



1. L _____ Verify air conditioners are in auto and ready to operate for following equipment:

- _____ • 13.8 kV Switchyard Buildings (North MV / South MV)
- _____ • 480 VAC Buildings (North LV / South LV)
- _____ • North Battery Room
- _____ • South Battery Room
- _____ • Server Room
- _____ • VFD Enclosures
- _____ • Admin / Control Room Building
- _____ • Compressor Room
- _____ • Engine Halls
- _____ • BJA Panels
- _____ • Analyzers Panels
- _____ • Dosing Panel

2. C,L _____ Monitor frequently for proper interior temperatures at:

- _____ • 13.8 kV Switchyard Buildings (North MV / South MV)
- _____ • 480 VAC Buildings (North LV / South LV)
- _____ • North Battery Room
- _____ • South Battery Room
- _____ • Server Room
- _____ • VFD Enclosures
- _____ • Admin / Control Room Building
- _____ • Compressor Room
- _____ • Engine Halls
- _____ • BJA Panels
- _____ • Analyzers Panels
- _____ • Dosing Panel

NOTE: Take appropriate actions to control temperatures in spaces by, placing temporary cooling devices, opening doors and overheads, starting additional ventilation fans, and other practices as necessary.



3. C ____ Notify Supervisor and Maintenance of any spaces where cooling is compromised. Write a work order.

4. L ____ Maintain proper level in the maintenance water tanks throughout engine halls in order to allow coolant make up to units.

5.

Redacted

6. C ____ Once storm occurs, monitor the plant's condition and adjust operations as necessary to maintain the plant's parameters within its operational limits.

7. C ____ Using the **Recorded phone** in the control room, notify the Energy Management Organization (EMO) control desk of changes in electrical production due to plant conditions.

8. L ____ Remind personnel to take frequent hydration breaks, and be cautious of heat stroke / heat sickness.

9. C, L ____ After event and when conditions permit perform steps in *Return to Facility / Recovery from Severe Weather conditions*.



Declaration of Completion of Generation Resource Weatherization Preparations

Time Period:

- ☐ Winter: December 20__ through February 20__
- ☒ Summer: June through September 2018

Resource Entity (or Entities): Denton Municipal Electric DEC

This declaration applies to the following Generation Resources (list by Resource Site Code):

DEC AGR A
DEC AGR B
DEC AGR C
DEC AGR D

I hereby attest that all weatherization preparations for equipment critical to the reliable operation of each of the above-listed Generation Resources during the time period stated above are complete or will be completed, as required by the weatherization plan applicable to each Generation Resource. Any outstanding weatherization preparations are summarized in the attached document and include the name of the Generation Resource, a brief description of the remaining weatherization task(s) if any, and an associated target completion date for each task.

By signing below, I certify that I am an officer or authorized executive of each Resource Entity listed above, that I am authorized to execute and submit this declaration on behalf of each Resource Entity listed above, and that, to the best of my knowledge, the statements contained herein are true and correct.

Signature

Name: Jason W Brown
Title: Plant Manager, Denton Energy Center
Date:



Extreme Heat Procedures

Manual: DME-DEC-OM

Denton Energy Center
Operating Manual

Section: 12.17

Performed By: _____ Date: _____

Operations Supervisor: _____ Date: _____

Maintenance Supervisor: _____ Date: _____

Plant Manager: _____ Date: _____



Denton Energy Center Operating Manual

DME-DEC-OM, Section 12.18

Water Shortage

City of Denton
Denton Energy Center
Denton, Texas

Prepared By
Denton Energy Center



Water Shortage
Denton Energy Center
Operating Manual

Manual: DME-DEC-OM

Section: 12.18

Procedure Revision Summary

1.	Document and Revision Number: DME-DEC-OM, Section 12.18
2.	Document Title: Water Shortage
3.	Effective Date: 10/31/2018
4.	Document Change:
Rev 0	Initial draft of procedure approved for implementation
Rev 1	Page 5 – Added plant water usage and defined days. Page 7 - Added Solid waste contact and Porta-potty Page 8 – Added receiving of non-potable water and pumping operations
Rev 2	
5.	Training Requirements: Required reading for all personnel.



Water Shortage
Denton Energy Center
Operating Manual

Manual: **DME-DEC-OM**

Section: **12.18**

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12.18.6.3	During Loss of Water Supply Event	7



Water Shortage
Denton Energy Center
Operating Manual

Manual: **DME-DEC-OM**

Section: **12.18**

12.18 Water Shortage

12.18.1 Purpose

The purpose of this procedure is to outline the appropriate actions to be taken by the user to help protect the staff, assets, and maintain high reliability of the Denton Energy Center.

Redacted

12.18.2 Definition

Loss of Water Supply – An event that eliminates the facility's ability to receive water from any of its supplies that could reasonably be expected to endanger personnel, result in damage to DEC's assets or result in the reduced operating capacity of the facility. This can include but is not limited to:

- Failure of the City Potable Water Supply
- Failure of the City Fire Water Supply
- Equipment Cooling Water loss due to failure

12.18.3 Possible Causes

- Loss of our city potable water line.
- Loss of our city fire water line.

12.18.4 Possible Consequences

- Reduction of operating capacity
- Mechanical Damage
- Water supply outage
- Unit Trips

12.18.5 Attachments

Event Report Form

12.18.6 Actions to Perform

12.18.6.1 Preparations prior to Loss of Water Supply

NOTE: The step code specifies where the step is performed.
A "C" indicates that the step is performed in the control room;
an "L" indicates that the step is performed locally, and
an "LP" indicates that the step is performed from a local panel.

NOTE: This section can be used in addition to 12.6 Severe Weather and Storm Preparations.

1. **C,L** When notified of water supply issues or at start of event conduct a planning meeting to estimate and determine the requirements and duration of the Water Shortage.
 - Identify cooling and drinking water inventory needing replenishment
 - Verify emergency phone list is correct.
 - Verify communication equipment.
 - Top off equipment requiring water to operate.
2. **C** Contact Solid Waste Department to schedule Non-Potable water if necessary.
3. **C** Inform personnel of special operating limitations, such as head tank minimum levels, service water tank minimum levels, and planned contingency actions.
4. **C** Have readily available the phone numbers of plant personnel.
5. **L** Verify that the Fire Protection System is operational.

12.18.6.2 Prior to Loss of Water Supply

1. L Fill Service Water Tank
2. C,L Fill Cooling Water Storage and Maintenance Tanks
3. C Verify necessary food and drinking water supplies are on hand.

Redacted

7. C Schedule for pick up bottled water at Sam's for potable water use.

12.18.6.3 During Loss of Water Supply Event

WARNING: Take all measures to conserve water. Do not use hard piped toilets or locker room facilities.

1. C, L Limit equipment operations to minimum required levels.
2. C, L Utilize only bottled drinking water for consumption and washing of hands.
3. **Redacted**
4. C Using the **Recorded** phone in the control room, notify EMO control desk of changes in electrical production due to plant conditions.
NOTE: If coolant levels begin to decrease to a level below what is required to keep all engines online take the following actions:
5. L Begin receiving tankers of non-potable water and manual pumping operations to move coolant remaining in the storage tanks below the normal pump suction level to engine hall maintenance tanks
6. L Drain one Engine/Radiator at a time to keep make up water available to the remaining units
7. C, L After event and when conditions permit return facility to normal operation.



Denton Energy Center Operating Manual

DME-DEC-OM, Section 12.14

Plant Trip Recovery

City Of Denton
Denton Energy Center
Denton, Texas

Developed by:
Denton Energy Center

[illegible]



Plant Trip Recovery
Denton Energy Center
Operating Manual

Manual: **DME-DEC-OM**

Section: **12.14**

Procedure Revision Summary

1.	Document and Revision Number: DME-DEC-OM, Section 12.14
2.	Document Title: Plant Trip Recovery
3.	Effective Date: 10/16/2018
4.	Document Change:
Rev 0	Initial draft of procedure
Rev 1	Page 1 – Changed line color and removed bold font accent on made by section Page 9 – Added to Note on step 11 to notify TO Desk and QSE desk and added a reference to procedure 4.7 for plant trip recovery using the emergency diesel.
Rev 2	Page 3 – Added additional note for training. Page 5 – Put section in alphabetical order and added definitions. Page 7 – Updated contact phone numbers
5.	Training Requirements: Annual Required classroom training for all personnel.



