

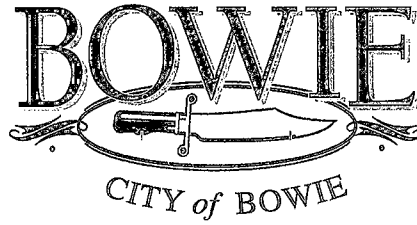


## Filing Receipt

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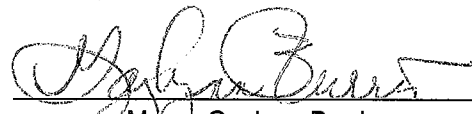
May 27, 2022

## AFFIDAVIT

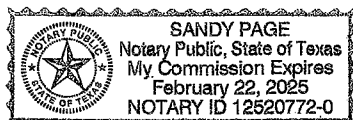
As the Mayor of the City of Bowie, Texas, I have binding authority over the City of Bowie, Texas' Municipally Owned Utility (MOU) and I hereby affirm the following:


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 Emergency Operations Plan (EOP) except to the extent deviations are appropriate as a result of specific circumstances during the course of an emergency;

- 1) The Emergency Operations Plan (EOP) has been reviewed and approved by the appropriate executives;
- 2) Drills will be conducted to the extent required by 16 TAC, §25.53 (f);
- 3) The Emergency Operations Plan (EOP) or an appropriate summary has been distributed to local jurisdictions as needed;
- 4) The City of Bowie, Texas maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident; and
- 5) The City of Bowie, Texas' 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 (NIMS) training.

  
Mayor Gaylynn Burris  
City of Bowie, Texas

Subscribed and sworn to before me this 27<sup>th</sup> day of May, 2022



  
Sandy Page  
Notary Public

My commission expires: 2-22-25

May 27, 2022

*Subject:*      **Emergency Operations Plan (EOP) Executive Summary**

*From:*        Richard K. Higgins, EMC  
Emergency Management Coordinator  
Office of Emergency Management  
City of Bowie, Texas

*To:*            Texas Public Utilities Commission

The following information is being provided in accordance with 16 TAC §25.53 (c) (1) (A).

A description of EOP contents and policies;

A cross reference of rule requirements to EOP contents;


A record of distribution (as required by §25.53 (c) (4) (A));

An affidavit (as required by §25.53 (c) (4) (C)) (attached);

A complete copy of our EOP with all confidential portions redacted (attached).

An unredacted copy of our EOP is being submitted to the Electrical Reliability Council of Texas (ERCOT) as required by 16 TAC §25.53 (c) (1) (C).

Please do not hesitate to contact me should you require further information.

  
Richard K. Higgins, EMC

## **Description of Emergency Operations Plan (EOP) Contents and Policies**

The City of Bowie, Texas's Municipally Owned Utility (MOU) Emergency Operations Plan (EOP) was compiled in response to 16 TAC §25.53. Given the Public Utilities Commission's unique focus on electrical reliability, it was decided to create a separate EOP to meet this requirement. However, the MOU EOP is compatible with various other EOP's in place with the City of Bowie, Texas to comply with Texas Division of Emergency Management (TDEM) requirements. Our MOU EOP was formatted in a similar manner as the TDEM mandated EOP's, with a "basic plan" and various "annexes". The annexes are divided into "preparation" and "response" categories.

## Cross Reference of Rule Requirements and EOC Contents

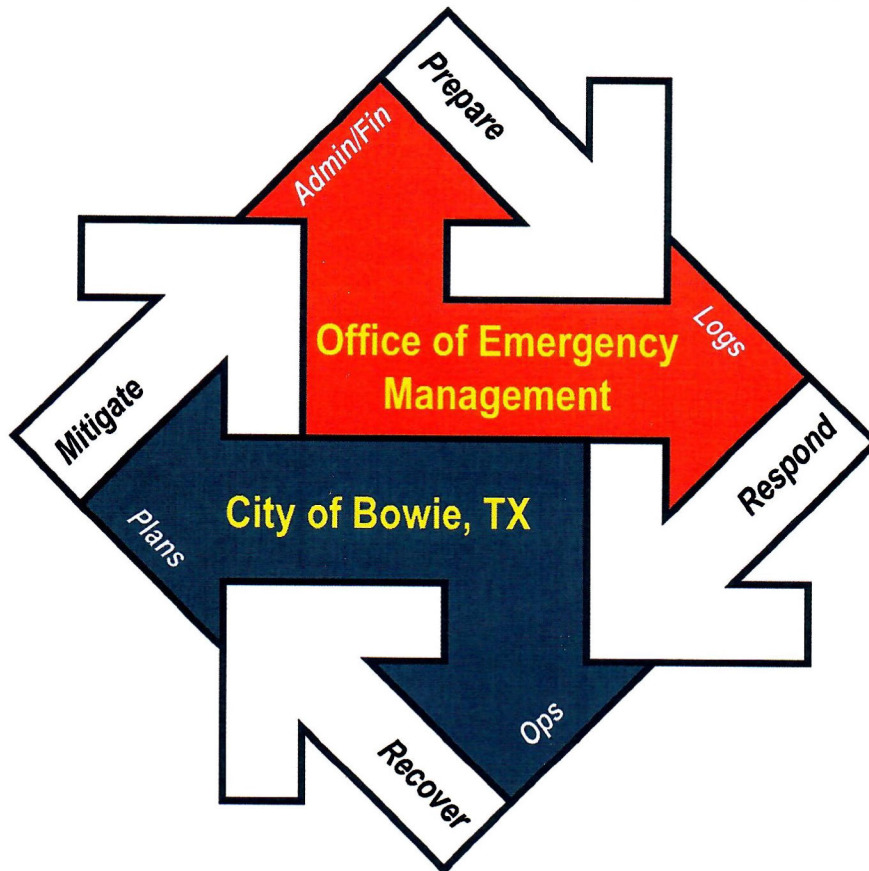
<u>16 TAC §25.53 Requirement</u>	<u>EOP Section</u>	<u>EOP Page</u>
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(c) (4) (B) - Emergency Contacts	Emergency Contacts Plan	14
(c) (4) (C) – Affidavit	Executive Summary	Attachment
(d) (1) – Approval & Implementation	Approval & Implementation	3
(d) (2) (A) – Communications Plan	Communications Plan	10
(d) (3) – Supply Maintenance Plan	Emergency Supplies & Equipment	16
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(d) (5) – Weather Hazard Identification	Weather Hazards	24
(e) (1) (A) – Weather Emergency Annex	Weather Emergency Plan	35
(e) (1) (B) – Load Shed Annex	Load Shed Plan	30
(e) (1) (C) – Pandemic/Epidemic Annex	Pandemic/Epidemic Plan	33
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(e) (1) (F) – Cybersecurity Annex	Cybersecurity Plan	13
(e) (1) (G) – Physical Security Annex	Physical Security Plan	34
(f) – Annual Drills	Annual Drill Plan	9

## Record of EOP Distribution & Training

The following individuals received access to and training on the City of Bowie, Texas' Municipally Owned Utility (MOU) Emergency Operations Plan (EOP) on the date shown. Each individual received an electronic copy of the EOP. A printed copy of the EOP is available for review at the City of Bowie, Texas' Emergency Operations Center (EOC).

