



EOP GUIDELINE

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 guidelines for preparing and submitting the EOP:

1. An introduction section to include:
 - a. A table of contents.
 - b. The legal name of the company and the Commission issued Form P-5 number.
 - c. System(s) Overview including general location and types of facilities.
 - d. A summary describing how relevant personnel receive training on the applicable contents and execution of the EOP and an affirmation that relevant personnel have received such as training.
 - e. Individual(s) responsible for maintaining and implementing the EOP.
 - f. Individual(s) authorized to activate the EOP or section(s) of the EOP.
 - g. Individual(s) authorized to revise the EOP; and
 - h. Effective date; and
 - i. Record of distribution.

2. A communication section to include:
 - a. Internal Communication: A description of the methods and procedures for communicating within the company during an emergency. This should include primary and secondary means of communications as well as contact information for key employees.
 - b. External Communication: A description of the methods and procedures during an emergency for communicating with the media, the Commission, and applicable local and state governmental entities, officials, state, and local emergency operations centers (EOCs), and critical customers, as appropriate in the circumstances for the operator.

3. An emergency operations section to include:
 - a. A Preparedness Section that may include but not limited to:
 - i. A plan to maintain pre-identified supplies, parts, and equipment for emergency response.
 - ii. A plan to function test existing equipment ahead of emergencies to verify functionalities.
 - iii. A plan that addresses staffing during emergency response.

EOP GUIDELINE

- iv. A plan that addresses how your company and facilities identify weather-related hazards, including tornadoes, hurricanes, extreme cold weather, extreme hot weather, rolling blackouts, drought, and flooding.
 - v. Frequency and results of tabletop and/or simulated event exercises and/or tests performed; and
 - vi. Issues identified and corrective actions taken as a result of the exercise and/or test.
- b. A Response Section that may include but not limited to:
- i. The process the company follows to activate the EOP; and
 - ii. The response actions during an emergency once the EOP is activated such as personnel, transportation, communications procedures and the location, use, and maintenance of emergency supplies and equipment.
- c. A Restoration of Service Section that discusses procedures for return to service following disrupted operations.
- d. An Emergency Contact Annex that lists primary and backup emergency contacts for critical facilities (including identification of specific individuals wherever possible) who can address urgent requests for supplies, services, and other support to each facility.