Plant Trip Recovery
Denton Energy Center
Operating Manual

Manual: DME-DEC-OM

Section: 12.14

Table of Contents

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Plant Trip Recovery
Denton Energy Center
Operating Manual

Manual: **DME-DEC-OM**

Section: **12.14**

12.14 Plant Trip Recovery

12.14.1 Purpose

The purpose of this procedure is to allow the user to restart the Denton Energy Center after it has suffered a trip from an internal or external cause(s).

12.14.2 Definition

COD – City of Denton – Plant Owner

DEC – Denton Energy Center

DME – Denton Municipal Electric

EDG – Emergency Diesel Generator

Redacted

EMO – Denton Municipal Electric Power Marketers

ENT – Enterprise Natural Gas

ERCOT – Electric Reliability Council of Texas

LV – Low Voltage

Major Fire – A major fire, for the purposes of this procedure, is a fire that is deemed to be uncontrollable by plant personnel and has led to the initiation of a plant shutdown.

Major Gas Leak – A natural gas leak that is sufficient in size to initiate a single or multiple hall trip due to the line-of-sight gas detectors or the initiation of a plant shutdown by facility personnel.

MCC – Motor Control Center

MV – Medium Voltage

Redacted

Redacted



12.14.3 Possible Causes

- Major Gas Leak
- Gas Supply Interruption
- Major Fire
- Electrical Disturbance
- Severe Weather Condition

12.14.4 Possible Consequences

Operating in imbalance, loss of electrical back feed to the facility, not supporting DME member load demand

12.14.5 Attachments

Emergency Event Report Form

12.14.6 Actions to Perform

NOTE: The step code specifies where the step is performed.
A "C" indicates that the step is performed in the control room;
an "L" indicates that the step is performed locally.

1. C Verify the status of all personnel on site.
2. C Review plant alarms

NOTE: Once the alarms have been reviewed and the cause of the trip has been identified, you may need to proceed to the appropriate section of this manual for further instructions i.e. *Fire Emergency Procedure*, etc.

3. C, L Assess the condition of plant assets

Redacted

4. C Assess how long Denton Energy Center will be out of service.

5. Redacted

6. Redacted

7. C Notify Plant Manager to inform of the situation as you understand it. If the outage will be for more than half an hour, inform that the outage may be for an extended period.

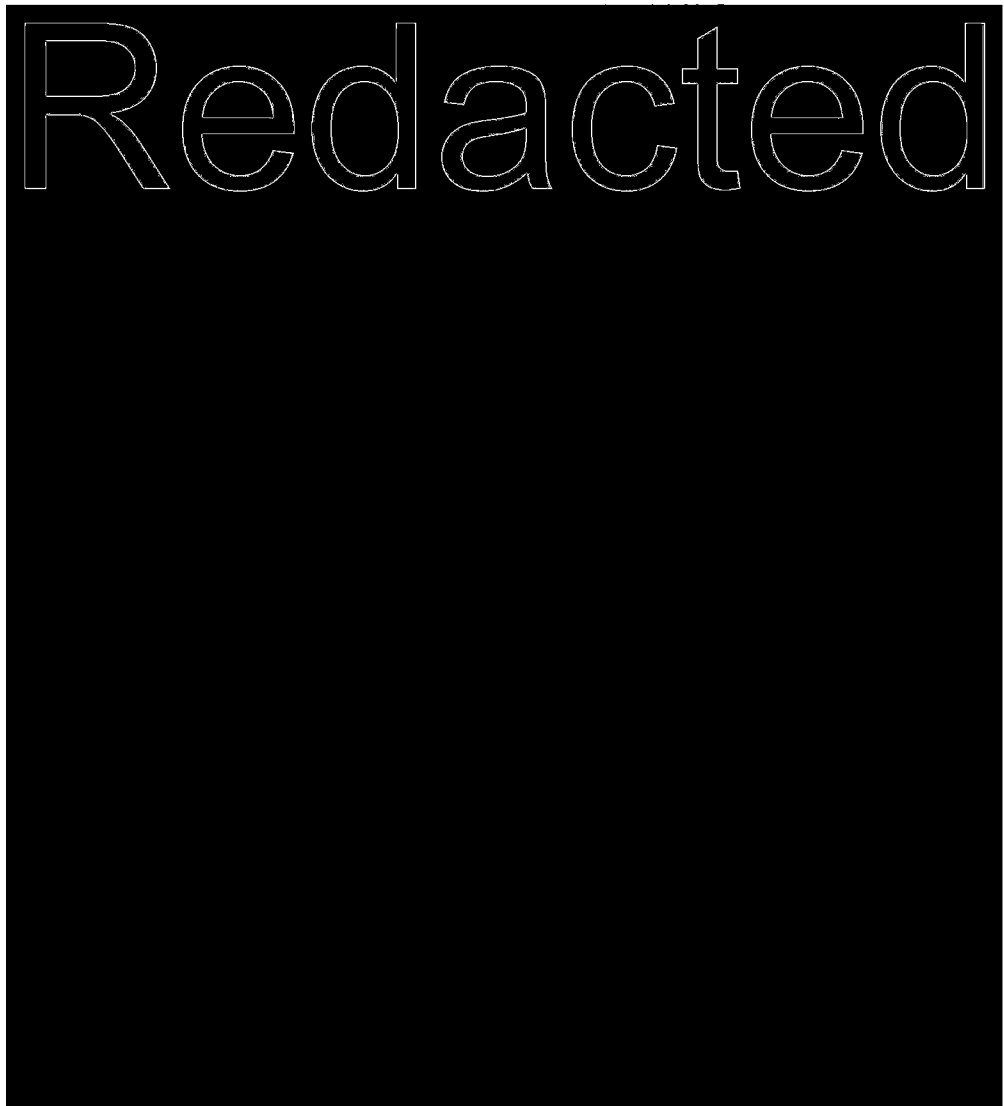
8. C If management is not on site, follow the *Emergency Notification Procedure*.

NOTE: Once all notifications have been conducted begin thorough assessment of the plants Electrical & Mechanical equipment status.

ELECTRICAL

9. C, L Plant Electrical Assessment to be conducted by Instruments & Electrical Tech if on-site. If after normal hours, dispatch the on-call technician.

NOTE:



MECHANICAL

10. C, L Plant Mechanical Assessment to be conducted by Maintenance Tech if on-site. If after normal hours, dispatch the on-call technician.

NOTE:

Redacted



RESTORATION

11. C Restore Plant Electrical Tie to the Grid.

Redacted



NOTE: The following information should be examined before

Redacted

Air Supply

Redacted

Natural Gas

27.

Redacted

28.

29.

Balance of Plant

- 30. C Reset pre-heaters, pumps and fans
- 31. C Start pre-lubricating oil pumps
- 32. C Begin engine start up procedures.
- 33. C, L After the emergency is over and when time permits, record event details on the *Emergency Event Report Form*.



Denton Energy Center Environmental Health and Safety Manual

DME-DEC-EHS, Section 55

Pandemic Preparedness Procedure

**City of Denton
Denton Energy Center**
Denton, Texas

**Prepared by
Denton Energy Center**

[illegible]



Procedure Revision Summary

1.	Document and Revision Number: DME-DEC-EHS, Section 55, Pandemic Preparedness Procedure
2.	Document Title: Pandemic Preparedness Procedure
3.	Effective Date: 03/24/2020
4. Rev 0	Document Change: Initial draft of procedure
Rev 1	Added Health check and Work Authorization instruction (Attachment 8)
5.	Training Requirements: Required reading for all personnel.

