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BAILEY COUNTY ELECTRIC COOPERATIVE ASSOCIATION

April 7, 2022

Central Records
Public Utility Commission of Texas

Re: Bailey County Electric Cooperative
Control Number 53385
Item Number 6

To Whom It May Concern:

By mistake, I filed an unredacted Emergency Operations Plan (EOP) on behalf of my Cooperative, Bailey County Electric Cooperative (BCEC), on April 6, 2022 at 3:31 p.m. I am attaching the corrected and redacted version of the EOP for BCEC. The only changes made to this corrected filing is that all confidential information has been redacted.

Please accept this document as the true and correct filing for BCEC. I am requesting that my filing be corrected and swapped out to reflect only the redacted version of the EOP. Should you have any questions, please do not hesitate to contact me at 806-272-4504.

Thank you,

Suzie Brown
Executive Assistant/Communications Officer
Bailey County Electric Cooperative

Attachment

EMERGENCY OPERATIONS PLAN

**BAILEY COUNTY ELECTRIC
COOPERATIVE ASSOCIATION**

P.O. DRAWR 1013

610 E. AMERICAN BLVD

MULESHOE, TX 79347

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Bailey County Electric Cooperative Association Emergency Operation Plan Affidavit

In accordance with the final ruling by the Public Utility Commission of Texas (PUCT) regarding Project No. 51841 Review of 16 TAC §25.53 Relating to Electric Service Emergency Operating Plans, I, **David B. Marricle**, President/CEO of Bailey County Electric Cooperative, Association (BCEC), do hereby affirm the following:

BCEC's Emergency Operating Plan (EOP) has been reviewed and revised to meet the PUCT's Final Rule Project No. 51841. The BCEC EOP was reviewed and distributed to the following BCEC employees on March 31, 2022. David Marricle, BCEC President/CEO; Ruth Lance, BCEC Officer Manager; Suzie Brown, BCEC Executive Secretary and Communications Officer; Donnye Richardson, BCEC Operations Manager; John Kelley, BCEC Line Superintendent; Ryan Marricle, BCEC Engineering Superintendent; Chuck Smith, Staff Consultant; Kim Black, Technical Services Superintendent; and Ricky Diaz, Assistant Tech Superintendent. Training for the plan was performed on January 12, 2022 during an actual fire emergency.

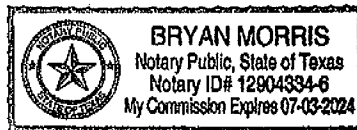
This is the current BCEC Emergency Operations Plan (EOP) and it supersedes any and all other previous EOP versions or documents. This version of the EOP was reviewed and approved on March 31, 2022. Relevant operating personnel listed above and their subordinates are familiar with and trained on the EOP. The EOP has been reviewed and approved by the appropriate executives. Drills will be conducted commencing in calendar year 2023. BCEC's EOP has been activated and successfully implemented for calendar year 2022.

A summary of the EOP has been distributed to local jurisdictions as deemed necessary. The Cooperative maintains a business continuity plan. Key BCEC emergency management personnel designated to interact with local, state, and federal emergency management officials, Suzie Brown, who is an NRECA Certified Cooperative Communicator, is currently completing the certified NIMS training.

David B. Marricle
David B. Marricle,
President/CEO
Bailey County Electric Cooperative, Association

Date: 4-6-22

THE STATE OF TEXAS §
 §
COUNTY OF BAILEY §



BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared David Marricle, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration herein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 5 day of April, 2022.

Bryan Morris
Notary Public in and for Bailey County, Texas

EXECUTIVE SUMMARY

DESCRIPTION OF EMERGENCY OPERATIONS PLAN

Bailey County Electric Cooperative (BCEC) maintains an emergency operations plan (EOP) in anticipation of natural disasters or situations involving curtailments or major interruptions in electrical service. The plan sets forth organizational and personnel assignments, describes emergency communications procedures and lists emergency contacts. Emergency contacts include local government emergency operations centers establish in connection with the Division of Emergency Management of the Texas Department of Public Safety. It also contains information concerning customers with life sustain electrical equipment and plans for communicating with these customers.

The plan categorizes priorities for shedding load and rotation blackouts and identified priorities for restoration of service. It also outlines types of assistance the cooperative may provide its member-consumers during emergencies.

A significant portion of the plan concerns the coordination of emergency assistance with other electric cooperatives. It outlines procedures for securing assistance according to the plan developed by Texas Electric Cooperatives through the Job Training and Safety Program.

BCEC's plan is based on the model developed by Texas Electric Cooperative so that there would be significant uniformity from cooperative to cooperative. The Table of Contents is attached to illustrate the elements of the plan.

EMERGENCY OPERATIONS PLAN

SUMMARY OF DUTIES

LINE DEPARTMENT:

- a. Secure help as needed – Operations Manager
- b. Assign work areas to restore most service in shortest time – Operations Manager & Line Superintendent
- c. Set working hours – Operations Manager
- d. Inventory Line – Line Superintendent
- e. Work with extra help in their area – Line Superintendent
- f. Fuel Arrangements

ENGINEERING DEPARTMENT:

- a. Inventory Line
- b. Deliver material if needed
- c. Help monitor and operate SCADA and Fault Locator
- d. Maintain Mapping

TECHNICAL/SAFETY DEPARTMENT:

- a. Maintain Communications, monitor and operate SCADA and RF Metering

FISCAL DEPARTMENT:

- a. Keep record on lines (what is on or off)
- b. Receive incoming calls, reports and complaints
- c. Make living arrangements of extra help

PRESIDENT/CEO:

- a. Responsible for overseeing and coordinating catastrophic operations and repairs
- b. Assign personnel to carry food to crews when needed
- c. Provide lodging information
- d. Provide information for restaurants
- e. Communications with employee and members

ORGANIZATIONAL AND PERSONNEL ASSIGNMENTS

1. Situational Assessment

The President/CEO is responsible for monitoring threats to the reliability of the system and for assessing damages. He will be determining if outside assistance is required.

2. Incoming Calls

The Office Manager, or designate, is responsible for managing incoming telephone calls reporting outages and for receiving outage reports by members calling in person. The following individuals may be assigned to telephone or front office duty:

Ruth Lance	Irene Anguiano
Amy Allen	Gladys Saenz
Amie Harris	Mary Castro
Suzie Brown*	Hope Alvarado

*Communication Officer

3. Dispatching

The individuals listed below are authorized to perform dispatching duties. Dispatching should be handled by two employees, with one to be a supervisor. They may not work more than twelve hours on a shift.

<u>Dispatchers</u>	<u>Helpers</u>
Donnye Richardson	Ryan Marricle
John Kelley	Ricky Diaz
Kim Black	Bryan Morris

4. Communications Equipment

The Technical/Safety Department is responsible for maintenance of additional radios and other communications equipment for use during an emergency.

5. Reporting: PUC, Power Supplier, Control Area, News Media, Local Emergency Operations Centers

The President/CEO is responsible for reporting emergency information to the Public Utility Commission (PUC), Texas Department of Emergency Management (TDEM), the Cooperative's power supplier, the reliability council control area, local news media, and local government emergency operations centers. The President/CEO may delegate this responsibility to a departmental supervisor.

