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# **§25.53 EMERGENCY OPERATIONS PLAN EXECUTIVE SUMMARY**

## **Executive Summary**

The City of Coleman (COLE) Emergency Operations Plan (EOP) was developed to comply with 16 Tex. Admin. Code §25.53. Electric Service Emergency Operations Plan Rule, that was approved by the Texas Public Utility Commission on February 25, 2022. 16 TAC §25.53 made several significant changes to the existing rule based on issues identified after the Winter Storm Uri / ERCOT Load Shed Emergency during February-2021.

The EOP is intended to provide COLE with a clear set of guidelines, policies, and procedures to guide preparations, responses, and actions related to all phases and types of electric system emergencies. This document satisfies the requirements of the Public Utility Commission of Texas (PUC) Emergency Operations Plan (16 TAC §25.53) and is intended to guide the organization in its preparation for system emergencies and to provide a framework for important tasks and actions required during a system emergency.

COLE maintains the EOP in anticipation of a natural disaster and other situations involving curtailment or major interruptions in electrical service. The plan sets forth organizational and personnel assignments, describes emergency communications procedures and includes emergency contacts. Overall, the primary goals for the plan include:

- Provide the structure, policies, and procedures to guide the organization during all types of emergency conditions and situations.
- Enable COLE, other utility and governmental entities, customers, and stakeholders to coordinate and communicate effectively during emergency situations and events.
- Establish procedures for the restoration of electrical service in a systematic and efficient manner by effectively utilizing COLE's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that COLE maintains compliance with the regulatory requirements related to emergency operations and emergency response.

The EOP is organized in the following Sections and Annexes and includes Appendices that provide additional information related to the EOP.

### **EOP Sections**

#### **(Section-1) Approval and Implementation Section:**

**This section begins on page 8 of the EOP and corresponds to §25.53(d)(1).**

This Section of the EOP provides the formal plan approvals and tracks all plan revisions. This section also includes an introduction and purpose of the plan and a statement regarding the applicability of the EOP. And to emphasize the commitment of COLE's senior leadership, this section includes a "Message from the City Manager" that underscores the importance of the plan and encourages all COLE personnel to learn the plan and work with their respective supervisors and management teams to understand all relevant parts of the plan. This first section addresses the EOP training policy for COLE and describes the responsibilities of the EOP Plan Administrator assigned to ensure the plan is maintained and reviewed on a regular basis.

#### **(Section-2) Communications Plan:**

**This section begins on page 15 of the EOP and corresponds to §25.53(d)(2).**

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

addresses the requirements in 16 TAC §25.53 regarding communications with the public, the media, COLE customers, the PUCT, OPUC, local and state governmental entities, officials, and (City/County) Emergency Operations Centers, ERCOT, and Critical Load customers. The final part of this section sets forth procedures to ensure accurate and timely internal communications, which is critical to an effective emergency response.

**(Section-3) Pre-Identified Supplies for Emergency Response Plan:**

**This section begins on page 19 of the EOP and corresponds to §25.53(d)(3).**

This section of the EOP provides information on pre-Identified supplies for emergency response and identifies the guidelines for the management of materials, supplies and resources that COLE may need during emergency events. The plan provides details regarding the internal roles and responsibilities; use of outside suppliers; advance preparation; location of materials and supplies; and other logistical information.

**(Section-4) Staffing During Emergency Response Plan:**

**This section begins on page 20 of the EOP and corresponds to §25.53(d)(4).**

This section of the EOP provides information regarding staffing during emergency response and the roles and assignments for COLE personnel before and during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that COLE will utilize and addresses potential work schedules for COLE personnel in significant and major system emergency events.

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

**This section begins on page 22 of the EOP and corresponds to §25.53(d)(5).**

COLE has policies, procedures, and information resources to monitor all types of weather situations and forecasted emergency conditions. This final section also provides the policies and procedures related to the activation of the EOP, and the series of emergency levels that have been developed, with criteria for moving to the emergency levels identified in the plan.

**EOP Annexes**

**Weather Emergency Annex:**

**This section begins on page 27 of the EOP and corresponds to §25.53(e)(1)(A).**

The Weather Emergency Annex addresses preparation for both hot and cold weather emergencies. The key policies in this section set forth the requirement for COLE to develop and utilize a checklist for use in extreme weather situations to ensure that field personnel that are called upon to respond in emergency situations will have written guidance to organize their efforts.