1.0 Purpose

The purpose of the Pandemic Preparedness procedure is to give users a single source to find all information necessary to effectively prepare, mitigate and respond to a Pandemic emergency at the Denton Energy Center (DEC). During such an event, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

This procedure not only identifies those individuals but also those individuals that can work remotely from home and those that will be on call for the duration. It is the responsibility of the Plant Manager or designee to maintain the procedures within the Denton Energy Center Emergency Action Plan (EAP).

2.0 Definition

COD– City of Denton

CDC – Centers for Disease Control

DEC – Denton Energy Center

DEC Control Room – Main core area that is used for the daily operation of the plant.

DME – Denton Municipal Electric

DME TO – Transmission Operator

DME RTD – Real Time Desk, QSE (Qualified Scheduling Entity)

ESCC – Electricity Subsector Coordinating Council

3.0 Possible Causes

- COVID-19 (Coronavirus)
- SARS
- FLU

4.0 Possible Consequences

- Requires operating with a significantly smaller workforce.
- Threatened supply chain for supplies needed to operate.
- Limited support services
- Could extend for an extended period.

5.0 Attachments

- DEC Essential Employee List
- Emergency Supply List Form
- Signage
- Emergency Contact Phone Numbers
- Pandemic Preparedness Check List
- Health Check & Work Authorization Instruction
- Return to Work Personnel & PPE Procedure

6.0 Responsibilities

Activities required to implement the responsibilities may be delegated; however, the responsibility remains with the identified function.

The procedure applies to the following:

- Plant Manager
- Supervisors
- Employees
- Contractors

7.0 Procedure

NOTE: COD and DME officials will coordinate with State/Local official, health offices, key accounts, and DEC staff will coordinate with vendors and contractors as necessary to continue production of the facility.

• Situational Awareness

DEC staff are to maintain regular situational awareness of critical information provided by COD & DME officials that will inform preparation, mitigation, and response actions, including:

- Maintain regular situational awareness of critical information that will inform preparation, mitigation, and response actions, including:
 - Infection rates, including cases & deaths impacting:
 - local communities served
 - employees or immediate family members
 - contractor or vendor operations, personnel, or immediate family members
- Public health emergency declarations in service territory
- Centers for Disease Control and Prevention
- (CDC) travel guidelines for service territory
- School closures, including impacts to personnel with job duties that limit telework and other flexibility options
- Key accounts posture/closures
- Contractor and vendor posture
- Access to, and availability of, testing and vaccines
- Access to health care facilities and the changes in capacity of these facilities
- Industry trends based on tracking by trade organizations (APPA, EEI, NRECA), NERC, and the E-ISAC

• Preparation

NOTE: Assuming there are **no confirmed cases among employees or within the service territory**, DEC management will begin preparations based on current information provided by COD and DME official notifications.

- Ensure personnel review applicable procedures and plans
 - DME Pandemic Preparedness Plan
 - DEC Pandemic Procedure
- Encourage personnel to get flu shots and vaccines available
- Ensure personnel are trained on specific outbreak and actions to be taken to protect themselves from infection and minimize the spread of infection.

- **Preparation (Cont.)**

- Begin preparations for initial Mitigation and response actions
 - Increasing hygiene awareness and measures
 - Heightened the awareness of proper hygiene with staff.
 - Prepare to restrict access to critical areas (Control Room)
 - Signage for doors and plan for communication
 - Prepare to assign additional cleaning areas and increased frequencies
 - Inventory and acquire critical hygiene supply as necessary (Attachment 5)
 - General cleaning supplies
 - Toiletries
 - Soap and hand sanitizer
 - Disinfectant wipes
 - Disinfectant spray
 - Inventory and acquire critical items such as food, PPE, equipment and materials. (Attachment 5)
 - Food supply
 - Bottled water
 - Extend stay items
 - Blankets, cots, towels, bath soap and shampoo, etc....
 - Prepare to suspend non-essential visitor and contractor services
 - Review, update, and begin planning for applicable employee telework (Attachment 1)

Redacted

- Update personnel with any vital information as the information is available.

◦ Initial Mitigation

NOTE: If there are **no confirmed cases among employees, but confirmed cases within the service territory/community**, DEC management will begin mitigation based on current information provided by COD and DME official notifications.

- Begin initial Mitigation and prepare for response actions
 - Implement hygiene awareness and measures
 - Heightened the awareness of proper hygiene and personal space recommendation with staff reviewing in every morning tailboard.
 - Distribute hand sanitizer to employees for frequent use
 - Place hand sanitizer and cleaning supplies in frequently used spaces
 - Assign additional cleaning areas and increased frequencies to personnel
 - Maintenance staff – conference room, front entrance, hallway & bathroom, shop and office space, twice per day.
 - Operations staff – Control room, bathroom and hallway, when coming on shift. (twice per day)
 - Implement critical space restriction
 - Notify employees of restriction and establish communications path
 - Place signage on all control room doors to notify restriction has been implemented
 - Remove multiple access points to critical space
 - Conference room door is access point for area only.
 - Remove all cross functional items from the space to not hinder job function
 - Suspend all non-essential visitor and contractor services
 - No general visitors on site such as tours, salespersons and personnel from outside departments.
 - Access equipment status to determine if contractors onsite can remain and future contractor work currently schedule for necessity to determine cancelation.
 - Cancel all person to person meeting and implement remote meetings and conference calls.
 - Person to person contact should be limited to three feet minimum
 - Meetings shall be conducted via
 - Microsoft Teams
 - Cisco WebEx
 - Facetime
 - Continue to Inventory and procure critical supplies as necessary (Attachment 5)
 - General cleaning supplies
 - Toiletries
 - Soap and hand sanitizer
 - Disinfectant wipes
 - Disinfectant spray
 - Food
 - PPE
 - Extended stay items

- Initial Mitigation (Cont.)

Redacted

- Update personnel with any vital information as the information is available.
 - Notify staff of current status of response plan and verify that
 - Essential employees are prepared and ready to respond to a shelter in place status.
 - Ensure high level non-essential employees are prepared to shelter in place from home and dispatch as needed.
 - Telework staff are prepared and ready to work remotely.

- **Response**
- **NOTE:** DEC management will begin mitigation based on current information provided by COD and DME official notifications.
 - Notify employees of current status and authorization to initiate response plan.

Redacted

- ❖ **Release from Level 1:** The General Manager or Assistant General Manager will communicate a stand-down from level 1 when deemed safe.
- ❖ **The Return to Work Personnel & PPE** procedure must be completed and Approved prior to returning to work. (Attachment 7)



• **Response (Cont.)**

❖ **Activate Level 2 "Shut Down"** as established by COD.

▪ Required Actions will be:

- Daily Health Check.
- Available to return to work if needed.
- Operations (Essential Personnel) will remain on regular work schedule.
- Heightened the awareness of proper hygiene and personal space to 6 feet.

- Normal shift staffing shall continue at the DEC. The DEC Operations Manager shall assess the health status of Control Room and Plant Operators continuously to ensure that adequate healthy personnel are available to meet the 24-hour operation required by ERCOT as a Black Start facility.

❖ **Release from Level 2:** The General Manager or Assistant General Manager will communicate a stand-down from level 2 when deemed safe.

❖ **The Return to Work Personnel & PPE** procedure must be completed and Approved prior to returning to work. (Attachment 7)

- **Response (Cont.)**
- **NOTE:** If there are **two employees with confirmed cases**, DEC management will begin mitigation based on current information provided by COD and DME official notifications.