<u>EOP Training Date:</u>	<u>City Department:</u>	<u>Name:</u>
May 24, 2022	Mayor	Gaylynn Burris
May 24, 2022	City Manager	Bert Cunningham
May 24, 2022	Emergency Management	Kirk Higgins, EMC
May 24, 2022	Public Information	Cindy Roller
May 24, 2022	Police Department	Chief Guy Green
May 24, 2022	Fire Department	Chief Doug Page
May 24, 2022	Fire/Police Communications	Lynetta Slaton
May 24, 2022	Public Works	Stony Lowrance
May 24, 2022	Water/Wastewater	Jerry Sutton
May 24, 2022	Finance Director	Pamela Woods
May 24, 2022	Parks & Recreation	Clyde Johnson
May 24, 2022	Electric Department	Jay Evans
May 24, 2022	Electric Department	Jody Reeves
May 24, 2022	Electric Department	Brian Reed
May 24, 2022	Electric Department	David Blackmon
May 24, 2022	Electric Department	Chance Gilmore

<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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# City of Bowie, Texas Municipally Owned Utility Emergency Operations Plan 2022-2023 (Redacted Version)

<i>Approved by: Mayor Gaylynn Burris</i>	<i>Cover Page Version 1.00</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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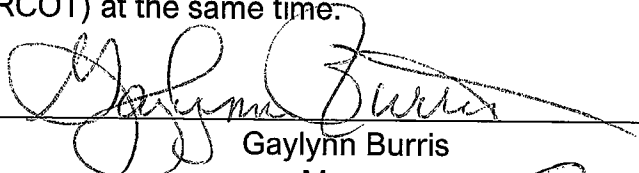
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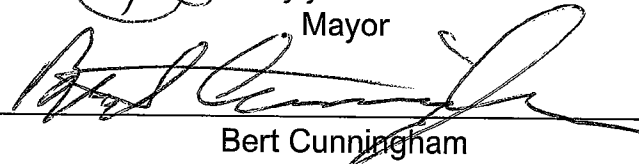
<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **EOP Approval & Implementation**

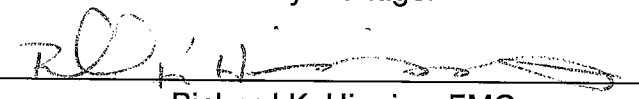
This City of Bowie, Texas Municipally Owned Utility's (MOU's) Emergency Operations Plan (EOP) is hereby approved and will become effective on June 1, 2022. It will expire on March 14, 2023. The individuals whose signatures appear below are responsible for maintaining and implementing this plan. They are also authorized to make changes to the plan as needed. This plan supersedes all previous City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plans (EOP's). This plan will be reviewed annually, updated as needed, and a revised redacted copy will be submitted to the Public Utilities Commission (PUC) by March 15th of each year. An unredacted version will also be provided to the Electricity Reliability Council of Texas (ERCOT) at the same time.

  
Gaylynn Burris  
Mayor

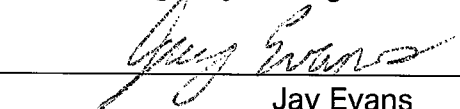
May 27, 2022

  
Bert Cunningham  
City Manager

May 27, 2022

  
Richard K. Higgins, EMC  
Emergency Management Coordinator

May 27, 2022

  
Jay Evans  
Electric Department Director

May 27, 2022

<i>Approved by: Mayor Gaylynn Burris</i>	<b>EOP Approval &amp; Implementation</b> Version 1.00 – Page 3
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<p><i>The City of Bowie, Texas</i>  <i>Municipally Owned Utility (MOU)</i>  <i>Emergency Operations Plan (EOP)</i></p>	<p><i>Effective Date:</i> June 1, 2022  <i>Submitted to PUC/ERCOT:</i> May 27, 2022  <i>Expiration Date:</i> March 14, 2023</p>
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## Record of Changes

[illegible]

<p><i>Approved by: Mayor Gaylynn Burris</i></p>	<p><b>Record of Changes</b></p> <p><i>Version 1.00 – Page 4</i></p>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **EOP Distribution & Training Record**

The following individuals received access to and training on the City of Bowie, Texas Municipally Owned Utility's (MOU's) Emergency Operations Plan (EOP) on the date shown.

<u>EOP Training Date:</u>	<u>City Department:</u>	<u>Name:</u>
May 24, 2022	Mayor	Gaylynn Burris
May 24, 2022	City Manager	Bert Cunningham
May 24, 2022	Emergency Management	Kirk Higgins, EMC
May 24, 2022	Public Information	Cindy Roller
May 24, 2022	Police Department	Chief Guy Green
May 24, 2022	Fire Department	Chief Doug Page
May 24, 2022	Fire/Police Communications	Lynetta Slaton
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May 24, 2022	Electric Department	Brian Reed
May 24, 2022	Electric Department	David Blackmon
May 24, 2022	Electric Department	Chance Gilmore

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>EOP Distribution &amp; Training Record</i></b>  <i>Version 1.00 – Page 5</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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## Resources

In the event of an emergency, the City of Bowie, Texas' Municipally Owned Utility (MOU) has the following resources at its immediate disposal:

- 1 – Electric Department Director
- 4 – Full-Time Electric Department Employees
- 3 – Bucket Trucks
- 1 – Trailer-Mounted Brush Chipper
- 3 – Utility Trucks

The City of Bowie, Texas' Municipally Owned Utility (MOU) also has the following City resources available as needed:

### Office of Emergency Management

- 1 – Emergency Management Coordinator (EMC)
- 1 – Emergency Operations Center (EOC)
- 6 – Emergency Operations Center (EOC) Volunteers

### Fire/EMS Department

- 1 – Fire/EMS Chief
- 12 – Full-Time Firefighter/EMT's
- 6 – Part-Time Firefighters
- 25 – Volunteer Firefighters
- 1 – Command Vehicle
- 3 – Ambulances (ALS Certified)
- 1 – Ladder Truck

<i>Approved by: Mayor Gaylynn Burris</i>	<b>Resources</b>  <i>Version 1.00 – Page 6</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **Resources (continued)**

#### **Fire/EMS Department (continued)**

- 2 – Engines
- 2 – Rescue Trucks
- 1 – Brush Truck
- 1 – Utility Vehicle

#### **Police Department**

- 1 – Police Chief
- 13 – Full-Time Police Officers
- 3 – Reserve Police Officers
- 7 – Patrol Vehicles
- 1 – Communications Supervisor
- 5 – Full-Time Dispatchers
- 1 – Animal Control Officer
- 1 – Animal Control Vehicle
- 1 – Animal Shelter
- 5 – Animal Shelter Volunteers

#### **Public Works Department**

- 1 – Public Works Director
- 13 – Full-Time Public Works Employees
- 1 – Front-End Loader
- 2 – Backhoes

<i>Approved by: Mayor Gaylynn Burris</i>	<b>Resources</b>  <i>Version 1.00 – Page 7</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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**Resources (continued)**

Public Works Department (continued)

- 3 – Dump Trucks
- 5 – Utility Trucks
- 2 – Skid Steers
- 1 – Mini-Excavator
- 1 – Excavator
- 1 – Vacuum Truck
- 1 – Sewer Truck

Parks & Recreation Department

- 1 – Parks & Recreation Director
- 6 – Full-Time Employees
- 1 – Community Center (Shelter & Alternate EOC)
- 1 – Tractor (with front-end loader)
- 1 – Tractor
- 6 – Mowers
- 2 – 20 Foot Trailers
- 6 – Utility Trucks

Code Enforcement Office

- 1 – Code Enforcement Officer (Damage Assessment)
- 1 – Utility Truck

<i>Approved by: Mayor Gaylynn Burris</i>	<b>Resources</b>  <i>Version 1.00 – Page 8</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **Annex A – Annual Drill Plan**

As per 16 TAC §25.53 (b) (2), A Drill is defined as, “An operations-based exercise that is a coordinated, supervised activity employed to test an entity’s EOP or a portion of an entity’s EOP. A drill may be used to develop or test new policies or procedures or to practice and maintain current skills.”

As per 16 TAC §25.53 (f), “An entity must conduct or participate in at least one drill each calendar year to test its EOP. Following an annual drill, the entity must assess the effectiveness of its emergency response and revise its EOP as needed. If the entity operates in a hurricane evacuation zone as defined by TDEM, at least one of the annual drills must include a test of its hurricane annex. An entity conducting an annual drill must, at least 30 days prior to the date of at least one drill each calendar year, notify commission staff, using the method and form prescribed by commission staff on the commission’s website, and the appropriate TDEM District Coordinators, by email or other written form, of the date, time, and location of the drill. An entity that has activated its EOP in response to an emergency is not required, under this subsection, to conduct or participate in a drill in the calendar year in which the EOP was activated.”

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex A – Annual Drill/Exercise Plan</i></b>  <i>Version 1.00 – Page 9</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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## **Annex B – Communications Plan**

Customer Contact - In the event of an emergency which affects the provision of electrical service, the City of Bowie, Texas Municipally Owned Utility (MOU) will utilize the best available method for notifying customers of the situation. Options for doing this include telephone, text messages, emails, social media, and commercial radio as shown below. The City of Bowie, Texas Municipally Owned Utility (MOU) customers may submit complaints or report service outages via telephone, fax, or social media.

Phone Number: (940) 872-1114, Option 6

After Hours: (940) 872-2251

Fax: (940) 872-5702

Website: [www.cityofbowietx.com](http://www.cityofbowietx.com)

Facebook: Bowietexascityof

Commercial Radio: KNTX 104.3 FM / 1410 AM

Key Personnel Contact – Please see Annex E – Emergency Contacts for names and cell phone numbers of key personnel.

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex B – Communications Plan</i></b>  <i>Version 1.00 – Page 10</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **Annex C – Critical Load Customer Registry**

Identification of Critical Load Customers – In advance of an unplanned electrical outage, the City of Bowie, Texas has created a system for identifying Critical Load Customers and incorporating this information into a database for rapid access.

#### **Critical Load Industrial Customers**

W.L. Plastics  
1110 Old Wise Road, Bowie, TX

#### **Critical Load Public Health & Safety Customers**

Faith Community Hospital Outpatient Clinic  
1010 N. Mill Street, Bowie, TX

Nocona General Hospital Outpatient Clinic  
504 N. Mason Street, Bowie, TX

City of Bowie, Texas Fire/EMS Department  
203 Walnut Street, Bowie, TX

City of Bowie, Texas Police Department  
302 Lindsey Street, Bowie, TX

City of Bowie, Texas Emergency Operations Center  
307 N. Mason Street, Bowie, TX

Texas Department of Public Safety Office  
603 Decatur Street, Bowie, TX

#### **Critical Load Residential Customers**

Advanced Rehab of Bowie (Skilled Nursing Facility)  
700 U.S. Hwy 287 South, Bowie, TX

<i>Approved by: Mayor Gaylynn Burris</i>	<b>Annex C – Critical Load Customers</b>  <i>Version 1.00 – Page 11</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **Annex C – Critical Load Customers (continued)**

Independence Hall (Assisted Living Facility)  
1210 Jackson Street, Bowie, TX

#### **Chronic Condition Residential Customers**

List maintained by the City of Bowie, TX Finance Department

Communication with Critical Load Customers – In the event of an unplanned power outage, the City of Bowie, Texas will attempt to notify all affected customers of the estimated return of electrical service via telephone call, text message, e-mail, social media postings, and/or commercial radio announcements.

Chronic Condition Residential Customers – In the event of an unplanned electrical outage affecting residential customers with chronic medical conditions who require electrically powered medical equipment (oxygen generators, nebulizers, intravenous fluid pumps, enteral feeding pumps, peripheral compression devices, electrically powered wheelchairs, etc.), these customers will be contacted via telephone call, text message, and/or e-mail and advised of the location of a shelter in the City of Bowie, Texas with electrical power where they can wait until electrical service is restored. If possible, this information will also be broadcast as a public safety announcement on commercial radio.

