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Austin Energy Emergency Operations Plan

May 26, 2022

Approval Page

Document Title:	**Austin Energy Emergency Operations Plan**
EOP Version #:	**V2022.05**
Signatory(ies):	**General Manager** **Deputy General Managers** **Senior Vice President**
Owner:	**Emergency Management Coordinator**
Stakeholder Groups:	**Corporate Compliance Programs, Regulatory**

Redaction

This document exists in redacted and unredacted forms. Redacted versions are classified as Public according to City of Austin's Data Classification Policy. Unredacted versions are classified as Restricted according to the City of Austin's Data Classification Policy.

Approval

This document becomes effective and supersedes previous versions as of the date of the last Signatory below.

Jackie A. Sargent — 5/26/2022
Jackie A. Sargent — Date
General Manager

5/26/22
Sidney Jackson — Date
DGM/Chief Operating Officer

5/26/22
Kerry Overton — Date
DGM/Chief Customer Officer

5/26/22
Mark Dombroski — Date
DGM/Chief Finance and Administrative Officer

5/26/22
Tammy Cooper — Date
SVP, Regulatory, Communications and Compliance

Approved as to Form:

5/26/22
Lisa L. Martin — Date
Director, Corporate Compliance Programs

EMERGENCY OPERATIONS PLAN

APPENDICES

Incident Command Structure Annexes

Austin Energy Annexes

T&D Annexes

Generation Annexes

Executive Summary of the Emergency Operations Plan for Austin Energy

Contents and Policies

The City of Austin d/b/a Austin Energy (Austin Energy or AE) files this document as an Emergency Operations Plan (EOP) in accordance with Public Utility Commission of Texas (Commission or PUCT) rule 16 TAC §25.53. Austin Energy is a municipally owned utility that owns and manages generation resources, operates as a transmission and distribution utility, and provides retail electric service to over 500,000 customers.

AE's emergency procedures are based around the Incident Command System (ICS), a standardized management tool for pivoting from normal operations to emergency response mode. ICS ensures that AE can flexibly and decisively command, control, and coordinate emergency response efforts to protect our infrastructure and customers during emergency conditions. AE's ICS procedures follow the Federal Emergency Management Agency's standardized National Incident Management System (NIMS), considered the national and international standard for emergency management. This EOP was prepared primarily by compiling and revising AE's existing ICS plan, Continuity of Operations Plan, Emergency Communications Plan, and workgroup emergency response procedures into a single document that meets the requirements of 16 TAC §25.53. Additionally, AE had key personnel complete the latest NIMS training as well as AE emergency operations training. AE ICS personnel completed an operations-based annual drill to test its Emergency Operations Plan pursuant to 16 TAC §25.53(f) on May 26, 2022. This was timely noticed on April 25, 2022 to the Commission and the Texas Department of Emergency Management.

This EOP provides procedures for effectively responding to an emergency event and strategies for recovery after an event. The ICS framework is intended to be specific enough to ensure AE is effective in a wide variety of emergencies while being sufficiently flexible to recognize that pre-established plans cannot foresee all possible emergency circumstances. AE's objective is to mitigate the emergency and return to normal conditions in a safe and secure manner as soon as possible. The EOP is organized into the following sections:

- A base plan including the executive summary, overview of emergency operations response, revision control summary, distribution record, and emergency contact list.
- An annex overviewing AE's ICS structure and procedures.
- Annexes that apply across all areas of Austin Energy's operations.
- Annexes that apply only to AE's transmission and distribution (T&D) operations or only to AE's generation operations.

This EOP applies to all of Austin Energy's operations and facilities, with the exception of the South Texas Project Electric Generating Station (STPEGS), Fayette Power Project (FPP), and Nacogdoches Generating Facility (Nacogdoches). These facilities are operated and managed by other entities.

AE is a joint owner of the South Texas Project Electric Generation Station (STPEGS), along with CPS Energy and NRG Energy. The South Texas Project Nuclear Operating Company (STPNOC) is the NRC-licensed operator of STPEGS and manages and utilizes its own EOP to address emergencies for that facility. NRG Energy, as a co-owner of STPEGS, has filed a copy of the EOPs that STPNOC has developed with the PUCT in accordance with 16 TAC §25.53.

AE is a joint owner of units 1 and 2 of FPP, along with the Lower Colorado River Authority (LCRA). LCRA wholly operates FPP and manages and utilizes its own emergency operations plan to address emergencies for that facility.

NAES Corporation (NAES) operates Nacogdoches and manages and utilizes its own emergency operations plan to address emergencies for that facility. As the owner of Nacogdoches, AE is filing the NAES plan in accordance with 16 TAC §25.53.

AE is submitting its EOP and the NAES plan, both with confidential portions removed. Unredacted copies will be made available to commission staff on request. Concurrent with submission to the PUCT, AE will submit unredacted copy of this EOP and the NAES plan to ERCOT per 16 TAC §25.53(c)(1)(B).

Rule Reference Index

The below table maps the requirements of 16 TAC §25.53 to corresponding sections and page numbers of AE's EOP per Subsection (c)(A)(i)(II). Some annexes that apply of to all of AE's operations (ICS-02 through ICS-12, ICS-14, AE-01, and AE-08) do not correspond to a specific rule requirement and thus are not included in this table.

Rule Section (16 TAC §25.53)	Requirement	Section	Location
(c)(1)(A)(i)	Executive Summary	EOP-01: Executive Summary	All pages
(c)(1)(A)(i)(I)	Contents and Policies	EOP-01: Executive Summary	Pages 1-2
(c)(1)(A)(i)(II)	Rule References	EOP-01: Executive Summary	Pages 2-4
(c)(1)(A)(i)(III) & (c)(4)(A)	Record of Distribution	EOP-04: Record of Distribution	All pages
(c)(1)(A)(i)(IV) & (c)(4)(C)	Affidavit	EOP-01: Executive Summary	Page 5-6
(c)(1)(A)(ii)	Complete EOP	*Entire document*	
(c)(4)(B)	Emergency Contacts	EOP-05: Emergency Contact List	All pages
(c)(4)(C)(v)	Business Continuity Plan	AE-03: AE Enterprise Continuity of Operations Plan	All pages
(d)(1)(A)	Introduction and Applicability	EOP-02: Emergency Operations Response Overview	Page 1
(d)(1)(B)	EOP Responsibility for Maintenance and Implementation	EOP-02: Emergency Operations Response Overview	Pages 2-3
(d)(1)(C)	Revision Control Summary	EOP-03: Record of Revisions	All pages
(d)(1)(D)	Current EOP Statement	EOP-04: Record of Revisions	All pages
(d)(1)(E)	Date of Approval	EOP-00: AE EOP Cover	All pages

Rule Section (16 TAC §25.53)	Requirement	Section	Location
(d)(2)(A)	T&D Communications Plan	AE-02: AE Emergency Communications Plan	All pages
(d)(2)(B)	Generation Communications Plan	AE-02: AE Emergency Communications Plan	All pages
(d)(2)(C)	REP Communications Plan	*Not Applicable (REPs only)*	
(d)(2)(D)	ERCOT Communications Plan	*Not Applicable (ERCOT only)*	
(d)(3)	Emergency Supplies Plan	EOP-02: Emergency Operations Response Overview ICS-13: Logistics	Page 5 All pages
(d)(4)	Emergency Staffing Plan	EOP-02: Emergency Operations Response Overview ICS-01: AE ICS Defined	Pages 3-4 All pages
(d)(5)	Weather and Activation Plan	EOP-02: Emergency Operations Response Overview	Pages 4-5
(d)(6)	Relevant Annexes	*All Subsequent Sections*	
(e)(1)(A)	T&D Weather Emergency Annex	TD-01: AE T&D Weather Emergency Plan	All pages
(e)(1)(B)	T&D Load Shed Annex	TD-02: AE Load Shed Plan	All pages
(e)(1)(C)	T&D Pandemic and Epidemic Annex	AE-04: AE Pandemic and Epidemic Plan	All pages
(e)(1)(D)	T&D Wildfire Annex	TD-03: AE Wildfire Management Plan	All pages
(e)(1)(E)	T&D Hurricane Annex	AE-05: AE Hurricane Response Plan	All pages
(e)(1)(F)	T&D Cyber Security Annex	AE-06: AE Cyber Security Incident Response Plan	All pages
(e)(1)(G)	T&D Physical Security Annex	AE-07: AE Physical Security Incident Response Plan	All pages
(e)(1)(H)	T&D Black Start Annex	*Not Applicable (TDUs only)*	
(e)(1)(I)	T&D Additional Annexes	TD-04: AE Black Start and System Restoration Plan	All pages
(e)(2)(A)	Generation Weather Emergency Annex	GEN-01: AE Power Production Weather Emergency Plan	All pages
(e)(2)(B)	Generation Water Shortage Annex	GEN-02: AE Power Production Water Shortage Plan	All pages
(e)(2)(C)	Generation Restoration of Service Annex	GEN-03: AE Power Production Restoration of Service Plan	All pages
(e)(2)(D)	Generation Pandemic and Epidemic Annex	AE-04: AE Pandemic and Epidemic Plan	All pages

Rule Section (16 TAC §25.53)	Requirement	Section	Location
(e)(2)(E)	Generation Hurricane Annex	AE-05: AE Hurricane Response Plan	All pages
(e)(2)(F)	Generation Cyber Security Annex	AE-06: AE Cyber Security Incident Response Plan	All pages
(e)(2)(G)	Generation Physical Security Annex	AE-07: AE Physical Security Incident Response Plan	All pages
(e)(2)(H)	Generation Additional Annexes	*No Additional Generation Annexes*	
(e)(3)	REP Annexes	*Not Applicable (REPs only)*	
(e)(4)	ERCOT Annexes	*Not Applicable (ERCOT only)*	

Record of Distribution

The record of distribution can be found in section EOP-04.

Affidavit

The affidavit can be found subsequently in this section, EOP-01.

AFFIDAVIT OF JACKIE A. SARGENT

STATE OF TEXAS

COUNTY OF TRAVIS

BEFORE ME, the undersigned Notary Public, on this day appeared the undersigned affiant JACKIE A. SARGENT, General Manager of Austin Energy, whose identity is known to me and, being by me duly sworn, stated as follows:

1. My name is Jackie Sargent. I am over the age of 18 years and I am competent to make this Affidavit.
2. I have personal knowledge of the facts contained herein, and they are true, correct, and complete to the best of my knowledge.
3. I am currently employed by the City of Austin d/b/a Austin Energy (Austin Energy) as General Manager, the entity's highest-ranking representative, official, or officer with binding authority over the entity.
4. I affirm that relevant operating personnel are familiar with and have received training on the contents of Austin Energy's Emergency Operations Plan (EOP). Such personnel are instructed to follow the applicable portions of the EOP except to the extent deviations are appropriate as a result of specific circumstances during the course of an emergency.
5. I affirm that Austin Energy's EOP has been reviewed and approved by the appropriate executives.
6. I affirm that Austin Energy's drills have been conducted to the extent required by subsection (f) of 16 Texas Administrative Code §25.53.
7. I affirm that Austin Energy's EOP or an appropriate summary has been distributed to local jurisdictions as needed.
8. I affirm that Austin Energy maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident.
9. I affirm that Austin Energy'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.
10. As the entity responsible for Nacogdoches Generating Facility, Austin Energy concurrently submits NAES Corporation's Emergency Operations Plans.
11. As the highest-ranking representative, official, or officer with binding authority over the entity, Austin Energy, I affirm that:
    A. Nacogdoches Generating Facility's relevant operating personnel are familiar with and have received training on the applicable contents and execution of Nacogdoches Generating Facility's EOP, and such personnel are instructed to follow the applicable portions of the EOP except to the extent deviations are appropriate as a result of specific circumstances during the course of an emergency;
    B. Nacogdoches Generating Facility's EOP has been reviewed and approved by the appropriate executives;
    C. Nacogdoches Generating Facility has conducted or participated in at least one drill each calendar year to test its EOP and will conduct another drill in June

2022 with the proper notifications in accordance with subsection (f) of 16 Texas Administrative Code §25.53;

D. The EOP or an appropriate summary has been distributed to local jurisdictions as needed;
E. NAES Corporation maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident;
F. NAES Corporation'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.

12. I declare that I have knowledge of the facts stated in this Affidavit, including reliance upon reports and reliance upon employees with personal knowledge; and that I have authority to submit this Affidavit on behalf of Austin Energy. I further affirm that, to the best of my knowledge, all the statements made in this Affidavit are true, complete, and correct.

Jackie A. Sargent

Jackie A. Sargent
General Manager
Austin Energy

SUBSCRIBED AND SWORN BEFORE ME on this 26th day of May, 2022, to certify which witness my hand and official seal.

Meredith Woods

NOTARY PUBLIC - STATE OF TEXAS

NOTARY PUBLIC STATE OF TEXAS
MEREDITH WOODS
Notary ID #130862681
My Commission Expires
October 19, 2024

Introduction and Applicability

City of Austin d/b/a Austin Energy's (Austin Energy or AE) Emergency Operations Plan (EOP) documents AE's plans for responding to emergency events and for restoring electric service following disruptions. The EOP addresses both common operational functions that are relevant across emergency types and annexes that outline the AE's response to specific types of emergencies. As such, the EOP comprises a series of emergency response plans, some of which speak to emergency response in general and others that focus on specific contingencies that could impact continuity of service. The EOP is designed to flex and grow to meet new demands as warranted by changing conditions, both on the local and global scale.

Austin Energy is a vertically-integrated, municipally owned utility registered as multiple functions (including Generator Owner, Generator Operator, Transmission Owner, Transmission Operator, Transmission Planner, and Distribution Provider) in accordance with the North American Electric Reliability Corporation (NERC) Rules of Procedure, and as multiple market participant types (including Resource Entity, Qualified Scheduling Entity, Load Serving Entity, and Transmission and Distribution Service Provider) in accordance with the Electric Reliability Council of Texas (ERCOT) Nodal Protocols. AE owns and manages generation resources, operates as a transmission and distribution utility, and provides retail electric service to over 500,000 customers. As a municipally owned utility, AE is an entity subject to Public Utility Commission of Texas (PUCT) rule 16 TAC §25.53.

This EOP applies to all of Austin Energy's operations for its transmission and distribution facilities and its generation resources except as specified below.

Fayette Power Project

Austin Energy and the Lower Colorado River Authority (LCRA) jointly own units 1 and 2 of the Fayette Power Project (FPP). Under the *FPP Participation Agreement* entered in 1974 and as amended, Austin Energy and LCRA co-own units 1 and 2, LCRA solely owns unit 3, and LCRA wholly operates all of FPP. LCRA has established and filed with the PUCT the *Lower Colorado River Authority & GenTex Power Corporation's Emergency Operations Plan* (LCRA EOP) as required under 16 TAC §25.53. The LCRA EOP includes FPP. Austin Energy is not the operator of this generation resource, and in accordance with §25.53(e)(2), Austin Energy's EOP does not include generation annexes related to FPP.

South Texas Project

AE is part owner of the South Texas Project Electric Generating Station (STP). STP is a nuclear power plant operated and managed by the STP Nuclear Operating Company (STPNOC), acting as project manager on behalf of the owners under the *South Texas Project Operating Agreement* dated November 17, 1997. STPNOC has established the *STPNOC Electric Service Emergency Operations Plan* (ESEOP) as required under 16 TAC §25.53. The STPNOC ESEOP is maintained separately from AE's EOP. As such, AE's EOP does not include generation annexes related to STP.

Nacogdoches Generating Facility

AE owns the Nacogdoches Generating Facility (Nacogdoches). Nacogdoches is a bio-mass power plant operated by NAES Corporation (NAES) under the *O&M Services Agreement between the City of Austin d/b/a Austin Energy and NAES Corporation for the Nacogdoches Generating Facility* dated June 13, 2019. NAES has established the Emergency Operations Plans for Nacogdoches Generating Facility (Nacogdoches EOP) as required under 16 TAC §25.53. The Nacogdoches EOP is maintained separately from AE's EOP. As such, AE's EOP does not include generation annexes related to Nacogdoches.