Redacted

- **Response (Cont.)**

Redacted

- ❖ **Release from Level 3:** The General Manager or Assistant General Manager will communicate a stand-down from level 3 when deemed safe.
- ❖ **The Return to Work Personnel & PPE** procedure must be completed and Approved prior to returning to work. (Attachment 7)

Redacted

- DEC staff will maintain regular operation of the facility within the perimeters of this procedure and guidelines provided by COD & DME officials.
- Update personnel with any vital information as the information is available.
 - Notify staff of current status of response plan and verify that Essential employees on site health check and that adequate supplies are on site.
- **Expectations for Non – Essential Personnel Not On-Site:**
 - All DEC Staff not on-site will remain at home activating self-isolation and social distancing. These personnel need to limit exposure or potential exposure as much as possible. These personnel will be expected to stay healthy so that they may take the place of Primary Control Center staff who may become ill or become exposed to someone who is ill.
- **Requirements to Return to the Work Environment:**
 - In order for any personnel to return to work they must meet certain criteria to ensure the health of the rest of the department:
 - No contact or exposure to anyone who is ill for at least two weeks prior to workplace entry.
 - No travel to high risk areas for at least two weeks prior to workplace entry.
 - No symptoms of illness (fever, cough, difficulty breathing, etc.).
 - Complete an Employee Request to Return to Work Form

Attachment 1
DEC Essential Employee List

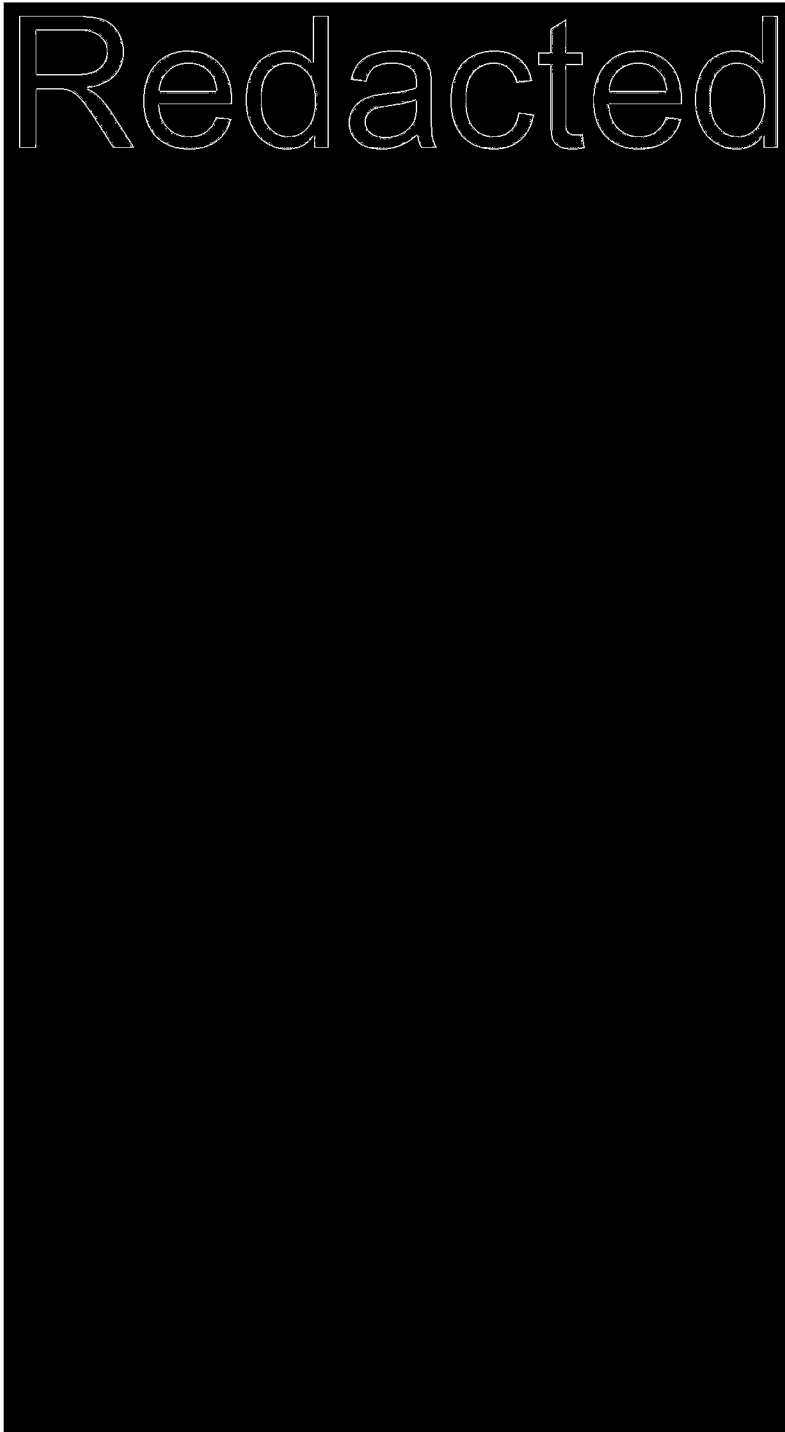
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Attachment 1 Cont.
DEC Essential Employee List

Redacted

Attachment 2
DEC Emergency Supply List



Attachment 3



DO NOT ENTER!

Please use conference
room door for access

(Next door on your right)



Attachment 3 Cont.



NO ENTRY
OPERATIONS
PERSONNEL
ONLY!



To speak with anyone inside this space please call:

Operations Desk @ 940-349-8656

Plant Manager - Jason Brown @ 940-349-7140 or 806-786-5572

Operations Supervisor - Kevin Griffin @ 940-349-8652 or 806-893-0219

Maintenance Supervisor – Kyle Thompson @ 940-349-8653 or 806-777-8223

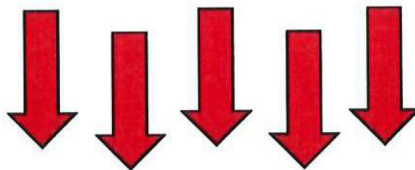
Attachment 3 Cont.



STOP!!

**Wash Your Hands
Prior to Entry!**

(Even if you just did in the bathroom. DO IT AGAIN, NOW!!!!)





Attachment 4
Emergency Contact Phone Numbers

Name	Office	Alternate
City of Denton Police Department	911	
City of Denton Fire Department	911	940-349-8832
Denton County Sheriff's Office	911	940-349-1620
Paramedics	911	
Ambulance	911	
FBI Dallas	972-559-5000	
Texas Department of Public Safety (Denton)	(940) 484-6666	
Local Emergency Planning Committee Mark Wilkins (LEPC@dentoncounty.com)	940-349-2840	Spill 940-898-5600
National Response Center (Toxic Chemical and Oil Spills)	800-424-8802	
State Emergency Response Center	800-832-8224	

Redacted

Attachment 5

DME-DEC-EHS Section 55 Pandemic Preparedness Check List		DENTON ENERGY CENTER	
		Revision: 0 Page 1	
		DATE:	
STEP	DESCRIPTION	INITIALS	
Situational Awareness			
NOTE: COD and DME officials will coordinate with State/Local official, health offices, key accounts, and DEC staff will coordinate with vendors and contractors as necessary to continue production of the facility.			
1	Maintain regular situational awareness of critical information that will inform preparation, mitigation, and response actions		
2	Ensure personnel review applicable procedures and plans		
3	DME Pandemic Preparedness Plan		
4	DEC Pandemic Procedure		
Preparation			
NOTE: Assuming there are no confirmed cases among employees or within the service territory, DEC management will begin preparations based on current information provided by COD and DME official notifications.			
5	Ensure personnel review applicable procedures and plans		
6	Encourage personnel to get flu shots and vaccines available		
7	Ensure personnel are trained on specific outbreak and actions to be taken to protect themselves from infection and minimize the spread of infection.		
8	Begin preparations for initial Mitigation and response actions		
9	Increasing hygiene awareness and measures		
10	Inventory and acquire critical hygiene supply as necessary		
11	Inventory and acquire critical items such as food, PPE, equipment and materials.		
12	Prepare to suspend non-essential visitor and contractor services		
13	Review, update, and begin planning for applicable employee telework		
14	Planning for sheltering-in-place at critical facilities		
15	Review foreign travel restrictions (CDC level 2 and 3 countries)		
16	Begin planning for facility decontamination and remediation		
17	Update personnel with any vital information as the information is available.		

Attachment 5 Cont.

