



Filing Receipt

Received - 2022-05-30 09:51:47 PM
Control Number - 53385
ItemNumber - 627



§25.53 EMERGENCY OPERATIONS PLAN EXECUTIVE SUMMARY

Executive Summary

The City of Caldwell (CALD) 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 and the Load Shed Emergency during February-2021.

The EOP is intended to provide CALD with a clear set of guidelines, policies, and procedures 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 its preparation for system emergencies and to provide a framework for important tasks and actions required during a system emergency.

CALD maintains the EOP in anticipation of a natural disaster and other situations 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 CALD, other utility and governmental entities, customers, 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 CALD's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that CALD 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 10 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 CALD's senior leadership, this section includes a "Message from the City Manager" that underscores the importance of the plan and encourages all CALD personnel to learn the plan and work with their respective supervisors and management teams to understand all relevant parts of the plan. This first section addresses the EOP training policy for CALD and describes 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 16 of the EOP and corresponds to §25.53(d)(2).

The second section of the EOP is the Communications Plan. This section includes the strategies, key policies, roles, and communications steps that CALD will undertake in an emergency event. Key policies include tracking and coordination of external communications, the designation of a spokesperson(s) for CALD, and guidance for all employees regarding media interactions. The remainder of the Communications Plan

addresses the requirements in 16 TAC §25.53 regarding communications with the public, the media, CALD customers, the PUCT, OPUC, local and state governmental entities, officials, and (City/County) Emergency Operations Centers, NERC Reliability Coordinator, and Critical Load customers. 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 20 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 CALD 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 22 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 CALD personnel before and during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that CALD will utilize and addresses potential work schedules for CALD personnel in significant and major system emergency events.

(Section-5) Weather-Related Hazards Identification Plan and EOP Activation Procedure:

This section begins on page 24 of the EOP and corresponds to §25.53(d)(5).

CALD has policies, procedures, and information resources to monitor all types of weather situations and forecasted emergency conditions. This final 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 29 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 CALD to develop and utilize a checklist for use in extreme weather situations to ensure that field personnel that are called upon to respond in emergency situations will have written guidance to organize their efforts.

Load Shed Annex:

This section begins on page 33 of the EOP and corresponds to §25.53(e)(1)(B).

The Load Shed Annex contains information regarding CALD preparations and actions for Emergency Load Shed. The load shed plan contains the policies and procedures in place between CALD and Entergy (NERC Transmission Operator) for CALD, regarding the planning and preparation for load shed events.

This Annex also contains information on CALD procedures for coordination of system restoration following a load shed event, and key policies and procedures that CALD utilizes for restoration from significant system outage events. The final subsection of this Annex provides information on CALD's Critical Load Registry and information related to the maintenance of the registry, communication procedures with these customers, and other relevant information regarding Critical Loads.

Pandemic and Epidemic Annex

This section begins on page 39 of the EOP and corresponds to §25.53(e)(1)(C).

In the Pandemic and Epidemic Annex, CALD has provided policies, procedures, and guidelines that are designed to prepare for pandemic and epidemic outbreaks, and to effectively deal with ongoing operations, restoration and communications issues presented by an epidemic or pandemic event. Key policies in this section address the steps CALD takes regarding prevention and preparation, employee safety, working remotely, and steps CALD takes to ensure adherence to policies implemented by state and local agencies.

Wildfire Annex:

This section begins on page 42 of the EOP and corresponds to §25.53(e)(1)(D).

The Wildfire Annex provides the guidelines, procedures and best practices related to wildfire mitigation and documents CALD'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 CALD would take to respond to a wildfire event.

Hurricane Annex:

This section begins on page 44 of the EOP and corresponds to §25.53(e)(1)(E).

CALD's service area is not located in a Hurricane Evacuation Zone (HEZ), and therefore CALD's EOP does not have to include this annex, however, due to the proximity to the Texas Gulf Coast, CALD has included information on preparing and responding to tropical storm and hurricane events.

Cyber Security Annex:

This section begins on page 46 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 CALD owned substation facilities, office facilities and electric distribution system. Based on CALD'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 49 of the EOP and corresponds to §25.53(e)(1)(G).

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

2022 ES-EOP Overview/Training for City of Caldwell Personnel

May 24, 2022 2:30

Sign In Sheet

Name	Department
<u>Michael Frieda</u>	<u>Electric</u>
<u>John Allmeyer</u>	<u>Electric</u>
<u>Ron Cook</u>	<u>Electric</u>
<u>Andrew Pitts</u>	<u>Electric</u>
<u>Jim Zandy</u>	<u>Electric</u>
<u>Jeff Zandy</u>	<u>Water / Wastewater</u>

PROJECT NO. 53385

**AFFIDAVIT OF CITY ADMINISTRATOR OF
CITY OF CALDWELL**

PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53

STATE OF TEXAS §

COUNTY OF BURLESON §

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

I, Camden White, swear or affirm that as a Municipally Owned Utility operating in the State of Texas confirm the following:

"I am the City Administrator for the City of Caldwell (CALD), which is a incorporated municipality in the State of Texas.

CALD operates an electric distribution utility system in the State of Texas and the Midcontinent Independent System Operator (MISO) power region.

The Emergency Operations Plan (EOP) developed to comply with the updated 16 TAC §25.53. Electric Service Emergency Operations Plan Rule, has been distributed to CALD Managers and Operations personnel;

CALD executives and Operations personnel have received training on the updated EOP;

In accordance with the updated 16 TAC §25.53. Electric Service Emergency Operations Plan Rule, a drill (tabletop exercise) for CALD Operations personnel is scheduled for a date and time in CY2022 before September 30, 2022;

CALD will notify Commission Emergency Management Personnel and regional TDEM representative(s) prior to the drill;

CALD has distributed the EOP to local Jurisdictions, including regional TDEM personnel and including Burleson County Emergency Management Coordinator;

CALD has a Business Continuity Plan related to returning to normal operations after an emergency event or situation;

CALD'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.

Camden White

Camden White, City Administrator

City of Caldwell

Sworn and subscribed before me on this 21st day of May, 2022.

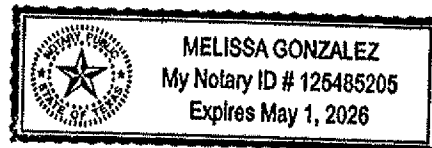
Melissa Gonzalez

Notary Public in and for the State of Texas

May 1, 2026

Notary Seal

(Must be notarized by a notary public in and for the State of Texas)



PUC Primary and Backup Emergency Contact List

Company: Caldwell, City of Contact: Don Chamberlain Title: ES, OS	Secondary Emergency	Home: (979) 567-3271 Toll-Free: Fax: (979) 567-9233 Home: (979) 567-3381 Cell: (979) 406-0462 Email: dchamberlain@cityofcaldwell-tx.com
Company: Caldwell, City of Contact: William L. Broadus Title: EP, OP	Primary Emergency	Home: (979) 567-3271 Toll-Free: Fax: (979) 567-9233 Home: (979) 567-9340 Cell: (979) 406-0483 Email: mluttrell@cityofcaldwell-tx.com
Company: CITY OF CALDWELL Contact: CAMDEN WHITE Title: CITY ADMINISTRATOR	Primary Emergency	Home: (979) 567-3271 Toll-Free: (979) 446-1069 Fax: Home: Cell: (979) 446-1069 Email: cvwhite@caldwelltx.gov