Austin Energy Values

The development and implementation of an Emergency Operations Plan is consistent with and supportive of the value system that guides Austin Energy. Several of our values highlight the importance of maintaining a guidebook for the quick response during an emergency and restoration of unexpected service disruptions:

- Austin Energy provides a critical service to the citizens of Austin and surrounding communities
- The mission of Austin Energy is to safely provide clean, affordable, and reliable energy and excellent customer service

The comfort, safety, convenience, time and productivity made possible by electricity is foundational to quality of life. In order to remain successful, Austin Energy must be viewed by its customers as a reliable supplier of high-quality electricity. To that end, this EOP exists to provide comprehensive and specific direction for responding to the emergency and restoring the electric system to full operation in a timely and efficient manner.

EOP Purpose

The purpose of this EOP is to establish procedures for event response and the restoration of service in a systematic and efficient manner by utilizing all of AE's human and physical resources and, if necessary, by securing and utilizing off-system resources. The EOP serves to:

- Provide an organized document that outlines the process for responding to an emergency and restoring the electric system under different levels of emergency conditions;
- Shift the responsibility of disaster recovery from a few key individuals into structured processes shared by the entire AE organization;
- Produce a process designed to streamline the restoration of services and provide better restoration information to customers;
- Identify and assign roles and accountability applicable to a wide variety of emergency types to facilitate an orderly emergency response;
- Provide a feedback mechanism to assess AE performance following an emergency event or service disruption and continuously adjust and improve future response effort; and
- Develop a process that complements a larger City-wide effort that addresses public emergencies.

Emergency Operations Plan Contents

Austin Energy's EOP is comprised of a series of documents, many of which have been used by AE to respond to emergency events for many years. The EOP documents are organized into logical groupings for ease of identification. Some documents are part of the main EOP and others are part of the EOP annexes.

The main body of the EOP uses the reference identifier "EOP-##" and contains

- An executive summary and requirements mapping
- Emergency operations response overview (this document)
- Record of revisions
- Record of distribution
- Emergency contact list

There are four annex categories:

- Incident Command System (ICS-##)
- Austin Energy-wide emergency procedures (AE-##)
- Transmission and Distribution procedures (TD-##)
- Generation procedures (GEN-##)

EOP Maintenance and Implementation

Overall maintenance and implementation of the EOP is the responsibility of AE's Emergency Management Coordinator (EMC), with the support of Corporate Compliance Programs. The signatories of the EOP are AE's General Manager and the General Manager's direct reports (i.e. Deputy General Managers and SVP).

Many individuals contribute to the maintenance and implementation of the EOP. Each document within the EOP has an identified owner, associated stakeholders, and signatory(ies). As the subject matter experts (SMEs), owners and stakeholders are responsible for reviewing and updating the information within their assigned documents on an annual basis. If the annual review results in revisions, the document is reviewed by the signatory(ies) and approved or revised prior to approval. In most cases, signatories are first line executives over the responsible SMEs. In some cases, the Incident Commander is a signatory.

The Director, Corporate Compliance Programs signs each document to ensure it meets the form required by applicable reliability requirements and determines if changes are significant. AE will record significant changes in the Record of Revisions prior to the annual submittal date to the PUCT.

EOP Common Features

Documents in AE's EOP contain the following common features:

Common Feature	Purpose/Description
Annex Cover Sheet	• Links annex document to overarching EOP • Provides common signature format • Tracks whether changes since last version are material (triggering resubmittal to PUCT at next annual deadline) • Indicates document classification type based on whether the version is the redacted or unredacted form of the document • Includes the statement '*This document becomes effective and supersedes previous versions as of the date of the last Signatory below*'
EOP Reference Number	• Places the document in the correct section and order within the overarching EOP
Document Version #	• Indicates when the document was last revised • Formatted as vyyyy.mm (e.g. v2022.05)
Revision History Table	• Lists, for each version, the changes made as well as who made them • Table is appended, not replaced, with each version, so as to provide a history of changes
Review History Table	• Lists, for each review, the date and individual who performed the review • Sometimes, documents are reviewed but not revised. This provides a place to record the document was periodically checked • Table is appended, not replaced, with each version, so as to provide a full history of reviews
Data Classification Marking	• If the document contains sensitive or confidential information, the header of the document should contain a marking: RESTRICTED - [enter restricted data type here] • Restricted data types include (but are not limited to): ECEII, Protected Information, BCSI, PII, and Utility Competitive Matters. Refer to the *Handling Restricted Information GWP*, Appx A for more details • If the document is the redacted version such that all unredacted information is considered public, the header of the document need not contain a marking

****NOTE*****

- The format of each document is largely up to the Owner and should be created to meet the needs of the Owner/Stakeholder Groups.

Austin Energy's Emergency Response Organization – An Overview

AE's emergency response structure is patterned after the Incident Command System (ICS) used by emergency response agencies throughout the United States. This flexible and adaptable structure facilitates a seamless transition from normal system operations to emergency operations during any type or level of emergency. This document, supplemented by the Austin Energy ICS Annex document, ICS-01, contains AE's plan to address staffing during emergency response.

Activating AE's EOP and Incident Command System

AE's EOP will be activated as conditions warrant. An event may cause AE to follow one or more documents within this EOP depending on the nature and severity of the emergency. When an event is forecasted or has been determined to need the organized response of ICS, the Incident Commander will instruct the Emergency Management Coordinator to activate ICS.

Employee Responsibilities

Many AE employees are considered part of the ICS and restoration teams.

Many employees with ICS roles have responsibilities that differ from their day-to-day job. Some are identified for roles similar to their usual job but called upon to serve during emergency operations when others on their team may not be. Employees with ICS roles are required to:

- Cease normal operations work (notifying appropriate backups if necessary) and respond to their storm or emergency assignment when called upon by their Incident Command authority
- Maintain knowledge of the roles and responsibilities of their ICS position
- Complete required training associated with their ICS role
- Participate in storm and/or emergency drills and dry-run exercises
- Communicate to their ICS authority availability and methods of contact

Employees whose regular job responsibilities include storm restoration may be called upon during an emergency response event. Employees on the restoration teams are required to:

- Respond to their storm or emergency assignment when called upon by their Incident Command authority
- Respond appropriately to every event level, as assigned and per AE policy
- Fulfill the responsibilities of these emergency or storm response assignments is a condition of employment.

Response to Weather-Related Hazards

Austin Energy's Emergency Management Coordinator (EMC) subscribes to various weather services and monitors the weather for potential threat to AE's service territory. The EMC communicates weather forecasts and alerts to ICS personnel and other stakeholders to help maintain situational awareness. Additionally, AE control centers and control rooms monitor weather for potential impacts to their respective facilities.

The ICS structure and this EOP may be activated as necessary to respond to any potential or actual weather-related hazard. Additionally, the following guidelines apply to the specific weather-related conditions listed below.

- Tornadoes – Although somewhat rare in AE's service territory, tornados can sustain severe damage, especially to transmission, distribution, and generation infrastructure within the tornado's path. AE's ICS may be used to address system restoration after a tornado, depending on how widespread the damage is. The glossary at the end of this document contains several terms specific to tornadoes.

- Hurricanes – A majority of AE's service territory is too far inland to receive a direct hit from a hurricane, but associated winds and rain can create damaging conditions to AE infrastructure and wide-spread outages to customers. Hurricanes may also lead to flooding which can impact facilities in low-lying areas. During a hurricane, AE follows its storm response procedures contained throughout this EOP, especially within the ICS Annex documents. AE's Hurricane Response Plan, AE-05, provides additional detail regarding hurricane evacuation zones. Annually, prior to hurricane season, AE receives area-specific forecasts of potential hurricane activity. The glossary at the end of this document contains several terms specific to hurricanes.

- Extreme Cold Weather – AE has weather preparedness and weather response plans for extreme cold weather conditions. See ICS-08, Emergency Management Coordinator; TD-01 AE T-D Weather Emergency Plan; and GEN-01 AE Power Production Weather Emergency Plan. Further, AE established a detailed After Action Report following Winter Storm Uri in 2021 and incorporated lessons learned into its EOP.

- Extreme Hot Weather – AE has weather preparedness and weather response plans for extreme hot weather conditions. See ICS-08, Emergency Management Coordinator; TD-01 AE T-D Weather Emergency Plan; and GEN-01 AE Power Production Weather Emergency Plan. Further, AE conducts a summer readiness drill and workgroup-specific trainings (e.g. load shed training) to prepare for the impacts of an extreme hot weather emergency.

- Drought – Drought conditions could have a variety of effects on AE facilities. AE has a Wildfire Management Plan, TD-03, which may be necessitated due to dry conditions brought on by drought. AE generation facilities could also be impacted by drought. See GEN-02, AE Power Production Water Shortage Plan.

- Flooding – A flooding emergency may be brought on by a sudden storm, persistent rain, or hurricane conditions. AE takes steps to monitor low-lying areas and make capital improvements to facilities in areas most prone to flood. AE's ICS may be used to address a flood-related emergency. The glossary at the end of this document contains several terms specific to flood conditions.

Maintaining Supplies for Emergency Response

Austin Energy's Emergency Management Coordinator (EMC) maintains inventories of several types of supplies used during emergency response activations. Pre-identified supplies include shelf stable meals ready to eat (MREs), shelf stable water, mattresses, pillows, bed linens, masks, and more. AE routinely assesses its inventory and establishes plans to acquire additional supplies as needed. For example, AE is currently working to increase its inventory of handheld communication devices and station service generators.

In coordination with and in addition to the EMC, AE's ICS Logistics Section prepares lists of hotel and food vendor options and refreshes them when a potential event is forecasted. They coordinate with Facilities and Finance to maintain adequate supplies in warehouses, food and lodging facilities for emergency response crews and ICS personnel and other supplies and services as needed. AE also maintains credit cards with higher credit limits that AE can activate during emergency situations. Further, AE maintains contracts with external vendors who can provide support services and supplies if the severity of an emergency extends beyond internal capabilities. This document, supplemented by the Austin Energy ICS Annex document (ICS-13 Logistics), contains AE's plan to maintain pre-identified supplies for emergency response.

Training and Accessibility of the EOP

AE provides training to relevant operating personnel so they are familiar with the applicable contents and execution of the EOP. AE defines relevant operating personnel as those assigned to an ICS role. Such personnel are instructed to follow the applicable portions of the EOP except to the extent deviations are appropriate as a result of specific circumstances during an emergency.

AE ensures its 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 each year prior to AE's submittal of the EOP to regulatory bodies. AE defines these emergency management personnel as those assigned to an ICS role in the Control and Command Section. More specifically, the latest NIMS training for those courses is required of the following roles:

- Incident Commander
- Emergency Management Coordinator

- Liaison Officer
- Public Information Officer
- Safety Officer

The EOP is available in hard copy in the Incident Command Center located at AE's System Control Center. The EOP is also available and distributed electronically. Whenever possible, additional distribution occurs as AE assigns new personnel to ICS roles but no later than the next annual distribution. Training is conducted and required annually.

Drills and Notifications

AE conducts and participates in at least one drill each calendar year to test its EOP. Following the annual drill, AE assesses the effectiveness of its emergency response and revises its EOP as needed. Notwithstanding the above, AE is not required to conduct or participate in a drill in the calendar year in which the EOP was activated. As described further in AE-05 AE Hurricane Response Plan, AE's facilities are not known to be located within a Texas Division of Emergency Management (TDEM) hurricane evacuation zone.

For at least one drill each calendar year, AE provides 30-day notice to PUCT staff and the appropriate TDEM District Coordinators, by email or other written form, of the date, time, and location of the drill.

Reporting

Upon request by PUCT staff during an activation of the State Operations Center by TDEM, AE will provide updates on the status of operations, outages, and restoration efforts. Updates must continue until all incident-related outages of customers able to take service are restored or unless otherwise notified by PUCT staff. After an emergency, PUCT staff may require AE to provide an after action or lessons learned report and file it with the commission by a date specified by PUCT staff. AE will respond timely to PUCT reporting requirements and request additional time if needed and conditions warrant.

Glossary of Terms and Definitions

The fields of Emergency Management, Business Continuity, and related service areas are expansive and thus terms and definitions are constantly changing and evolving.

The following terms and definitions are commonly used in the context of emergency management. Other variations of each term may exist; however, the compilation below is a general guide produced and widely accepted by the emergency management community.

The set of words and definitions presented here was taken from the All Hands Community Glossary Project, originally found at All-Hands.net. This glossary will remain under review and change as terminology in the field expands, evolves, and becomes standardized in the emergency management community.

A

After-Action Report (AAR)- A method of identifying and tracking correction of important problems and carrying out best work practices in an operation or exercise after it has been completed. An AAR may be structured to contain statements of Lessons Learned and recommended changes in plans, training, and resources.

Alternate Command Center or Alternate Emergency Operations Center- A location, other than the normal facility, used to host the emergency command center.

Alternate Site- A location, other than the normal facility, used to process data and/or conduct critical business functions in the event of a disaster.

Area Command- An organization established to 1) oversee the management of multiple incidents 2) to oversee the management of a very large incident that has multiple incident management teams assigned to it.

B

Backup Power- Backup Power is normally provided by generators and Uninterruptible Power Supply (UPS) units, to prevent system failure as a result of power failure.

Bioterrorism (BT)- BT is the use or threatened use of biological agents to achieve political, religious, ideological, or social goals.

Business Continuity Plan (BCP)- A BCP defines and ranks key business functions according to vulnerability and risk, assigns priorities to those functions, and defines procedures to continue priority functions to ensure continuation of an organization, public or private, as a going concern in the event of a disaster. A responsive BCP depends on an adequate Business Impact Analysis (BIA) and Risk Assessment (RA). Computer system and data recovery, under an IT disaster recovery plan, is a subordinate but important part of a BCP. A BCP includes safeguards for personnel and families, business assets and reputation, customers/clients/citizens, vendors, communications, and access to critical resources. It involves training, periodic exercises, post-exercise reviews, and plan updates with special attention to media relations. A BCP is a major factor in an overall risk management program. A BCP is also known as a business recovery plan, business resumption plan, and business contingency plan. Under U.S. laws and regulations, private for-profit companies should ensure a capacity to meet obligations to shareholders as well as under the Sarbanes-Oxley Act (SOA). Public sector entities have a duty to meet a standard of care with respect to public health and safety.

Business Impact Analysis (BIA)- A systematic method of determining the cost of risk by identifying the impact of business or service disruptions which allows targeting operations and processes which require recovery planning. A BIA is the process of analyzing all business functions and the effect that a specific hazard(s) may have upon them. Its purpose is to define the operational and financial impacts of an interruption to your mission critical business functions.

In addition, the BIA reveals recovery time objectives and interdependencies needed to develop effective strategies for recovery.

Business Impact Assessment- A business impact assessment is a management level analysis by which an organization assesses the quantitative (financial) and qualitative (non-financial) impact and loss that might result if the organization were to suffer a business continuity event, incident, or crisis. Also, the business impact assessment is the first phase of Disaster Recovery's four phases; the process (or action) of analyzing all business functions and the effect that a specific disaster may have upon them.

Business Interruption- Any event, whether anticipated (i.e. public service strike) or unanticipated (i.e. blackout) which disrupts the normal course of business operations at a corporate location.

C

Call Tree- A call tree is a document that graphically depicts the calling duties and the calling sequences used to contact management, staff, customers, vendors, and other key contacts in the event of an emergency, disaster, major power outage, or other crisis condition.

Catastrophic Disaster- An event that results in large number of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private-sector capabilities to begin and sustain response activities.

CERT- Community Emergency Response Team. A team of local citizens, with or without an organizational affiliation, trained in a range or basic emergency response skills and techniques to assist their community in times of disaster or other emergency. CERT training is local to national standards that are available from the Federal Emergency Management Agency (FEMA). Regional and local varietal names may apply, such as NEST, NEEAT, NERT, DERT, sometimes with different training standards. Intermediate and advanced CERT training has been initiated. CERT is one of the Citizen Corps programs designated to help fulfill the President's call for community service.

Command Center- A facility used for command and control of response and recovery operations.