DME-DEC-EHS Section 55 Pandemic Preparedness Check List		DENTON ENERGY CENTER
		Revision: 0 Page 2
		DATE:
STEP	DESCRIPTION	INITIALS
Initial Mitigation		
NOTE: If there are no confirmed cases among employees, but confirmed cases within the service territory/community, DEC management will begin mitigation based on current information provided by COD and DME official notifications.		
18	Begin initial Mitigation and prepare for response actions	
19	Implement hygiene awareness and measures	
20	Implement critical space restriction	
21	Suspend all non-essential visitor and contractor services	
22	Cancel all person to person meeting and implement remote meetings and conference calls.	
23	Continue to Inventory and procure critical supplies as necessary	
24	Review status of and ensure applicable employee telework individuals are prepared to function remotely (Attachment 1)	
25	Ensure Planning for sheltering-in-place at critical facilities is prepared and ready to implement	
26	Review mechanical, I&C and electrical staff schedule and prepare for remote shelter in place (at home 24 hour on-call dispatch immediately as directed)	
27	Review and instruct all plant staff to follow all domestic and international travel restrictions that have been put in place by State/Local authorities.	
28	Continue to plan for facility decontamination and remediation	
29	Update personnel with any vital information as the information is available.	

Redacted

Attachment 5 Cont.

DME-DEC-EHS Section 55 Pandemic Preparedness Check List		DENTON ENERGY CENTER Revision: 0 Page 3 DATE:
STEP	DESCRIPTION	INITIALS
Redacted		
<p style="text-align: center;">Expectations for Non – Essential Personnel Not On-Site:</p> <p>All DEC Staff not on-site will remain at home activating self-isolation and social distancing. These personnel need to limit exposure or potential exposure as much as possible. These personnel will be expected to stay healthy so that they may take the place of Primary Control Center staff who may become ill or become exposed to someone who is ill.</p>		
<p style="text-align: center;">Requirements to Return to the Work Environment:</p> <p>In order for any personnel to return to work they must meet certain criteria to ensure the health of the rest of the department:</p> <ul style="list-style-type: none"> No contact or exposure to anyone who is ill for at least two weeks prior to workplace entry. No travel to high risk areas for at least two weeks prior to workplace entry. No symptoms of illness (fever, cough, difficulty breathing, etc.). Complete an Employee Request to Return to Work Form 		

Attachment 6

Instruction

**Pandemic Event DME-DEC-EHS-55
DEC Work Authorization Form**

Redacted

Attachment 6 Cont.

Instruction

Redacted



Rev 0 Page | 2

Attachment 6 Cont.

Instruction




Attachment 6 Cont.

Instruction

DEC Emergency Work Authorization
<p>This form shall be used for the documentation and authorization of Emergency call out of standby personnel during level one (1), Level two (2), and Level three (3) events as defined in the DME-DEC-EHS-55 Pandemic Procedure.</p> <p>The Control Room Operator has identified the below issue and is requesting approval of additional support to be called in for repairs.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>CRO on Shift: _____ Date _____ Time _____</p>
Work Approval
<p>The supervisor initiating the employee call out shall ensure the employee is available to report for work and has completed the required Health check form. (This is to be completed by the supervisor over the phone, at time off contact with employee). The supervisor may dispatch employee after review and approval by the plant manager.</p> <p>Once on site, the employee is required to perform a self-temperature check that is to be verified by the CRO on shift. Once the self-check is verified and reported to the supervisor, a final review and approval by the plant manager will take place.</p> <p>*** If employee has at or above 100.4°F temperature, dry cough and new onset, and shortness of breath with any of the two above signs, the employee will be sent home and appropriate supervisors notified immediately.</p> <p>Operations Supervisor: _____ Date _____ Time _____</p> <p>Maintenance Supervisor: _____ Date _____ Time _____</p> <p>Plant Manager: _____ Date _____ Time _____</p>
PROCEDURE END

Attachment 7

	Title: Denton Energy Center Pandemic Event Return to Work Personnel & PPE Procedure		
	Procedure Number: DME-DEC-EHS-55 (Attachment 7)	Rev. Number: 0	Rev. Date: 04-20-2020

1.0 Purpose

Employee protection and safety continues to be our highest priority. Continued focus on protection of our limited qualified populations in our control rooms is essential. These measures provide a level of protection against potential transmission of the virus to our employees that is consistent with our function as an essential infrastructure service provider during this health emergency. Personal responsibility for your own safety, that of your family and your fellow employees along with social distancing is the key to limiting the transmission of the Covid-19 virus.


2.0 Procedure

1. Effective April 20, 2020 Level 1 of the Pandemic Staffing plan will be implemented. The DEC team will begin to report to work. Operation will continue to follow their normal scheduled shift while the maintenance team will have staggering of start times intended to minimize the potential for exposure to other employees.
2. The COVID 19 Pandemic Health Check Protocol, effective March 23, 2020 shall be followed for all employees. (Attachment 6 DME-DEC-EHS-55)
3. New Work Conditions, consistent with the City of Denton Personal Protective Equipment Pandemic Guidance will be imposed on all DME personnel to minimize potential exposure to potential Covid-19 carriers:
 - a. All employees shall always carry of facial mask (cloth or disposable).
 - b. All employees shall follow social distancing practices including staying a minimum of six (6) feet apart from one another whenever possible. Anytime a DME employee is within six feet of another employee, customer, contractor, or any other person, a facial mask MUST be worn, subject to the following exceptions:
 - i. When working near energized electric equipment or circuits, unless the face mask is FR rated, no mask shall be worn.
 - ii. With approval of the crew supervisor, if the wearing of a mask poses a greater safety risk than not wearing a mask.
 - c. Gloves will be worn when touching common surfaces by all personnel. Work gloves meet the City of Denton PPE guidelines. Disposal rubber or nitrile gloves will be made available to all employees should they feel more comfortable.
 - i. For employees working near energized circuits or equipment shall only wear FR rated gloves and SHALL NOT wear disposable rubber gloves under their FR equipment.

Pandemic Preparedness Procedure

Section: 55


Attachment 7 Cont.

		Title:	
		<p align="center">Denton Energy Center Pandemic Event Return to Work Personnel & PPE Procedure</p>	
Procedure Number:	Rev. Number:	Rev. Date:	Page Number:
DME-DEC-EHS-55 (Attachment 7)	0	04-20-2020	2 of 3

2.0 Procedure (Cont.)

- ii. Hand sanitizer shall not be used when donning rubber gloves or sleeves as the hand sanitizer can deteriorate the insulating properties of the rubber goods.
- d. The City of Denton encourages employees to limit occupancy of vehicles to one person if possible. In the event more than one employee is in a vehicle at the same time, all employees in the vehicle ~~must wear face masks at all times~~.
- i. Use of personal vehicles is authorized with supervisor approval in the event the employee wishes to maintain social distancing by not riding in a vehicle with fellow employees. Personal vehicle mileage to work sites from DME Spencer Rd. will be reimbursed at the standard IRS rate.
<https://codenton.sharepoint.com/sites/codsp/HumanResource/Documents/Forms/AllItems.aspx?ExplorerWindowUrl=%2Fsites%2Fcodsp%2FHumanResource%2FDocuments&viewpath=%2Fsites%2Fcodsp%2FHumanResource%2FDocuments%2FForms%2FAllItems.aspx>
- e. All vehicles will be equipped with disinfection materials and all employees must disinfect personal contact areas of each vehicle at a minimum of the start and end of their use.
- f. Only authorized personnel shall be permitted in the facility and employees shall only infringe on the social distancing guideline of six feet when necessary.
 - i. There will be no employee or visitor permitted to enter the Control Room other than the on-shift Control Room Operator, Plant Operator, Operations Supervisor, Maintenance Supervisor, and Plant Manager.
- g. All employees encouraged to bring their own lunch and avoid using drive through or carry-out to minimize exposure.
 - i. If employees use carry-out or drive through service for lunch, the product, wrappers other products shall not be brought into the facility.
 - ii. Hand washing before and after lunch break is encouraged
 - iii. Breaks shall be taken as normal but must be following personal distancing practices – no one within 6 feet and space cleaned prior to and after break.
- 4. Crew schedule staggering will be required for the maintenance team.
 - a. Half of the team will report at 7:00am and the other half at 7:30.
 - b. Common areas will be cleaned after each meeting.
 - i. Maintenance Supervisor will clean the meeting areas before and after meetings.
 - ii. Restrooms, breakrooms, hallways, offices and personal workspaces will be cleaned twice per shift. This cleaning is to include fixtures, door handles, kitchen surfaces and appliances
- 5. The health check questioner will continue to take place for Operations and Maintenance personnel prior to reporting for their shift.