<i>Approved by: Mayor Gaylynn Burris</i>	<b>Annex C – Critical Load Customers</b>  <i>Version 1.00 – Page 12</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **Annex D – Cybersecurity Plan**

The City of Bowie, Texas has an agreement with a private cybersecurity company to provide a comprehensive cybersecurity program for all city offices, including the Municipally Owned Utility (MOU). Services provided under this agreement include:

- Annual Employee Training
- Password Management
- IT System Design and Maintenance
- Domain Name Server (DNS) Filtering
- 24/7/365 Network Monitoring
- 24/7/365 Security Operations Center Cybersecurity Incident Response
- Remediation of Cybersecurity Threats
- End-Point Protection and Response

At the first sign of a cyberthreat, all City employees are trained to notify their supervisor who in turn will notify our contractor's Security Operations Center.

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex D – Cybersecurity Plan</i></b> <i>Version 1.00 – Page 13</i>
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### **Annex E – Emergency Contacts**

<u>Name</u>	<u>Position</u>	<u>Cell Phone</u>
Kathy Adam	EOC Volunteer	Redacted
Atmos Energy	24-Hour Emergency	Redacted
Kevin Benton	Montague County Judge	Redacted
BNSF Railroad	24-Hour Emergency	Redacted
Gaylynn Burris	Mayor	Redacted
Willy Conway	Animal Control Officer	Redacted
Janis Crawley	Economic Development Corp	Redacted
Amber Cumbie	City Receptionist	Redacted
Bert Cunningham	City Manager	Redacted
Blake Enlow	Bowie ISD Superintendent	Redacted
Jay Evans	Electric Department Director	Redacted
Guy Green	Police Chief	Redacted
Diana Higgins	EOC Volunteer	Redacted
Kirk Higgins	Emergency Management Coord	Redacted
Clyde Johnson	Parks & Recreation Director	Redacted
Bonnie Kinder	Community Center Manager	Redacted
Lance Liggett	TDEM District Coordinator	Redacted
Jason Love	Mayor Pro Tem	Redacted
Stony Lowrance	Public Works Director	Redacted
Chuck Malone	Faith Community Hospital-Bowie	Redacted

<i>Approved by: Mayor Gaylynn Burris</i>	<i>Annex E – Emergency Contacts Version 1.00 – Page 14</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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**Annex E – Emergency Contacts (continued)**

<u>Name</u>	<u>Position</u>	<u>Cell Phone</u>
Kelly McNabb	Montague County EMC	Redacted
Joel Moore	Assistant Fire Chief	Redacted
Doug Page	Fire Chief	Redacted
Sandy Page	City Secretary	Redacted
Stephanie Post	EOC Volunteer	Redacted
David Rainey	Code Enforcement Officer	Redacted
Cindy Roller	Public Information Officer	Redacted
Lynetta Slaton	Fire/Police Communications	Redacted
Kent Stagg	Assistant Police Chief	Redacted
Dillon Steen	EOC Volunteer	Redacted
Jerry Sutton	Water/Wastewater Dept Director	Redacted
Marshall Thomas	Montague County Sheriff	Redacted
Union Pacific	24-Hour Emergency	Redacted
Union Pacific	Dispatch	Redacted
Shane Watkins	TxDOT – Bowie Office	Redacted
Pamela Woods	Finance Director	Redacted

<i>Approved by: Mayor Gaylynn Burris</i>	<i>Annex E – Emergency Contacts Version 1.00 – Page 15</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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## **Annex F – Supplies & Equipment**

The City of Bowie, Texas Municipally Owned Utility (MOU) maintains all of their supplies and equipment at the Electric Department Barn/Yard located at 317 W. Clay Street in Bowie, Texas. This facility is large enough in size to allow for housing their vehicles in addition to providing storage of the MOU's expendable supplies.

The City of Bowie, Texas Public Works Department maintains all of their supplies and equipment at their yard which is located at 1201 Roach Street in Bowie, Texas

The City of Bowie, Texas Parks and Recreation Department maintains all of their supplies and equipment at their yard which is located 410 E. Pecan Street in Bowie, Texas.

The City of Bowie, Texas Office of Emergency Management maintains all of their supplies and equipment at the Emergency Operations Center (EOC) which is located at 307 N. Mason Street in Bowie, Texas.

For a more detailed listing of each department's equipment inventory, please refer to "Resources" on page 6 of this Emergency Operations Plan (EOP).

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex F – Supplies &amp; Equipment</i></b> <i>Version 1.00 – Page 16</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **Annex G – National Incident Management System (NIMS) Training**

As per 16 TAC §25.53 (c) (4): “In accordance with the deadlines prescribed by paragraphs (1) and (3) of this subsection, an entity must file with the commission the following documents: (C) an affidavit from the entity’s highest-ranking representative, official, or officer with binding authority over the entity affirming the following: (vi) that the entity’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 (NIMS) training.”

The City of Bowie, Texas’ Municipally Owned Utility (MOU) receives its emergency management support from the City of Bowie, Texas Office of Emergency Management (OEM). As such, the City of Bowie, Texas Emergency Management Coordinator (EMC) is designated to interact with local, state, and federal emergency management officials during emergency events involving the City of Bowie, Texas’ Municipally Owned Utility (MOU). Copies of the Emergency Management Coordinator’s (EMC’s) required National Incident Management System (NIMS) training certificates are shown below.

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex G – NIMS Training</i></b> <i>Version 1.00 – Page 17</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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**Annex G – National Incident Management System (NIMS) Training (continued)**

<div><h1>Emergency Management Institute</h1><h2>FEMA</h2><p>This Certificate of Achievement is to acknowledge that</p><p><b>RICHARD K HIGGINS</b></p><p>has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:</p><p><b>IS-00100.c</b> <b>Introduction to Incident Command System, ICS-100</b></p><p><i>Issued this 12th Day of July, 2019</i></p><p>0.3 LACET CEU</p></div>	 <p>Michael J. Sharon Deputy Superintendent Emergency Management Institute Federal Emergency Management Agency</p>
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<i>Approved by: Mayor Gaylynn Burris</i>	<b>Annex G – NIMS Training</b>  <i>Version 1.00 – Page 18</i>
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**Annex G – National Incident Management System (NIMS) Training (continued)**

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**RICHARD K HIGGINS**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.c**

**Basic Incident Command System for Initial Response**

*Issued this 12th Day of July, 2019*



0.4 IACET CEU

A handwritten signature in black ink, appearing to read "Michael J. Sharon".

