATHER, EXTREME HOT WEATHER, DROUGHT, AND FLOODING, AND THE PROCESS THE ENTITY FOLLOWS TO ACTIVATE THE EOP	YES	VI.	22
25.53(e)(1)(A)(i-ii)	WEATHER EMERGENCY ANNEX	YES	VII.A.	25
25.53(e)(1)(B)(i-iii)	LOAD SHED ANNEX	YES	VII.B.	26-30
25.53(e)(1)(C)	A PANDEMIC AND EPIDEMIC ANNEX	YES	VII.C.	31-39
25.53(e)(1)(D)	A WILDFIRE ANNEX	YES	VII.D.	40
25.53(e)(1)(E)	A HURRICANE ANNEX THAT INCLUDES EVACUATION AND RE-ENTRY PROCEDURES FACILITIES ARE LOCATED WITHIN A HURRICANE EVACUATION ZONE, AS DEFINED BY THE TEXAS DIVISION OF EMERGENCY MANAGEMENT (IDEM);	NO	VII.E.	41

25.53(e)(1)(F)	CYBERSECURITY ANNEX	YES	VII.F	42
25.53(e)(1)(G)	PHYSICAL SECURITY INCIDENT ANNEX	YES	VII.G	43-59
25.53(e)(1)(H)	A TRANSMISSION AND DISTRIBUTION UTILITY THAT LEASES OR OPERATES FACILITIES UNDER PURA §39.918(B)(1) OR PROCURES, OWNS, AND OPERATES FACILITIES UNDER PURA §39.918(B)(2) MUST INCLUDE AN ANNEX THAT DETAILS ITS PLAN FOR THE USE OF THOSE FACILITIES; AND	NO	VII.H.	65
25.53(e)(1)(I)	ANY ADDITIONAL ANNEXES AS NEEDED OR APPROPRIATE TO THE ENTITY'S PARTICULAR CIRCUMSTANCES	NO	VI.I	66
25.53(e)(2)(A-H)	REQUIREMENTS FOR GENERATORS	NO	VIII.	67
25.53(e)(3)(A-E)	REQUIREMENTS FOR REPS	NO	IX	68
25.53(e)(4)(A-F)	REQUIREMENTS FOR ERCOT	NO	X	69

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Table 3. lists the titles and names of employees receiving access to and training on this Plan, including the date of access to or training.

*Table 3 Record of Distribution*

NAME	TITLE	DATE OF ACCESS OR TRAINING
Mark McClain	General Manager/CEO	April 21, 2022
Paul Jones	Vice President of Operations	April 21, 2022
Latrice Baucom	Vice President of Finance and Accounting	April 21, 2022
Linda Key	Vice President of Office Services	April 21, 2022
Sarah McLen	Key Accounts Executive	April 21, 2022
Sarah Johnson	Executive and Administrative Assistant	April 21, 2022
Will Duniven	Human Resources and Career Development Administrator	April 21, 2022
Robert Pippin	Safety and Risk Management Coordinator	April 21, 2022
Cary McClintock	District Manager	April 21, 2022
Mike Snead	District Manager	April 21, 2022

Table 4. lists the primary and backup emergency contacts for individuals who can address urgent requests and questions from the PUCT during an emergency.

*Table 4 Emergency Contacts*

Name	Title and Email Address	Phone Numbers	Responsibility	Contact Order
Mark McClain	General Manager/CEO [REDACTED]	[REDACTED]	Principle administrator of the plan. Must review and approve all changes.	1
Paul Jones	Vice President of Operations [REDACTED]	[REDACTED]	Responsible for plan implementation.	2
Vacant	Vice President of Engineering		Responsible for plan implementation.	3
Latrice Baucom	Vice President of Finance and Accounting [REDACTED]	[REDACTED]	Responsible for plan implementation.	4
Linda Key	Vice President of Office Services [REDACTED]	[REDACTED]	Responsible for plan implementation.	5
Sarah McLen	Key Accounts Executive [REDACTED]	[REDACTED]	May recommend changes and edit if designated by GM/CEO.	6
Sarah Johnson	Executive and Administrative Assistant [REDACTED]	[REDACTED]	May recommend changes and edit if designated by GM/CEO.	7

Will Duniven	Human Resources and Career Development Administrator [REDACTED]	[REDACTED]	May recommend changes and edit if designated by GM/CEO.	8
Robert Pippin	Safety and Risk Management Coordinator [REDACTED]	[REDACTED]	Plan principle, responsible for coordination of annual emergency drill and Plan review. May recommend changes and edit if designated by GM/CEO.	9
Cary McClintock	District Manager [REDACTED]	[REDACTED]	Assistant responsibility for coordination of annual emergency drill and Plan review. May recommend changes and edit if designated by GM/CEO.	10
Mike Snead	District Manager [REDACTED]	[REDACTED]	Assistant responsibility for coordination of annual emergency drill and Plan review. May recommend changes and edit if designated by GM/CEO.	11



**Confidential Filing with the PUC**

**Project No. 53385**

**April 2022**

**AFFIDAVIT**

**OF VICE PRESIDENT OF OPERATIONS FOR**

**BIG COUNTRY ELECTRIC COOPERATIVE, INC.**

**FILED PURSUANT TO PUC SUBSTANTIVE RULE 25.53(h)**

STATE OF TEXAS      §

COUNTY OF Fisher §

BEFORE ME, the undersigned authority, on this day personally appeared, and who, after being duly sworn, stated on his or her oath that he or she is entitled to make this Affidavit, and that the statements contained below are based on personal knowledge and are true and correct.

I, Paul A. Jones, swear or affirm the following on behalf of Big Country Electric Cooperative ("Cooperative"), an electric cooperative operating in the State of Texas:

- a. Relevant operating personnel are familiar with and have received training on the applicable contents and execution of the Emergency Operations Plan ("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 specific circumstances during the course of an emergency.
- b. The EOP will be reviewed and approved by the appropriate executives April 21, 2022 and will be reviewed by all employees on or before September 21, 2022.
- c. Drills will be conducted on or before October 12, 2022;
- d. The EOP or an appropriate summary will be distributed to local jurisdictions as needed.
- e. Cooperative maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident; and
- f. Cooperative's emergency management personnel who are designated to interact with local, state, and federal emergency management officials during emergency events will be scheduled to receive the latest IS-100, IS-200, IS-700, and IS-800 National Incident Management System Training.

\_\_\_\_\_  
(Signature of Officer of the Cooperative)

Sworn to and subscribed before me on this 12 day of April, 2022

Sarah Johnson  
Notary Public in and for the State of Texas

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Notary Seal