Attachment 7 Cont.

	Title: Denton Energy Center Pandemic Event Return to Work Personnel & PPE Procedure		
	Procedure Number: DME-DEC-EHS-55 (Attachment 7)	Rev. Number: 0	Rev. Date: 04-20-2020

2.0 Procedure (Cont.)

- a. Upon arrival, Operations personnel are to perform a self temp check at the station located in the conference room. The temperature shall be verified with the on shift CRO prior to entering the Control Room. The employee will report the readings to the operations supervisor for approval.
- b. Upon arrival, Maintenance personnel are to perform a self temp check at the station located in the shop. The temperature shall be verified with the on shift CRO prior to commencing work. The employee will report the readings to the maintenance supervisor for approval.
6. All communications with the CRO and PO will be conducted via radio or phone when in the control room. Social distancing & PPE rules shall apply when out in the facility. Employees must remain 6 feet apart and wear the provided masks when work needs don't allow the distancing requirements.
7. Scheduled maintenance shall be performed with minimal personnel to limit potential exposure. Where deemed necessary and approved by the Plant Manager, employees who must work within six feet of one another, must wear all PPE as required.
8. All personnel must limit exposure with contractors performing work on site. Where necessary to complete tasks safely, plant manager approval is required and all PPE must be worn at all times.
9. Office workers shall remain working remotely as often as possible. ~~In the event that~~ employees that normally work in the office must return to the office to perform functions that can't be done remotely, or for any other reason, authority to return to the office must be obtained from your supervisor. At a minimum the **COVID 19 Pandemic Health Check Protocol** ~~must be followed at all times~~. Further, when in the office, a face mask must be worn anytime that you are inside the six-foot social distancing guideline. Office personnel that can't control access to their work area ~~must wear face masks at all times~~. Meetings shall conform to the six-foot social distancing guideline and if this guideline can't be met, facial masks must be worn. Gloves will be available for office workers to wear on a discretionary basis. Employees shall be respectful of their fellow employees by cleaning common surface areas such as doorknobs, copiers, kitchen areas, etc.



Denton Energy Center Operating Manual

DME-DEC-OM, Section 12.7

Severe Weather & Natural Disasters

City of Denton
Denton Energy Center
Denton, Texas

Prepared by
Denton Energy Center



Procedure Revision Summary

1.	Document and Revision Number: DME-DEC-OM, Section 12.7
2.	Document Title: Severe Weather & Natural Disasters
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4.	Document Change:
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Rev 1	Page 4 – Updated TOC Page 7 – Removed Owners Representative Page 8 – Added Hurricane Page 10, 11, 12 – Added TO for notification Page 13 – Added TO and Storm Shelter Page 14 – Added section 12.7.5.7 Hurricane
5.	Training Requirements: Required reading for all personnel.



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12.7 Severe Weather & Natural Disasters

12.7.1 Purpose

The purpose of this procedure is to outline the appropriate actions to be taken by the user to help protect the staff and assets at the Denton Energy Center.

12.7.2 Definition

Severe Weather & Natural Disasters – Severe Weather & Natural Disasters are defined as a climatic condition that could reasonably be expected to endanger personnel, result in damage to Denton Energy Center's assets or result in the reduced operating capacity of the facility. Some examples of severe weather are; thunder storms, flooding or flash floods, snow storms, tornado or high winds, etc.

12.7.3 Possible Causes

- Lightning Storms
- Snow Storms
- Ice Storms / Hail Storms
- Heavy Rains
- Tornadoes / High Winds
- Flooding
- Earthquakes

12.7.4 Possible Consequences

- Reduction of operating capacity
- Electrical Damage
- Mechanical Damage
- Electrical outage
- Water supply outage
- Fuel gas supply curtailments
- Flooding
- Unit Trips
- Extended Operating Shifts



12.7.5 Attachments

Emergency Event Report Form

Actions to Perform

12.7.5.1 Common Storm Preparations

NOTE: The step code specifies where the step is performed. A "C" indicates that the step is performed in the control room; an "L" indicates that the step is performed locally, and an "LP" indicates that the step is performed from a local panel.

NOTE: This procedure is broken up into seven sections, they are:

- Common Storm Preparations
- Lightning Storms
- Winter Storms, Snow and/or Ice
- Heavy Rains With or Without High Winds and/or Flooding
- Tornadoes, High Winds
- Earthquakes
- Return to Facility / Recovery from Severe Weather

1. **C** Conduct a planning meeting to estimate and determine the requirements of the coming storm:
 - Identify Event Coordinator.
 - Verify emergency phone list is correct.
 - Verify and Setup communication equipment.
2. **C** Identify and Inform any personnel that will be needed on call or on site to manage the storm.
3. **C** Have readily available the phone numbers of personnel who will be on call.
4. **L** Inspect roof and outside areas for proper tie downs.
5. **L** Store all loose material within the plant and surrounding property.
6. **L** Secure any material that cannot be stored indoors.
7. **C, L** Secure property to prevent looting.



12.7.6.1 Common Storm Preparations, Continued

8. LP Secure all outside electrical cabinet doors.
 - Inspect and repair any damaged gasket material.
 - Insure weather tight seal.
 - Replace or Repair any damaged insulation or closures.
 - Ensure doors close and latch tightly.
9. C, L Verify the Emergency diesel generator's fuel tank is full. Fill if necessary.
10. C, L Test the operation of the diesel generator.
11. L Verify that the Fire Protection System is operational.
12. L Secure any loose lagging or wires to equipment.
13. C, L Pump out pits and containments.
14. L Verify all containment valves are shut before the bad weather moves in.
15. C, L Verify proper first aid supplies are on hand.
16. C, L Verify proper severe weather gear is on hand.
17. C, L Pull the Visitor Log and account for all visitors and vendors. If time permits visitors should be directed to leave the site. If time does not permit the safe departure of the visitors then arrangements shall be made to shelter the visitors on site.
18. C Inform contractors to prepare for the anticipated storm conditions.
19. L Verify all plant transportation is in good operational condition.
20. L Fill all the plant's vehicle fuel tanks.
21. C Verify necessary food and water supplies are on hand.
22. C Inform Plant Manager or designee the plant has completed preparation for a storm.
23. C, L Perform additional steps in applicable section for pending event.

12.7.5.2 Lightning Storm

NOTE: Once the necessary Common Storm Preparation steps have been completed, go to the specific instructions for:

- Lightning Storms
- Winter Storms, Snow and/or Ice
- Hurricanes, Heavy Rains With or Without High Winds and/or Flooding
- Tornadoes, High Winds

NOTE: No Personnel, Vendors or Guests are to perform work outside, tour the facility grounds or in general put themselves at risk during Lightning Alert Level **RED** conditions.

1. C Verify steps in *Common Storm Preparation* have been completed.
2. L Verify all lightning rods on the roof are properly connected, and grounded.
3. L Verify proper connection from the grounding grid, to the lightning rods leads.
4. L Verify proper grounding of all vital equipment.
5. L Inspect all lightning arrestors for operational condition.
6. C Inform Plant Manager or designee the plant has completed preparation for a lightning storm.
7. C Warn plant personnel to avoid being in open areas outside and stay off roof and elevated areas.
8. C Monitor the storm's progress and utilize the below noted Alert Levels and procedures.

12.7.6.2 Lightning Storm, Continued

NOTE: Three stage alert conditions will be used:

RED - Lightning is within 0-16 km (0-10 miles). No one is allowed outside. All workers move quickly to pre-determined safe areas. Alert communicated every 5 minutes on plant radio system.

ORANGE - Lightning is within 16-30 km (11-19 miles). Be prepared to cease outdoor activities. Alert communicated every 15 minutes on plant radio system.