6. Securing Repair and Reconstruction Assistance

The President/CEO or designate of contacting other cooperatives and/or TEC to request emergency assistance. This duty may be delegated to the Operations Manager.

7. Maintaining System Maps

The responsibility of maintaining the appropriate mapping system is delegated to the Engineering Superintendent.

8. Inventory Control

The Material Clerk is responsible for issuing all materials and keeping accurate records. He/she is responsible for maintain an adequate supply of materials at all times, including inventory, ordering and receiving.

9. Emergency Tool Boxes

One (1) emergency tool box made of waterproof material to fit a standard pickup bed is to be available at all times. The boxes must be completely equipped for outage work including the following:

Hoist	Compression Tools	Grounding Tools
Hand Lines	Grips	Folding Hot Sticks
Repair Sleeves	Hot Line Clamps	Bold Cutters
Brace and Bit	Full Tension Sleeves	Updated System Map/iPad

It is the responsibility of the Line Superintendent to see that these boxes are always available to use on trucks not equipped with regular line bodies.

10. Tree Removal Equipment

The Line Superintendent and Technical Services/Safety Administrator are responsible for tree cutting and removal equipment. They are also responsible for securing assistance from local residents or businesses, if needed.

11. Substation Transformers

It is the responsibility to of the Operations Manager, Line Superintendent, Engineering Superintendent and Technical Services/Safety Administrator to maintain a file concerning the availability of suitable substation transformers. He shall also maintain a list of trucking companies capable for transporting them.

12. Power Feeds

The Operations Manager is responsible for informing each crew of source(s) of all power being fed into the area to be worked. Tech services and IT/SCADA Personnel will be available to de-energize substations and substation feeders via SCADA.

13. Consumer Assistance

The Technical Services/Safety Administrator is responsible for assisting consumers with locating portable generators and other items or services, under catastrophic circumstances only.

14. Support for Visiting Work Crews

The President/CEO, or his designate, and the Operations Manager are responsible for coordination with visiting crews including the following duties.

- A. Secure lodging and food.
- B. Arrange for fuel and servicing of trucks.
- C. Insure that visiting crews understand and comply with safety rules describe in the cooperative policy.
- D. Provide information concerning persons in charge of operations and dispatching.
- E. Provide revised estimates of work left to be completed.
- F. Reach an understanding concerning the handling of expenses.
- G. Provide a list of hotels and restaurants, etc.

TIER ONE HOTELS

Irish Inn, 104 E. 6 th , Muleshoe, TX	806-272-4500
Best Western, 2600 Hall Ave., Littlefield, TX	806-385-3400
Best Western, 201 Schapps Blvd., Clovis, NM	575-762-4536
Holiday Inn Express, 4728 N. Prince Street, Clovis, NM	575-935-8777
Comfort Suites, 4521 N. Prince Street, Clovis, NM	575-763-8777
Fairfield Inn & Suites, 4305 N. Prince Street, Clovis, NM	575-762-1411
TownPlace Suites by Marriott, 4612 N. Prince Street, Clovis NM	575-265-7400

TIER TWO HOTELS

Economy Inn, 2701 W. American Blvd., Muleshoe, TX	806-272-4261
Super 8, 2912 Mabry Dr., Clovis, NM	575-762-5600
Quality Inn, 2920 Mabry Drive, Clovis, NM	575-769-1953
Days Inn & Suites, 2700 E. Mabry Dr., Clovis, NM	575-762-4491
Econolodge, 1400 Mabry Dr., Clovis, NM	575-763-3439
Heritage House Inn, 2701 W. American Blvd., Muleshoe, TX	806-272-7575

RESTAURANTS AND CATERING

Leal's, 1010 W. American Blvd., Muleshoe, TX	806-272-3294
Dinner Bell, 2103 W. American Blvd., Muleshoe, TX	806-272-4080
Pizza Hut, 1412 W. American Blvd., Muleshoe, TX	806-272-4212
McDonald's, 1025 W. American Blvd., Muleshoe, TX	806-272-3333
United Supermarket, 104 W. 9 th , Muleshoe, TX	806-272-3120
	806-272-3145 (Deli)
River Smith's Catering, Lubbock, TX	806-744-3474
Jeana's Feedbag	806-891-7313
Subway	806-272-5337

COMMUNICATIONS

1. Complaint Handling Procedures

During an emergency, the Cooperative's telephone system will be staffed around the clock in order to receive information from customers, emergency authorities and others. Also, personnel will be on duty at all times to receive outage reports from consumers appearing in person.

2. Coordination With Visiting Work Crews

If visiting crews operate on the same radio frequency as the Cooperative, the dispatchers will communicate directly with the radio-equipped trucks. For those trucks operating on a different frequency or without radio equipment, the Cooperative may issue hand-held radios to communicate with the dispatchers.

3. Critical Loads

When telephone service is not available, the Cooperative will attempt to notify critical loads either before or at the onset of an emergency through broadcast radio and television announcements, working with law enforcement officers and utility personnel in the field.

4. Reporting Requirements

The President/CEO will assign responsibilities to the Communications Officer or other designated personnel for reporting to the PUC, TDEM, the reliability control area, local emergency officials, and other emergency agencies.



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: Bailey County Electric Cooperative			Certificate or Registration #: 30006		
Texas Address: 610 E. American Blvd					
City: Muleshoe		ZIP: 79347		Customer Service Phone #: 806-272-4504	

Emergency Contact Information

Primary Emergency Contact:					
Name: David B. Marricle			Title: President/CEO		
Address: 610 East American Blvd., P.O. Drawer 1013					
City: Muleshoe			State: TX		ZIP: 79347
Email: dmarricle@bcecoop.com					
Office Phone: 806-272-4504		Cell Phone: [REDACTED]		Fax: 806-272-4509	

Secondary Emergency Contact:		
Name: Donnye Richardson	Title: Operations Manager	
Address: 610 East American Blvd., P.O. Drawer 1013		
City: Muleshoe	State: TX	ZIP: 79347
Email: drichardson@bcecoop.com		
Office Phone: 806-272-4504	Cell Phone: 806-946-7624	Fax: 806-272-4509
Tertiary Emergency Contact:		
Name: Ryan Marricle	Title: Engineering Superintendent	
Address: 610 East American Blvd., P.O. Drawer 1013		
City: Muleshoe	State: TX	ZIP: 79347
Email: rmarricle@bcecoop.com		
Office Phone: 806-272-4504	Cell Phone: [REDACTED]	Fax: 806-272-4509

EMERGENCY PHONE NUMBERS

Bailey County Sheriff's Office	Muleshoe	806-272-4268
Parmer County Sheriff's Office	Farwell	806-481-3303 or 806-481-3304
Cochran County Sheriff's Office	Morton	806-266-5211 or 806-266-5700
Lamb County Sheriff's Office	Littlefield	806-385-7900
Hockley County Sheriff's Office	Levelland	806-894-3126 or 806-894-3127
Hale County Sheriff's Office	Plainview	806-296-2724
Castro County Sheriff's Office	Dimmitt	806-647-3311 or 806-647-4611

CITY POLICE DEPARTMENTS

Muleshoe Police Department	806-272-4569
Dimmitt Police Department	806-647-4545
Earth Police Department	806-257-3336
Olton Police Department	806-285-2611
Sudan Police Department	806-227-2112
Springlake Police – Lamb County Sheriff	806-385-7900

