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§25.53 EMERGENCY OPERATIONS PLAN

EXECUTIVE SUMMARY

Executive Summary

The Victoria Electric Cooperative, Inc. (VEC) 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.

VEC 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 VEC, 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 VEC's human and physical resources and if necessary, by securing and utilizing outside resources.
- Ensure that VEC 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 12 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 the Cooperative's senior leadership, this section includes a "Message from the General Manager" that underscores the importance of the plan and encourages all VEC 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 VEC 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 19 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 communication steps that VEC 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, VEC members, the PUC, OPUC, local and State Governmental Entities, Officials, and (County) Emergency Operations Centers, ERCOT, 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 24 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 VEC 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 26 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 VEC personnel during severe weather events and other types of potential emergency situations. This section includes policies and procedures related to the command structure that VEC will utilize and addresses work schedule for VEC personnel that VEC 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 29 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. VEC 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 33 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 VEC to develop and utilize a checklist for VEC to activate in extreme weather situations.

Load Shed Annex:

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

The Load Shed Annex contains information regarding VEC preparations and actions for ERCOT Emergency Event Alerts (EEA) levels and include details for the EEA Level-3 load shed events. The load shed plan contains the policies and procedures in place between South Texas Electric Cooperative (STEC) and VEC 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 VEC procedure for restoration coordination with STEC following a load shed event, and key policies and procedures that VEC utilizes for restoration from significant system outage events. The final subsection of this Annex provides information on VEC'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 42 of the EOP and corresponds to §25.53(e)(1)(C).

In the Pandemic and Epidemic Annex, VEC 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 VEC takes regarding prevention and preparation, policies related to remote work for VEC personnel, and steps VEC takes to ensure VEC adheres to policies implemented by state and local agencies.

Wildfire Annex:

This section begins on page 47 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 VEC'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 VEC would take to respond to any wildfire events.

Hurricane Annex:

This section begins on page 49 of the EOP and corresponds to §25.53(e)(1)(E).

VEC's service is located in a Hurricane Evacuation Zone (HEZ), and therefore VEC's EOP provides the guidelines, procedures and best practices related to the preparation for tropical storms and hurricanes, the measures VEC has in place to deal with the arrival of these storms, and the policies and procedures for the recovery and restoration of electric service. This section of the EOP aligns with the stages of tropical systems and hurricanes and includes detailed information for the Cooperative. Key policies in the plan correspond to the coordination and communications in advance of these storms and can be initiated up to 72 hours prior to the anticipated arrival of the storm. The plan also provides policies for VEC personnel regarding the time period when the storm makes landfall and provides significant details regarding the damage assessment, recovery and restoration phases.

Cyber Security Annex:

This section begins on page 58 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 VEC office facilities and electric distribution system. Based on VEC'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 62 of the EOP and corresponds to §25.53(e)(1)(G).

The Physical Security Annex provides information regarding the policies and procedures VEC has implemented to protect the office complex and other facilities that are critical to the operation of the VEC

electric distribution system. Based on VEC's facility ownership profile this Annex establishes the security policies, guidelines, and requirements for VEC's facilities, visitors, and surveillance.

Appendices

This section starts following the Annex section of the EOP and provides information on the following topics:

- Business Continuity
- FEMA Coordination

Plan Distribution and Training

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

VEC Personnel		EOP Distribution Date	EOP Training Completed Date
Name	Title		
ALEGRIA, HOLDEN	APPRENTICE LINEMAN	04/13/2022	04/13/2022
ALBRECHT, CARSON	AMI TECHNICIAN	04/13/2022	04/13/2022
ALVAREZ, JERI	MEMBER SERVICES MANAGER	04/05/2022	04/05/2022
ANZALDUA, IRENE	MEMBER SERVICE REP	04/13/2022	04/12/2022
BERGER, KRYSTAL	ENGINEERING ASSISTANT	04/13/2022	04/13/2022
BRANDL, RICHARD	MECHANIC SUPERVISOR	04/13/2022	04/13/2022
BRITTAIN, BRADY	ENGINEERING TECHNICIAN	04/13/2022	04/13/2022
BROWN, LADDY	MANAGER OF OPERATIONS	04/05/2022	04/05/2022
BURGOS, PRISCILLA	EXECUTIVE ASSISTANT	04/05/2022	04/05/2022
CALLAWAY, VALERIE	ACCOUNTING SPECIALIST	04/13/2022	04/13/2022
CAMPOS, NINA	INTERNET MANAGER	04/05/2022	04/05/2022
CARPENTER, MONICA	OPERATIONS ASSISTANT	04/13/2022	04/13/2022
CHRISTENSON, AUSTIN	WAREHOUSE HELPER	04/13/2022	04/13/2022
CLARK, CYNTHIA	MEMBER SERVICE REP	04/13/2022	04/12/2022
COOKSON, SAMUEL	STAKING TECHNICIAN	04/13/2022	04/13/2022
DELEON, ANDRES	APPRENTICE LINEMAN	04/13/2022	04/13/2022
DURHAM, ROSEMARY	DISPATCHER	04/13/2022	04/13/2022
ELSBURY, ROBERT	FIBER TECHNICIAN	04/13/2022	04/13/2022
ESTRADA, ADAM	IT MANAGER	04/05/2022	04/05/2022
FARMER, STEVIE	FIRST CLASS LINEMAN	04/13/2022	04/14/2022

FLORES, BLYTHE	HR/PAYROLL SPECIALIST	04/13/2022	04/12/2022
FRANCIS, ROBERT	ENGINEERING MANAGER	04/05/2022	04/05/2022
FREEMAN, JAMES	FIRST CLASS LINEMAN	04/13/2022	04/13/2022
GALVAN, PATRICIA	CUSTOMER SERVICE REP	04/13/2022	04/13/2022
GONZALES, JOHN	SERVICE LINEMAN	04/13/2022	04/13/2022
GONZALES, MARC	WAREHOUSE HELPER	04/13/2022	04/13/2022
GOODE, ADRIANNA	MEMBER SERVICE REP	04/13/2022	04/12/2022
GRAY, JESSICA	FINANCIAL SERVICES MANAGER	04/05/2022	04/05/2022
GUAJARDO, NICOLE	MEMBER SERVICE REP	04/13/2022	04/12/2022
HADLEY, MICHAEL	SERVICE LINEMAN	04/13/2022	04/13/2022
HAMILTON, MATTHEW	NETWORK ENGINEER	04/13/2022	04/12/2022
HENSLEY, DEBRA	BILILNG SPECIALIST	04/13/2022	04/13/2022
HUNTER, CELESTE	DISPATCHER	04/13/2022	04/13/2022
HUTTO, SCOTT	SAFETY COORDINATOR	04/13/2022	04/12/2022
JACKSON, THOMAS	FIBER TECH	04/13/2022	04/13/2022
JUAREZ, FERNANDO	MECHANIC	04/13/2022	04/13/2022
LANE, MARK	INSPECTIONS COORDINATOR	04/13/2022	04/13/2022
MARTINEZ, JO ANN	MEMBER SERVICE REP	04/13/2022	04/12/2022
MASIEL, REYNIEL	TECH SUPPORT SPECIALIST	04/13/2022	04/13/2022
MCADAMS, JASON	AMI TECHNICIAN	04/13/2022	04/13/2022
MOORMAN, TERESA	WAREHOUSE CLERK	04/13/2022	04/13/2022
NAVARRO, ADRIAN	FIBER TECHNICIAN	04/13/2022	04/13/2022
NERADA, DAVID	SERVICE LINE SUPERVISOR	04/13/2022	04/13/2022
NEYLAND, JUSTIN	FIRST CLASS LINEMAN	04/13/2022	04/13/2022
NICHOLS, ALEXA	SENIOR ACCOUNTANT	04/13/2022	04/13/2022