YELLOW - Lightning is within 30-60 km (20-37 miles). Alert communicated every 30 minutes on plant radio system.

NOTE: When at Alert Level RED, all persons are to move indoors. The Main Administration Building, Engine Hall Buildings and Medium Voltage Switch Gear Buildings are Safe Shelters. All other buildings and coverings at DEC are considered Not Safe for the purposes of this procedure. During an Alert Level **RED**, no persons are to be outside for any reason other to transition expeditiously from one safe shelter to the other. Personnel should use best judgment and keep these transitions to an absolute minimum during an Alert Level **RED**.

9. C Once storm occurs, Monitor plant's condition and adjust operation as necessary to maintain plant parameters within operational limits.
10. C Using the **Recorded** phone in the control room, notify EMO/TO control desk of changes in electrical production due to plant conditions.
11. C Consult with the Plant Manager to determine when it is appropriate to resume normal activities.
12. C, L After event and when conditions permit perform steps in *Return to Facility / Recovery from Severe Weather*

12.7.5.3 Winter Storms, Snow and/or Ice

WARNING

Ice accumulations on overhead areas pose a threat to bodily injury when it falls. This is especially true once the storm has passed and the temperatures start to increase.

NOTE 1: When working in cold weather it is much easier to overexert yourself. As a minimum, each individual will rest indoors for 10 minutes during every hour of snow/ice removal duties.

NOTE 2: Should any individual, while working in cold weather on snow or ice removal duties, become dizzy, feel chest pains, or numbing of extremities, that individual must STOP any further physical exertion, and contact supervision for aid.

1. C Verify steps in *Common Storm Preparation* have been completed.
2. C Verify all necessary snow removal equipment is on site and staged.
 - Snow shovels, plow, ect...
 - Salt and/or ice melt
3. C Verify the On-call mechanic and assistant have been identified, and their phone numbers are readily available.
4. L Verify operation of heat trace
5. L Verify the truck and tractor is operational.
6. C, L Identify the three levels of snow/ice removal priorities, and how the resources on hand will be deployed to clear the snow. Contact outside contractor for additional snow/ice removal assistance if needed.
7. C, L Identify where snow can be piled.



12.7.6.3 Winter Storms, Snow and/or Ice, Continued

8. C Inform Plant Manager when the plant has completed preparation for a snowstorm. (seems redundant from the general steps – that applies to all these individual storm conditions)
9. C Once storm occurs, monitor the plant's condition and adjust operations as necessary to maintain the plant's parameters within its operational limits.
10. C Using the **Recorded** phone in the control room, notify EMO/TO control desk of changes in electrical production due to plant conditions.
11. L Remind personnel to don proper outer garments prior to commencing snow/ice removal.
12. C, L After event and when conditions permit perform steps in *Return to Facility / Recovery from Severe Weather*

12.7.5.4 Heavy Rains With or Without High Winds, and/or Flooding

WARNING

**Stay out of flooded areas as unseen damage may have occurred.
Stay out of clear flood areas unless wearing proper waterproof gear (hip waders) as the water could be contaminated.**

NOTE: While no portions of the facility is located directly within a flood zone, extra effort should be applied to the facility to prevent or minimize flooding.

1. C Verify steps in *Common Storm Preparation* have been completed.
2. L Verify all lightning rods on the roof are properly connected, and grounded.
3. L Verify proper connection from the grounding grid to the lightning rods leads.
4. L Verify proper grounding of all vital equipment.
5. L Inspect all lightning arrestors for operational condition.
6. L Verify the oily waste pits have been pumped out.
7. C, L Elevate valuables to a level higher than the forecasted flood level.
8. C Inform Plant Manager or designee the plant has completed preparation for heavy rains/flooding.
9. C Once the storm occurs, Monitor the plant's condition and adjust operation as necessary to maintain plant parameters within its operational limits.
10. C Using the **Recorded** phone in the control room, notify EMO/TO control desk of changes in electrical production due to plant conditions.
11. C If flooding occurs, obtain water contamination procedures from local officials.
12. C, L Secure electrical power, when appropriate.
13. C, L Inform people to stay away from dangerous areas.
14. L Use caution when entering any structure that was flooded.
15. C, L Ensure that electrical equipment is not damaged and does not have its safety features compromised before re-energizing electrical service to any structure that was flooded.
16. C, L After event and when conditions permit perform steps in *Return to Facility / Recovery from Severe Weather*

12.7.5.5 Tornadoes, High Winds

WARNING

These storms can form and move very rapidly and the risk associated with outside work should be assessed before personnel leave a building to complete any work.

NOTE: A high windstorm has the potential to turn any non-secured item into a missile hazard. It is extremely important that all objects which are not securely anchored should be stowed indoors, or be secured to an anchored item.

1. C Verify steps in *Common Storm Preparation* have been completed.
2. C Inform Plant Manager the plant has completed preparation for heavy winds.
3. L Verify all loose material has been stored within the plant.
4. L Verify any material that cannot be stored indoors has been properly secured.
5. L Verify all electrical cabinet doors have been properly secured.
6. L Verify all lagging, loose wires, and insulation have been properly secured.
7. C, L Verify entrances and shutters to the plant have been properly secured.
8. C, L Verify contractors and equipment are prepared for high wind conditions.
9. C Once the storm occurs, Monitor the plant's condition and adjust operation as necessary to maintain plant parameters within its operational limits.
10. C Using the **Recorded** phone in the control room and notify EMO/TO control desk of changes in electrical production due to plant conditions.
11. C, L Seek cover in site storm shelter located South of Engine 12 or if unable to reach the storm shelter the restrooms located in the Facility Admin area.
12. L Perform a head count of people in shelter and try to account for missing personnel.
13. L Once in the shelter do not leave until the threat of tornadoes has passed.
14. C, L After event and when conditions permit perform section *Return to Facility / Recovery from Severe Weather*



12.7.5.6 Earthquake

NOTE: Stay away from windows, suspended loads, and remain calm

1. C, L Duck and Cover
2. C, L After event and when conditions permit perform section *Return to Facility / Recovery from Severe Weather*

12.7.5.7 Hurricane

The Denton Energy Center is not immediately located within a Hurricane zone that could directly affect the facility however, the City of Denton is part of the evacuation and recovery efforts associated with hurricanes and natural disaster recovery. See the COD/DME Hurricane procedure or EOP for further information regarding disaster recovery associated with hurricane relief.

12.7.5.8 Return to Facility / Recovery from Severe Weather

1. C, L Inspect the building to assess structural damage.
2. L Inspect all equipment for damage and leaks.
3. L Barricade or Rope Off any building that is not safe for entry.
4. C Inform the Plant Manager of plant conditions due to Severe Weather or Natural Disaster.
5. C, L After the emergency is over and when time permits record event details on the *Emergency Event Report Form* and conduct a *post storm meeting*.



Denton Energy Center Operating Manual

DME-DEC-OM, Section 12.8

Cyber Disruption

City of Denton
Denton Energy Center
Denton, Texas

Prepared By
Denton Energy Center



Cyber Disruption
Denton Energy Center
Operating Manual

Manual: DME-DEC-OM

Section: 12.8

Procedure Revision Summary

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Rev 1	Page 11 – Changed General Manager to Assistant General Manager and updated contact information
Rev 2	
Rev 3	
5.	Training Requirements: Required reading for all personnel.



Cyber Disruption
Denton Energy Center
Operating Manual

Manual: **DME-DEC-OM**

Section: **12.8**

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12.8 Cyber Disruption

12.8.1 Purpose

The purpose of the Cyber Disruption procedure is to ensure effective identification and response to cyber security incidents, protect both Denton Energy Center and the City of Denton from an attack or loss, and to prevent the potential interruption of plant operations. Effective response to cyber security incidents requires quick recognition of problems, fast mobilization of skilled staff to return systems to normal, and reporting. Reporting serves to increase awareness of threats, identify areas of vulnerability, allocate resources, develop solutions, communicate with appropriate law enforcement, and support Root Cause Analysis (RCA) that is conducted after an incident. See the DME Cyber Security Plan for complete DME actions when responding to a potential Cyber event.