Comprehensive Emergency Management Plan (CEM Plan)- A CEM Plan contains policies, authorities, concept or operations, legal constraints, responsibilities, and emergency functions to be performed. Agency response plans, responder Standard Operating Procedures (SOPs), and specific incident action plans are developed from this strategic document.

Consortium Agreement- An agreement made by a group of organizations to share processing facilities and/or office facilities, if one member of the group suffers a disaster (also known as a Reciprocal Agreement).

Contamination- The deposit of hazardous material (radioactive, chemical, or biologic) on the surfaces of structures, areas, objects, animals, or people following an incident causing the release and distribution of such material.

Crisis- An unplanned event that triggers a real, perceived, or possible threat to safety, health, the environment, or to the organizations' reputation or credibility. A crisis has the potential to significantly impact the organization's operations or to pose a significant environmental, economic, or legal liability.

D

Damage Assessment- The process of assessing the physical damages resulting from a disaster or emergency and the resulting recovery time and cost estimates.

Decontamination- The reduction or removal of hazardous material (radioactive, chemical, or biologic) from a structure, area, object, animal, or person. Appropriate decontamination practice may be simple of complex. When complex, the need is for teams with specialized skills, equipment and supplies. Decontamination may be accomplished by: 1) treating the contaminated surfaces so as to remove or decrease the potency of the contaminating material, 2) letting the material stay in place until radioactivity is decreased as a result of natural decay, or until adverse chemical or biological properties naturally dissipate or dilute, 3) covering the contaminated surfaces, 4) flushing with water. Poor management of decontamination may result in wide spread contamination. A decontamination procedure that physically removes hazardous material should not transfer that same material to another critical site or object in concentrated form.

Disaster- Any occurrence of widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, or manmade incident, including but not limited to earthquake, explosion, fire, flood, high water, hostile actions, hurricanes, landslide, mudslide, storms, tidal wave, tornado, wind-driven water, or other disasters. An event in which a community or organization undergoes severe danger and incurs, or is threatened to incur, such losses to persons and/or property that the resources available are exceeded.

Disaster Plan- Written policies, practices, procedures, and resource lists intended to prevent or minimize damage to human resources and physical infrastructure and to organizational records resulting from disasters.

Disaster Prevention- Measures employed to prevent, detect, or contain incidents, which, if unchecked, could result in disaster.

E

Emergency- An emergency is any unplanned event that can cause deaths or significant injuries to employees, customers or the public; or that can shut down a business, disrupt operations, cause physical or environmental damage, or threaten financial standing or public image. Such events require immediate action due to the potential threat.

Emergency Alert System (EAS)- The national public warning system for emergencies. EAS allows satellite, broadcast, and cable to send and receive alerting information. EAS has multiple-source monitoring for emergency alerts and a standard protocol for messages.

Emergency Management (EM)- EM is the preparation for and carrying out of all emergency functions, other than military functions, to minimize injury and to repair damage resulting from disasters caused by fire, flood, storm, earthquake, or other natural causes, or by technological events, or by enemy attack, sabotage, or other hostile action, and to provide support for rescue operations for persons and property in distress and for humanitarian aid. Emergency management includes mitigation against, preparedness for, response to, and recovery from disasters or emergencies.

Emergency Operations Center (EOC)- A facility which management officials exercise direction and control in an emergency or disaster. It is equipped and staffed to provide support in coordinating and guiding emergency/disaster operations. EOCs are activated on an as needed basis.

Employee Assistance Program (EAP)- An EAP is a part of a business recovery plan or a business continuity plan which serves as a resource to mitigate the short- and long-term effects of trauma and crisis upon employees and their households.

Employee Relief Center (ERC)- A predetermined location for employees and their families to obtain food, supplies, financial assistance, etc. in the event of a catastrophic disaster.

Extended Outage- A lengthy, unplanned interruption in system availability due to computer hardware or software problems, power outage, or communication failures.

F

Fallout, Radioactive- The process or phenomenon of the fallback to the earth's surface of particles contaminated with radioactive materials from the cloud formed by a nuclear burst. The term is also applied in a collective sense to the contaminated particulate matter itself. Early (or local) fallout is defined, somewhat arbitrarily, as those particles that reach the earth's surface within 24 hours after a nuclear burst. The delayed (or worldwide) fallout consists of smaller particles, which rise into the upper troposphere and into the stratosphere, and are carried by winds to all parts of the earth. Delayed fallout descends to the earth's surface, mainly in rain or snow over extended periods, ranging from months to years.

Fujita Scale- System developed by Dr. Theodore Fujita to classify tornadoes based on wind damage. Scale ranges from F0 for the weakest to F5 for the strongest tornadoes.

Fujita-Pearson Scale (FPP Scale)- A 3-digit scale for measuring the strength of tornadoes devised by Fujita (F scale) and Pearson (PP scale) to indicate the tornado intensity (0-5), path length (0-5), and path width (0-7).

G

Geiger Counter- An instrument that measures the dose rate of gamma radiation. Used in nuclear and radiological emergencies to determine hazardous conditions. Some instruments also measure beta radiation. The dose rate may be indicated by an analog dial or digital readout as well as audio output. Geiger counters come in many architectural styles with many names.

Global Positioning System (GPS)- GPS is a worldwide radio-navigation system formed from a constellation of 24 satellites and their ground stations. The satellites are reference points to calculate positions accurate to a matter of meters. By using advanced forms of GPS, measurements are better than a centimeter. In effect, each square meter on the planet has a unique address.

H

Hazard- A situation or condition that presents the potential for causing damage to life, property, and/or the environment; an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. May be biological, chemical, or physical agents capable of causing adverse health effects or property damage given a particular environment or location.

Hazard Assessment or Hazard Vulnerability Analysis- The process of estimating, for defined areas, the probabilities of the occurrence of potentially-damaging phenomenon of given magnitudes within a specified period of time. A systematic approach used to analyze the effectiveness of the overall (current or proposed) security and safety systems at a particular facility. Hazard assessment involves analysis of formal and informal historical records, and skilled interpretation of existing topographical, geological, geomorphological, hydrological, and land-use maps. The analysis first determines the objectives of the facility's physical protection system. Next, it identifies the physical protection elements in place (or proposed) to prevent or mitigate security concerns. Finally, it analyzes the system design against the objectives in a systematic, quantitative manner in order to determine if the physical protection system is effective and acceptable for that facility. Similar terms: Vulnerability Analysis, Risk Assessment, Threat Assessment.

Hazard Mitigation- the process of alleviating hazards or reducing the risk of hazards by the use of proactive measures. Any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards.

Hazardous Material (HAZMAT)- Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination), and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.

Hot Zone- The zone of highest contamination. Only personnel in appropriate personal protective equipment will enter this zone following a dynamic risk assessment.

Hurricane Advisory- A method for disseminating hurricane and storm data to the public every six hours.

Hurricane Eye- The relatively calm area near the center of the storm. In this area, winds are light and the sky is often partly covered by clouds.

Hurricane Season- The portion of the year having relatively high incidence of hurricanes. In the Atlantic, Caribbean, and Gulf of Mexico it is usually regarded as the period from June 1 through November 30.

Hurricane Warning- A warning that one or both of the following dangerous effects of a hurricane are expected in a specified coastal area in 24 hours or less (a) sustained winds of 74 miles per hour (64 knots) or higher; (b) dangerously high water or a combination of dangerously high water and exceptionally high waves, even though winds expected may be less than hurricane force.

Hurricane Watch- An announcement for specific areas that a hurricane or an incipient hurricane condition poses a threat to coastal and inland communities. All people in the indicated areas should take stock of their preparedness requirements, keep abreast of the latest advisories and bulletins, and be ready for quick action in case a warning is issued for their areas.

Hurricane Category (Category 1-5)- A large cyclone storm accompanied by high winds, extreme rainfall and storm surge. Winds: Category 1 (74-95 M.P.H.); Category 2 (96-110 M.P.H.); Category 3 (111-130 M.P.H.); Category 4 (131-155 M.P.H.); Category 5 (155+ M.P.H.).

I

Incident- A definite and separate occurrence, usually a minor event or condition that is a result of a human error, technical failure, or environmental condition. An incident or event typically interrupts normal activities. Note: Incidents may or may not lead to accidents, events, or disasters.

Incident Base- Under the National Incident Management System (NIMS), an incident base is the location at which primary support activities are conducted. A single incident base is established to house all equipment and personnel support operations, including, for example, food and a sleeping area. The incident logistics section, which orders all resources and supplies, is also located at this base. The base should be designed to be able to support multiple incident sites.

Incident Command Post (ICP)- Under the national Incident Management System (NIMS), the ICP signifies the location of the on-scene incident management organization comprised of the Incident Commander (IC), other designated incident management officials and responders form local, state, tribal, and federal agencies, as well as private and nongovernmental organizations. Typically, the ICP is located at or in the immediate vicinity of the incident site and is the locus for the conduct of direct, on-scene control of tactical operations. Incident planning is also conducted at the ICP; an incident communications center also would normally be established at this location. The ICP may be co-located with the incident base, if the communications requirements can be met. The ICP may serve as the local EOC in the context of smaller jurisdictions or less complex incident scenarios, at which the primary command functions are executed.

Incident Command System (ICS)- ICS is a structured system of organizing for and managing emergency response and recovery. ICS has the combination of facilities, equipment, personnel, procedures, and communications operating within a common organization structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident. ICS has five essential management functions applicable to any emergency: command, operations, planning/intelligence, logistics, and finance/administration. Other basic principles include: organizational flexibility- modular organization; organizational unity and hierarchy of command or management; action planning; management by objectives; common terminology; integrated communications; resources management; and span of control.

Incident Commander- An individual charged with directing emergency operations to mitigate a situation that presents the possibility of harm, injury, and/or destruction. Individuals designated to assume the role of the incident commander may be the senior Emergency Response Team (ERT) member, the senior fire officer at the scene, or the senior law enforcement official at the scene, depending on the incident.

Information Officer/PIO- Under the Incident Command System (ICS), a member of the Command Staff responsible for interfacing with the public, media, and other agencies requiring information directly from the incident.

J

Joint Command- Two agencies working an incident both with jurisdictional authority. Each agency has an Incident Commander. Both Incident Commanders stay co-located, developing one common list.

L

Local Area Network (LAN)- Computing equipment, in close proximity to each other; connected to a server which houses software that can be accessed by the users.

LAN Recovery- The component of disaster recovery which deals specifically with the replacement of LAN equipment in the event of a disaster, and the restoration of essential data software.

Liaison/Liaison Officer- An agent or representative. Typically an agency official sent to another agency to facilitate interagency communications and coordination. Liaison and Liaison Officer are sometimes used interchangeably. Under the National Incident Management System (NIMS) the term for the person on the Command Staff is Liaison Officer. For emergency exercises and in disasters, a number of liaisons from other agencies, commerce and industry,

various non-governmental organizations, jurisdictions, and other parties should be assigned to (or seated or present) and in direct communication with Emergency Operations Centers to meet the need for linkages for effective strategy and use of resources in an incident.

Logistics- Logistics is the procurement, maintenance, distribution, and transportation of material, facilities, services, and personnel.

Loss- The unrecoverable business resources that are redirected or removed as a result of a disaster. Such losses may be loss of life, revenue, market share, competitive stature, public image, facilities, or operational capability.

Loss Reduction- The technique of instituting mechanisms to lessen the exposure to a particular risk. Loss reduction is intended to react to an event and limit its effect. Examples of Loss Reduction include sprinkler systems, insurance policies, and evacuation procedures.

M

Major Damage- This term is used by the Federal Emergency Management Agency (FEMA) to categorize an item or a building that has been damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.

Major Incident- A major incident can be defined as “an emergency that requires the implementation of special arrangements by one or more of the Emergency Services.”

Minor- FEMA category where an item or building is damaged and may only be used under limited conditions, but may be restored with minor repairs.

Mitigation- Mitigation is any action of a long-term, permanent nature that reduces the actual or potential risk of loss of life or property from a hazardous event.

Multi-Jurisdiction Incident- An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. Under ICS, these incidents will be managed under Unified Command.

Mutual Aid- As between two or more entities, public and/or private, the pre-arranged rendering of services in terms of human and material resources when essential resources of one party are not adequate to meet the needs of a disaster or other emergency.

Mutual Aid Agreement (MAA)- A pre-arranged agreement between two or more entities, public and/or private, to render services in terms of human, material, and data resources when essential resources of one party are not adequate to meet the needs of a disaster or other emergency. Financial aspects for post-disaster or post-incident reimbursements may be incorporated into the agreement. Many functional needs other than those of first responders may be served such as state-to-state lending of building officials to assess damages or of prison guards, city-to-city lending of accounting personnel, NGOs engaged in animal welfare management, blood banks, or newspapers as to printing and distribution.

N

National Hurricane Center (NHC)- The office of the National Weather Service (NWS) in Miami that is responsible for tracking and forecasting tropical cyclones.

National Incident Management System (NIMS)- As the operational arm of the National Response Plan (NRP), NIMS provides a consistent nationwide approach for governments at all levels, commerce and industry, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. To provide for interoperability and compatibility among governmental and private sector capabilities, NIMS includes: a core set of concepts, principles, terminology, and technologies covering the incident command system (ICS); multiagency coordination systems (MACS); unified command; training; identification and management of resources (including systems for classifying types of resources); personnel qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Oceanic and Atmospheric Administration (NOAA)- NOAA is a major component of the U.S. Department of Commerce. It engages in wide-ranging scientific and technical programs on matters such as: charts and navigation; climate; coasts; fisheries; oceans; research; satellites, and weather.

National Weather Service (NWS)- A part of the National Oceanic and Atmospheric Administration (NOAA). NWS provides weather, hydrologic, and climate forecasts and warnings for the United States, its territories, adjacent waters and ocean areas. NWS data and products form a national information database, which can be used by other governmental agencies, the private sector, the public, and the global community. NWS has a program to select and train volunteers as official spotters.

Non-Governmental Organization (NGO)- Any non-profit, voluntary citizens' group which is organized on a local, national, or international level. Task-oriented and driven by people with a common interest, NGOs perform a variety of services and humanitarian functions, bring citizen's concerns to Governments, monitor policies, and encourage political participation at the community level. They provide analysis and expertise, serve as early warning mechanisms, and help monitor and implement international agreements. Some are organized around specific issues, such as human rights, the environment, or health.

O

Operations Section- Under the Incident Command System (ICS), the operations section is responsible for tactical operations at an incident. Includes: branches, divisions and/or groups, task forces, strike teams, single resources, and staging areas.

Overhead Personnel- Personnel assigned to supervisory positions. Includes Incident Commander, Command Staff, General Staff, Directors, Supervisors, and Unit Leaders.

P

Physical Safeguards- Physical measures taken to prevent a disaster, such as fire suppression systems, alarm systems, power backup and conditioning systems, access control systems, etc.

Preliminary Damage Assessment (PDA)- Early post-disaster surveys and reports on the physical results of a disaster.

Preparedness- Those activities, programs, and systems that exist prior to an emergency that are used to support and enhance response to an emergency or disaster. Preparedness also refers to the ability to respond in case of emergency to protect human lives and property, and developing capabilities and programs that contribute to a more effective response.

Prevention- The positioning of those measures and activities that will lessen the possibility or the impact of an adverse incident in an organization. The primary goals and objectives of prevention are to protect an organization's assets and to manage risk. "Prevention" is a term commonly used in crisis management and is analogous to the term "mitigation" as used in the emergency management context.

Public Assistance- Financial or other aid provided to political subdivisions and Indian tribes to facilitate restoration of public facilities to pre-disaster functions and capabilities.

Public Facility- Any flood control, navigation, irrigation reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, airport facility, non-federal aid street, road or highway, and any other public building, structure or system including those used exclusively for recreation purposes.

Public Information Officer (PIO)- Under the Incident Command System (ICS), a member of the command staff responsible for interfacing with the public, media, and others as to information about an incident.

R

Radiation, Initial Nuclear- Nuclear radiation composed mainly of neutrons and gamma rays that are emitted from the fireball and the cloud column during the first one minute after a nuclear burst.

Rapid Response Teams (RRT)- Teams comprised of trained individuals in specific fields (law enforcement, fire, public works, building officials, etc.). RRT's are organized from local governments when activated, operates under the state as an operating unit of the State Emergency Response Team.