XCEL/SPS

Transmission Dispatch



Distribution Dispatch



ATMOS ENERGY

Muleshoe – Jeff Mullins



SOUTHWEST POWER POOL (SPP)

SPP Outage Coordination



EMERGENCY CONTACTS

Bailey County Electric Radio Frequency	KNFZ-675
Public Utility Commission - Communications	512-936-7135
Law Enforcement Department	806-272-4569 (Bailey County) 806-266-5211 (Cochran County)
Department of Public Safety	806-272-3860
Fire Department	911 (All) 806-272-4569 (Muleshoe) 806-965-2800 (Lazbuddie) [REDACTED] 806-266-8850 (Morton) 806-946-9536 (Springlake)
Emergency Medical Services	911 (All) 806-266-5971 (Morton)
Hospitals	806-272-4524 (Muleshoe) 806-266-5565 (Morton)
Doctors	806-272-7531 (Muleshoe Family Clinic) [REDACTED] 806-266-5565 (Morton)
Radio & TV Stations	[REDACTED]
Telephone Companies	806-272-5533 (Five Area & WPT) 806-637-4399 (Windstream) 575-389-5100 (ENMR)
Gas Utilities	[REDACTED]
Electric Utilities	[REDACTED]
Schools	806-272-7404 (Muleshoe ISD) 806-266-5505 (Morton ISD) 806-965-2156 (Lazbuddie ISD) 806-257-3310 (Springlake-Earth ISD)

EMERGENCY CONTACTS - Continued

Texas Highway Department	806-272-4239 (Muleshoe) 806-266-8686 (Morton)
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Texas Electric Cooperatives	512-454-0311
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Mike Williams – President/CEO	512-486-6203 (office) [REDACTED]
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Julia Harvey – Vice President, Legal	512-486-6220 (office)
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Martin Bevins – Vice President, Member Services	512-486-6249 (office) [REDACTED]
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GSEC Personnel:

Emergency Operations Center:

Andy Stephens	806-349-5250 (office) [REDACTED]
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Shane McMinn	806-337-1297 (office) [REDACTED]
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Executive:

Kari Hollandsworth	806-349-6553 (office) [REDACTED]
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John Eichelman	806-349-5220 (office) [REDACTED]
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D'Ann Allen	806-337-1283 (office) [REDACTED]
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PUC EMERGENCY CONTACT LIST

Report outages to: emergency@puc.state.tx.us

PUC TEAM CONTACT

OFFICE PHONE

CELL

Shawn Hazard

512-936-7463



Nicholas Martin

512-936-7012



Chuck Bondurant

512-936-7280



EMERGENCY OPERATIONS PLAN

BAILEY COUNTY ELECTRIC COOPERATIVE

CONTACT PERSONNEL: For any Major Outage, System Disturbance or Sabotage
24-hour telephone number – 806-272-4504
Toll-free telephone number – 800-869-7049
Fax number – 806-272-4509

On-call personnel available after hours with Cooperative cell numbers:

Donnye Richardson, Operations Manager 806-946-7624 – cell
drichardson@bcecoop.com

Ryan Marricle, Engineering Superintendent
rmarricle@bcecoop.com

John Kelley, Line Superintendent 806-566-9004 – cell
jkelly@bcecoop.com

Kim Black, Technical Services Superintendent
kblack@bcecoop.com

Bryan Morris, Assistant Engineering Superintendent
bmorris@bcecoop.com

Ricky Diaz, Assistant Technical Services Superintendent
rdiaz@bcecoop.com

MANAGEMENT CONTACTS:

David Marricle, President/CEO
dmarricle@bcecoop.com

Ruth Lance, Office Manager
rlance@bcecoop.com

Chuck Smith, Staff Consultant
csmith@bcecoop.com

Suzie Brown, Admin. Assistant/Communications Office
sbrown@bcecoop.com

PROCEDURES FOR REPORTING ELECTRIC OUTAGES BY UTILITIES TO THE PUBLIC UTILITY COMMISSION OF TEXAS

The Commission's rule relating to electric reliability and continuity of service, 16 Texas Administrative Code (TAC) §25.52, addresses reporting requirements for electric utilities when significant interruptions occur. These procedures describe the process by which electric utilities must report these interruptions. Electric cooperatives and municipally owned utilities are strongly encouraged to voluntarily report significant interruptions to the Commission consistent with these procedures. In the event of an activation of the State Operations Center, additional reporting may be requested by the Commission staff under 16 TAC § 25.53(f) and (h)(7).

Significant Interruption

Significant interruption is defined by 16 TAC § 25.52(c)(5) as “An interruption of any classification lasting one hour or more and affecting the entire system, a major division of the system, a community, a critical load, or service to interruptible customers; and a scheduled interruption lasting more than four hours that affects customers that are not notified in advance. A significant interruption includes a loss of service to 20% Or more of the system’s customers, or 20,000 customers for utilities serving more than 200,000 customers. A significant interruption also includes interruptions adversely affecting a community such as interruptions of governmental agencies, military bases, universities and schools, major retail centers, and major employers.” An electric cooperative or municipally owned utility reporting outages voluntarily consistent with these procedures, may rely on its internal communication guidelines and processes in determining whether a loss of a portion of its system constitutes a significant interruption.

Reporting Requirements

Commission staff should be notified via email to outages@puc.texas.gov of an agreement, or the end of an agreement, that one utility will report significant interruption information for another utility.

An electric utility must notify the Commission as soon as reasonably possible after it has determined that a significant interruption has occurred on its system, even if the utility does not have all of the information listed below at the time. The notice must be sent via email to outages@puc.texas.gov, and must include:

- The utility's contact information;
- The general locations affected by the interruption;
- The approximate number of the utility's retail customers (meters) that are affected;
- The approximate amount of load in megawatts that is affected, if known;
- The cause, if known;
- The time that the interruption began;
- The estimated time until restoration of service;
- Whether local authorities and media are aware of the event; and

- The following information that the utility's service to wholesale customers is interrupted:
 - each affected wholesale point of delivery (POD), if known;
 - each affected wholesale customer associated with each affected POD, if known;
 - outage contact information for each affected wholesale customer, if known; and
 - the approximate number of retail customers of each wholesale customer connected to each affected POD or the approximate number of retail customer outages associated with the POD for each affected wholesale customer, if known and if the wholesale provider and customer agreed that the provider would report the information.

The notice should be promptly updated if not all the information listed above was included in the initial notification. If the duration of the interruption is greater than 24 hours, the electric utility must update this information at least daily. Commission staff may also request more frequent updates or additional information. Updates to this information must also be sent to the "Outages" email address.

If the interruption last longer than 24 hours, the electric utility is required to file a summary report with the Commission within five working days after the end of the interruption. This report must be filed in the appropriate project number, which will be created by the Emergency Management (EM) Coordinator for each calendar year. The current project number for calendar year 2022 is 52936. The EM Coordinator will set up a new project for each subsequent year and update this document with the new project number.

If you have any questions about these requirements, you can email emc@puc.texas.gov.

PUBLIC UTILITY COMMISSION

Outage Report Information

Initial Notice

Pursuant to PUC Substantive Rules, Section 25.52 (e) (l)

Each utility must send the following information to the Public Utility Commission as soon as reasonably possible after a significant interruption of service has occurred.