12.8.2 Procedures

12.8.2.1 Incident Identification

A cyber security incident is an assessed occurrence having actual or potentially adverse effects on an information system. It is important to distinguish between problems that stem from mistakes of miscommunications and true cyber security incidents that involve either malicious intent or intent to circumvent security measures including policies, standards, and procedures. The first step in incident reporting is reporting the suspected incident to you supervisor and determining if the event is actually a Cyber Security incident.

In general, an incident is a violation of computer security policies, acceptable use policies, or standard computer security practices. Cyber security incidents may include, but are not limited to the following events.

- Unauthorized access to a network, system, and/or data
- Repeated attempts at unauthorized access (from either internal or external sources)
- System changes not authorized by nor known to the system owner
- Denial of Service (DoS) attack or other disruptions to service
- Evidence of tampering with, removal of, or loss of data
- Web site defacement
- Social engineering incidents
- Theft of, or non-accidental physical damage to, information systems
- Malware attacks adversely affecting server or workstations
- Evidence of inappropriate use or other noncompliance with policies or standards
- Other incidents that could compromise the integrity of information systems

12.8.2.1 Incident Identification Continued

The following tables list several common malicious actions that would be considered cyber security incidents and the possible indicators of such actions:

Redacted



12.8.2.1 Incident Identification Continued

Redacted

12.8.2.1 Incident Identification Continued

Redacted

12.8.2.1 Incident Identification Continued

Redacted

12.8.2.2 Incident Response Assistance

Requirement: Organizations that support information systems shall provide an incident response support resource that offers advice and assistance to users of the information system of the handling and reporting of security incidents. This support resource shall be an integral part of the organization's response team.

a) System and Network Administrators

System administrators are in the best position to detect and deter cyber security incidents. Minor incidents, such as limited-impact malware infections, may be handled by the system administrator rather than mobilizing a support team. If a major incident has occurred, contact must be made with COD Technology services and the COD/DME CIP compliance departments to develop a response strategy. Any contractor that provides IT support services to Denton Energy Center may also be included in the response strategy. The response strategy must include the following:

- Analysis
- Containment
- Eradication
- Recovery
- Reporting

b) Law Enforcement

Law enforcement agencies may be able to provide assistance in cases of computer trespass, theft, threats, and other suspected criminal activities. In cases such as child pornography and other crimes against children, appropriate law enforcement agencies must be notified. The local Denton Police Department should be contacted per the *Emergency Notification Procedure*. The police department will determine if it is necessary to contact the Dallas FBI location. They will also be able to help with local, state, and national requirements for handling evidence.

12.8.2.3 Incident Reporting

Cyber Security Threats

Cyber security threats include cyber disruption, with malicious intent, of computer or telecommunications services, addition, modification, or destruction of computer programming codes, databases or computer functions, electronic theft and subsequent disclosure of confidential information, secret monitoring of IT systems, and manipulation of electronic services. These sabotage type events could prevent the organization from operating critical systems, possibly for sustained periods of time.

The power station would detect potential or actual cyber disruption by noting a slow network response or internet response or unavailability of an application. High utilization of network bandwidth is a sign of a cyber-attack; should this occur, the plant personnel contact the Control Room Operator who contacts the Supervisor and Plant Manager.

The Plant Manager telephones the situation report to Internal Emergency Contacts, the Assistant General Manager of Denton Municipal Electric, the Regulatory & Risk Div. Manager, the DME Technology Services Supervisor, the real time desk (EMO) and other Internal Emergency Contacts as necessary.

The Plant Manager also initiates contact with TO too inform other neighboring interconnection facilities as deemed necessary for multi-site sabotage suspicions.

If it becomes apparent during the above mentioned coordination events to contact the FBI, the Plant Manager or designee should then contact the FBI.

Emergency Contacts:



Dallas FBI - 972-559-5000

Reporting Forms

Complete the following reports located in the Denton Energy Center NERC Internal Compliance Program Manual as soon as possible:

- a) Form C – Cyber and Computer Intrusion Threat/Incident Report
 - The attached form may be used as a guide or vehicle for reporting cyber threat and computer intrusion incident.
- b) Tab 9 – U.S. Department of Energy, Form OE-417, Emergency Incident and Disturbance Report
- c) Go to www.us-cert.gov/ and file an online report with the United States Computer Emergency Readiness Team (US-CERT)



Denton Energy Center Operating Manual

DME-DEC-OM, Section 12.23

Site Security

City of Denton
Denton Energy Center
Denton, Texas

Prepared By
Denton Energy Center



Site Security
Denton Energy Center
Operating Manual

Manual: DME-DEC-OM

Section: 12.23

Procedure Revision Summary

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Rev 1	
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Site Security
Denton Energy Center
Operating Manual

Manual: **DME-DEC-OM**

Section: **12.23**

12.23 Site Security

12.23.1 Purpose

The purpose of this procedure is to provide guidance should there be a physical threat to the Denton Energy Center (DEC). This procedure ensures that the DEC personnel are prepared to enable steps necessary to mitigate an emergency, threat, or vulnerability to physical assets located at the DEC and to ensure reliability of the Bulk Electric System is maintained during a physical security threat. This plan refers to other relevant plans and procedures. All personnel involved in maintaining security of DEC Facility shall also be familiar with DME's Physical Security Plan.

12.23.2 Possible Causes

Unauthorized entrants with and without intent to cause damage to personnel or equipment located at the DEC.

12.23.3 Possible Consequences

Elevated risk of personnel injury or loss of life for the individual(s) and personnel.
Disruption of operation / maintenance activities and possible equipment damage to the DEC or Bulk Electric System.

12.23.4 Roles and Responsibilities

Management

- Report and respond to disturbances as needed to assist with emergencies.
- Responsible for reviewing, making revisions, and updating the Security procedure as needed.
- Provide guidance and leadership to personnel for any physical security disturbances.
- Coordinate with any DME or City of Denton departments as needed for emergency support.

12.23.4 Roles and Responsibilities (Cont.)

Operations Personnel

- Maintain situational awareness of facility and grounds utilizing the physical security components available to them.
- Notify management of any suspicious activity, disturbances or incidents at the DEC and keep them informed of any updates of the situation as necessary.
- Communicate with EMO and TO as appropriate.
- Call in personnel as needed such as management, off-shift or relief operators, maintenance personnel, or emergency services to assist with the event response.

Emergency Services (police, fire, EMS) for the City of Denton should be contacted by use of the 911 system and extension 7920 for non-emergency situations.

- Disseminate information and provide instructions to DEC team as directed by management or EMS personnel.

Maintenance Personnel

- Report and respond to disturbances as needed to assist with event response.
- Make assessments of the situation and communicate the details with Control Room Operator in charge of the shift.
- Follow operating instructions that are given to mitigate the situation unless such actions would violate safety or damage equipment.

12.23.5 Security Systems

The DEC utilizes several security systems designed to help fulfill its security mission. These systems complement the policies, procedures, and measures that form the DEC's robust security program.

The DEC Security systems include:

Redacted



Site Security
Denton Energy Center
Operating Manual

Manual: DME-DEC-OM

Section: 12.23

12.23.5 Security Systems (Cont.)

Redacted



12.23.6 Actions to Perform

The following actions to perform are procedural steps for DEC personnel to follow when responding to an emergency within the necessary response time.

Any event that takes place will be logged in the Operator Log, located in the control room, with all details and updated throughout the event.

Redacted

12.23.6 Actions to Perform (Cont.)

Take the appropriate actions to mitigate the event or disturbance. If the event causes immediate danger to personnel at the site, order evacuation of the personnel. When emergencies arise, it is important to quickly implement the procedures developed in this plan to effectively manage the situation and protect personnel involved.

Redacted

Upon completion of the threat, the management team and safety team shall assemble to critique the handling of the situation. Any recommendations for improvement must be incorporated into the policy and re-training conducted with the necessary personnel.

Attachment
Site Evacuation Map

Redacted