Reciprocal Agreement- A mutual agreement between two or more departments, divisions, or companies, to provide backup processing capabilities in the even of a disaster.

Recovery- Disaster recovery is the socio-economic rebuilding toward normalcy of communities so that individuals, families, households, neighborhoods, other groups, governmental and commercial/industrial infrastructures, and private organizations can function on their own, return to pre-disaster conditions, and are resistant against future hazards.

Resilience- A capacity to easily adjust to change. Resilience rests in maximizing the capacity of systems and processes to effectively support a range of critical functions, as in a business, under adverse, fast changing, or unexpected conditions. While recognizing that change is a constant, resilience is more than just recovery and continuity; resilience means being flexible enough to adapt to both positive and negative influences.

Response- The efforts to minimize the risks created in an emergency by protecting the people, the environment, property, and the efforts to return the scene to normal pre-emergency conditions; The reaction to an incident or emergency to assess the damage or impact and to ascertain the level of containment and control activity required. In addition to addressing matters of life safety, response also addresses the policies, procedures, and actions to be followed in the even of an emergency.

Restoration- The process of planning for and/or implementing procedures for the repair or relocation of the primary site and its contents, and for the restoration of normal operations at the primary site. Expanded to include consideration and implementation of necessary changes designed to improve preparedness for and mitigate the impact of future emergencies.

Risk Management- The process of intervening to reduce risk and reduce the threat to life, property, and the environment posed by hazards.

S

Safety Officer- Under the National Incident Management System (NIMS) and the Incident Command System (ICS), a member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer, when acting on behalf of the Incident Commander, may enforce best practices for personal safety in the conduct of a response to an incident. The Safety Officer may have assistants. In other venues a Safety Officer is responsible for identifying and giving notice on undue risks.

Saffir-Simpson Hurricane Wind Scale- A 1 to 5 categorization based on the hurricane's intensity at the indicated time (See Hurricane Category). The storm surge ranges, flooding impact and central pressure statements have been removed from the scale and only peak winds are employed in this revised version

Sarbanes-Oxley Act (SOA)- SOA is a legal driver for Business Continuity Management. High profile corporate failures resulted in the Sarbanes-Oxley Act. Under SOA, the approach to compliance may be compelling to those responsible for business continuity. Aside from requiring corporate officers to take greater responsibility for the accuracy of financial reports, SOA mandates that organizations understand the risks that may impact the financial reporting process. A proper assessment of this risk environment would likely include lesser know operational and IT risks resulting from, among other things, inadequate disaster recovery or business continuity plans.

Secondary Device- A device designed to harm responders to the initial incident by exploding close by or contaminating them.

Severe Thunderstorm- A strong thunderstorm with wind gusts in excess of 58 mph (50 knots) and/or hail with a diameter of 3/4 inch or more. A thunderstorm with winds greater than 39 mph (35 knots) and/or hail greater than a ½ inch is defined as approaching severe.

Shelter in Place (SIP)- A sometimes preferred alternative to early evacuation (EVAC). Shelter in place is a response to chemical, biological, or radiological contaminants released accidentally or intentionally into the environment. Shelter in place is a precaution to be safe from such hazardous materials by remaining indoors rather than evacuating an area at risk of contamination. At work, home or play, SIP means taking refuge in a relatively small

room, preferably in the interior of a building and with no or few windows. SIP does not mean sealing off an entire building. While shelter in place should be considered as protection for a short time, the room or rooms should be selected in advance. Survival supplies should be handy. Ultimately, an evacuation to designated sites (hopefully pre-planned) may be indicated.

Skills Inventory- A listing of employees and/or volunteers that lists their skills as they apply to response and recovery.

Span of Control- A basic principle of the Incident Command System (ICS). Managing with a reasonable span of control is the responsibility of each supervisor at all levels of ICS. ICS development established a one to seven ratio as the maximum span of control under emergency response conditions. A one to five ratio was established as an optimum. In an emergency response organization, one supervisor should have direct supervisory authority over no more than five subordinate positions. For greatest management efficiency, span of control should be routine in day-to-day staffing patterns for an easy adaptation to emergency or crisis conditions.

Squall- A sudden increase of wind speed by at least 18 miles per hour (15 knots) and rising to 25 miles per hour (22 knots) or more and lasting for at least one minute.

Staging Area- A temporary site, often outside of but proximate to a disaster area, for the gathering, assembly, and subsequent dispatch and movement of essential human and/or material resources to specific operational functions and arenas. In a particular disaster there may be many staging areas, each serving special needs. Preferred sites have well-functioning transportation and communication facilities as well as nearby accommodations for site staffs. Sometimes known as Logistical Staging Area (LSA).

Straight-line winds - Very strong winds that can produce damage, demonstrating a lack of a rotational damage pattern. The winds can reach 80 M.P.H. or more and can last for periods of twenty minutes or longer. Such straight-line wind events are most common during the spring when instability is highest and weather fronts routinely cross the country.

T

Task Force- A combination of single resources assembled for a particular tactical need, with common communications and a leader.

Technological Hazard or Technical Threats- A hazard or threat that may cause an emergency event regardless of any human elements. This includes critical system failures, hazardous chemical releases, explosions, data or system failures, etc.

Terrorism- The Federal Emergency Management Agency (FEMA) defines terrorism as “the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.” While the federal government has defined Terrorism by statute, few of the states have done so. Thus, federal law appears to be controlling.

Threat- Threat is a first stage, before Alert and Warning, in an escalating scale of official terms used by government agencies in describing the security situation to the public as a generalized need for awareness.

Tornado- A violent rotating column of air forming a pendant reaching the ground. When not reaching the ground, it is called a funnel cloud. A tornado may be accompanied by a loud roaring noise. On the local scale, it is the most physically destructive of all atmospheric phenomena.

Tornado Warning- Indicates a tornado has been sighted or is spotted on radar. Warnings will give the location of the tornado and the area immediately affected by the warning.

Tornado Watch- Indicates that the weather conditions are favorable for a tornado to develop and that the sky should be watched.

Tropical Cyclone- A non-frontal cyclone of synoptic scale, developing over tropical or sub-tropical waters and having a definite organized circulation.

Tropical Depression- A tropical cyclone in which the maximum sustained surface wind of 38 mph (33 knots) or less.

Tropical Disturbance- A moving area of thunderstorms in the tropics.

Tropical Storm- A warm core tropical cyclone in which the maximum sustained surface wind is in the range of 39 to 73 mph (34-63 knots) inclusive.

Tropical Storm Warning- A warning of sustained winds in the average of 39-73 mph (34-63 knots) inclusive.

Tropical Wave- A westward moving trough of low pressure embedded in the deep easterly current. It tends to organize low-level circulation and may travel thousands of miles with little change in shape, sometimes producing significant shower and thundershower activity along its path.

U

Unified Command- An application of the Incident Command System (ICS) used when there is more than one agency with incident jurisdiction. Agencies work together through their designated Incident Commanders (ICs) at a single Incident Command Post (ICP) to establish a common set of objectives and strategies, and a single Incident Action Plan.

V

Vulnerability Analysis - A determination of possible hazards that may cause harm. Should be a systematic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, security, and safety systems at a particular facility.

W

Warning- Dissemination of a message signaling an imminent hazard, which may include advice on protective measures. A warning is issued by the National Weather Service to let people know that a severe weather event is already occurring or is imminent. People should take immediate safety action.

Watch- A watch is issued by the National Weather Service to let people know that conditions are right for a potential disaster to occur. It does not mean that an even will necessarily occur. People should listen to their radio or TV to keep informed about changing weather conditions. A watch is issued for specific geographic areas, such as counties, for phenomena such as hurricanes, tornadoes, floods, flash floods, severe thunderstorms, and winter storms.

Weapons of Mass Destruction (WMD)- WMD are those with "…capabilities to inflict mass casualties and destruction: nuclear, biological, and chemical (NBC) weapons or the means to deliver them."

Emergency Operations Plan

EOP-03 - Record of Revisions

The AE Emergency Operations Plan (EOP) is reviewed annually in its entirety prior to annual submittal to the PUCT. During the annual review, AE compiles a list of material revisions that occurred since the previous annual submittal. This Record of Revisions reflects changes to the EOP that materially affect how AE would respond to an emergency. Refer to the Revision History tables within each document that comprises the EOP for a full list of changes (material and non-material) made since the initial EOP filing deadline of June 1, 2022.

EOP Version #	EOP Reference #	Date of Revision	Document Version #	Description of Revision
2022.05	AE-02	4/12/2022	2022.04	- Example description of change - Updated procedures for response to incident
2022.05	Entire Document	5/26/2022	n/a	Initial version compiled in accordance with 16 TAC § 25.53

Emergency Operations Plan

EOP-04 - Record of Distribution **v2022.05**

The AE Emergency Operations Plan (EOP) is available in hard copy in the Incident Command Center located at SCC. The EOP has been distributed electronically to the following individuals and training has been provided on the dates reflected. Additional distribution is provided as new employees join related groups whenever possible but no later than the next annual distribution. AE provides EOP training annually.

Name: Patrick Wanke Signature: [signature]

Title: Emergency Management Coordinator Date: May 26, 2022

Name	Title	Date of Distribution	Date of Training
[redacted]	Supt, Network Constr & Maint	5/25/2022	5/16/2022
[redacted]	Dir, AE Finance	5/25/2022	5/12/2022
[redacted]	Div Mgr, Info Systems	5/25/2022	5/19/2022
[redacted]	Supv, Distribution Electrician	5/25/2022	5/19/2022
[redacted]	Line Clearance Leader	5/25/2022	5/13/2022
[redacted]	Dir, Govt&Rglty Reltns	5/25/2022	5/10/2022
[redacted]	Financial Analyst II	5/25/2022	5/20/2022
[redacted]	Prgm Mgr, Advanced Technology	5/25/2022	5/17/2022
[redacted]	Power System Engineer Sr	5/25/2022	5/16/2022
[redacted]	Supv, Human Resources	5/25/2022	5/11/2022
[redacted]	Supt, On-Site Energy Resource	5/25/2022	5/18/2022
[redacted]	IT Manager	5/25/2022	5/17/2022
[redacted]	Power System Principal Engr	5/25/2022	5/11/2022
[redacted]	IT Manager	5/25/2022	5/16/2022
[redacted]	Supv, AE Operations & Maint	5/25/2022	5/20/2022
[redacted]	IT Manager	5/25/2022	5/12/2022
[redacted]	Financial Analyst IV	5/25/2022	5/11/2022
[redacted]	Distrib Electrician Crew Ldr	5/25/2022	5/12/2022
[redacted]	Supv, Distribution Electrician	5/25/2022	5/23/2022
[redacted]	Supv, Electrical Sys Cntrlr	5/25/2022	5/12/2022
[redacted]	Supt, Trans Constr and Maint	5/25/2022	5/17/2022
[redacted]	Power System Principal Engr	5/25/2022	5/13/2022
[redacted]	Supv, Distribution Electrician	5/25/2022	5/11/2022
[redacted]	Supt, Substn Relay Constr&Main	5/25/2022	5/11/2022
[redacted]	Prgm Mgr, Energy Development	5/25/2022	5/11/2022
[redacted]	Mgr, Security	5/25/2022	5/16/2022
[redacted]	Line Clearance Leader	5/25/2022	5/17/2022
[redacted]	Distrib Electrician Crew Ldr	5/25/2022	5/17/2022
[redacted]	Financial Analyst II	5/25/2022	5/13/2022
[redacted]	Distribution Constr Leader	5/25/2022	5/17/2022
[redacted]	Mgr, AE Customer Account	5/25/2022	5/13/2022

The AE Emergency Operations Plan (EOP) is available in hard copy in the Incident Command Center located at SCC. The EOP has been distributed electronically to the following individuals and training has been provided on the dates reflected. Additional distribution is provided as new employees join related groups whenever possible but no later than the next annual distribution. AE provides EOP training annually.

Name	Title	Date of Distribution	Date of Training
[redacted]	Coord, Line Clearance	5/25/2022	5/17/2022
[redacted]	IT Systems Administrator Sr	5/25/2022	5/11/2022
[redacted]	Distrib Electrician Crew Ldr	5/25/2022	5/11/2022
[redacted]	Inventory Control Spec II	5/25/2022	5/24/2022
[redacted]	Power Control System Tech III	5/25/2022	5/12/2022
[redacted]	Financial Analyst IV	5/25/2022	5/13/2022
[redacted]	Coord, Ocuptnl Health & Safety	5/25/2022	5/11/2022
[redacted]	Dir, Employee Development	5/25/2022	5/12/2022
[redacted]	Supv, Distribution Electrician	5/25/2022	5/17/2022
[redacted]	Scheduler Analyst	5/25/2022	5/12/2022
[redacted]	Supt, Electrical Maintenance	5/25/2022	5/11/2022
[redacted]	Distribution Electrician III	5/25/2022	5/13/2022
[redacted]	Distribution Electrician III	5/25/2022	5/11/2022
[redacted]	Dir, Electr System Field Ops	5/25/2022	5/17/2022
[redacted]	Prgm Mgr, AE Craft&Fld Staff D	5/25/2022	5/11/2022
[redacted]	SCADA/EMS Analyst Senior	5/25/2022	5/13/2022
[redacted]	Supt, Line Clearance	5/25/2022	5/17/2022
[redacted]	Scheduler Analyst	5/25/2022	5/19/2022
[redacted]	IT Manager	5/25/2022	5/13/2022
[redacted]	Utility Process Consultant	5/25/2022	5/16/2022
[redacted]	Dir, Smart Grid & Syst Operton	5/25/2022	5/20/2022
[redacted]	Distribution Constr Coord I	5/25/2022	5/16/2022
[redacted]	Supv, Customer Service	5/25/2022	5/17/2022
[redacted]	Dir, Electr System Field Ops	5/25/2022	5/13/2022
[redacted]	Prgm Mgr, AE Quality/Complnc	5/25/2022	5/16/2022
[redacted]	Mgr II, Inventory Control	5/25/2022	5/17/2022
[redacted]	Distribution Constr Coord III	5/25/2022	5/11/2022
[redacted]	Power System Mgng Engineer	5/25/2022	5/11/2022
[redacted]	Distribution Electrician III	5/25/2022	5/11/2022
[redacted]	Human Resources Advisor Sr	5/25/2022	5/23/2022
[redacted]	Scheduler Analyst	5/25/2022	5/20/2022

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Name	Title	Date of Distribution	Date of Training
[redacted]	Contract Mngmt Specialist IV	5/25/2022	5/11/2022
[redacted]	Power System Engineer Sr	5/25/2022	5/10/2022
[redacted]	VP, Customer Acct Mgmt	5/25/2022	5/16/2022
[redacted]	Prgm Mgr, Envrnmtl Policy	5/25/2022	5/11/2022
[redacted]	IT Systems Consultant	5/25/2022	5/20/2022
[redacted]	Mgr, Key Account	5/25/2022	5/16/2022
[redacted]	Power Plant Technician Senior	5/25/2022	5/18/2022
[redacted]	Distribution Constr Leader	5/25/2022	5/17/2022
[redacted]	Supv, Human Resources	5/25/2022	5/11/2022
[redacted]	Facility Service Specialist	5/25/2022	5/18/2022
[redacted]	Supv, Customer Service (311)	5/25/2022	5/11/2022
[redacted]	VP, Tchnol&Data	5/25/2022	5/11/2022
[redacted]	Div Mgr, Info Systems	5/25/2022	5/17/2022
[redacted]	IT Application Analyst (311)	5/25/2022	5/16/2022
[redacted]	SCADA/EMS Analyst Senior	5/25/2022	5/16/2022
[redacted]	IT Application Analyst Senior (311)	5/25/2022	5/16/2022
[redacted]	Utility Process Consultant	5/25/2022	5/18/2022
[redacted]	Contractor	5/25/2022	5/18/2022
[redacted]	Supv, Power Plant Maintenance	5/25/2022	5/17/2022
[redacted]	Dir, Energy Ops	5/25/2022	5/19/2022
[redacted]	Mgr, AE Customer Service	5/25/2022	5/20/2022
[redacted]	Utility Rglty Policy Analyst	5/25/2022	5/11/2022
[redacted]	Supv, Distribution Electrician	5/25/2022	5/19/2022
[redacted]	IT Application Analyst	5/25/2022	5/13/2022
[redacted]	Coord, Line Clearance	5/25/2022	5/14/2022
[redacted]	Power System Principal Engr	5/25/2022	5/12/2022
[redacted]	Distribution Constr Leader	5/25/2022	5/11/2022
[redacted]	Supv, Customer Service (311)	5/25/2022	5/11/2022
[redacted]	Dir, Electr System Field Ops	5/25/2022	5/16/2022
[redacted]	Dir, Customer Care Svcs	5/25/2022	5/16/2022
[redacted]	Prgm Mgr, Public Info & Mktng	5/25/2022	5/18/2022