Michael J. Sharon  
Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

<i>Approved by: Mayor Gaylynn Burris</i>	<b>Annex G – NIMS Training</b>  <i>Version 1.00 – Page 19</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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**Annex G – National Incident Management System (NIMS) Training (continued)**

<div><h1>Emergency Management Institute</h1><h2>FEMA</h2><p>This Certificate of Achievement is to acknowledge that</p><p><b>RICHARD K HIGGINS</b></p><p>has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:</p><p><b>IS-00700.b</b> <b>An Introduction to the National Incident Management System</b></p><p><i>Issued this 12th Day of July, 2019</i></p><p>0.4 IACET CEU</p><div><p>Michael J. Sharon Deputy Superintendent Emergency Management Institute Federal Emergency Management Agency</p></div></div>
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<i>Approved by: Mayor Gaylynn Burris</i>	<b>Annex G – NIMS Training</b>  <i>Version 1.00 – Page 20</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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**Annex G – National Incident Management System (NIMS) Training (continued)**

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**RICHARD K HIGGINS**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00800.d  
National Response Framework, An Introduction**

*Issued this 5th Day of May, 2020*



0.3 LACET CEU

A handwritten signature in black ink, likely belonging to Michael J. Sharon.

Michael J. Sharon  
Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

<i>Approved by: Mayor Gaylynn Burris</i>	<b>Annex G – NIMS Training</b>  <i>Version 1.00 – Page 21</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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## **Annex H – Threat Analysis**

**Background Information** – The City of Bowie, Texas is located in Montague County, along the Texas/Oklahoma boarder in North Central Texas. It was incorporated as a City in 1881. As of the 2020 census, the City of Bowie had a population of 5,276 residents and covered an area of 5.5 square miles. U.S. Highway 287, U.S. Highway 81, State Highway 101, and State Highway 59 all intersect the City, as do Union Pacific and Burlington Northern Santa Fe railroad lines. The City operates a municipal airport (with a 3,600-foot runway) 4.6 miles Northeast of the City limits along the East side of State Highway 59. Lake Amon G. Carter is located approximately 10 miles to the South/Southwest of the City and serves as the City’s drinking water source. The City operates a Water Treatment Plant, Wastewater Treatment Plant, and Electric Department to provide for the needs of the City. The City also possesses a full-time Police Department and Fire/EMS Department (consisting of paid Firefighter/Paramedics and volunteer Firefighters). The City’s Office of Emergency Management maintains an Emergency Operations Center (EOC). Because of our location in North Central Texas, the City of Bowie is not in a Texas Division of Emergency Management (TDEM) designated hurricane evacuation zone.

**Threats** – The vast majority of threats affecting the City of Bowie, Texas are weather related. However, non-weather related threats certainly exist or are possible. Threats (or potential threats) affecting the City of Bowie, Texas include:

Severe Storms (damaging winds, large hail, tornados);  
Flooding;

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### **Annex H – Threat Analysis (continued)**

Winter Storms (freezing temperatures, freezing precipitation, extreme wind chills);

Excessive Heat;

Drought;

Wildfires/Structure Fires;

Transportation Accidents (motor vehicle accidents, railroad accidents, aircraft accidents, boating accidents);

Hazardous Materials Incidents;

Criminal Activity;

Cybersecurity Incidents;

Infectious Diseases/Epidemics/Pandemics (Amoebic Encephalitis, Chikungunya, Equine Encephalitis, Lyme Disease, West Nile Virus, Influenza, Corona Virus, etc.);

Seismic Activity;

Acts of Terrorism;

Economic Downturn/Recession/Depression;

Solar Flair/Coronal Mass Ejection (CME);

Political Unrest;

Acts of War.

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex H – Threat Analysis</i></b> <i>Version 1.00 – Page 23</i>
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### **Annex I – Weather Hazards**

The City of Bowie, Texas Municipally Owned Utility (MOU) receives support from the City of Bowie, Texas Office of Emergency Management (OEM) in regard to the monitoring of weather hazards. The City's Emergency Management Coordinator (EMC) (or his designee) is responsible for maintaining situational awareness in order to anticipate and respond to a broad-spectrum of weather related hazards. This is accomplished by daily monitoring of a variety of National Weather Service (NWS) forecast products. In particular: the NWS Storm Prediction Center's daily convective outlooks; the NWS Fort Worth-Dallas Forecast Office's daily outlooks; and NWSchat, the NWS internet chatroom for discussion of ongoing weather situations. Texas Forest Service (TFS) internet resources are also monitored closely as they relate to elevated wildfire danger. Additionally, the EMC (or his designee) actively participates in conference calls with the State Operations Center (SOC) regarding anticipated weather-related hazards. Once a potential hazard is identified, this information is shared widely with the Mayor, City Manager, Electric Department Director, Public Works Director, Police Department, and Fire/EMS Department so that efforts can be made to mitigate the impact of weather-related threats and to prepare for any needed response.

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex I – Weather Hazard</i></b> <i>Version 1.00 – Page 24</i>
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## **Annex J – Emergency Operations Center (EOC)**

The City of Bowie, Texas' Office of Emergency Management (OEM) maintains an Emergency Operations Center (EOC) at 307 N. Mason Street, Bowie, Texas. The City's Emergency Management Coordinator (EMC) serves as the EOC Director unless the situation warrants appointing a temporary EOC Director. The EOC consists of one large workspace containing computer workstations for each of the Incident Command System (ICS) divisions (Public Information, Incident Command, Operations Section, Planning Section, Logistics Section, and Admin/Finance Section). In addition, the EOC contains workspace for the EOC Director/Emergency Management Coordinator (EMC) and the EOC Communications Unit. A storage area is located adjacent to the EOC for storage of supplies and equipment (bottled water, ice chests, water coolers, sleeping bags, cots, blankets, etc.).

Computer Resources – The EOC currently has 14 Windows-based desktop computer workstations. All computers are running the latest updates of Windows 10 and are hardwired to gigabit internet connectivity. Voice over IP (VoIP) phones are located in the EOC workspace, EOC Director/EMC's workspace, and the EOC Communications Unit. The EOC maintains a cache of four laptop computers for deployment as needed to remote locations.

