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Swisher Electric
Cooperative

A Touchstone Energy® Cooperative



§25.53 EMERGENCY OPERATIONS PLAN

EXECUTIVE SUMMARY

Executive Summary

The Swisher Electric Cooperative, Inc. (SEC) 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 the Cooperative with a clear set of guidelines, policies, and procedures intended 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 the preparation for system emergencies and to provide a framework for important tasks and actions required during a system emergency.

SEC maintains the EOP in anticipation of a natural disaster or situation 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 SEC, other utility and governmental entities, members, 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 SEC's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that SEC 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 7 of the EOP and corresponds to §25.53(d)(1).

This Section of the EOP provides the formal plan approvals, establishes a EOP Administrator, 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 the Cooperative's senior leadership, this section includes a "Message from the General Manager" that underscores the importance of the plan and encourages all SEC 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 SEC and prescribes 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 14 of the EOP and corresponds to §25.53(d)(2).

The second section of the EOP is the Communications Plan section. This section of the plan includes the strategies, key policies, roles, and communications steps that SEC undertakes in an emergency event. Key policies include tracking and coordination of external communications, the designation of spokesperson(s) for the Cooperative, and guidance for all employees regarding media interactions. The remainder of the Communications Plan addresses all the requirements in 16 TAC §25.53 regarding communications with the public, the media, SEC members, the PUC, OPUC, local and State Governmental Entities, Officials, and (County) Emergency Operations Centers, ERCOT/SPP, and Critical Load members. 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 18 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 SEC 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 19 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 SEC personnel during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that SEC will utilize and addresses work schedule for SEC personnel that SEC shall use in significant and major system emergency events.

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

This section begins on page 21 of the EOP and corresponds to §25.53(d)(5).

The final section of the EOP is the Weather-Related Hazards Identification Plan and EOP Activation Procedure section. SEC has a series of policies, procedures, and information resources to monitor all types of weather situations and forecasted emergency conditions. This 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 25 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 SEC to develop and utilize a checklist for SEC to activate in extreme weather situations.

Load Shed Annex:

This section begins on page 30 of the EOP and corresponds to §25.53(e)(1)(B).

The Load Shed Annex contains information regarding SEC preparations and actions for emergency load shed events. The load shed plan contains the policies and procedures in place between Golden Spread Electric Cooperative (GSEC) and SEC 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 the SEC procedure for restoration coordination with GSEC following a load shed event, and key policies and procedures that SEC utilizes for restoration from significant system outage events. The final subsection of this Annex provides information on SEC's Critical Load Registry and information related to the maintenance of the registry, communication procedures to these members, 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, SEC has provided the Cooperative's policies, procedures, and guidelines that are designed to prepare for pandemic and epidemic outbreaks, and to effectively deal with operations, restoration and communications circumstances presented by a widespread pandemic event. Key policies in this section address the steps SEC takes regarding prevention and preparation, policies related to remote work for SEC personnel, and steps SEC takes to ensure SEC adheres 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 plan provides the guidelines, procedures and best practices related to wildfire mitigation and document SEC'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 SEC would take to respond to any wildfire events.

Hurricane Annex:

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

SEC's service is not located in a Hurricane Evacuation Zone (HEZ), and therefore does not include this information in the SEC EOP.

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

SEC Personnel		EOP Distribution Date	EOP Training Completed Date
Name	Title		
All SEC Employees*		4/11/22	4/11/22

***Note: See attached sign in sheet**

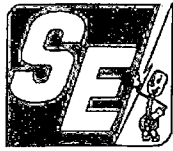
Swisher Electric Cooperative, Inc.

Emergency Operations Plan (EOP)

Employee Introduction & Training

Monday, April 11, 2022

Arreguin, Wilbert	W. Arreguin	Lara, Jorge	
Baggerman, Kurt		Martin, Mike	M. Martin
Becerra, Carlos	C. Becerra	McManus, Mary Ellen	M. McManus
Borron, Becky	B. Borron	Moss, M'Lynda	M. Moss
Brock, Debbie	D. Brock	Ramirez, Michell	M. Ramirez
Cameron, Zachary	Z. Cameron	Ramon, Cassandra	C. Ramon
Castillo, Shawn	S. Castillo	Rodriguez, Martin	M. Rodriguez
Cedillo, Francisco	F. Cedillo	Simpson, Tyger	T. Simpson
Childers, Tammy	T. Childers	Speed, Shane	S. Speed
Cruz, Henry	H. Cruz	Stephens, Max	M. Stephens
Diaz, Eric	E. Diaz	Stewart, Andy	A. Stewart
Diaz, Jonathan	J. Diaz	Sturgess, Brian	B. Sturgess
Dickson, Jasmine	J. Dickson	Thobe, Terry	T. Thobe
Forbes, Missy	M. Forbes	Tipton, Dwain	D. Tipton
Garcia, Steven	S. Garcia	Trevino, Eziqiel	E. Trevino
Garza, Oscar	O. Garza	Vargas, Tim	T. Vargas
Graham, James	J. Graham	Vega, Homero	H. Vega
Keim, John	J. Keim		
Lange, Bodey	B. Lange		
Lange, Cade	C. Lange		