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Name	Title	Date of Distribution	Date of Training
[redacted]	Supv I, Inventory Control	5/25/2022	5/11/2022
[redacted]	Prgm Mgr, Trans Plng	5/25/2022	5/13/2022
[redacted]	Mgr, Elec Sys Field Ops	5/25/2022	5/19/2022
[redacted]	Supv, Electric Metering	5/25/2022	5/17/2022
[redacted]	Contract Mngmt Specialist III	5/25/2022	5/12/2022
[redacted]	Business Process Consultant Sr	5/25/2022	5/11/2022
[redacted]	Dir, Energy Ops	5/25/2022	5/16/2022
[redacted]	Utility Process Consultant	5/25/2022	5/11/2022
[redacted]	Supt, Power Plant Operator	5/25/2022	5/18/2022
[redacted]	Mgr, AE Customer Service	5/25/2022	5/19/2022
[redacted]	IT Manager	5/25/2022	5/17/2022
[redacted]	Distribution Constr Coord III	5/25/2022	5/11/2022
[redacted]	Mgr, Elec Sys Field Ops	5/25/2022	5/13/2022
[redacted]	Supv, AE Distribution GIS	5/25/2022	5/13/2022
[redacted]	Prgm Mgr, Advanced Technology	5/25/2022	5/11/2022
[redacted]	IT Project Mgr Sr	5/25/2022	5/11/2022
[redacted]	Distrib Electrician Crew Ldr	5/25/2022	5/13/2022
[redacted]	Coord, Security	5/25/2022	5/11/2022
[redacted]	Supv, Distrib Constr	5/25/2022	5/12/2022
[redacted]	Mgr, Energy Efficiency Svcs	5/25/2022	5/20/2022
[redacted]	Dir, AE Envirn Hlth&Sfty Svcs	5/25/2022	5/18/2022
[redacted]	IT Manager	5/25/2022	5/17/2022
[redacted]	Mgr, Occ Envir Health & Safety	5/25/2022	5/10/2022
[redacted]	Prgm Mgr, Risk Control	5/25/2022	5/16/2022
[redacted]	Supv, Electrical Sys Cntrlr	5/25/2022	5/11/2022
[redacted]	Mgr, Grn Bldg and Sust	5/25/2022	5/11/2022
[redacted]	Supv, Electrical Sys Cntrlr	5/25/2022	5/12/2022
[redacted]	Distribution Electrician III	5/25/2022	5/13/2022
[redacted]	Supv, Electrical Sys Cntrlr	5/25/2022	5/10/2022
[redacted]	Supv, Distribution Electrician	5/25/2022	5/12/2022
[redacted]	IT Manager	5/25/2022	5/18/2022

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Name	Title	Date of Distribution	Date of Training
[redacted]	Vehicle Scheduler II	5/25/2022	5/16/2022
[redacted]	AE Power Delivery Trainer	5/25/2022	5/16/2022
[redacted]	Distribution Electrician III	5/25/2022	5/12/2022
[redacted]	Project Mgr	5/25/2022	5/11/2022
[redacted]	Dir, AE Corporate Complnc Prgm	5/25/2022	5/1/2022
[redacted]	Coord, Line Clearance	5/25/2022	5/11/2022
[redacted]	Enterprise Risk Analyst	5/25/2022	5/13/2022
[redacted]	Supv, Distrib Constr	5/25/2022	5/19/2022
[redacted]	Mgr, Power Plant (600+ MW)	5/25/2022	5/19/2022
[redacted]	Supv, Training	5/25/2022	5/10/2022
[redacted]	Div Mgr, Info Systems	5/25/2022	5/10/2022
[redacted]	Human Resources Advisor Sr	5/25/2022	5/19/2022
[redacted]	Power System Principal Engr	5/25/2022	5/10/2022
[redacted]	Dir, AE Communications	5/25/2022	5/11/2022
[redacted]	Ofcr, AE Dep GM&Chf Fncl&Admin	5/25/2022	5/13/2022
[redacted]	Supv, Distribution Electrician	5/25/2022	5/11/2022
[redacted]	Facility Service Specialist	5/25/2022	5/17/2022
[redacted]	Prgm Mgr, AE Quality/Complnc	5/25/2022	5/19/2022
[redacted]	Public Information Spec Sr (311)	5/25/2022	5/18/2022
[redacted]	Supv, Distribution Electrician	5/25/2022	5/13/2022
[redacted]	Administrative Specialist	5/25/2022	5/13/2022
[redacted]	Scheduler Analyst	5/25/2022	5/11/2022
[redacted]	Supv, Electrical Sys Cntrlr	5/25/2022	5/13/2022
[redacted]	Facility Service Specialist	5/25/2022	5/20/2022
[redacted]	Compl Analyst Sr	5/25/2022	5/2/2022
[redacted]	Compl Analyst Sr	5/25/2022	5/2/2022
[redacted]	Mgr, Envrnmtl Svc&Ops Complnc	5/25/2022	5/16/2022
[redacted]	Power System Mgng Engineer	5/25/2022	5/13/2022
[redacted]	Distribution Electrician III	5/25/2022	5/17/2022
[redacted]	Mgr, Distribution Process	5/25/2022	5/17/2022
[redacted]	Supv, Customer Service (311)	5/25/2022	5/16/2022

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Name	Title	Date of Distribution	Date of Training
[redacted]	Power System Engineer Sr	5/25/2022	5/11/2022
[redacted]	Mgr, AE Principal Accounting	5/25/2022	5/12/2022
[redacted]	Mgr III, Financial	5/25/2022	5/13/2022
[redacted]	Supv, Distribution Electrician	5/25/2022	5/13/2022
[redacted]	Power System Engineer	5/25/2022	5/11/2022
[redacted]	Mgr, AE Bus Ops	5/25/2022	5/19/2022
[redacted]	VP, Power Production	5/25/2022	5/16/2022
[redacted]	Coord, Utility Emergency Mgmt	5/25/2022	5/18/2022
[redacted]	IT Application Analyst Senior (311)	5/25/2022	5/16/2022
[redacted]	Business Process Consultant Sr (311)	5/25/2022	5/12/2022
[redacted]	Supt, Systems Operations	5/25/2022	5/10/2022
[redacted]	Supt, Distribution Constr Main	5/25/2022	5/11/2022
[redacted]	Power System Engineer Sr	5/25/2022	5/12/2022
[redacted]	Facility Service Specialist	5/25/2022	5/18/2022
[redacted]	Public Information Spec Sr	5/25/2022	5/16/2022
[redacted]	Supv, Distrib Constr	5/25/2022	5/12/2022
[redacted]	IT Systems Consultant	5/25/2022	5/17/2022
[redacted]	Power System Engineer Sr	5/25/2022	5/11/2022
[redacted]	Supv, Distribution Electrician	5/25/2022	5/13/2022
[redacted]	Prgm Mgr, Fleet	5/25/2022	5/18/2022
[redacted]	Coord, Ocuptnl Health & Safety	5/25/2022	5/13/2022
[redacted]	Prgm Mgr, AE Quality/Complnc	5/25/2022	5/23/2022
[redacted]	Mgr, Building Services	5/25/2022	5/11/2022
[redacted]	Dir, AE Engrng&Technl Svcs	5/25/2022	5/18/2022
[redacted]	Inventory Control Spec III	5/25/2022	5/17/2022
[redacted]	Supt, On-Site Energy Resource	5/25/2022	5/12/2022
[redacted]	IT Network Administrator Sr	5/25/2022	5/20/2022
[redacted]	Mgr, AE Customer Service (311)	5/25/2022	5/15/2022
[redacted]	Supt, Substation Constr &Maint	5/25/2022	5/11/2022
[redacted]	Supv I, Inventory Control	5/25/2022	5/11/2022
[redacted]	Mgr, Power Plant (600+ MW)	5/25/2022	5/18/2022

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Name	Title	Date of Distribution	Date of Training
[redacted]	Mgr, AE Customer Service (311)	5/25/2022	5/16/2022
[redacted]	Mgr II, Financial	5/25/2022	5/11/2022
[redacted]	AE O&M Specialist Senior	5/25/2022	5/18/2022
[redacted]	AE Power Delivery Trainer	5/25/2022	5/18/2022
[redacted]	Supt, Power Plant Operator	5/25/2022	5/13/2022
[redacted]	Power System Engineer Sr	5/25/2022	5/13/2022
[redacted]	Mgr, AE Customer Service	5/25/2022	5/13/2022
[redacted]	IT Systems Administrator	5/25/2022	5/18/2022
[redacted]	Power Control System Tech II	5/25/2022	5/19/2022
[redacted]	Supv, Facils	5/25/2022	5/17/2022
[redacted]	Mgr, Energy Efficiency Svcs	5/25/2022	5/13/2022
[redacted]	Mgr, Key Account	5/25/2022	5/12/2022
[redacted]	Supv, Customer Service	5/25/2022	5/10/2022
[redacted]	Power System Principal Engr	5/25/2022	5/11/2022
[redacted]	Distribution Constr Coord III	5/25/2022	5/12/2022
[redacted]	Financial Analyst IV	5/25/2022	5/17/2022
[redacted]	Mgr, Key Account	5/25/2022	5/11/2022
[redacted]	Dir, AE Finance	5/25/2022	5/11/2022
[redacted]	Supv, Distrib Constr	5/25/2022	5/11/2022
[redacted]	AE Chief of Staff	5/25/2022	5/11/2022
[redacted]	Coord, Advertising & Outreach	5/25/2022	5/20/2022
[redacted]	Ofcr,AE SrVP&Chf Comms&Cmplnc	5/25/2022	5/11/2022
[redacted]	Supv, Human Resources	5/25/2022	5/17/2022
[redacted]	Distrib Electrician Crew Ldr	5/25/2022	5/13/2022
[redacted]	VP, ElectrSysEngrng&Techl Svcs	5/25/2022	5/18/2022
[redacted]	Mgr, AE Customer Service	5/25/2022	5/16/2022
[redacted]	Mgr, AE Customer Service	5/25/2022	5/16/2022
[redacted]	Supt, Power Plant Maintenance	5/25/2022	5/20/2022
[redacted]	Supv, Customer Service (311)	5/25/2022	5/13/2022
[redacted]	Supv, Customer Service	5/25/2022	5/13/2022
[redacted]	Distribution Electrician III	5/25/2022	5/18/2022

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Name	Title	Date of Distribution	Date of Training
[redacted]	Power System Principal Engr	5/25/2022	5/16/2022
[redacted]	Prgm Mgr, Advanced Technology	5/25/2022	5/18/2022
[redacted]	Facility Service Specialist	5/25/2022	5/16/2022
[redacted]	Mgr, AE Occup Health & Safety	5/25/2022	5/17/2022
[redacted]	AE O&M Specialist Senior	5/25/2022	5/18/2022
[redacted]	IT Application Analyst Senior	5/25/2022	5/11/2022
[redacted]	Mgr, Key Account	5/25/2022	5/13/2022
[redacted]	Supv, Distribution Electrician	5/25/2022	5/11/2022
[redacted]	Mgr, Executive Account	5/25/2022	5/16/2022

The following list of primary and backup emergency contacts for City of Austin d/b/a Austin Energy can immediately address urgent requests and questions from the commission during an emergency.

Contact Type	Name	Title	Contact Information
Primary Contact	Tammy Cooper	SVP, Regulatory, Communications and Compliance	(512) 505-3901 (main) Tammy.Cooper@austinenergy.com
Backup Contact	Alicia Loving	Director, Government and Regulatory Relations	(512) 322-6386 (main) Alicia.Loving@austinenergy.com

ALL ANNEXES OF THIS EMERGENCY OPERATIONS PLAN HAVE BEEN REMOVED DUE TO CONFIDENTIALITY

EMERGENCY OPERATIONS PLANS

PUCT 25.53

Nacogdoches
Generating Facility
Cushing, Texas

APRIL
2022

Executive Summary – PUCT 25.53.(c).(1).(A)

APPROVAL AND IMPLEMENTATION - PUCT 25.53.(d).(1)

Nacogdoches Generating Facility is operated in accordance with plant specific procedures as well as procedures developed by NAES. These procedures include the Emergency Response Plan, Administrative Manual Plans, and Operating Procedures which provide guidance to operating staff during plant emergencies. This is addressed on page 4 of the EOP.

COMMINICATION PLAN - PUCT 25.53.(d).(2)

Nacogdoches Generating Facility references AMP-102 Commnunications Plan, AMP-103 Community Relations Plan, SMP-02 Emergency Response Plan for communications. All these referenced annexes are part of the EOP. This is addressed on page 4 of the EOP.

PLAN TO MAINTAIN PRE-IDENTIFIED SUPPLIES FOR EMERGECY RESPONSE - PUCT 25.53.(d).(3)

Nacogdoches Generating Facility references the Hurricane Action Plan, Winter Weatherization Plan, Summer Weatherization Plan for emergency supplies. All these referenced annexes are part of the EOP. This is addressed on page 4 of the EOP.

PLAN THAT ADDRESSES STAFFING DURING EMERGENCY RESPONSE - PUCT 25.53.(d).(4)

Nacogdoches Generating Facility references SMP-02 Emergency Response Plan, Hurricane Action Plan, Winter Weatherization Plan, Summer Weatherization Plan for staffing during emergency response. All these referenced annexes are part of the EOP. This is addressed on page 4 of the EOP.

PLAN THAT ADDRESSES HOW AN ENTITY IDENTIFIES WEATHER-RELATED HAZARDS - PUCT 25.53.(d).(5)

Nacogdoches Generating Facility references SMP-02 Emergency Response Plan for identifying weather related hazards. This referenced annex is part of the EOP. This is addressed on page 5 of the EOP.

Nacogdoches Generating Facility has 9 Annexes attached in the EOP for guidance to operating staff during plant emergencies. These annexes are on pages 6-133.

Weather Emergency – PUCT 25.53.(e).(2).(A)

Nacogdoches Generating Facility weather emergency plans are intended to guide activities required to prepare for weather conditions and satisfies the requirements of several outside agencies. A checklist for generation resource personnel to use during a cold or hot weather emergency response that includes lessons learned from past weather emergencies to ensure necessary supplies and personnel are available through the weather emergency are included in the procedures attached. The focus is on maintaining facility safety, reliability and preventing weather related outages. In accordance with PUCT 25.53.(e).(2).(A), the emergency response plan, winter weatherization plan, summer weatherization plan and the hurricane action plan are included in this section. The Nacogdoches Generating Facility does not have the ability to operate on an alternative fuel, therefore no plan is in place for fuel switching equipment. This is addressed on page 6 of the EOP.

Water Shortage – PUCT 25.53.(e).(2).(B)

This plan is designed to provide an action plan that addresses supply shortages of water used in the generation of electricity. The focus of the plan is to ensure generation capability support grid reliability. In accordance with PUCT 25.53.(e).(2).(B), The loss of cooling tower make up is included in this section. This is addressed on page 63 of the EOP.

Restoration of Service– PUCT 25.53.(e).(2).(C)

[redacted]

Pandemic and Epidemic– PUCT 25.53.(e).(2).(D)

The plan identifies risk assessments for major business functions and recovery strategies for loss of key personnel. Procedures are in place which identify alternate personnel for key business functions and critical employee skills required to sustain operation. In accordance with PUCT 25.53.(e).(2).(D) the Influenza Pandemic Plan is included in this section. This is addressed on page 81 of the EOP.

