



Filing Receipt

Received - 2022-05-31 04:15:59 PM
Control Number - 53385
ItemNumber - 673

CITY OF JASPER

§25.53 EMERGENCY OPERATIONS PLAN EXECUTIVE SUMMARY

Executive Summary

The City of Jasper (COJ) 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 COJ 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.

COJ 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 COJ, 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 COJ's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that COJ 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 COJ's senior leadership, this section includes a "Message from the City Manager" that underscores the importance of the plan and encourages all COJ personnel to learn the plan and work with their respective supervisors and teams to understand all relevant parts of the plan. This first section addresses the EOP training policy for COJ 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 COJ will undertake in an emergency event. Key policies include tracking and coordination of external communications, the designation of a spokesperson(s) for COJ, 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, COJ customers, the PUCT, OPUC, local and state governmental entities, officials, and (City/County) Emergency Operations Centers, 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 COJ 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 COJ 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 COJ will utilize and addresses potential work schedules for COJ 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).

COJ 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 COJ 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 COJ preparations and actions for MISO Market Capacity Emergency levels and include details for load shed events. The load shed plan contains the policies and procedures in place between COJ, Sam Rayburn Municipal Power Agency (SRMPA is the entity that owns the substations that serve COJ), and Entergy LPA which is the Designated Transmission Operator (DTO) for COJ, regarding the planning and preparation for load shed events and contains other operational information for Market Capacity Emergency events.

This Annex also contains information on COJ procedure for coordination of system restoration with SRMPA and Entergy following a load shed event, and key policies and procedures that COJ utilizes for restoration

from significant system outage events. The final subsection of this Annex provides information on COJ'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 37 of the EOP and corresponds to §25.53(e)(1)(C).

In the Pandemic and Epidemic Annex, COJ 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 COJ takes regarding prevention and preparation, employee safety, working remotely, and steps COJ takes to ensure adherence to policies implemented by state and local agencies.

Wildfire Annex:

This section begins on page 40 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 document COJ'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 COJ would take to respond to a wildfire event.

Hurricane Annex:

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

COJ's service area is located in a Hurricane Evacuation Zone (HEZ), and therefore this annex is applicable to COJ's EOP. The information in this annex, address the steps and actions COJ will take to monitor, prepare, and respond to tropical storms and hurricanes that impact the COJ service area. These events may cover multiple days and various emergency levels based on the projected path of the storm and the actual landfall and characteristics of a given storm event.

Cyber Security Annex:

This section begins on page 43 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 COJ owned IT systems, the electric distribution system, and SRMPA substations. Based on COJ'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 46 of the EOP and corresponds to §25.53(e)(1)(G).

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

COJ Personnel		EOP Distribution Date	EOP Training Completed Date
Name	Title		
Denise Kelley	City Manager	May 24, 2022	May 25, 2022
Lee Wellman	Light and Power Director	May 24, 2022	May 25, 2022
Wesley Brabham	Light and Power Supervisor	May 24, 2022	May 25, 2022
Greg Kelley	Public Works Director	May 24, 2022	May 25, 2022
Brandon Duckworth	Fire Marshall	May 24, 2022	May 25, 2022

PROJECT NO. 53385

**AFFIDAVIT OF CITY MANAGER OF
CITY OF JASPER**

PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53

STATE OF TEXAS §

COUNTY OF Jasper §

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, Denise Kelley, am of sound mind, capable of making this affidavit, and personally equipped with the facts stated herein. As the highest-ranking representative with binding authority over a Municipally Owned Utility operating in the State of Texas, I swear or affirm the following facts are true and correct:

1. I am the City Manager for the City of Jasper (COJ), which is an incorporated home-rule municipality in the State of Texas.
2. COJ operates an electric distribution utility system in the State of Texas.
3. The Emergency Operations Plan (EOP) developed to comply with the updated 16 TAC §25.53. Electric Service Emergency Operations Plans Rule, has been distributed to COJ Managers and Operations personnel.
4. COJ executives and Operations personnel are familiar with and have received training on the applicable contents and execution of the updated 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.
5. The EOP has been reviewed and approved by the appropriate executives.
6. In accordance with the updated 16 TAC §25.53(f), a drill (tabletop exercise) for COJ Operations personnel is scheduled for a date and time in CY2022 before September 30, 2022.
7. COJ will notify Commission Emergency Management Personnel and regional TDEM representative(s) at least thirty (30) days prior to the drill.
8. COJ has distributed the EOP to local Jurisdictions, including regional TDEM personnel and The Jasper County Emergency Management Coordinator.
9. COJ has a Business Continuity Plan related to returning to normal operations after an emergency event or situation.
10. COJ's emergency management personnel who are designated to interact with local, state, and federal emergency management officials during

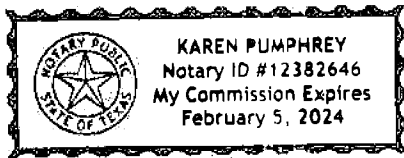
emergency events have received the latest IS-100, IS-200, IS-700, and IS-800 National Incident Management System training.

Denise Kelley
Denise Kelley, City Manager
City of Jasper

Sworn and subscribed before me on this 25 day of May, 2022, to certify which witness my hand and official seal.

Karen Pumphrey
Notary Public in and for the State of Texas

Jasper
County



City of Jasper, Texas
Public Utility Commission of Texas
Emergency Operations Plan
Training Sign-In

Training took place at the City of Jasper's City Hall
Wednesday, May 25, 2022
1:30 P.M

Denise Kelley	<u>Denise Kelley</u>
Lee Wellman	<u>Lee Wellman</u>
Wesley Brabham	<u>Wesley Brabham</u>
Greg Kelley	<u>Greg Kelley</u>
Brandon Duckworth	<u>Brandon Duckworth</u>



PUC Primary and Backup Emergency Contact List

Primary Emergency Contact:	Denise Kelley
Title:	City Manager
Email:	dkelley@jaspertx.org
Main Phone:	409-384-4651
Cell Phone:	409-489-2592

Secondary Backup Emergency Contact:	Lee Wellman
Title:	Light and Power Director
Email:	lwellman@jaspertx.org
Main Phone:	409-383-6142
Cell Phone:	409-382-5129



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 – Subject line: "Emergency Contact Information"

Entity Information

Entity Name: City of Jasper		Certificate or Registration #: EL 010087
Texas Address: 465 S. Main Street		
City: Jasper	ZIP: 75951	Customer Service Phone #: 409-384-4651

Emergency Contact Information

Primary Emergency Contact:		
Name: Denise Kelley		Title: City Manager
Address: 896 FM 1738		
City: Jasper	State: TX	ZIP: 75951
Email: dkelley@jaspertx.org		
Office Phone: 409-383-6107	Cell Phone: 409-489-2592	Fax: 409-383-6198

Secondary Emergency Contact:		
Name: Lee Wellman		Title: L & P Director
Address: 2901 FM 1013 West		
City: Kirbyville	State: TX	ZIP: 75956
Email: lwellman@jaspertx.org		
Office Phone: 409-383-6142	Cell Phone: 409-382-5129	Fax: 409-383-6145
Tertiary Emergency Contact:		
Name: Wesley Brabham		Title: L & P Supervisor
Address: 420 CR 480		
City: Kirbyville	State: TX	ZIP: 75956
Email: wbrabham@jaspertx.org		
Office Phone:	Cell Phone: 409-617-8980	Fax: