



You are required to provide an Emergency Operations Plan (EOP) in accordance with Texas Utilities Code § 186.008. The EOP is due **August 1st of every even numbered year**. Please provide an unredacted, and if applicable, redacted version of the EOP, through the Commission's RRC Online application. If your company has more than one EOP, please combine them into one submission.

Please send any questions regarding the EOP to the Critical Infrastructure Division (CID) by email at CID@rrc.texas.gov and understand that additional notices may be provided such as instructions for the online submission process. Below is a baseline set of required guidelines for preparing the EOP:

1. Introduction

a. Table of Contents
<ul style="list-style-type: none">• Section headers• Include page numbers in table and on each page of the document
b. The legal name of the company and the Commission issued P5 number and contact information
<ul style="list-style-type: none">• Company name• P5 number• Office address• Phone number
c. System(s) Overview including general location and types of facilities
<ul style="list-style-type: none">• Type(s) of facilities included on the Texas Electricity Supply Chain Map• General facility location(s): county and/or address
d. Describe how applicable personnel receive training on topics included in this EOP
<ul style="list-style-type: none">• Training topics• Frequency of training• How training is tracked• Include a statement with the date(s) that training has been performed
e. Individual(s) responsible for maintaining and implementing the EOP
<ul style="list-style-type: none">• Assign specific person(s) to maintain and implement the EOP• Provide name, title and phone number
f. Individual(s) authorized to activate the EOP or section(s) of the EOP
<ul style="list-style-type: none">• Assign specific person(s) to activate the EOP• Provide name, title and phone number
g. Individual(s) authorized to revise the EOP
<ul style="list-style-type: none">• Assign specific person(s) to revise the EOP• Provide name, title and phone number
h. Effective Date
<ul style="list-style-type: none">• Date the EOP becomes effective• Include the term "Effective Date"
i. Distribution
<ul style="list-style-type: none">• How the EOP will be given to applicable personnel• How distribution is tracked• Frequency of distribution

2. Communication

<p>1. Internal Communication: A description for communicating within the company during an emergency. This should include all means of communication as well as contact information for applicable employees.</p> <ul style="list-style-type: none">• Describe the plan for internal communications during a weather emergency• Provide the requisite contact information<ul style="list-style-type: none">- Names- Phone number- Email (optional)
<p>2. External Communication: A description for communicating with the media, RRC, applicable local and state government agencies, and contractors who can address urgent requests for supplies, services, and other support to each facility. This should include all means of communication as well as contact information (include identification of specific individuals wherever possible).</p> <ul style="list-style-type: none">• Describe the plan for external communications during a weather emergency• Provide the requisite contact information<ul style="list-style-type: none">- Names- Organization, Agency, or Company- Phone numbers- Email (optional)

3. Emergency Operations

a. Preparedness

<p>i. A plan to maintain pre-identified supplies, parts and equipment for emergency response</p> <ul style="list-style-type: none">• For each facility type, describe how supplies, parts, and equipment are maintained and stored• For each facility type, list examples of supplies/parts available for a weather emergency
<p>ii. A plan to function test critical equipment ahead of emergencies</p> <ul style="list-style-type: none">• Describe how critical equipment will be tested ahead of weather emergencies
<p>iii. A plan that addresses staffing during emergency response</p> <ul style="list-style-type: none">• Describe how staffing is planned in response to weather emergencies
<p>iv. A plan that addresses how your company identifies weather-related hazards for the geographic area for your facilities</p> <ul style="list-style-type: none">• Describe how your company stays weather aware i.e. national/local weather services, www.weather.gov• Include the personnel responsible for monitoring the weather
<p>v. Frequency and results of EOP drills/tests performed</p> <ul style="list-style-type: none">• Discuss drills/tests performed throughout the year to assess effectiveness of EOP• Frequency and/or date of most recent drill/test
<p>vi. Issues identified, and corrective actions taken as a result of the drill/ test</p> <ul style="list-style-type: none">• Discuss issues identified from your EOP drill/test• Actions taken to correct them• If there were no issues identified during the drill/test, please state this in the EOP

b. Response

i. What conditions trigger EOP to be activated

- Describe what triggers EOP activation
- Describe how the EOP is activated, and how employees are notified

ii. The response actions during an emergency once the EOP is activated

- Describe response actions once the EOP is activated

c. Restoration of Service

Discuss procedures for return to service following disrupted operations
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- Describe actions to be taken to achieve facility restoration