**Load Shed Annex:**

**This section begins on page 31 of the EOP and corresponds to §25.53(e)(1)(B).**

The Load Shed Annex contains information regarding COLE preparations and actions for ERCOT Emergency Event Alert (EEA) levels and includes details for the EEA Level-3 load shed events. The load shed plan contains the policies and procedures in place between COLE and the American Electric Power (AEP) which is the Designated ERCOT Transmission Operator (DTO) for COLE, regarding the planning and preparation for load shed events and contains detailed information regarding other operational information for EEA events.

This Annex also contains information on COLE procedures for coordination of system restoration with AEP following a load shed event, and key policies and procedures that COLE utilizes for restoration from significant system outage events. The final subsection of this Annex provides information on COLE's Critical Load

Registry and information related to the maintenance of the registry, communication procedures with these customers, and other relevant information regarding Critical Loads.

#### **Pandemic and Epidemic Annex**

**This section begins on page 36 of the EOP and corresponds to §25.53(e)(1)(C).**

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

#### **Wildfire Annex:**

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

The Wildfire Annex provides the guidelines, procedures and best practices related to wildfire mitigation and documents COLE's policies and practices related to fire prevention and pre-planning, threat mitigation, responses to fire incidents and post incident recovery. This section includes wildfire mitigation actions along with steps COLE would take to respond to a wildfire event.

#### **Hurricane Annex:**

**This section begins on page 41 of the EOP and corresponds to §25.53(e)(1)(E).**

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

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

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

The Cyber Security Annex provides the guidelines, procedures and best practices related to cyber security for the COLE owned substation facilities, office facilities and electric distribution system. Based on COLE's facility ownership profile, cyber security policies and measures are focused on network security, anti-virus security and employee education.


#### **Physical Security Incident Annex:**

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

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

## Plan Distribution and Training

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

 Office of the City Manager Committed to our Residents, Organizational Pride, Leading by Example, Excellent Customer Service, Making a Difference, Accountable for our actions, Never settle for less – We are COLEMAN CITY OF COLEMAN Emergency Operations Plan – Electric Utility Training Session May 25, 2022			
Name	Department	Position	email
<u>Cody Cogdill</u>	<u>Light</u>	<u>Lineman</u>	<u>Cody.Cogdill94@gmail.com</u>
<u>Dennis JOBE</u>	<u>Planning &amp; Development</u>	<u>Planning Dir.</u>	<u>Dennis JOBE Dir. of Coleman Tx. Co.</u>
<u>Jimmy Williams</u>	<u>Light</u>	<u>Lineman</u>	<u>jimmy.will1176@gmail.com</u>
<u>Gray Daishill</u>	<u>Light</u>	<u>Groundman</u>	<u>gdaishill@web-access.net</u>
<u>Terry Eldred</u>	<u>Light</u>	<u>Operator</u>	<u>Teldred@pragmatic.org</u>
<u>DAVID HARRISON</u>	<u>Light</u>	<u>Supervisor</u>	<u>Citylightjared@web-access.net</u>
<u>Kevin Allen</u>	<u>Projects</u>	<u>Project Manager</u>	<u>projects@web-access.net</u>
<u>Darrell F. Kes</u>	<u>Sewer</u>	<u>Sewerplant op</u>	<u>Sewer treatment - web access</u>
<u>Michael Robinson</u>	<u>Street + water</u>	<u>Manager</u>	<u>Citywater@web-access.net</u>
<u>Sue Dossey</u>	<u>Library</u>	<u>Director</u>	<u>spla web-access.net</u>
<u>James King</u>	<u>Admin</u>	<u>ACM</u>	<u>james.king@cityofcoleman.tx.us</u>
<u>Kim Little</u>	<u>EDC</u>	<u>Director</u>	<u>edc@cityofcoleman.tx.us</u>
<u>Jimmy Watson</u>	<u>Fire</u>	<u>Chief</u>	<u>jimmy.watson@colemanfire.com</u>
<u>Toby Terry</u>	<u>Water Production</u>	<u>Supervisor</u>	<u>waterplant@cityofcoleman.tx.us</u>
<u>Mario Hurtado</u>	<u>Code</u>	<u>Code Compliance</u>	<u>mariohurtado141@yahoo.com</u>
<u>CHRIS BRATTON</u>	<u>Police</u>	<u>Interim Chief</u>	<u>police.chief@cityofcoleman.tx.us</u>
Page 1 of 2			
<u>Doug Butler</u>	<u>Police</u>	<u>Det. Sgt</u>	<u>doug.butler@cityofcoleman.tx.us</u>
<u>Dustin Crawford</u>	<u>Fire</u>	<u>Asst. Chief</u>	<u>Dustin.Crawford@colemanfire.com</u>
<u>Liz Campbell</u>	<u>Utility Office</u>	<u>Utility office Manager</u>	<u>lizcampbell@web-access.net</u>
<u>Diana Lopez</u>	<u>Administration</u>	<u>CM</u>	<u>diana.lopez@web-access.net</u>