Radio Communications – The EOC Communications Unit possesses High Frequency (HF analog), Very High Frequency (VHF analog & VHF P25 digital), Ultra High Frequency (UHF analog & UHF DMR digital), 800 MHz analog, 2 meter Amateur Radio (2 meter analog & D-Star digital), and 70 cm Amateur Radio (70 cm analog,

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### **Annex J – Emergency Operations Center (EOC) (continued)**

D-Star digital, & DMR digital) radio communications capabilities. The EOC Communications unit utilizes GR Level 3 internet radar application, the Texas Water Development Board's TexMesonet website, the National Weather Service's NWSchat Live website, Skype video conference calling internet application, Echolink Amateur Radio over IP internet application, the Environmental Protection Agency's Smoke & Fire Map website, the Texas Forest Service's Wildfire Portal website, and the Texas Department of Transportation's Drive Texas website in order to maintain situational awareness. In addition, the EOC Communications Unit maintains a cache of multiple handheld/portable radios, power supplies, and portable antenna systems for deployment as needed to remote locations.

EOC Activation – The EOC may be fully-activated at any time by order of the Mayor, City Manager, or Emergency Management Coordinator (EMC). The EOC Communications Unit is activated (partial EOC activation) any time severe weather threatens Montague County, or a Critical Wildfire Danger exists in order to maintain situational awareness. In partnership with the Montague County Emergency Management Coordinator (EMC), the City of Bowie Office of Emergency Management (OEM) serves as a coordinator of the Montague County Skywarn Program. As a result, the EOC also activates in support of county-wide Skywarn operations. A text message is sent to City and County stakeholders any time the EOC is activated.

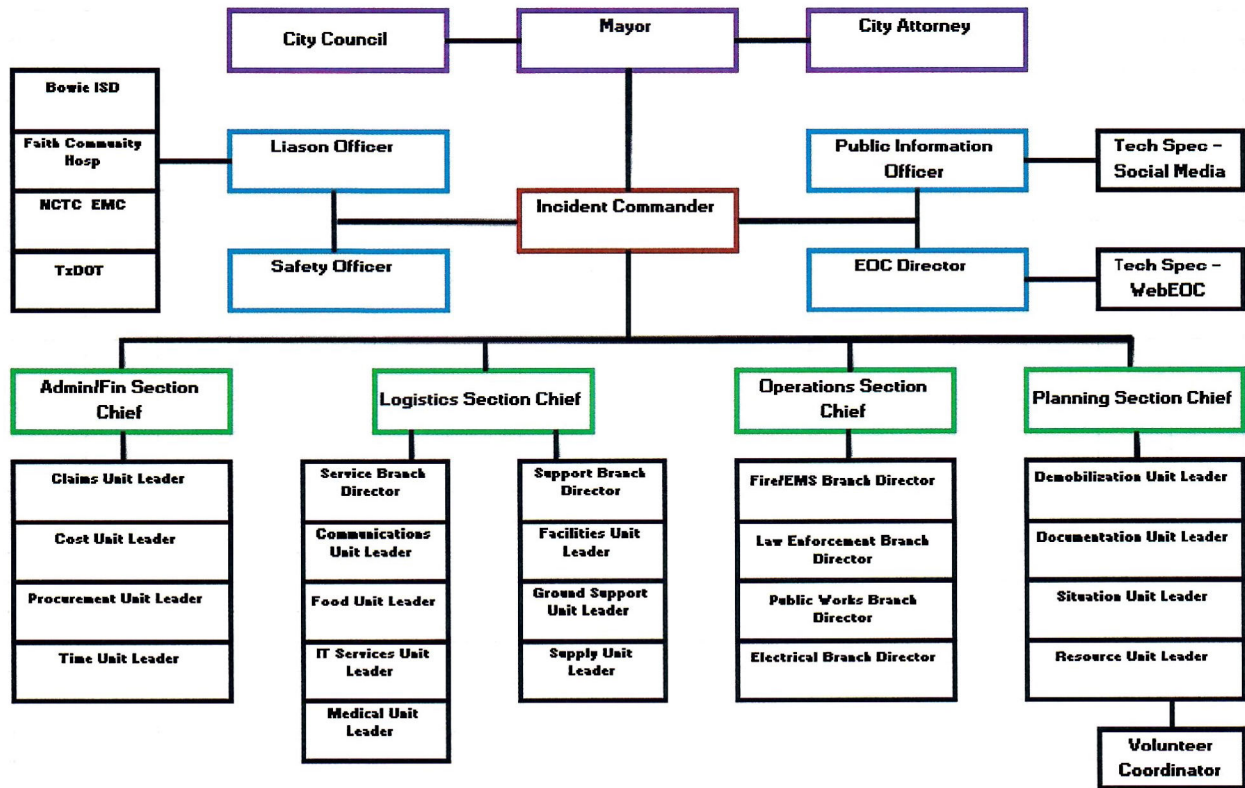
EOC Staffing – When activated, the EOC is staffed by the Emergency Management Coordinator (EMC), various City of Bowie employees, and City of Bowie

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex J – EOC</i></b> <i>Version 1.00 – Page 26</i>
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<p><i>The City of Bowie, Texas</i>  Municipally Owned Utility (MOU)  Emergency Operations Plan (EOP)</p>	<p><i>Effective Date:</i> June 1, 2022  <i>Submitted to PUC/ERCOT:</i> May 27, 2022  <i>Expiration Date:</i> March 14, 2023</p>
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### Annex J – Emergency Operations Center (EOC) (continued)

EOC volunteers. (The Montague Emergency Communications Team (MECT) is a non-profit volunteer group that was formed to support the City of Bowie EOC. In order to perform this mission, its members have completed significant Federal Emergency Management Agency (FEMA) and Texas Division of Emergency Management (TDEM) training.) When activated, the EOC will utilize the organizational chart shown below:



<p><i>Approved by: Mayor Gaylynn Burris</i></p>	<p><b>Annex J – EOC</b>  Version 1.00 – Page 27</p>
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### **Annex K – Emergency Staffing Plan**

In the event of an emergency situation requiring the employees of the City of Bowie, Texas Municipally Owned Utility (MOU) to work outside of their normal duty schedule, the Emergency Department Director will assign work schedules based on the number of available MOU employees and the tasks needing to be accomplished. Should additional staffing be required to meet the immediate needs of the MOU, other City employees may be assigned to assist the MOU where possible. If sufficient staffing is still not available, area members of the Texas Public Power Association (TPPA) will be requested to assist with staffing if possible.