OLGUIN, CHRISTOPHER	SERVICE LINEMAN	04/13/2022	04/13/2022
OLGUIN, EVA	DISPATCHER	04/13/2022	04/13/2022
O'NEILL, AMY	SR. WAREHOUSE COORDINATOR	04/13/2022	04/13/2022
PENA, EFRAIN	APPRENTICE LINEMAN	04/13/2022	04/13/2022
PEREZ, ARTURO	DISPATCH SUPERVISOR	04/13/2022	04/13/2022
PEREZ, LANDON	APPRENTICE LINEMAN	04/13/2022	04/13/2022
PEREZ, OMAR	ROW SUPERINTENDENT	04/13/2022	04/13/2022
PFEIFFER, ANGELA	ACCOUNTING SPECIALIST	04/13/2022	04/13/2022
PRIESS, VICTOR	OUTSIDE PLANT SUPERVISOR	04/13/2022	04/13/2022
RAMIREZ, LESLIE	CUSTOMER SERVICE REP	04/13/2022	04/13/2022
REYNA, VERONICA	MEMBER SERVICE REP I	04/13/2022	04/12/2022
RIVERA, NICOLAS	APPRENTICE LINEMAN	04/13/2022	04/13/2022
ROBERTSON, RUSTY	SERVICE LINEMAN	04/13/2022	04/13/2022
ROCHA, CRYSTAL	DISPATCHER	04/13/2022	04/13/2022
RODARTE, JOHN	SERVICE LINEMAN	04/13/2022	04/14/2022
SCHLENKER, MARCHELLE	MAPPING TECHNICIAN	04/13/2022	04/13/2022
SIERRA, RANDY	APPRENTICE LINEMAN	04/13/2022	04/13/2022
SIMEK, JAKE	APPRENTICE LINEMAN	04/13/2022	04/13/2022
SPARKMAN, KYLE	APPRENTICE LINEMAN	04/13/2022	04/13/2022
TANTON, CHRIS	FIBER TECHNICIAN	04/13/2022	04/13/2022
TRENCK, MATTHEW	SERVICE LINEMAN	04/13/2022	04/13/2022
TRISTAN, RICHARD	AMI SUPERVISOR	04/05/2022	04/05/2022
TURNER, COREY	CREW FOREMAN	04/13/2022	04/13/2022
VANSICKLE, KYLE	FIRST CLASS LINEMAN	04/13/2022	04/13/2022
VARELA, RICKY	FIRST CLASS LINEMAN	04/13/2022	04/13/2022

WHITLEY, CHAROLETTE	HR/COMMUNICATION MANAGER	04/05/2022	04/05/2022
WARZECHA, BLAINE	GENERAL MANAGER	04/05/2022	04/05/2022
WILLIAMS, DAMON	STAKING TECHNICIAN	04/13/2022	04/13/2022
YBARRA JR, ESIQUIO	CREW FOREMAN	04/13/2022	04/13/2022

Affidavit

PROJECT NO. 53385

**AFFIDAVIT OF GENERAL MANAGER OF
VICTORIA ELECTRIC COOPERATIVE, INC.
PURSUANT TO 16 TEXAS ADMINISTRATIVE CODE § 25.53**

STATE OF TEXAS §

COUNTY OF VICTORIA §

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, Blaine Warzecha, swear or affirm that as an Electric Cooperative operating in the State of Texas and the Electric Reliability Council of Texas (ERCOT) region and control system, confirms the following:

“I am the General Manager of Victoria Electric Cooperative, Inc. (VEC), which is a Texas electric cooperative corporation.

VEC 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 VEC Managers and Operations personnel;

VEC 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 VEC Operations personnel is scheduled for a date and time in CY2022 before July 31, 2022;

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

VEC has distributed the EOP to local Jurisdictions, including regional TDEM personnel and all Counties in the VEC service area;

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

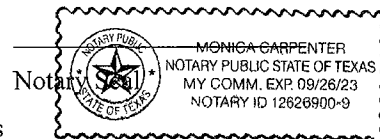
VEC’s emergency management personnel who are designated to interact with local, state, and federal emergency management officials during emergency events have received the latest IS-100, 20 IS-200, IS-700, and IS-800 National Incident Management System training.

Rani S. Wayala {Signature of Officer of the Cooperative}
General Manager
Victoria Electric Cooperative, Inc.

Sworn and subscribed before me on this 13 day of April, 2022.

Monica Carpenter
Notary Public in and for the State of Texas

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



Primary and Backup PUC Contact List

Primary Emergency Contact	Blaine Warzecha
Title	General Manager
Email	bwarzecha@victoriaelectric.coop
Main Phone	(361) 573-2428
Cell Phone	(361) 652-3437

Secondary Backup Emergency Contact	Laddy Brown
Title	Operations Manager
Email	lbrown@victoriaelectric.coop
Work Phone	(361) 573-2428
Cell Phone	(361) 649-5980