Hurricane– PUCT 25.53.(e).(2).(E)

The Nacogdoches Generating Facility is not located within a hurricane evacuation zone, as defined by the TDEM. In accordance with PUCT 25.53.(e).(2).(E) the Hurricane Action Plan is included in this section. This is addressed on page 106 of the EOP.

Cyber Security– PUCT 25.53.(e).(2).(F)

In accordance with PUCT 25.53.(e).(2).(F) the Cyber Security Policy is included in this section. This is addressed on page 119 of the EOP.

Physical Security Incident– PUCT 25.53.(e).(2).(G)

In accordance with PUCT 25.53.(e).(2).(G) the Physical Security Controls is included in this section. This is addressed on page 127 of the EOP.

Communication– PUCT 25.53.(e).(2).(H)

In accordance with PUCT 25.53.(e).(2).(H) the Communications Policy and the Community Relations Policy is included in this section. This is addressed on page 133 of the EOP.

Drills– PUCT 25.53.(f)

Relevant operating personnel are familiar with and have received training on the applicable contents and execution of the EOP, and such personnel are instructed to follow the applicable portions of the EOP except to the extent deviations are appropriate as a result of specific circumstances during the course of an emergency.

EOP TRAINING Employee List	Training/Access Date
[redacted]	

Nacogdoches Generating Facility commits to providing emergency contact information using the method and form prescribed by PUCT. Nacogdoches Generating Facility's current emergency contact information is provided below.

Nacogdoches Generating Facility Emergency Organizational Telephone Numbers

Name	Title	Office Number	Mobile Number
[redacted]			

EMERGENCY OPERATIONS PLANS

PUCT 25.53

Nacogdoches
Generating Facility
Cushing, Texas

APRIL
2022

EMERGENCY OPERATIONS PLAN

Nacogdoches
Generating Facility
Cushing, Texas

Authorized Approval Signature: _____

Printed Name & Title: Clay Thornton Operations Direct

Date: 5/26/2022

The Emergency Operations Plan is effective from the approved date until the date of its authorized revision, update or replacement.

I, Lisa Sconce, a Notary Public for McLennan County, Texas, do hereby certify that Clay Thornton personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the 26 day of May, 20 22.

NOTARY PUBLIC STATE OF TEXAS
LISA SCONCE
Notary ID #12032533
My Commission Expires
March 8, 2025

Revision Log

Rev. #	Description	Date of Rev
1	EOP update in accordance with PUCT 25.53 rule	4/8/2022

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1.0 APPROVAL AND IMPLEMENTATION - PUCT 25.53.(d).(1)

Nacogdoches Generating Facility is operated in accordance with plant specific procedures as well as procedures developed by NAES. These procedures include the Emergency Response Plan, Administrative Manual Plans, and Operating Procedures which provide guidance to operating staff during plant emergencies.
The plant manager is responsible for maintaining and implementing the EOP. The plant manager or the compliance manager can update the EOP as needed. The revision log is attached to this EOP and will be used for tracking purposes.
The EOP was developed in 2016 and was updated 4/8/2022. This EOP updated 4/8//2022 supersedes the previous EOP. This EOP dated 4/8/2022 is approved by Nacogdoches Generating Facility.

2.0 COMMINICATION PLAN - PUCT 25.53.(d).(2)

Nacogdoches Generating Facility references AMP-102 Communications Plan, AMP-103 Community Relations Plan, SMP-02 Emergency Response Plan for communications. All these referenced annexes are part of this EOP.

3.0 PLAN TO MAINTAIN PRE-IDENTIFIED SUPPLIES FOR EMERGECY RESPONSE - PUCT 25.53.(d).(3)

Nacogdoches Generating Facility references the Hurricane Action Plan, Winter Weatherization Plan, Summer Weatherization Plan for emergency supplies. All these referenced annexes are part of this EOP.

4.0 PLAN THAT ADDRESSES STAFFING DURING EMERGENCY RESPONSE - PUCT 25.53.(d).(4)

Nacogdoches Generating Facility references SMP-02 Emergency Response Plan, Hurricane Action Plan, Winter Weatherization Plan, Summer Weatherization Plan for staffing during emergency response. All these referenced annexes are part of this EOP.

5.0 PLAN THAT ADDRESSES HOW AN ENTITY IDENTIFIES WEATHER-RELATED HAZARDS - PUCT 25.53.(d).(5)

Nacogdoches Generating Facility references SMP-02 Emergency Response Plan for identifying weather related hazards. This referenced annex is part of this EOP.

6.0a. *WEATHER EMERGENCY – PUCT 25.53.(e).(2).(A)*

Approved for use by:

Nicole Jackson

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REFERENCES

None

SUB-SECTIONS

None

DOCUMENT REVISION HISTORY

Rev	Rev Date	Description of Changes / Comments
R1	9/22/2020	Updated Plant Contact List

1. PURPOSE

The purpose of this Safety Manual Procedure is to establish guidelines for responding to plant emergencies. The instructions in this SMP apply to all plant personnel, contractors, and any others who may be on the plant site during a fire, chemical release or spill, medical emergency, severe weather, or bomb threat.

2. RESPONSIBILITIES

A.

B.

C.

D.

E.

3. EMERGENCY RESPONSE OVERVIEW

This procedure provides immediate action steps to be used in a variety of emergencies. It is impossible to provide the exact steps to be followed in all emergencies and emergencies can involve several types of problems at once (a fire with corresponding injuries and a release of hazardous materials for example). Also, the sequence of actions in this procedure may not be the best sequence given the specific situation of an emergency. Steps in this procedure should be performed in an order that fits each situation, relying on sound judgment from plant operators.

A. General Referencing

Use the Emergency Response Call Record Form (Appendix E) to document all notifications made during an emergency, including all instructions given by parties contacted. The Emergency Response Contact List (Appendix F) should be posted in the Control Room. Reporting guidelines for accidents and injuries, and for "near-

miss" safety/environmental accidents, are covered later in this Safety Manual (SMP-14, Accident and Injury Reporting).

4. HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE (HAZWOPER)

A. SPILL RESPONSE PROCEDURE

The following steps will be done immediately upon observation of a hazardous material spill. This procedure is intended to be a concise list of the basic emergency response steps and must be used in conjunction with Hazardous Material Spill Training and Follow-up section below.

1. ENSURE that all personnel are evacuated from the spill area. Attend to any injured personnel.

2. EVACUATE the entire plant if it becomes necessary. Primary evacuation routes are shown in Appendix A. The Plant Manager or his designee may designate different evacuation routes at the time of the accident based on the information known at the time. Personnel may also be directed to go to a particular area of the plant to evacuate the area of the emergency if evacuation of the site is undesirable.

3. Additionally, if the emergency involves a toxic airborne release, the Plant Manager or his designee will EVALUATE the release and wind conditions and DETERMINE whether or not to evacuate plant personnel or "shelter-in-place". The shelter-in-place concept is preferable in the situation where a high concentration cloud of toxic gas passes a building containing people.

   If the gas cloud is moving in the direction of the control room, SHUT DOWN all air conditioning and ventilation systems. All personnel in the building should enter the control room area and all doors leading to this area should be closed.

4. TAKE the necessary steps to MITIGATE the spill or release (e.g., SHUT OFF pumps, CLOSE valves, DISCONTINUE loading/unloading operations, etc.) if it safe to do so. If at all possible, STOP the spill at its source.

5. Immediately NOTIFY (Control Room Operator (or equivalent)) all personnel on-site of the spill/release.

NOTE

[redacted]

6. [redacted]

emergency responders and remediation contractors to help control/clean up the spill.

7. If the spill or release is of a nature that may place the public at risk, INITIATE public warnings through the local emergency agencies listed on the Emergency Response Contact List in Appendix F.

8. The Plant Manager or his designee will MAINTAIN plant security and communications. In no case shall members of the press be admitted without the approval of Owner Representative. The Owner Representative or his designee will handle all public relations, press releases, and outside inquiries.

9. Make every reasonable effort to keep the spill on the plant property. In the event that the material has been released from the containment system, all necessary steps shall be taken to prevent it from entering storm sewers, public waters, or from escaping the facility property as long as it is safe to do so.

10. REFER to Safety Data Sheets (SDS) for proper use of personnel protective equipment.

11. BUILD berms, PLACE absorbent materials, PLUG storm drain inlets, culverts, and ditches to stop the flow of the spill. If necessary, PLUG culverts of streams and drainage ditches leaving the plant to stop the flow of the spill.

NOTE

[redacted]

12. DOCUMENT all events in detail as soon as possible.

13. FOLLOW UP with all emergency response organizations, NAES headquarters, and the Owner Representative to ensure all reporting requirements have been met. REPORT all injuries in accordance with SMP-14, Injury Response & Reporting.

B. HAZARDOUS MATERIAL SPILL TRAINING AND FOLLOW-UP

This section provides details and information to be used in preparation for and response to emergencies involving hazardous materials incidents in compliance with OSHA Hazardous Waste Operations and Emergency Response Standard. This section is also to be used in conjunction with the facility Spill Prevention, Control, and Countermeasure Plan (SPCC) if the spill involves a fuel oil spill at the plant. The SPCC is required by EPA oil spill regulations 40 CFR 110 (which defines the discharge of oil) and 40 CFR 112.3 (which requires an SPCC). The SPCC is a spill prevention plan (that is, actions to be taken before the spill occurs),

while this procedure is a spill response plan (that is, an action to be taken after the spill occurs).

Guidance pertaining to employee safety and training related to major hazardous materials releases and subsequent cleanup operations is contained in 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response, referred to as HAZWOPER.

Overview of Hazardous Materials

The chemicals listed in Appendix J possess characteristics which could, if released in an uncontrolled manner and in sufficient quantity (above a specified threshold quantity), necessitate an emergency response under regulations specified by 29 CFR 1910.120.

Hazardous Materials Release Guidelines

Incidental releases can be controlled, contained, and cleaned up by employees in the immediate area. No outside or special assistance is required. Nuisance spills and minor releases which do not require immediate attention (due to lack of danger to employees) would be considered within the normal activities and training of the employee.

Incidental releases, for the purposes of operator training and response activities pertaining to the unintended release of hazardous materials on-site, may be approached, controlled, stopped, absorbed, neutralized, and cleaned up as long as plant personnel do not endanger themselves, others, or the environment in the process.

Personnel will carry out system operations at a safe distance to minimize the severity of the release. Remote control of valves and pumps will be employed as available to minimize the necessity of approaching the point of origin of an incidental release. Personnel will employ PPE, as needed and for which they are trained, to minimize potential for contact with the released materials. Clean up and hazardous material disposal techniques will be followed to ensure safe and efficient return to normal operations.

Recording and reporting of the release should be made promptly as described in the Notification section below. The Plant Manager, or a designee, shall review the situation and notification requirements to determine what outside organizations are required to be notified. As a minimum, the Owner Representative and NAES Headquarters Managers shall be notified. Refer to the table for Reportable/Threshold Quantities for any Extremely Hazardous Substances that are stored on-site. Proper decontamination of equipment and PPE shall be implemented after the cleanup is completed.

A hazardous materials emergency response is any response effort by employees from outside the immediate release area or by other designated responders (i.e., mutual aid groups, local fire departments, etc.) to an occurrence which results, or is likely to result, in an uncontrolled release, which may cause high levels of exposure to toxic substances, or which poses danger to employees requiring

immediate attention. No employee shall attempt to perform actions for which they have not been prepared, through training and experience, or for which they are not properly equipped. On-site and off-site training will be conducted both initially and on a continuing basis, as necessary, to ensure that personnel have the knowledge and experience to make a reasonable determination of the dangers when faced with a release situation.

If an uncontrolled release occurs resulting in an emergency, the designated off-site emergency response organizations shall be contacted. Refer to the Emergency Response Contact (Phone) List in Appendix F.

Resource Allocation

Emergency Response Training

Training shall be based on the duties and functions to be performed by each employee. Documentation of such training, including program agendas (with a copy of any outlines, overheads or handouts) and training rosters shall be maintained.

Facility response personnel are given instruction in emergency procedures related to a release of a hazardous substance or any hazardous chemical. Topics of instruction include emergency equipment (proper use, inspection and maintenance procedures), emergency systems (such as alarms/communications, key cut off systems for automatic feed systems), response procedures for fires, explosions, and spills (including spills to groundwater), and the organizational responsibilities of response personnel under the National Incident Management System.

First Responder Awareness Level

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They will take no further action beyond notifying the authorities of the release. First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:

1. An understanding of what a hazardous substances are, and the risks associated with them in an incident

2. An understanding of the potential outcomes associated with an emergency created when hazardous substances are present

3. The ability to recognize the presence of hazardous substances in an emergency

4. An understanding of the role of the first responder awareness individual in the employer emergency response plan, including site security and control, and the DOT Emergency Response Guidebook

5. The ability to realize the need for additional resources, and to make the appropriate notifications to the communications center

First Responder Operations Level

First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the spill from a safe distance, keep it from spreading, and prevent exposures. First responders at the operational level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level:

1. Knowledge of the basic hazard and risk assessment techniques

2. Knowledge of how to select and use proper PPE provided to the first responder operational level

3. An understanding of basic hazardous materials terms

4. Knowledge of how to perform basic control, containment and/or confinement within the capabilities of the resources and PPE available within their unit

5. Knowledge of how to implement basic decontamination procedures

6. An understanding of the relevant standard operating and termination procedures

Spill Response

Upon observation of a release of a hazardous material, chemical, or oil, employees shall immediately notify the Plant Manager with information concerning the spill, such as:

1. Employee name

2. Location of spill

3. Type and quantity of material spilled

4. Actions and result of actions taken to mitigate the spill

5. Circumstances that caused the spill

1. The facility name, exact location, and phone number

2. The source and cause of the spill

3. The type (chemical name), volume of material released, and whether the material is classified as extremely hazardous

4. The volume estimated that reached navigable waters

5. The time, date, and duration of the spill

6. The medium of release (air, soil, water) and anticipated release movement

7. The action taken and anticipated

8. State whether evacuation is needed

9. The weather conditions, if applicable

10. Known health risks and required medical attention

11. Names of other parties contacted

12. Names of other parties to be contacted

Keep notifications factual and do not speculate. Keep a record of all notifications made including all instructions given by parties contacted using the Emergency Response Call Record Form shown on Appendix E.

All inquiries from the media and the public should be referred to the Plant Manager, or his designee. Under no circumstances shall any plant personnel provide information to media or the general public concerning the spill. The Plant Manager will refer all inquiries to the Owner Representative.

For plants with fuel oil: Per 40 CFR 112.4, in the event that a discharge of 1,000 gallons of oil escapes the containment systems and enters into the navigable waters of the United States in a single spill event or a discharge of harmful quantities in two spill events within any twelve month period occurs, the Plant Manager will submit notification in writing to the EPA Regional Administrator:

NOTE

The following information is required in the above notification. An asterisk (*) denotes information included in the SPCC plan.

1. A complete copy of the SPCC plan
2. Name, phone number, and address of the facility (*)
3. Owner and operator name and address (*)
4. Date and year of initial facility operation (*)
5. Maximum storage capacity and average daily use (*)
6. Description of the facility (*)
7. Quantity and type of material spilled
8. Cause(s) of the spill(s)
9. Corrective actions
10. Additional preventative measures
11. Other pertinent information

The plant staff shall investigate each incident that resulted in, or could reasonably have resulted in, a release of hazardous materials. An incident investigation shall be initiated as promptly as possible, but not later than 24 hours following the incident.

Managerial Responsibilities

[redacted]

Spill Clean-up and Disposal Procedure

Cleanup will be conducted to coordinate collection for isolation and disposal of contaminated products and materials, as appropriate. The categories listed below will be isolated and secured independently. These steps are necessary to reduce costs associated with clean up and disposal of contaminated materials.

1. Recovered pure product for possible refining and reuse

2. Contaminated PPE for separate disposal

3. Oiled debris for separate disposal, i.e., wood products, beauty bark, etc.

4. Contaminated soils for possible incineration or separate disposal

5. Absorbent materials for incineration

All residuals (recovered chemicals, contaminated clean up materials, and contaminated soil) resulting from spill remediation will be placed in containers that have been inspected for use as such.

Disposal of spilled material will meet all Federal and State regulations guiding the disposal of waste. Hazardous waste manifests will accompany containers of spill residues if the residue is determined by definitions of hazardous regulations to be hazardous. All required labeling and recordkeeping requirements will be followed.

Consult the applicable Material Safety Data Sheet for the substance to determine the appropriate cleanup procedures. Ensure all plant and contractor personnel assisting with the clean-up are aware of clean-up instructions and hazards listed on the SDS.

Refer to the facility Environmental instructions for further guidelines on the disposal of hazardous materials. Additionally, contact NAES headquarters and or the NAES Environmental Support Services (ESS) Division for assistance, if needed.

5. FIRE RESPONSE PROCEDURE

A. [redacted]

B. Incipient stage fire means a fire which is in the initial or beginning stage and which can be controlled or extinguished by one person with one portable fire extinguisher. If the fire is in the incipient stage and you have been properly trained, respond using the appropriate fire response equipment.

NOTE

If the fire progresses into a life-threatening event, immediately evacuate the area and notify the Control Room.

C. In the event that the fire is beyond the incipient stage and requires outside emergency response the CRO will contact 911 and sound the plant evacuation alarm.

D. To facilitate a quick response, the plant will designate a liaison to meet the Fire Response Service at the main entrance gate.

E. The areas on-site that have been designated as "muster areas" are listed and locations identified in Appendix A.

F. Upon hearing the fire evacuation alarm, all personnel shall evacuate to their primary evacuation area.

G. If necessary, a secondary evacuation area will be determined based upon site conditions and wind direction (as determined by the wind sock).

H. The Visitor Log Book from the Administration Building should be utilized to aid in accounting for all personnel.

I. Fire Evacuation Drills shall be conducted annually. At a minimum, the plant evacuation alarm shall be tested monthly. A written record of all drills shall be maintained. Any deficiencies observed shall be corrected.

6. CHEMICAL RELEASE/SPILL PROCEDURE

A. In the event of a chemical spill or release, immediately report it to the CRO via plant radio, cell phone, or other means. The report to the CRO shall include the following:

1. Your name

2. Nature of event – "chemical spill/release"

3. Location of the spill/release

4. Chemical identity and severity of the spill/release (estimate quantity)

5. Your planned action (ex. – evacuate or close remote valve)

B. Depending on the chemical and quantity involved, refer to section 4.B for steps necessary to respond to the spill.

7. MEDICAL EMERGENCIES

A. All injuries must be reported to your supervisor, no matter how small. First Aid/CPR trained personnel will be called to respond to minor first aid injuries.

B. If someone is seriously hurt, notify the CRO of the location of the injured person, nature of the injury, and any other important information related to the incident scene (ex. down power line next to injured person, chemical drum spill, etc.).

C. The CRO will contact 911 to alert emergency crews. An individual will be designated to meet emergency crews at the main entrance gate.

D. The CRO will make an announcement for all available First Aid/CPR trained personnel to report to the incident site. The First Aid/CPR trained personnel will administer first aid and any other measures within their training until the emergency crews arrive at the scene.

E. If the situation warrants the rescue of an unconscious or immobile person from a confined space or an elevated surface, or in a personal fall arrest system the CRO will be instructed to dial 911 and shall explain to emergency personnel the type, location, and hazards of the area.

8. EARTHQUAKES, TORNADOS, AND SEVERE STORM EMERGENCIES

A. EARTHQUAKES

1. TAKE cover under a desk or strong table or in a doorway, or sit or stand against an inside wall.

2. STAY away from windows, glass, bookcases, and outside doors.

3. DO NOT ATTEMPT to leave the building during a severe earthquake because of the hazards of downed power lines, falling debris from the building, etc.

4. MOVE away from buildings and utility wires.

5. WATCH for falling glass, electrical wires, poles or other debris.

6. CHECK for injuries and provide first aid as necessary.

7. CHECK for broken fuel lines and electrical faults. Isolate ruptures and faults as necessary.

8. CHECK for ruptures in systems containing hazardous chemicals. Isolate and contain spills.

9. PLACE the plant in a safe condition by shutting down equipment as necessary.

10. AVOID using the telephone except for emergency notification.

B. TORNADOS AND SEVERE STORMS

In the event of impending severe weather, plant personnel will monitor the local emergency weather broadcast. The Plant Manager shall be notified and will try to be on-site to determine appropriate action. If the Plant Manager cannot be contacted, the CRO shall determine the appropriate action.

During severe thunderstorms, caution should be used during outside activities. If thunderstorms are in the immediate area of the plant, outside activities should be curtailed. The safety of plant personnel shall be the prime concern and reasonable judgment shall be used.

The best protection in a tornado is usually an underground area. The best above ground areas in a building are:

1. Small interior rooms on the lowest floor without windows

2. Hallways on lowest floor away from outside doors and windows

3. Rooms constructed of reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system.

4. Employees should be instructed to seek shelter areas as near as possible to inside walls, away from window areas. The CRO will make an announcement, and ensure that all personnel have been warned of the outside conditions and to seek shelter inside in a safe location.

5. Get as close to the floor as possible and against sturdy machinery that will prevent portions of the roof, etc. from striking directly should they fall.

6. Do not evacuate the building until dangerous wind levels have subsided. An automobile is not a safe place to be in these circumstances.

7. If outside, seek safety in a low-lying depression such as a ditch or ravine.

8. An announcement shall be made indicating when the tornado or severe storm has passed.

9. An investigative team shall be designated to inspect all outside plant areas looking for damages, down power lines, and other potentially dangerous conditions.

9. BOMB THREATS AND ACTS OF SABOTAGE

A. RECOGNITION

Understanding when an act of Sabotage is taking place or is about to take place is the first step towards preventing the subsequent injury and damage that the event can ultimately result in. A variety of tools are available to each NAES-managed facility meant to be used in conjunction with the Emergency Response Plan for any actual or potential Acts of Sabotage. These tools are available as Appendices to this procedure and are described below:

1. [redacted]
2.
3.

[redacted]

B. RESPONSE

Although many threats turn out to be hoaxes, it is very important to not dismiss the possibility of injury and damage and treat every situation seriously. When a bomb threat or discovery of a suspected Sabotage event is discovered, remember to not panic, remain calm, and follow the steps below:

1. For any abnormal events that could potentially be acts of Sabotage, refer to Appendix I – Actions for Suspected Sabotage Events.

2. When a call is received regarding a bomb threat or other act of Sabotage, refer to Appendix B – Bomb Threat Checklist while keeping the following items in mind:

   a. [redacted]
   b.
   c.

d. [redacted]

e.

f.

g.

3. Maintain security and communications. The Plant Manager (or designee) shall maintain plant security by restricting access so that only essential plant personnel and emergency personnel are admitted. [redacted] The Owner Representative or his designee will handle all public relations, press releases, and outside inquiries.

4. Quickly search the plant area for suspicious, unusual, or foreign items (suspected bombs/Sabotage devices), and report any findings, but do not touch, move, jar, disturb, or cover any suspicious items found. Observe the precautions listed in Appendix C. When police arrive, assist as necessary with a more detailed search of the plant.

5. If a suspicious item or bomb is located during the search, do the following:

a. [redacted]

b.

c.

d.

NOTE

At any time during these actions, the Plant Manager or on shift CRO can order the shutdown of equipment and evacuation if, in his judgment, there are strong indications of an immediate serious threat to the plant and/or its personnel.

6. [redacted]

7. Upon completion of the threat, the management 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.

C. COMMUNICATION

1. [redacted]

2. [redacted]

3. [redacted]

NOTE

Have all written records or notes of the threat available.

4. [redacted]

5. [redacted]

[redacted]

6.

Emergency Organizational Telephone Numbers for Threat Control

Name	Title	Office Number	Mobile Number
[redacted]		[redacted]	[redacted]

D. REPORTING

It is essential that any incident involving a real or suspected threat of Sabotage be reported as soon as reasonably possible.

Distribution of this information should be initiated by the immediate submission of an Electrical Emergency Incident and Disturbance Report (Form OE-417) to the US Department of Energy according to the OE-417 Form instructions (http://www.oe.netl.doe.gov/oe417.aspx). The Form OE-417 consists of an Alert Notice (Schedule 1) and a Narrative Description (Schedule 2) which must be submitted within the time frames described below (and as specified in the top portion of the Alert Notice).

[redacted]

10. TRAINING

A. All plant employees shall receive training on emergency response procedures on an annual basis.

B. All newly hired employees shall receive this training during orientation.

C. Contract employees must receive this training as integrated into the contractor orientation and training.

NOTE
In addition to the training, the appropriate number of radios shall be determined and issued to the Contractor Supervisor/Foreman.

D. All plant employees training must include at a minimum the following:

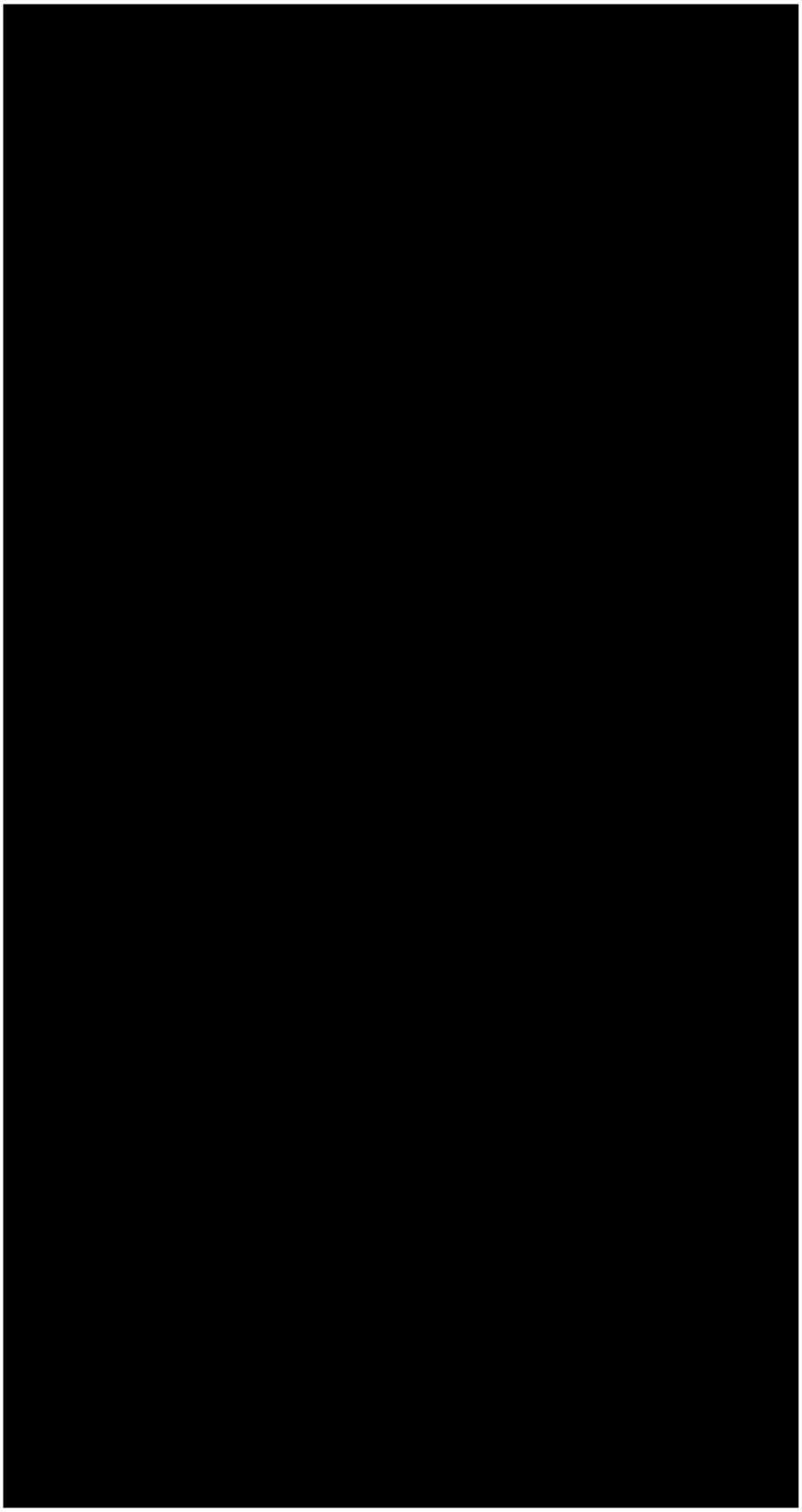
1. Familiarization with this plan
2. Any Hazmat Training that may be applicable
3. The use of any firefighting equipment available
4. Any special items or needs that may rise

E. All contract employees training must include the following:

1. A general overview of this plan
2. Any special items or needs that may arise during the course of their stay on-site

F. A written record must be maintained of all plant employees and contract employees who have received the training.

Facility Evacuation Route Diagram



Bomb Threat Checklist

Instructions: Have someone else call police (911) and keep caller on the line. Listen; do not interrupt the caller except to ask:

1. When will it go off?_____
2. Where is it planted?_____
3. What floor is it on?_____
4. What kind of bomb is it?_____
5. What does it look like?_____
6. Why are you doing this?_____
7. Who are you?_____
8. Where are you?_____

Call received by:_____ Time of Call_____

Date_____ Time of Hang-up_____

Description of Caller: ☐ Male ☐ Female ☐ Adult ☐ Juvenile _____ App. Age

Voice Characteristics		Speech		Language	
☐ Loud	☐ Soft	☐ Fast	☐ Slow	☐ Excellent	☐ Good
☐ High Pitch	☐ Deep	☐ Distinct	☐ Distorted	☐ Fair	☐ Poor
☐ Pleasant	☐ Raspy	☐ Stutter	☐ Nasal	☐ Four	☐ Other
☐ Intoxicated		☐ Slurred	☐ Precise	Use of Certain Words or Phases:	
☐ Other		☐ Other			

Accent		Manner		Background Noises	
☐ Local	☐ Not Local	☐ Calm	☐ Angry	☐ Office	☐ Street
☐ Foreign	☐ Regional	☐ Rational	☐ Irrational	☐ Machines	☐ Traffic
☐ Race	☐ Other	☐ Coherent	☐ Incoherent	☐ Factory	☐ Airplanes
		☐ Deliberate	☐ Emotional	☐ Machines	☐ Trains
Explain:		☐ Righteous	☐ Laughing	☐ Bedlam	☐ Voices
				☐ Animals	☐ Music
		Is voice familiar? Sounds like		☐ Quiet	☐ Party
		_____		☐ Mixed	☐ Atmosphere

Action to take immediately after call:

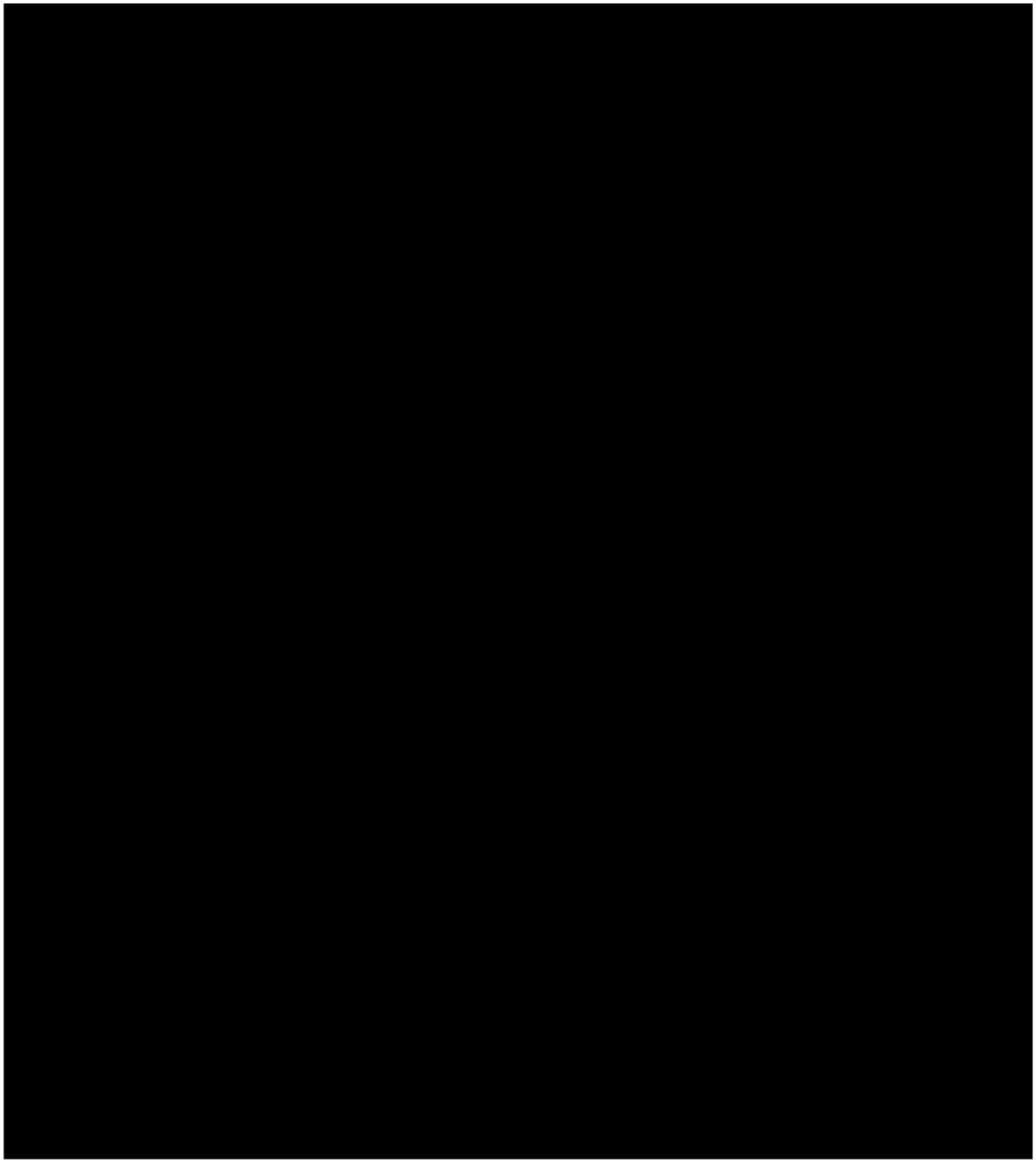
1. Notify plant management.
2. Notify Owner's Representative.
3. Notify NAES Headquarters' Management.
4 Refer to RCP-NERC-EOP-004-ATT-A for NERC related reporting
5. Forward a copy of this to parties above ASAP.
6. Write exact statement or caller below:

_____

_____

Suspected Bomb/Sabotage Device Safety Precautions

The safety precautions below are designed to acquaint you with dangers inherent in the search, discovery, and handling of “suspected bombs” or “suspected Sabotage devices”.



Emergency Response Event Log

Emergency Description:_____

_____

_____

Date and Time of Emergency:_____

Note: Log all events associated with the emergency chronologically. Keep logs factual and concise.

Emergency Response Call Record Form

Emergency Description:_____

_____

Date and Time of Emergency:_____

Time	Company/Agency Notified	Company/Agency Contact	NAES HQ Contact

Description of Correspondence:

_____

_____

_____

_____

_____

Time	Company/Agency Notified	Company/Agency Contact	NAES HQ Contact

Description of Correspondence:

_____

_____

_____

Time	Company/Agency Notified	Company/Agency Contact	NAES HQ Contact

Description of Correspondence:

_____

_____

_____

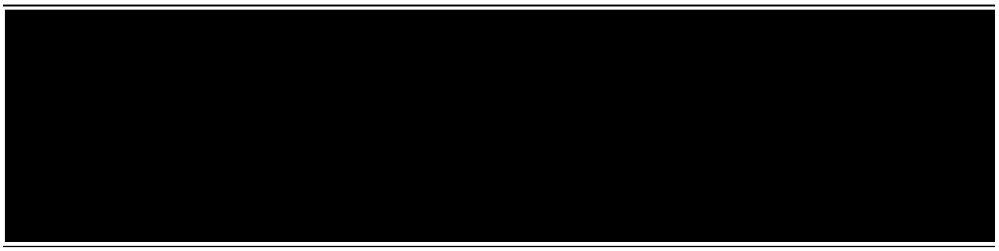
_____

_____

Emergency Response Contact List

Contacts should be made in the following order whenever possible. However, if contact cannot be made after two attempts, move on to the next level.

Event	Contact Title	Phone 1	Phone 2	Comment
Sabotage/Bomb Threat/Event	Local Emergency Services	911		
	Plant Manager			



Actions for Suspected Sabotage Events

All personnel should pay close attention to the events described in the table below. For all situations, perform the following actions along with the supplementary actions and then refer back to Section 9:

1. **Immediately contact the Plant Manager (or designee in his/her absence)**
2. **Ensure that all on duty personnel are alerted to the possibility of a sabotage event.**
3. **Document as many details about the situation as possible. Note times, events, and descriptions as applicable to the situation.**
4. **If appropriate, notify law enforcement and parties of the interconnection in accordance with Section 9C.**

Event	Event Definition	Supplementary Actions
Abnormal Behavior of Personnel	[redacted]	
Unfamiliar/Unescorted Visitors		
Unexplained Packages or Shipments		
Abandoned Vehicles		
Abnormal Observations		

Event	Event Definition	Supplementary Actions
Equipment Misuse/Abuse	[redacted]	
Attempted Intrusion (Physical)		
Attempted Intrusion (Cyber)		
Cyber and/or Communication Disruptions		
Information Theft and/or Loss of Sensitive Plant Information		

Event	Event Definition	Supplementary Actions
Unauthorized Modification of Software or Data	[redacted]	
Multiple breaker operations in your switchyard and adjacent Transmission Owners switchyard		
Cyber systems for parties in the interconnection start showing equipment operation that has not physically occurred.		

On-Site Hazardous Chemicals

Chemical Name, Description	Threshold Qty, Pure Product	Threshold Qty Solution in Use	Stored Qty On-site
Aqueous Ammonia (10-30% solution)	[redacted]		
Diesel Fuel Oil (No. 2 grade)			
Sulfuric Acid (93% solution)			
Sodium Hydroxide (50% solution)			

Approved By:	Nicole Jackson	Date:	12/8/2021

Nacogdoches Generating Plant

Winter Weatherization Plan

Revision Log

Rev. #	Description	Date of Rev
1	Protocols – 1.) Main steam flow transmitter. 8.) The plant will hold freeze protection training prior to the winter season.	10-28-14
2	Protocols – 1.) Removed DA level transmitters, Drum level transmitters, Main Steam flow transmitters, Hotwell level transmitters, Cooling tower level transmitters, HP and LP heater level transmitters from procedure.	10-11-16
3	Updated Plan to include attachments with new PM's in place.	2-22-17
4	Updated Lessons Learned from previous events section.	3-14-18
5	Updated Southern Power Company Duty Phone Number on Attachment A	11/6/18
6	Removed all Southern Power Company Information and updated with NAES	10/14/19
	Updated PM list to include PM NAC4260 Freeze Protection Annual Refresher Training	10/14/19
	Updated PM list to include PM NAC1401 Freeze Protection Inspection and Readiness	10/14/19
	Updated Wind Break Installation List	10/14/19
7	Added a spot for the temperature reading to the freeze protection round sheets	3/18/2020
	Added to protocol #2 operations will review the freeze protection round sheet during annual training. Added to review the loss of drum control procedure during annual training. (NAC-1-3561.000)	3/18/2020
	Added PM NAC4211 Air Compressor Maintenance Quarterly Checks to protocol #1	3/18/2020
	Updated PM NAC4206 attachment to include a column to note critical circuits	3/18/2020
8	Updated with new Approver Signature, new Plant Manager Updated Attachment A Emergency Contacts	10/27/2020
9	Added additional lessons learned (13-17) from February 2021 freeze event	09/21/2021
10	Added new PM NAC1410 Testing Freeze Protection Components	12/08/2021

Purpose

Safety is the highest priority at Nacogdoches Generating Facility and overrides any other requirements. The purpose of this procedure is to establish a winter weatherization plan which provides an overview of the actions being undertaken in order to maintain the reliability of the generating facility during the winter season.

This plan is intended to meet and exceed the requirements of NPRR 473, which requires assessment of the reliability of the system by ERCOT during extreme weather.

WWP Scope

The Winter Weatherization Plan (WWP) consists of the following protocols implemented through a preventative maintenance process tool and combined with daily operations rounds to document any deficiencies.

Protocols

1. Freeze Protection/winter weather preparedness preventative work orders will be generated annually prior to the onset of winter season for:
    a. PM NAC4258 -Insulation Inspection
    b. PM NAC1401 -Inspection and Readiness
    c. PM NAC4206 -Heat Trace Inspection Semi-Annual and Annual
    d. PM NAC4260 -Freeze Protection Annual Refresher Training
    e. PM NAC4214 -Remove Freeze Protection Assets installed for Winter Weatherization Plan
    f. PM NAC4211 -Air Compressor Maintenance Quarterly Checks
    g. PM NAC1410 – Testing Freeze Protection Components
2. Freeze Protection Training will be held annually before the winter season. During this training Operations will review the freeze protection round sheets. During this training operations will review the loss of drum level control procedure NAC-1-3561.000.
3. Prior to the onset of winter season, Plant Nacogdoches will conduct an inventory of critical supplies needed to keep the plant operational.
4. Wind breaks will be erected, and additional heat sources supplied to the following areas:

- [redacted]

[redacted]

5. When temperatures fall below 30 degrees' plant personnel will perform freeze protection rounds on critical components in addition to our normal rounds. If the unit is online plant personnel will record readings every 2 hours on critical components until the temperature reaches 30 degrees'. If the unit is offline we will record freeze protection rounds on critical components once per shift in addition to our normal rounds.
6. Plant Nacogdoches is staffed 24X7 year-round. We will call in additional resources as needed to support the reliability of the unit.
7. Plant Nacogdoches has back up communication in place via satellite phone.

Lessons Learned from previous events

1. [redacted]

Attachments

A. Emergency Contacts
B. PM NAC4260 -Annual Freeze Protection Training
C. PM NAC4258 -Insulation Inspection
D. PM NAC1401 -Inspection and Readiness
E. PM NAC4206 -Heat Trace Inspection Semi-Annual and Annual
F. PM NAC4214 -Remove Freeze Protection Assets
G. Freeze Protection online and offline rounds
H. Heat trace circuit drawings
I. List of Critical Equipment
J. PM NAC4211 -Air Compressor Maintenance Quarterly Checks
K. PM NAC1410 -Testing Freeze Protection Components

Attachment A

Emergency Contacts

Plant Contact

- Nicole Jackson [redacted]

Dispatch

- Austin Energy (Control Center) [redacted]

Reliability Entities (Reliability Coordinator)

- ERCOT (Control Center) [redacted]

Reliability Entities (Transmission Operator)

- Oncor (Control Center) [redacted]

Federal Bureau of Investigation (FBI) Offices

- Texas (FBI Duty Agent – Austin) [redacted]

If Plant Management cannot make positive contact with any of their first-tier contacts identified in the contact tree, they will call subsequent tiers until appropriate entities are notified.

Attachment B

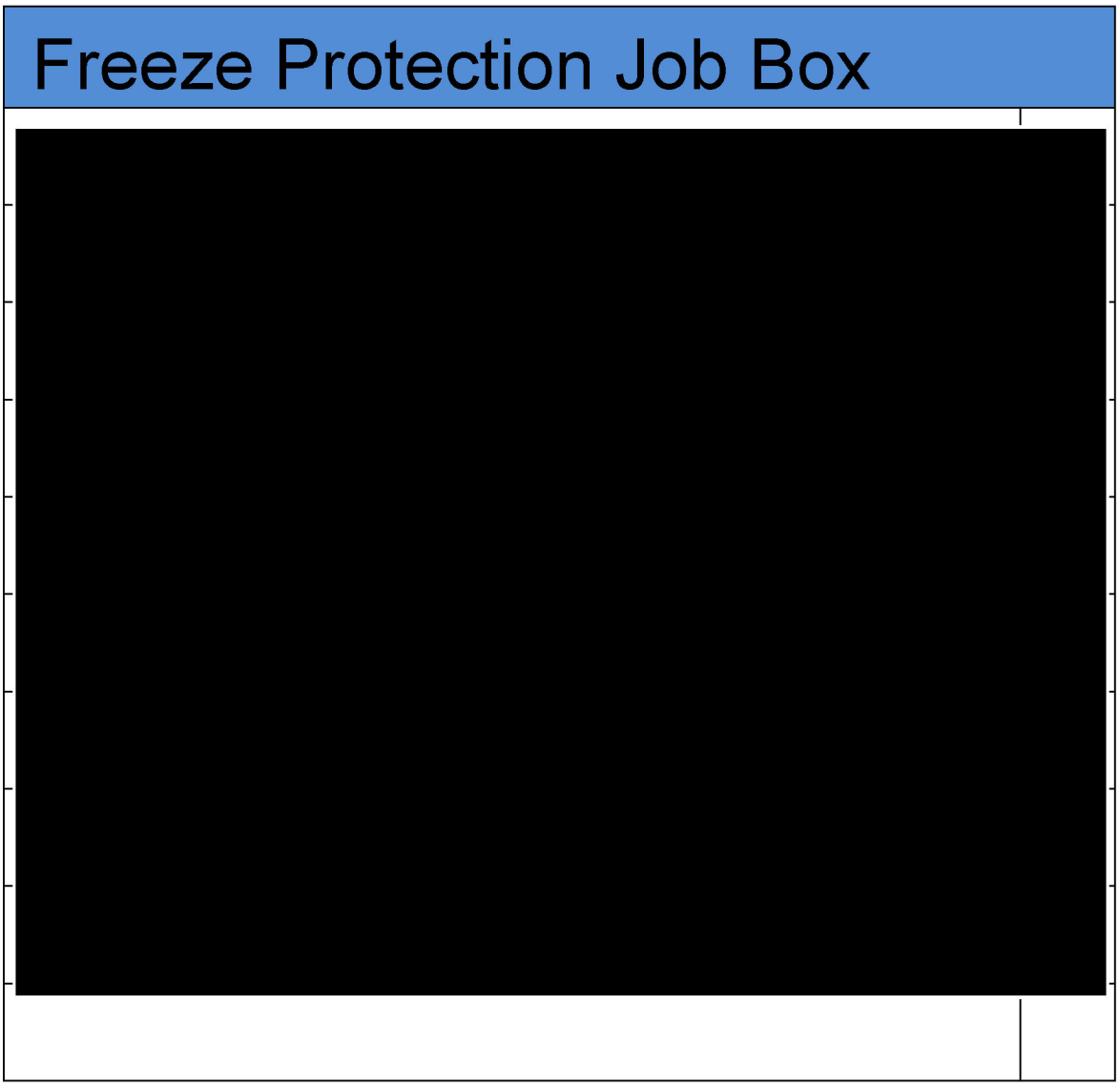
Annual Freeze Protection Training

Attachment C

Insulation Inspection

Attachment D

Inspection and Readiness



Attachment D (Cont.)

Supplemental Equipment Inventory List	
[redacted]	5
	4
	1
	4
	6
	2
	2
	2
	2

Attachment E

Heat Trace Inspection

Attachment F

Remove Freeze Protection Assets

Attachment G

Freeze Protection online and offline rounds

Attachment H

Heat trace circuit drawings

Attachment I

List of Critical Equipment

Attachment J

Air Compressor Maintenance Quarterly Checks

Attachment K

Testing Freeze Protection Components

Approved By:	Nicole Jackson	Date:	3/9/2021

Nacogdoches Generating Facility

Summer Weatherization Plan

Revision Log

Rev. #	Description	Date of Rev
1	Updated Emergency Contacts	5/1/2020
1	Updated Purpose Language	5/1/2020
2	Updated Template	3/9/2021
2	Updated Plant Contacts List	3/9/2021
2	Included Previous Events	3/9/2021

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