Utility Name: _____

Utility Contact Person: _____ Phone: _____

Date and time of significant interruption: _____

Estimated date and time of full restoration: _____

Suspected cause of the interruption: _____

Location, substation and feeder identifiers of all affected facilities (if known at time of report):

Estimated total number of customers affected: _____

Local authorities that have been notified of the interruption: _____

Local media that are aware of the interruption: _____

If the outage lasts more than 24 hours, the utility shall update this information daily and file a Summary Report with the Public Utility Commission.

BAILEY COUNTY ELECTRIC COOPERATIVE SABOTAGE AWARENESS RECOGNITION & REPORTING/MAJOR OUTAGES

Golden Spread Electric Cooperative (GSEC): GSEC is the Generation and Transmission Cooperative for BCEC. As such it is the intermediary contact between BCEC and the following:

Southwest Power Pool-Reliability Coordinator (RC), Transmission Planner (TP), and Planning Authority (PA). Outage Coordination can be reached at 501-614-3200.

Southwestern Public Service (SPS)/XCEL Energy-Balancing Authority (BA), Transmission Operator (TOP)

GSEC Personnel:

Andy Stephens	806-349-5250 (office) [REDACTED]
Shane McMinn	806-337-1297 (office) [REDACTED]
Kari Hollandsworth	806-349-6553 (office) [REDACTED]
John Eichelman	806-349-5220 (office) [REDACTED]
D'Ann Allen	806-337-1283 (office) [REDACTED]

In the event of vandalism or sabotage to any of component of BCEC's interconnects to GSEC thus onto the SPS/XCEL transmission system the Federal Bureau of Investigation (FBI) is to be notified:

Amarillo, Tx. Office 806-376-6395

Lubbock, Tx. Office 806-765-8571

PROGRAM FOR IDENTIFYING AND COMMUNICATING WITH CUSTOMERS WITH MAJOR, LIFE-SUSTAINING EQUIPMENT AND CRITICAL LOAD LISTINGS AND DESCRIPTION OF REGISTRY

BCEC makes every effort to be aware of customers who have life-sustaining electric equipment and Critical Load Listing. It is the responsibility of the member to inform the Cooperative of special medical needs. However, the Cooperative attempts to identify these customers by asking new members at the time of establishing an account whether any person at that service location requires life-sustaining equipment and by reminding members through articles in *TEXAS CO-OP POWER*, newsletters, and notices included with bills that the Cooperative needs to be informed of special needs.

The registry of these members begins is on the following page. A copy is accessible to appropriate utility personnel including the President/CEO, receptionist, dispatcher, operations manager, lineman and engineering personnel.

Currently, there are four (4) members on the list. All are on oxygen concentrators. These members will be contacted before any planned service interruption for maintenance or construction activities.

Methods to communicate with these members during emergencies when telephone service is not available include radio, visits by linemen and other utility personnel, and working through local law enforcement and emergency medical personnel in the field.

REGISTRY OF CRITICAL CARE MEMBERS WITH SPECIAL, IN-HOUSE, LIFE-SUSTAINING EQUIPMENT

(CONFIDENTIAL, FOR AUTHORIZED EMPLOYEES ONLY)

The members of BCEC with special in-house, life-sustaining equipment are listed below. The President/CEO, receptionist, dispatcher, and other appropriate personnel will take extra precautions to minimize service interruptions to these locations. We will also attempt to warn these customers in case of emergency and inform them of any planned outage.

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

REGISTRY OF CUSTOMERS WITH SPECIAL, IN-HOUSE LIFE-SUSTAINING EQUIPMENT

Medical Critical Care Registry Application Instructions

If you or someone permanently living in your household requires electrical life-sustaining equipment, we encourage you to apply to be enrolled in the Bailey County Electric Cooperative (BCEC) Medical Critical Care Registry. Please follow the application instructions below and submit the required documentation.

1. Contact the BCEC office at 806-272-4504 and request an application for enrollment.
2. Fill out the application and return it to the BCEC office either in person at:

Bailey County Electric Cooperative
610 E. American Blvd.
Muleshoe, TX 79347

or

Bailey County Electric Cooperative
1744 TX-114
Morton, Texas 79346

or by mail to:

Bailey County Electric Cooperative
P.O. Drawer 1013
Muleshoe, TX 79347-1013

3. Contact your physician and request an official and original verification of electric necessity, due to your stated medical condition, and submit to:

Bailey County Electric Cooperative
P.O. Drawer 1013
Muleshoe, TX 79347

After your application and your physician's verification has been received by BCEC and reviewed, you will receive a letter notifying you of your enrollment in the registry.

IMPORTANT INFORMATION

- **This form will not be processed if incomplete or unreadable.** All information is required, unless otherwise indicated.
- **Submission of this application does not automatically result in Medical Critical Care status.** Notification of the action taken with regard to this form will be provided to the customer at the mailing address provided.
- Pursuant to the rules of the Public Utility Commission of Texas, designation as a chronic condition or critical care residential customer **does not relieve a customer of the obligation to pay for electric service, and service may be disconnected for failure to pay or make formal payment arrangements.**
- **Chronic condition or critical care status does not guarantee an uninterrupted, regular, or continuous power supply. If electricity is a necessity, you must make other arrangements for on-site back-up capabilities or other alternatives in the event of loss of electric service.**

Excerpt from the BCEC Tariff for Electric Service:

Section 351.6 of the BCEC Tariff for Electric Service states:

The Cooperative will not discontinue service to a delinquent residential customer permanently residing in an individually metered dwelling unit when that customer establishes that disconnection of service will result in some person residing at that residence becoming seriously ill or more seriously ill if service is disconnected. Each time a customer seeks to avoid termination of service under this rule, the customer must have the **attending physician contact the cooperative within 16 days of the issuance of the bill to report your condition. A written statement must be received by the Cooperative from the physician or health care provided within twenty-six (26) days of the issuance of the Cooperative's bill.** The prohibition of service by this rule will last sixty-three (63) days from the issuance of the Cooperative's bill or such lesser period as may be agreed upon by the Cooperative and the Customer. The Customer who makes such request shall enter into a deferred payment plan.

Section 351.7 of the BCEC Tariff for Electric Service states:

Member Obligation – Discontinuance of service shall not relieve the Member from any obligation to the cooperative or lessen or change any obligation in any manner.

CRITICAL CARE APPLICANT INFORMATION		
Member Name:		
Name of person requiring Critical Care status:		
Service Address:		
Mailing Address:		
City:	State:	ZIP Code:
Phone:	Cell Phone:	Email:
Member Number:	Account Number:	Meter Number:
EMERGENCY CONTACT		
Name of a relative not residing with you:		
Address:		Phone:
City:	State:	Zip Code:
Phone:	Cell Phone:	Relationship:
AUTHORIZED AGENT ON ACCOUNT		
Name:		
Primary Phone:	Secondary Phone:	Email:
MEDICAL NECESSITY (MUST BE VERIFIED BY LICENSED PHYSICIAN ON HIS/HER PROFESSIONAL LETTERHEAD)		
Electric-powered Medical Device:		
Is the patient dependent upon an electric-powered medical device to <u>sustain life</u> ? No Yes (circle one)		
Does the patient have a serious medical condition that requires electricity or a specific electric-powered medical device to prevent impairment of a major life function through a significant deterioration or exacerbation of the person's medical condition? No Yes (circle one)		
The above medical condition has been diagnosed as a life-long condition ? No Yes (circle one)		
Name of Physician:		
City:	State:	Zip Code:

My signature below is certification that the information contained in this application is true and correct. I understand that the information may be used to determine my eligibility for the BCEC Medical Critical Care registry. I certify that the person covered by medical critical care is a **permanent resident at the above service address**.