**PROJECT NO. 53385**

**AFFIDAVIT OF CITY MANAGER OF  
CITY OF COLEMAN**

**PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53**

**STATE OF TEXAS §**

**COUNTY OF COLEMAN §**

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

*I, Diana Lopez, swear or affirm that as a Municipally Owned Utility operating in the State of Texas and the Electric Reliability Council of Texas (ERCOT) region and control system, confirms the following:*

“I am the City Manager for the City of Coleman (COLE), which is an incorporated municipality in the State of Texas.

COLE operates an electric distribution utility system in the State of Texas and the Electric Reliability Council of Texas power region.

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

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

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

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

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

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

COLE’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.

Diana Lopez

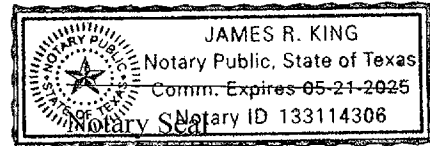
Diana Lopez, City Manager

City of Coleman

Sworn and subscribed before me on this 25<sup>th</sup> day of May, 2022.

[Signature]

Notary Public in and for the State of Texas



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



## PUC Primary and Backup Emergency Contact List



### Emergency Contact Information Update

#### Background

16 Texas Administrative Code §25.53(e) and §26.51(b)(4) require electric market entities and telecommunications utilities to provide emergency contact information to the Commission. In addition, should this information change, these entities must provide the updated information to the Commission within 30 days. This information may be sent to the Commission using either mail or email at the addresses below: (Please complete this form in its entirety)

Public Utility Commission of Texas

Attention: Emergency Management Coordinator

1701 Congress Ave., PO Box 13326

Austin, TX 78711-3326

[emc@puc.texas.gov](mailto:emc@puc.texas.gov) – Subject line: "Emergency Contact Information"

#### Entity Information

<b>Entity Name:</b> City of Coleman		<b>Certificate or Registration #:</b>
<b>Texas Address:</b> P.O. Box 592		
<b>City:</b> Coleman	<b>ZIP:</b> 76834	<b>Customer Service Phone #:</b> (325) 625-4116 ext 101

#### Emergency Contact Information

<b>Primary Emergency Contact:</b>		
<b>Name:</b> Diana L Lopez		<b>Title:</b> City Manager
<b>Address:</b> P. O. Box 592		
<b>City:</b> Coleman	<b>State:</b> Texas	<b>ZIP:</b> 76834
<b>Email:</b> diana.lopez@cityofcolemantx.us		
<b>Office Phone:</b> (325) 625-4116 ext 101	<b>Cell Phone:</b> (325) 636-3621	<b>Fax:</b>

<b>Secondary Emergency Contact:</b>		
<b>Name:</b> James King		<b>Title:</b> ACM/City Secretary
<b>Address:</b> P.O. Box 592		
<b>City:</b> Coleman	<b>State:</b> Texas	<b>ZIP:</b> 76834
<b>Email:</b> james.king@cityofcolemantx.us		
<b>Office Phone:</b> (325) 625-4116 ext 102	<b>Cell Phone:</b> (325) 214-1937	<b>Fax:</b>
<b>Tertiary Emergency Contact:</b>		
<b>Name:</b> David Harrison		<b>Title:</b> Electric Superintendent
<b>Address:</b> P.O. Box 592		
<b>City:</b> Coleman	<b>State:</b> Texas	<b>ZIP:</b> 76834
<b>Email:</b> citylightyard@verizon.net		
<b>Office Phone:</b> (325) 625-4116	<b>Cell Phone:</b> (325) 636-3298	<b>Fax:</b>