



## Filing Receipt

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# **EMERGENCY OPERATIONS PLAN EXECUTIVE SUMMARY**

## **Executive Summary**

The City of Georgetown, (COG) 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 City of Georgetown 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.

COG 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 GOG, 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 COG's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that COG 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 8 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 City of Georgetown senior leadership, this section includes a "Message from the City Manager" that underscores the importance of the plan and encourages all COG 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 COG 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 15 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 COG undertakes in an emergency event. Key

policies include tracking and coordination of external communications, the designation of spokesperson(s) for The City of Georgetown, 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, COG customers, 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 19 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 COG 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 20 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 COG personnel during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that COG will utilize and addresses work schedule for COG personnel that COG 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 22 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. COG 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 27 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 COG to develop and utilize a checklist for COG to activate in extreme weather situations.

**Load Shed Annex:**

**This section begins on page 32 of the EOP and corresponds to §25.53(e)(1)(B).**

The Load Shed Annex contains information regarding COG 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 COG 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 COG procedure for restoration coordination with LCRA TSC following a load shed event,

and key policies and procedures that COG utilizes for restoration from significant system outage events. The final subsection of this Annex provides information on COG'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 38 of the EOP and corresponds to §25.53(e)(1)(C).**

In the Pandemic and Epidemic Annex, COG has provided The City of Georgetown'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 COG takes regarding prevention and preparation, policies related to remote work for COG personnel, and steps COG takes to ensure COG adheres to policies implemented by state and local agencies.

#### **Wildfire Annex:**

**This section begins on page 41 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 COG'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 COG would take to respond to any wildfire events.

#### **Hurricane Annex:**

**This section begins on page 43 of the EOP and corresponds to §25.53(e)(1)(E).**

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

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

**This section begins on page 44 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 COG office facilities and electric distribution system. Based on COG'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 47 of the EOP and corresponds to §25.53(e)(1)(G).**

The Physical Security Annex provides information regarding the policies and procedures COG has implemented to protect the office complex and other facilities that are critical to the operation of the COG electric distribution system. Based on COG's facility ownership profile this Annex establishes the security policies, guidelines, and requirements for COG's facilities, visitors, and surveillance.

### **5.0 Plan Distribution and Training**

The table below documents the distribution list of the EOP and the associated training document to COG personnel and the date the training was completed by each employee:

<b>Name</b>	<b>COG Personnel</b>	<b>Title</b>	<b>EOP Distribution Date</b>	<b>EOP Training Completed Date</b>
Daniel Bethapudi	Electric General Manager		5/26/2022	5/26/2022
Daniel McReynolds	Electric Engineering Manager		5/26/2022	5/26/2022
Mike Westbrook	Electric Operations Manager		5/26/2022	5/26/2022
Kevin Vitek	Control Center Manager		5/26/2022	5/26/2022
Kevin Thress	Control Center Supervisor		5/26/2022	5/26/2022
Mark Palmer	Operations Technology Manager		5/26/2022	5/26/2022
Daniel Potter	Electric Safety Program Manager		5/26/2022	5/26/2022
Jose Espinoza Torres	Electric Engineer Supervisor		5/26/2022	5/26/2022
Eric Pouncey	Electric Operations Supervisor		5/26/2022	5/26/2022
Jason Casey	Electric Operations Supervisor		5/26/2022	5/26/2022
Leticia Zavala	Customer Care Director		5/26/2022	5/26/2022
Aly Van Dyke	Director of Communication		5/26/2022	5/26/2022
Christy Rogers	Emergency Management Coordinator		5/26/2022	5/26/2022

**AFFIDAVIT OF JOSH SCHROEDER**

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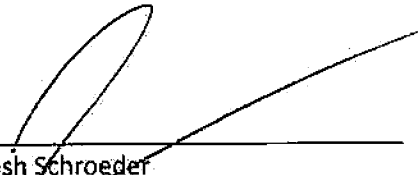
**operations after disruptions caused by an incident; and**

f. The City'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.



4. The above statements are true and accurate to the best of my knowledge.

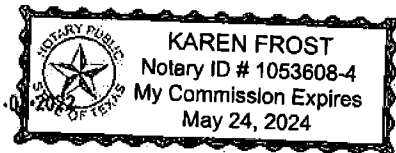
Signed this 24 day of May, 2022


  
Josh Schroeder  
Mayor

State of Texas

County of Williamson

SWORN to and SUBSCRIBED before me, the undersigned authority, on the 24 day of May, 2022, by Josh Schroeder.



  
Notary Public, State of Texas  
My commission expires:

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

<b>Primary Emergency Contact:</b>	<b>Daniel Bethapudi</b>
<b>Title:</b>	<b>Electric General Manager</b>
<b>Email:</b>	<b>Daniel.bethapudi@georgetown.org</b>
<b>Main Phone:</b>	<b>512-930-2584</b>
<b>Cell Phone:</b>	<b>979-220-5901</b>

<b>Secondary Backup Emergency Contact:</b>	<b>Daniel McReynolds</b>
<b>Title:</b>	<b>Electric Engineering Manager</b>
<b>Email:</b>	<b>Daniel.mcreynolds@georgetown.org</b>
<b>Man Phone:</b>	<b>512-930-6638</b>
<b>Cell Phone:</b>	<b>512-419-8025</b>