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§25.53 EMERGENCY OPERATIONS PLAN EXECUTIVE SUMMARY

Executive Summary

The City of Whitesboro (CoW) 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 CoW 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.

CoW 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 CoW, 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 CoW's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that CoW 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 CoW's senior leadership, this section includes a "Message from the City Administrator" that underscores the importance of the plan and encourages all CoW 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 CoW 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 CoW will undertake in an emergency event. Key policies include tracking and coordination of external communications, the designation of a spokesperson(s) for CoW, 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, CoW 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 CoW 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 CoW 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 CoW will utilize and addresses potential work schedules for CoW 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).

CoW 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 CoW 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 CoW 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 CoW and the Lower Colorado River Authority Transmission Services Corporation (LCRA TSC) which is the Designated ERCOT Transmission Operator (DTO) for CoW, 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 CoW procedures for coordination of system restoration with LCRA TSC following a load shed event, and key policies and procedures that CoW utilizes for restoration from

significant system outage events. The final subsection of this Annex provides information on CoW'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, CoW 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 CoW takes regarding prevention and preparation, employee safety, working remotely, and steps CoW 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 documents CoW'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 CoW 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).

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

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 the CoW owned substation facilities, office facilities and electric distribution system. Based on CoW'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 CoW has implemented to protect CoW substations and distribution facilities, office complexes and other facilities that are critical to the operation of the CoW electric distribution system. Based on CoW's facility ownership profile this Annex establishes the security policies, guidelines, and requirements for CoW'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 CoW personnel including the date the training was completed by each employee:

CoW Personnel		EOP Distribution Date	EOP Training Completed Date
Name	Title		
Michael Marter	City Administrator	5/27/22	5/27/22
Jeff Patterson	Emergency Management Coordinator	5/27/22	5/27/22
Steve Pinkston	Fire Chief	5/27/22	5/27/22
Shane Scarbrough	Electric Superintendent	5/27/22	5/27/22
Bradley Williams	Water Superintendent	5/27/22	5/27/22
Clint Mitcheson	Lineman	5/27/22	5/27/22
Jacob Villareal	Lineman	5/27/22	5/27/22
Lisa Whitten	Dispatch Supervisor	5/27/22	5/27/22
Penny Renfro	Parks Director	5/27/22	5/27/22
Kyle Maynard	Purchasing Agent/ Street Superintendent	5/27/22	5/27/22

PROJECT NO. 53385

**AFFIDAVIT OF CITY ADMINISTRATOR OF
CITY OF WHITESBORO**

PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53

STATE OF TEXAS §

COUNTY OF GRAYSON §

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, Michael Marter, 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 and the Electric Reliability Council of Texas (ERCOT) region and control system, I swear or affirm the following facts are true and correct:

1. I am the City Administrator for the City of Whitesboro (COW), which is an incorporated general law municipality in the State of Texas.
2. COW operates an electric distribution utility system in the State of Texas and the ERCOT power region.
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 COW Managers and Operations personnel.
4. COW 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 COW Operations personnel is scheduled for a date and time in CY2022 before September 30, 2022.
7. COW will notify Commission Emergency Management Personnel and regional TDEM representative(s) at least thirty (30) days prior to the drill.
8. COW has distributed the EOP to local Jurisdictions, including regional TDEM personnel and The Grayson County Emergency Management Coordinator.
9. COW has a Business Continuity Plan related to returning to normal operations after an emergency event or situation.
10. COW'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.

Michael Marter

Michael Marter

City Administrator

City of Whitesboro

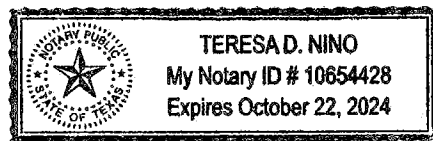
Sworn and subscribed before me on this 27 day of May, 2022, to certify which witness my hand and official seal.

Teresa D. Nino

Notary Public in and for the State of Texas

Grayson

County



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 – Subject line: "Emergency Contact Information"

Entity Information

Entity Name: CITY OF WHITESBORO	Certificate or Registration #: 30173
Texas Address: 111 W. MAIN	PO BOX 340
City: WHITESBORO	ZIP: 76273
Customer Service Phone #: 903-564-3311	

Emergency Contact Information

Primary Emergency Contact:

Name: SHANE SCARBROUGH	Title: ELECTRIC SUPERINTENDENT
Address: 111 W. MAIN	
City: WHITESBORO	State: TX
ZIP: 76273	
Email: SSCARBROUGH@WHITESBOROTEXAS.COM	
Office Phone: 903-564-3311	Cell Phone: 430-202-1597
Fax: 903-564-6105	

Secondary Emergency Contact:

Name: MICHAEL MARTER	Title: CITY ADMINISTRATOR
Address: 111 W. MAIN	
City: WHITESBORO	State: TX
ZIP: 76273	
Email: MMARTER@WHITESBOROTEXAS.COM	
Office Phone: 903-564-3311	Cell Phone: 903-815-0264
Fax:	

Tertiary Emergency Contact:

Name: JEFF PATTERSON	Title: EMERGENCY MGMT COORD
Address: 111 W. MAIN	
City: WHITESBORO	State: TX
ZIP: 76273	
Email: JPATTERSON@WHITESBOROTEXAS.COM	
Office Phone: 903-564-3311	Cell Phone: 903-821-4541
Fax:	