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex K – Emergency Staffing Plan</i></b> <i>Version 1.00 – Page 28</i>
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### **Annex L – Hurricane Plan**

As the City of Bowie, Texas is not located in a hurricane evacuation zone as defined by the Texas Division of Emergency Management (TDEM), a Hurricane Plan is not required per 16 TAC §25.53 (e) (1) (E).

<i>Approved by: Mayor Gaylynn Burris</i>	<b>Annex L – Hurricane Plan</b>  <i>Version 1.00 – Page 29</i>
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### **Annex M – Load Shed Plan**

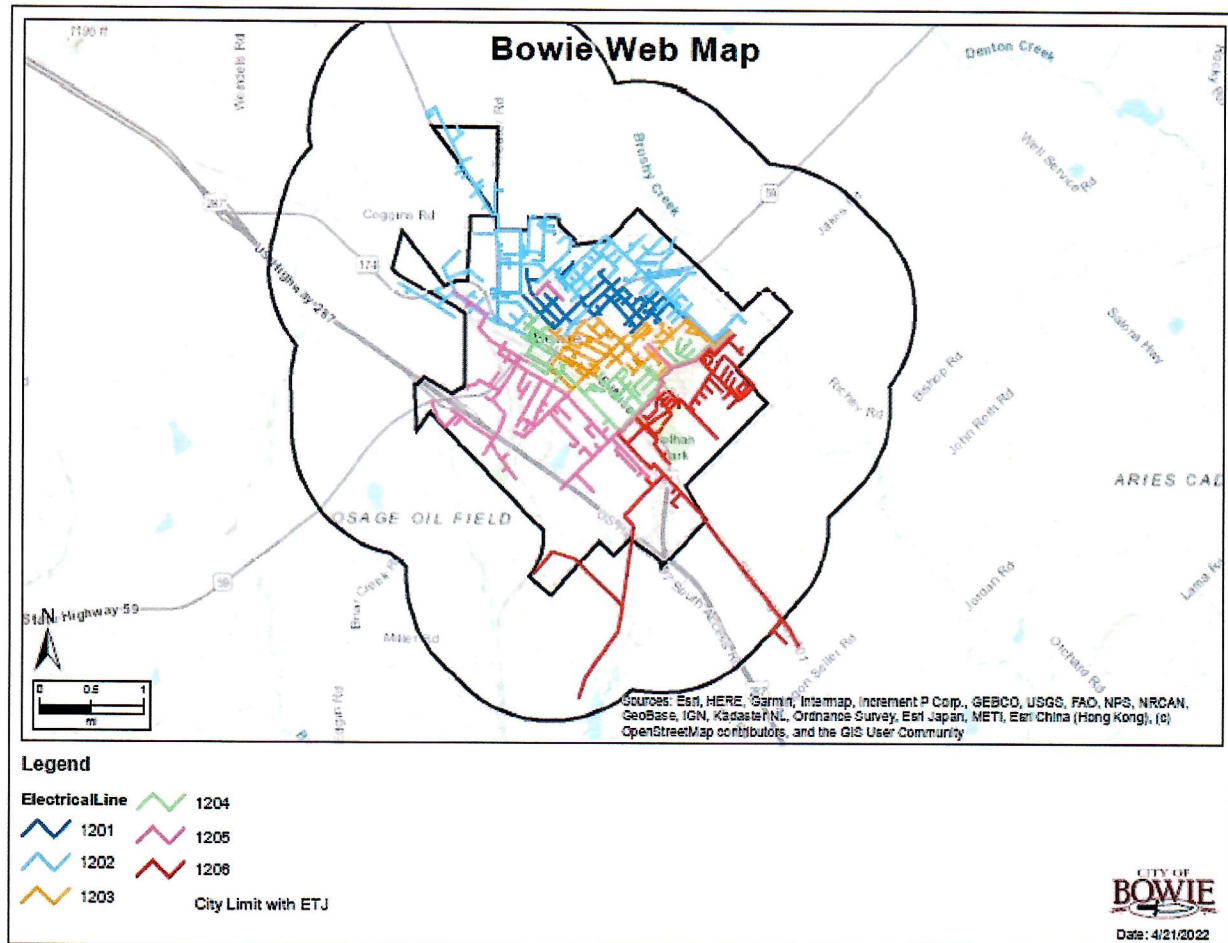
The City of Bowie, Texas' Municipally Owned Utility (MOU) operates one electrical substation which is located at 1201 Roach Street in Bowie, Texas. At the substation are switches for six circuits which route electrical power to our community. We have the ability to manually shut-off one or all of these circuits should we need to shed load in an emergency. We do not have the ability (short of removing individual breakers/electric meters) to shut-off power to individual residences or businesses. Attached (page 32) is a map of the City of Bowie, Texas with the areas covered by each circuit indicated.

On April 20, 2022 the Mayor, City Manager, Emergency Management Coordinator, and Electric Department Director met to review what critical infrastructure is served by each of the six circuits. It was then determined in what order the circuits would be shut down in the event of an emergency requiring the City of Bowie, Texas' Municipally Owned Utility (MOU) to shed load. The Electric Department Director is authorized to modify this listing if conditions at the time of the incident warrant. Once load shedding is no longer required, service will be restored in reverse order of being shut down. Shown below (page 33) is a description of critical infrastructure sites on each of the circuits and the order in which they would be shut down. While making these decisions, it was obvious to all involved that there are no perfect answers as loss of electrical power will be detrimental to those residences and businesses affected. This plan will be reviewed annually, and changes made as needed.

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex M – Load Shed Plan</i></b> <i>Version 1.00 – Page 30</i>
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### Annex M – Load Shed Plan (continued)



<i>Approved by: Mayor Gaylynn Burris</i>	<b>Annex M – Load Shed Plan</b> <i>Version 1.00 – Page 31</i>
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**Annex M – Load Shed Plan (continued)**

<u>Circuit #</u>	<u>Critical Infrastructure</u>
1201	Faith Community Hospital's Outpatient Clinic, Independence Hall, BISD Intermediate School
1202	Bowie Plaza (Brookshire's, Dollar General, Family Dollar, Tractor Supply), ½ of WL Plastics, Water Tower, TxDOT, Fina Mart, BISD Elementary School
1203	City Offices, Police Department, Post Office, Allsup's Stores, BISD Jr. High School
1204	Fire Department, Electric Department, Nocona General Hospital's Outpatient Clinic, Ace Hardware, Allen's Express Lube, Ashley-Douglas Fuel
1205	Advanced Rehab, ½ of WL Plastics, BISD High School, North Central Texas College Campus
1206	Community Center, Water Treatment Plant, Raw Water Pump Station, High-Flow Pump Station, Wastewater Treatment Plant, East Lift Station, Texas Department of Public Safety Office

*(Highlighted locations have an emergency electrical generator.)*

Order In Which Power Would Be Shut Down in an emergency effective June 1, 2022):

1 <sup>st</sup> : Circuit # 1204	4 <sup>th</sup> : Circuit # 1203
2 <sup>nd</sup> : Circuit # 1205	5 <sup>th</sup> : Circuit # 1202
3 <sup>rd</sup> : Circuit # 1201	6 <sup>th</sup> : Circuit # 1206

<i>Approved by: Mayor Gaylynn Burris</i>	<i>Annex M – Load Shed Plan Version 1.00 – Page 32</i>
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### **Annex N – Pandemic/Epidemic Plan**

In the event of a pandemic/epidemic event, the City of Bowie, Texas Municipally Owned Utility (MOU) will take into consideration the guidance of the Federal Government (Centers for Disease Control and Prevention, National Institutes of Health, Department of Health & Human Services, etc.), the State of Texas (Department of State Health Services, the Texas Division of Emergency Management, etc.), and the City's Health Advisor when developing our response strategy. Priority will be given to infection control, prevention, and treatment in an effort to protect the health and safety of our employees and customers in order to insure the provision of reliable electrical service to the community.

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex N – Pandemic/Epidemic Plan</i></b> <i>Version 1.00 – Page 33</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **Annex O – Physical Security Incident Plan**

The importance of electrical service to the residents of Bowie, Texas makes the Municipally Owned Utility (MOU) a prime target for vandalism, criminal mischief, sabotage, and/or terrorism. For this reason, the MOU's facilities and vehicles are secured behind locked security fencing whenever not in actual use. The City of Bowie, Texas Police Department also regularly checks on the MOU's facilities during their patrols throughout town.

In the event a physical security incident is discovered or suspected, the MOU will immediately notify the City of Bowie, Texas Police Department. If warranted, the incident will also be reported to the Montague County Sheriff's Office, the Texas Department of Public Safety (DPS), and/or the Federal Bureau of Investigation (FBI). Once the incident has been investigated, the MOU will consider any protective measures recommended by the law enforcement agencies involved.

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex O – Phys Security Incident Plan</i></b> <i>Version 1.00 – Page 34</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **Annex P – Weather Emergency Plan**

In the event of an imminent threat of severe weather affecting the area, the City of Bowie, Texas Emergency Management Coordinator (EMC) will activate the Communications Unit of the City's Emergency Operations Center (EOC) in order to maintain situational awareness. Upon activation, the Mayor, City Manager, City Council Members, Police Chief, Fire/EMS Chief, Electric Department Director, Public Works Director, County Judge, County Emergency Management Coordinator (EMC), and Texas Division of Emergency Management District Coordinator will be notified by text message. Once activated, the Communications Unit will maintain continuous contact with the National Weather Service Office in Fort Worth, Texas to receive any updates and to relay storm reports. Continuous radar monitoring will be initiated, and public safety/amateur radio communications will be monitored for any storm related reports. The Municipally Owned Utility (MOU) will be notified promptly if any reports of electrical outage are received. The EOC Communications Unit will remain activated until all threatening severe weather has left the area.

<i>Approved by: Mayor Gaylynn Burris</i>	<b><i>Annex P – Weather Emergency Plan</i></b> <i>Version 1.00 – Page 35</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **Annex Q – Wildfire Plan**

The City of Bowie, Texas Municipally Owned Utility (MOU) serves the residents of the City of Bowie, Texas. Therefore, being within the city limits, the majority of the MOU's service area is not at risk for wildfire. However, the perimeter of the MOU's service area forms a wildland-urban interface which is at risk for wildfires. Therefore, the MOU's Wildfire Plan addresses wildfire awareness, mitigation, response, and recovery.

**Wildfire Awareness** – In the event of an elevated wildfire danger, the City of Bowie, Texas Emergency Operations Center (EOC) monitors fire weather conditions and county-wide public safety radio communications closely. If the National Weather Service issues a Red Flag Warning, the EOC will activate the Communications Unit in order to maintain increased situational awareness. The Electric Department Director will be notified should wildfire activity threaten the MOU's service area.

**Wildfire Mitigation** – The MOU, assisted by the City of Bowie, Texas Public Works Department and the Parks and Recreation Department will perform vegetative management in the vicinity of MOU transmission lines and poles along the wildland-urban interface. This may include the periodic trimming of trees and the cutting of grass. Due to the proximity of residential structures in the MOU's service area, prescribed burns to remove vegetation overgrowth will be used only as a last resort.

**Wildfire Response** – In the event a wildfire threatens the MOU's service area, the City of Bowie Fire Department will be notified immediately. Should additional resources to combat the wildfire be needed, mutual aid from area volunteer fire departments and/or the Texas Forest Service will be requested.

<i>Approved by: Mayor Gaylynn Burris</i>	<b>Annex Q – Wildfire Plan</b>  <i>Version 1.00 – Page 36</i>
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<i>The City of Bowie, Texas Municipally Owned Utility (MOU) Emergency Operations Plan (EOP)</i>	<i>Effective Date: June 1, 2022 Submitted to PUC/ERCOT: May 27, 2022 Expiration Date: March 14, 2023</i>
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### **Annex Q – Wildfire Plan (continued)**

Wildfire Recovery – As soon as areas impacted by wildfires are deemed safe to enter by the Fire Department, the MOU will inspect the area for wildfire-related damage to transmission poles and structures. Should any damage be discovered, the MOU will make repairs as soon as possible. Should the MOU require additional assistance to make the repairs in a timely manner, assistance from area Texas Public Power Association (TPPA) members may be requested.

<i>Approved by: Mayor Gaylynn Burris</i>	<b>Annex Q – Wildfire Plan</b> <i>Version 1.00 – Page 37</i>
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