Swisher Electric Cooperative, Inc.

401 S. W. 2nd • P.O. Box 67 • Tulia, TX 79088-0067
Phone (806) 995-3567 • Fax (806) 995-2249

AFFIDAVIT OF GENERAL MANAGER OF SWISHER ELECTRIC COOPERATIVE, INC.

PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53

STATE OF TEXAS §

COUNTY OF SWISHER §

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

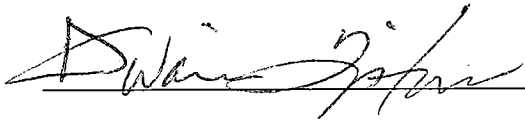
I, Dwain Tipton, swear or affirm the following on behalf of Swisher Electric Cooperative, Inc. ("Cooperative"), an electric cooperative operating in the State of Texas:

- a. All Cooperative operating personnel are familiar with and have received training on the applicable contents and execution of the Emergency Operations Plan ("EOP"), and all 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. The EOP has been reviewed and approved by the appropriate Cooperative executives;
- c. In accordance with the guidance received during the March 11, 2022, PUCT workshop, Cooperative is providing the Commission with its schedule for complying with 16 TAC §25.53(f) related to annual drills. One or more drills are tentatively planned for completion by September 30, 2022;
- d. The EOP or an appropriate summary has been distributed to local jurisdictions as needed;
- e. Cooperative maintains a business continuity plan to address returning to normal operations after disruptions caused by an incident; and

Counties Served: Armstrong, Briscoe, Castro, Hale, Randall, and Swisher



- f. In accordance with the guidance received during the March 11, 2022, PUCT workshop, Cooperative is providing the Commission with its schedule for complying with 16 TAC §25.53(c)(4)(vi) related to National Incident Management System (NIMS) training. All Cooperative's Emergency Management personnel is tentatively scheduled to complete the required NIMS training by July 1, 2022.



Dwain Tipton

Executive Vice-President/General Manager

Sworn to and subscribed before me on this 14 day of April, 2022



Notary Public in and for the State of Texas



Notary Seal



PUC Primary and Backup Emergency Contact List

Primary Emergency Contact	Dwain Tipton
Title	General Manager
Email	dtipton@swisherec.org
Main Phone	806 995-3567
Cell Phone	806 869-5344

Secondary Backup Emergency Contact	Mary Ellen McManus
Title	Director of Operations
Email	memcmanus@swisherec.org
Main Phone	806 995-3567
Cell Phone	806 994-0001

Tertiary Backup Emergency Contact	Jasmine Dickson
Title	Director of Finance
Email	jdickson@swisherec.org
Main Phone	806 995-3567
Cell Phone	806 290-5688

Emergency Contact Information			
Add Record			
Address Information			
Contact	Secondary Emergency		
	Company: SWISHER ELECTRIC COOPERATIVE INC. Contact: MARY ELLEN MCMAHUS Title: DIRECTOR OF OPERATIONS		
	Main: (806) 995-3567 Toll-Free: (800) 530-4344 Fax: (806) 995-2249 Home: Cell: (806) 994-0001 Email: MEMCMAHUS@SWISHEREC.ORG		
Contact	Primary Emergency		
	Company: SWISHER ELECTRIC COOPERATIVE INC. Contact: DWAIN TIPTON Title: GENERAL MANAGER		
	Main: (806) 995-3567 Toll-Free: (800) 530-4344 Fax: (806) 995-2249 Home: Cell: (806) 869-5344 Email: dtipton@swisherec.org		
Contact	Tertiary Emergency		
	Company: SWISHER ELECTRIC COOPERATIVE INC. Contact: JASMINE DICKSON Title: DIRECTOR OF FINANCE		
	Main: (806) 995-3567 Toll-Free: (800) 530-4344 Fax: (806) 995-2249 Home: Cell: (806) 290-5688 Email: JDICKSON@SWISHEREC.ORG		