Member Signature

Printed Name

Date

CRITICAL LOAD MEMBER LISTING

BAILEY COUNTY ELECTRIC COOPERATIVE

City of Muleshoe: 806-272-4528

- Juan Flores – Director of Public Works
- John P. Garza – Water & Sewer Supt.
- Ramon M. Sanchez – City Manager

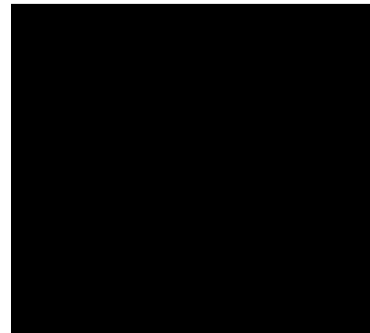
jflores@muleshoetx.org
jpgarza@muleshoetx.org
rsanchez@muleshoetx.org

City of Lubbock: 806-775-3401

- Joe Moudy – Director of Emergency Management
- Nik Fort – Deputy Director of Emergency Mgmt.

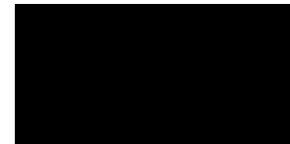
Alternates for City of Lubbock: 806-775-2585

- Wood Franklin – Division Director of Public Works
- Aubrey Spear – Director of Water Utilities



City of Dimmitt

- Tony Rios – Public Works Director
- Daniel Jackson – City Manager



Kinder Morgan:



- Dan Boulanger – Supervisor, Strategic Sourcing



PROCEDURES FOR SHEDDING LOAD AND ROTATING BLACKOUTS

Due to liability concerns, it is recommended that BCEC list priorities for curtailment in time of emergency or generation shortage by category (residential subdivision, industrial plant, commercial establishments, hospitals, water treatment plants, etc.) rather than by name.

BCEC will attempt to inform consumers in advance of planned outages or rotating blackouts. These procedures include:

- A. Contacting by phone
- B. In-person contact utilizing field personnel
- C. Media – social media, mass texting, website, broadcast

BCEC will not curtail service to the members that have life support equipment unless there is no alternative.

EMERGENCY LOAD SHEDDING/CURTAILMENT PROGRAM

Emergency Operations Plan Load Shed Annex
Bailey County Electric Cooperative
Golden Spread Electric Cooperative/Public Utility Commission of Texas
Contacts updated 3/15/2022

CONTACT PERSONNEL

24 hour Telephone: (806) 272-4504
Toll Free Telephone: 1-800-869-7049
Fax: (806) 272-4509

On call personnel available after hours with cooperative cell telephone numbers:

Donnye Richardson Operations Mgr.
drichardson@bcecoop.com

806-946-7624 cell

Ryan Marricle, Eng. Supt.
rmarricle@bcecoop.com

John Kelley, Line. Supt.
jkelly@bcecoop.com

806-566-9004 cell

Kim Black, Tech. Services Supt.
kblack@bcecoop.com

Ricky Diaz, Assistant Tech Supt.
rdiaz@bcecoop.com

Bryan Morris, Assistant Eng. Supt.
bmorris@bcecoop.com

Management Contacts:

David Marricle, President/CEO
dmarricle@bcecoop.com

Ruth Lance, Office Mgr.
rlance@bcecoop.com

Chuck Smith, Staff Consultant
csmith@bcecoop.com

Suzie Brown, Admin. Asst./Communications Officer
sbrown@bcecoop.com

PLAN PROCEDURES

Upon notification of curtailment and the target kW to be shed, key cooperative personnel will begin breaker operations via SCADA until the target kW is shed.

Depending upon the duration of the curtailment, it is planned to rotate breaker operations among the substations and circuits on a two (2) hour basis. This is to spread the outages as evenly among the members as possible and minimize the inconvenience associated with the outage. Circuits with identified Critical Loads are to be exempted. (Re: BCEC's EOP section Program for Identifying and Communicating with Customers with Major Life Sustaining Equipment and Critical Load Customers and Description of Registry).

Interchange operations will be considered as an emergency "last resort/worst case" option.

In the unlikely event our SCADA is inoperable we will dispatch personnel and perform breaker operations manually. All actions requested will be done as soon as possible. Restoration to normal operations will be done as soon as the curtailment is cancelled.

NOTE: The transmission operator (Xcel/SPS) is a primary contact in the event that load shedding is implemented. Orders will originate from transmission dispatch.

PRIORITIES FOR RESTORATION OF SERVICE

Because of liability concerns, BCEC will list priorities for restoration of service by category rather than by name. Generally, this list would be the reverse of curtailment priorities.

In addition to priorities concerning community health and safety, crews will be assigned to defined areas. Generally, crews will concentrate on a given feeder, working to the end or to a sectionalizing point, and then returning to restore service on single phase lines or taps of a feeder. Restorations will be done systematically, avoiding pressure from individuals for special attention. However, one or more crews may be assigned to locations where special hazards exist or where especially critical loads require immediate attention. When on special assignment, these crews maybe used to repair individual services.

1. BCEC will restore service to members that have life support equipment first if possible.
2. BCEC will work on restoring main feeder lines.
3. BCEC will work on restoring taps.
4. BCEC will work on restoring individuals.

PROCEDURE FOR SECURING EMERGENCY HELP

1. Survey the extent of damage and determine as nearly as possible the outside personnel and equipment needed.
2. Consult the TEC manual for information on other cooperatives, their manpower, equipment, tools, telephone number or amateur radio connections and probable ability to help.
3. Arrange directly with one or two nearby managers for immediate help while at the same time alerting the statewide office (512-454-0311), which will keep a dispatcher on duty around the clock throughout such emergency as may develop. This dispatcher will enlist help, route it, move it and release it on the basis of information secured from affected manager by telephone, highway patrol, radio ham, messenger or other means.
4. Emergency Phone Numbers: Please use the TEC office number weekdays and other staff home/cell numbers should be used nights and weekends.

TEC Office:	512-454-0311
Mike Williams	512-486-6203
Julia Harvey	512-486-6220
Martin Bevins	512-486-6249 (office)
Johnny Andrews	512-763-3330



5. The Statewide Association will contact JT&S representative's at once relaying pertinent information concerning the emergency.
6. When calling for help, give the following information:
 - a. Nature of emergency
 - b. Number and type of trucks needed
 - c. Other equipment and tools needed
 - d. Personnel and classification needed
 - e. Materials needed
 - f. Weather and road conditions
 - g. Where the crews should report, and to whom
 - h. How to contact your cooperative
 - i. Name of person to receive this information
 - j. Telephone numbers other than normal usage
7. To facilitate giving of above information over substandard communications media, or when the message must be relayed through persons unfamiliar with the terms, use the "Form for Requesting Assistance" (form follows on next page).
8. In the event of emergencies involving nearby states, requests for assistance should be coordinated directly with those statewide affected.

FORM FOR REQUESTING ASSISTANCE

Cooperative requesting emergency assistance: _____

Telephone number(s): _____
(Use headquarters town name)

Nature of disaster: _____

Number and type of trucks needed: _____

Other equipment and tools needed: _____

Personnel and classifications needed: _____

Materials needed: _____

Weather and road conditions: _____

Where crews should report and to whom: _____

Estimate of how long the help may be needed: _____

How to contact your cooperative during the emergency: _____

Name of person to receive this information: _____

Date: _____ Time: _____

PUBLIC UTILITY COMMISSION OF TEXAS

Major Outage Report

Pursuant to PUC Substantive Rules, Section 26.51(e)

Each utility must send the following information to the Public Utility Commission as soon as reasonably possible after a major outage lasting more than 4 hours has occurred:

Certificated Telecommunications Utility Name: _____

Authorized Contact Name and Title: _____

Authorized Contact Phone Number: _____

Authorized Contact Email Address: _____

Date and Time of Outage: _____

Estimated Number of Customers Affected (Residential, Business, etc.): _____

Identify All Affected Facilities (if known at time of report):

Estimated Date and Time of Full Restoration: _____

Suspected Cause of the outage: _____

Local Authorities that have been notified of the outage:

Local Media that were informed or made aware of the outage:

If the outage lasts more than 24 hours, the CTU shall provide a daily update to the Commission. Daily updates should be submitted via e-mail to: <mailto:outage@puc.state.tx.us>. After full restoration of the service, the CTU shall file a Summary Report of the service interruption in Project No. 37275 in Central Records

MEMORANDUM OF UNDERSTANDING GROUP V TEC ELECTRIC COOPERATIVES

Responsibilities of Cooperative(s) receiving assistance:

1. Plan the organization of all help and integrate all assistance with its own personnel and facilities.
2. Provide each crew with a map or information, showing the area to which they have been assigned, source of supply, direction of feed and location of sectionalizing equipment.
3. Provide a representative from the cooperative to perform necessary liaison for each crew or group of units operating together.
4. Provide procedures to properly account for materials used and retired, hours worked by employees.
5. Maintain contact with all units. All dispatching should be directed by person or persons who are thoroughly acquainted with the system in the affected area.
6. Prescribe the number of hours to be worked, however, it is recommended no more than 16 hours in a 24-hour period.
 - a. Time begins when Crews enter vehicles to begin the day, including all meals, and ends when they arrive back at place of lodging.
 - b. Travel time to and returning from Cooperative receiving assistance.
7. Provide sleep accommodations for assisting personnel and pay for all lodging. (Personnel may be required to share a motel room with two double beds.)
8. Damages and breakdown repair costs of vehicles remain the responsibility of the assisting Cooperative that owns vehicles.
9. Provide or reimburse for all meals (Breakfast, Lunch, and Supper) If crews need to purchase meals while assisting with repairs, they will keep receipts to be turned in to their cooperative for reimbursement.
10. Provide or reimburse for all fuel used by crew vehicles while assisting in restoration and repairs. (If Cooperative receiving assistance does not have fueling facilities, assisting crew may have to fuel vehicles at commercial facilities, they will keep receipts to be turned in to their cooperative for reimbursement.
11. Provide assisting Cooperative personnel laundry service when needed.

Responsibilities of Assisting Cooperative:

1. Dispatch properly-trained and equipped personnel and equipment in good working condition
2. Inform its own personnel of all aspects of its agreement.
3. Provide workers' compensation insurance coverage for injuries sustained by assisting personnel, wherever such injuries might occur.
4. Ensure that each employee leaving home to assist another has sufficient cash or cooperative credit card or incidental expenses. Instruct crew to keep all receipts and turn them in to their cooperative when they have returned home, for reimbursement.
5. Bill the cooperative requesting aid for the total actual payroll costs of the assisting personnel at the time and a half rate for all hours worked. Will not bill for transportation costs or overhead cost.

Resources possibly provided by assisting Cooperatives

1. Line personnel with all necessary equipment (preferably Line/Crew Forman, Journeymen, Apprentice, Groundmen and/or Digger-Operator.
2. Staking technicians with vehicle, laptop, tablet, iPad etc., and staking software if compatible.
3. Warehouse personnel
4. Vehicle Mechanics
5. Member Services Personnel

Golden Spread Electric Cooperative, Inc: will serve as primary point of contact for Cooperative requesting assistance. They will get information out to all Cooperative Systems participating in this Memorandum of Understanding.

Compensation for Assisting Personnel working Out of State

For out-of-state work, all personnel will also receive wages at one and one-half times their regular hourly rate for all labor hours worked.

The following Electric Cooperatives agree to and support implementation of the Memorandum of Understanding as a guide and agreement for providing personnel and equipment during Mutual Aid for storm or natural disaster restoration.

1. Bailey County Electric Cooperative Association
2. Big Country Electric Cooperative, Inc.
3. Coleman County Electric Cooperative, Inc.
4. Concho Valley Electric Cooperative, Inc.
5. Deaf Smith Electric Cooperative, Inc.
6. Greenbelt Electric Cooperative, Inc.
7. Lamb County Electric Cooperative, Inc.
8. Lea County Electric Cooperative, Inc.
9. Lighthouse Electric Cooperative, Inc.
10. Lyntegar Electric Cooperative, Inc.
11. North Plains Electric Cooperative, Inc.
12. Rita Blanca Electric Cooperative, Inc.
13. South Plains Electric Cooperative, Inc.
14. Southwest Texas Electric Cooperative, Inc.
15. Swisher Electric Cooperative, Inc.
16. Taylor Electric Cooperative, Inc.
17. TCEC (Tri-County Electric Cooperative, Inc.
18. Golden Spread Electric Cooperative, Inc.

STATE ASSOCIATION PLAN OF ACTION (TEC)

The person at statewide receiving any call for help will attempt to learn:

1. The nature of the emergency and its apparent severity
2. What has been done
3. Who has already been contacted
4. What help the cooperative thinks it will need
5. Where they want help to report and to whom
6. What equipment and materials are needed first
7. A rough estimate as to how long help may be needed
8. What means of communication seems likely to serve best

After alerting the TEC General Manager, TEC Loss Control will start immediate action to enlist appropriate help. All calls and assignments will be logged in such manner that others can immediately determine what has been done.

ALL SAFETY RULES SHALL BE OBSERVED WITH PARTICULAR EMPHASIS ON THE FOLLOWING:

1. Rubber Gloves:

- A. Rubber gloves shall be worn by all personnel from ground to ground when performing work on any pole or structure carrying energized conductors.
- B. Rubber gloves shall be put on before any energized URD compartment or enclosure (including service pedestals) is opened and kept on until the compartment or enclosure is closed and locked or until all equipment is properly grounded, barricaded, and shielded.
- C. Rubber gloves must be worn at all times when using hot sticks of any kind.
- D. Rubber gloves must not be used for direct hand contact on voltages above 5,000 volts except while using properly rated gloves and sleeve from fully insulated aerial devices.
- E. Personnel handling butts of poles or any object that might come in contact with energized conductors or apparatus must wear rubber gloves.

2. Grounding:

- A. All de-energized conductors and apparatus must be grounded with adequate ground jumpers on all sides as close to work areas as possible before further work on conductors or apparatus involved is begun. Line jumper is not to be considered as an adequate ground.
- B. Ground jumpers must be attached and detached with hot stick.
- C. All conductors including floating, fallen, or broken conductors must be regarded as energized until properly de-energized, tested, and grounded.
- D. Pole-setting ruck must be grounded when setting or pulling poles in or near energized lines. Points of disconnection must be identified by approved ground jumper installed by each and every crew working on this section regardless of grounds previously installed by any other crews. These grounds shall not be removed by anyone other than the crew installing them.
- E. Hazardous Energy Control: APPA Safety Manual, Section 626, parts A, B and C. If a system operator is in charge of the line or equipment and their means of disconnections, the following sets shall be taken:
 - 1. A designated employee requests that the system operator de-energize the equipment. This designated employee becomes the employee in charge and is responsible for the clearance.
 - 2. All means through which sources of electric energy may be supplied to the lines and equipment shall be opened and rendered inoperable, when its design does not permit, and tagged to indicate that employees are at work.
 - 3. Unless its design does not permit, automatic and remote switches that could cause opened disconnecting means to close shall be tagged at the point of control.
 - 4. Tags shall prohibit the operation of the disconnecting means and indicate that employees are at work.
 - 5. After the above steps have been taken, the equipment to be worked shall be tested to ensure it is de-energized. Protective grounds shall be installed (refer to OSHA Standard 29 CFR 1910.269(n)).

6. The equipment may now be worked as de-energized.
7. If two or more independent crews will be working on the same lines or equipment, each crew shall independently comply with the above steps.
8. Transfer of clearance shall be communicated to the system operator and the employees in the crew. The new employee in charge shall now be responsible for the clearance.
9. Clearance release required the employee in charge to notify the employees under his direction that the clearance is to be released, determine that employees in the crew are clear of overhead lines and equipment, determine that protective grounds have been removed, report this information to the system operator, and release the clearance.
10. The person releasing the clearance shall be the same person who requested it, unless the responsibility has been properly transferred.
11. Tags may not be removed unless the associated clearance has been released.

F. If no system operator is in charge of the lines or equipment and their means of disconnection, one employee in the crew shall be designed as being in charge of the clearance. The employee in charge shall then take the place of the system operator and complete steps 2 through 12 above.

G. If only one crew will be working on the lines or equipment and if the means of disconnection is accessible and visible to and under the sole control of the employee in charge, then steps 1,3,4,7 and 11 under “E” in this section need not be taken.

H. For more information, refer to OSHA Standards 19 CFR 1910.269 and 29 CFR 1910.147

3. Operating of switching devices – an approved hot stick must be used to open or close O.C.R.’s cut-outs, switches or jumpers being used as a disconnecting device.

4. Operations of Cooperative motor vehicles – Cooperative personnel must drive Cooperative vehicles in accordance with state traffic laws.

5. APPA Safety Manual, Sections 6, Parts B and C.

d. At least two employees will be present while the following types of work are being performed (except as noted in “c” below)

1. Installation, repair or removal of de-energized liens if an employee is exposed to contact with other parts energized at more than 600 volts.
2. Installation, repair or removal of lines energized at more than 600 volts.
3. Installation, repair or removal of equipment such as transformers, capacitors and regulators, if an employee is exposed to contact with parts energized at more than 600 volts.
4. Work involving the use of mechanical equipment, other than insulated aerial lifts, near parts energized at more than 600 volts.

5. Any other work that exposed an employee to electrical hazards greater than those listed above.
- e. Two employees do not need to be present in the following operations:
 1. Routine switching of circuits (if it can be done safely).
 2. Work performed with live-line tools if the employee is positioned so that they are not within reach of or otherwise exposed to energized parts.
 3. Emergency repairs necessary to safeguard the general public.
6. Testing poles – any employee, before climbing any pole, shall take every possible precaution to ensure that it is safe to climb or work upon. If pole is to be dismantled or direction of strain is to be changed, pole must be tested below ground-line or safe guarded by adequate supports. Also, anchor rods must be checked.
7. No person will be permitted to work while under the influence of alcohol or drugs. It is recommended that no employees indulge in drinking or take drugs that could impair judgment or mute skills while off duty during an emergency.

UNIFORM METHOD OF REIMBURSEMENT

1. Each manager shall pay his own men under his own payroll policies, and in conformity to wage and hour laws and contractors obligations.

“In dealing with other cooperatives each manager shall pay his own men under his own payroll policies, and in conformity to wage and hour laws. Invoices shall be for actual gross wages and for actual payroll overhead which the assisting cooperative or municipality is required by law to pay as a result of this work. A percentage of payroll shall not be used. In every claim, an auditable breakdown of actual costs shall be provided for payroll overhead items: e.g., FICA, workmen’s compensation, payroll taxes, etc.”

Note: BCEC will pay their employees time and one/half from the time of departure until they return from work on disaster situations.

2. Actual living expenses of men incurred by the assisting cooperative are to be invoiced in the actual amount.
3. Mileage shall be charged by the following:
Total expense divided by the total miles then multiply the mileage used to be reimbursed.
4. Items of equipment and clothing not used by crews at home but bought by or for them for this single use should be billed at actual cost.
5. Charges to be made for such items of special equipment as portable generators, boats, tractors, etc. shall be arrived at by negotiation in each case.
6. It is not expected that any charge will be made for use of tools and working equipment, but such supplied as sleeves, fuses, connectors, conductor and insulators are to be invoiced at actual cost.

EMERGENCY PLAN FOR PANDEMICS

PANDEMIC ANNEX

In the event of a declared pandemic emergency, BCEC will work and cooperative with the appropriate authorities in the following manner:

Consult with the appropriate medical and emergency authorities as to how best to serve and maintain electric service to registered critical load customers and emergency relief agencies on the cooperative's system affected by the pandemic.

Consult with the appropriate medical and emergency authorities on what safety measures to use to ensure the health and safety of cooperative personnel working in the affected pandemic areas.

Cooperate with and assist the medical and emergency authorities to any reasonable extent possible during the duration of a declared pandemic emergency.

EMERGENCY PLAN FOR WILDFIRE MITIGATION

WILDFIRE MITIGATION ANNEX

In the event of a wildfire emergency, BCEC will work and cooperate with the appropriate authorities in the following manner:

Consult and communicate with the appropriate authorities (Fire Departments, Law Enforcement Agencies and Departments, State and Federal Range Management entities, individual land owners) as to how the Cooperative can assist in the extinguishing of any wildfires within the Cooperative's service territory. This communication would be between the appropriate authorities and the Cooperative's management and field personnel via person to person communication, telephone/texting, email and common frequency 2-way radio communication (if possible).

Have Cooperative personnel available to de-energize power lines, sectionalize power lines, re-route feeds or any other actions which would help ensure the safety of the fire fighters, other emergency personnel, Cooperative personnel and property, and individuals and their property.

Promote and participate in wildfire prevention and safety programs.

Cooperate with and assist the wildfire emergency authorities to any reasonable extent possible during the duration of a wildfire emergency.

EMERGENCY OPERATION PLAN FOR STAFFING DURING A SEVERE WEATHER/MAJOR OUTAGE EVENT

EOP WEATHER EMERGENCY ANNEX

3/15/2022

In the event of a major outage (weather related, extreme heat or cold) BCEC will implement the following staffing plan:

Business hours: In the event of a major weather-related outage emergency during business hours all cooperative personnel will perform their duties as assigned by the President/CEO and their Department Supervisors.

The President/CEO and/or his designates will determine the severity of the threat to the reliability of the electric system.

The Office Manager is responsible for the receipt of incoming calls. The Fiscal Department personnel will forward outage reports to the Operations Manager and Line Superintendent.

The Operations Manager and Line Superintendent with the assistance of the Engineering and Technical Services Departments will be responsible for dispatching of Line Department personnel to outage locations.

The Engineering Department will be responsible for having necessary materials available and the mapping system up to date. Engineering (or other) personnel qualified to operate the Fault Locator software will do so to pinpoint the source of the outage areas.

The Technical Services Department will be responsible to maintain communications equipment, relaying RF meter communications, maintain the computers, and perform SCADA operations.

When necessary, Engineering, Technical, and Fiscal Department personnel will be assigned to ride line, survey and report damages, and assist Line personnel however possible.

This procedure would remain in effect into the “after hours” depending on the circumstances at the time. The President/CEO (or his designates), the Operations Manager, and Department Supervisors will determine what personnel should remain on duty during the duration of the emergency major outage event.

After Hours, Weekends, Holidays: In the event of a major outage emergency during the non-business hours the individual on call will make the initial determination of the severity of the threat to the reliability of the electric system. The person on call will contact the Operations Manager, Line Superintendent, President/CEO and other department Supervisors as soon as possible and apprise them of the situation. Then key personnel will be contacted to come to the main office to receive incoming calls.

The President/CEO (or his designates) will determine if outside assistance is needed. Should outside assistance is required for an extended period of time the President/CEO (or his designates) will arrange for lodging, meals, and fuel.

The Operations Manager and Line Superintendent with the assistance of the Engineering and Technical Services Departments will be responsible for dispatching Line Department personnel to outage locations.

The Engineering Department will be responsible for having necessary materials available and having the mapping system up to date. Those personnel trained and qualified to run the coop's Fault Locator software will do so to pinpoint the source of outages across the system.

The Technical Services Department will be responsible to relay RF meter communications, maintain communications equipment, computers, and perform SCADA operations.

When necessary, Engineering, Technical, and Fiscal Department personnel will be assigned to ride line, survey and report damages, and assist Line personnel however possible.

During the duration of the outage a conference should be conducted every hour to hour and half between all stations taking trouble calls. This conference would be to review all calls that have come in, the affected areas, review priority restoration areas, and ensure that no area is left unchecked. The overall goal is to maintain an organized and coordinated restoration process.

Periodic texts, emails, and social media postings should be issued during the outage to inform the affected members of the progress on restoration and of areas where power have been restored. Critical load member/consumers shall be priority to contact. The PUCT, SPP, GSEC, TDEM, federal, state and local entities, news media and emergency operation centers shall be informed in like manner. During extreme hot or cold temperature events the cooperative will not make any payment related disconnects. (Temperatures under 32 degrees F, 100+ degrees F).

This procedure would remain in effect for the duration of the major outage emergency. The President/CEO (or his designates) and Operations Manager will determine what personnel should remain on duty and designate rest rotations depending on the duration of the major outage event.

An event review will be conducted after each event to evaluate the cooperative's performance. The evaluation will serve as guide to improvements deemed necessary.

BAILEY COUNTY ELECTRIC COOPERATIVE ASSOCIATION EMERGENCY OPERATION PLAN CYBER SECURITY ANNEX

Bailey County Electric Cooperative (BCEC) maintains an internal cyber security protocol. That protocol is administered by the Technical Services Department.

The internal network operated by BCEC included within the cyber security protocol include **all operating systems**. The network is protected by a series of Firewalls. The network is backed up every evening to multiple servers within the cooperative.

Multi Factor Authentication (MFA) is required for all employees accessing e-mail through a website or cloud-based service; MFA is required for all remote access provided to employees, contractors, and 3rd party service providers.

MFA is also required for the following:

- All internal and remote admin access to directory services.
- All internal and remote admin access to backup environments.
- All internal and remote admin access to network infrastructure (firewalls, routers, switches, etc.).
- All internal and remote admin access to the cooperative's endpoint/servers.

The Cooperative continually monitors its cyber system and continually enhances its cyber network. The Technical Services department receives **ongoing training** in the areas of: incident identification, incident reporting protocols to the proper reporting entities and authorities, incident remediation and remedy.

BAILEY COUNTY ELECTRIC COOPERATIVE ASSOCIATION EMERGENCY OPERATION PLAN PHYSICAL SECURITY INCIDENT ANNEX

Physical Security Incident Annex

Cooperative personnel shall be trained in the recognition of Physical Security Incidents that involve: damage and destruction of facilities, physical threats to cooperative personnel, physical threats to a facility that could degrade normal system operation, suspicious devices at a facility, and theft that might degrade operations.

Personnel will be trained to distinguish between acts of sabotage, criminal mischief/ vandalism and suspicious activity. (What to be aware of that may indicate a potential physical security event:

Sabotage events include:

- Destruction of transmission pole to disrupt the transmission delivery system;
- Shooting transmission facilities with the intent to disrupt transmission service;
- Breaking into substation facilities to cause destruction and disruption to the system;
- Use of motor vehicles to break into substation facilities to do same.

Criminal mischief/vandalism events include:

- Copper theft in a substation or on poles;
- Random shooting of facilities intending damage but not service disruption;
- Cutting down poles to hinder access to certain locations without intent to disrupt service;

Suspicious Activity, Objects, Persons:

- Unauthorized personnel present on cooperative property;
- Threats to injure cooperative personnel;
- Unauthorized attempts to access or photograph cooperative facilities;

Report of A Physical Security Incident:

In the event of a physical security incident secure the area, immediately make clear accurate report to the President/CEO or his or her designate, give specific description of the damage, stay in contact with the President/CEO until released, record all information about the surroundings, note any suspicious circumstances or people in the area, remain available for law enforcement.

The President/CEO or his or her designate will report the incident to all appropriate law enforcement and operations personnel. Reports will be made to the Transmission Operator and other regulatory entities as per prescribed procedure within the Emergency Operation Plan. The geographic area, time/date of incident point of origination of the incident, kW demand disrupted, number of consumers affected, type of equipment affected, and name station or line identifiers, description of events, and type of security incident (physical or cyber will be reported.

Training in physical security protocols shall be done each year

NON-APPLICABLE ISSUES

Issues not addressed in the BCEC Emergency Operations Plan though cited in the TUC Substantive Rule 25.53 (h), (3):

(N)	Hurricane Plan	N/A
(O)	Power Plant Weatherization Plan and Procedure	N/A
(P)	Alternative Fuel and Storage Capacity	N/A
(Q)	Recovery of Generation Capacity	N/A

*Updated 7/13/07; 5/22/15; 12/18/17; 3/31/22