

SRSG Operating Procedure No. 6

Emergency Communication Procedure

Issue Date: 3/3/97

Revision Date: 11/9/22

1. Purpose

The purpose of this Operating Procedure No. 6 is to establish the procedure for the submittal of daily/hourly data, allocation of reserve obligations, disturbance reporting, and the delivery and receipt of emergency assistance in the event that the Reserve Sharing System (RSS) has failed, or in the event the Party's RSS is unavailable.

2. Failure of Single Party RSS

- 2.1 The RSS will be considered operational as long as the correct disturbance solution information can be viewed by any Party even if all other Parties' RSS terminals are inoperative. If the RSS is inoperative all members will be notified as described in Section 3 below.
- 2.2 A failure of a Party's communication link to the RSS will cause the Poll Indicator area to change from green to yellow. Access may also be interrupted due to equipment failure at the Party's location, or due to the relocation of a Party's operators (i.e., to the backup site).
- 2.3 Upon loss of the RSS the affected Party shall:
 - 2.3.1 Notify the Reliability Coordinator of the RSS failure
 - 2.3.2 Coordinate with a neighboring Party to be notified of disturbance information.
 - 2.3.3 Notify the SRSG administrator's 24-hour helpdesk at (760) 483-5000 of the RSS failure.
- 2.4 In the event the affected Party experiences a disturbance:
 - 2.4.1 The affected Party shall contact the SRSG Administrator's 24-Hour helpdesk to request input into the RSS of the unit lost and the amount of assistance required.
 - 2.4.2 The request shall include the following data:
 - 2.4.2.1 Owner / operator
 - 2.4.2.2 Facility name
 - 2.4.2.3 Event date and time

- 2.4.2.4 Lost capacity (MW)
- 2.4.2.5 Emergency assistance required
- 2.4.2.6 Transmission constraints and available delivery points (i.e., changes to the Transmission Path screen)
- 2.4.3 The SRSG administrator will enter the affected parties requested disturbance into the RSS with the information provided.
- 2.4.4 The SRSG administrator will provide the solution results to the affected party verbally via phone and send a screenshot of the solution via email as confirmation of the results.
- 2.4.5 The affected Party will confirm emergency assistance schedules by phone from the Parties identified by the SRSG Administrator. The affected Party may reference the script suggested in Attachment B.

3. Failure of the RSS Server or Multi-Party RSS Failure

3.1 SRSG Administrator Responsibilities

- 3.1.1 In the event multiple Parties experience a communication/RSS failure or a failure of the RSS Server to such an extent that disturbance solutions cannot be calculated or conveyed to affected parties in a timely manner as determined by the SRSG Administrator, the SRSG Administrator shall contact a participant to notify all Parties of the failure via phone and e-mail to each Participant's real time desk.
- 3.1.2 Real time contact information will be retained separately by the Administrator. The Administrator shall also report details of the communication failure in an email to the current SRSG operations distribution list.
- 3.1.3 If the determination is made that the RSS will be unavailable for greater than two hours, then the administrator shall direct all Parties to carry the reserve levels prescribed in Exhibit A within 60 minutes of notification.
- 3.1.4 The annual peak reserve obligation summary shall be reviewed and updated on an annual basis by the SRSG Administrator.

3.2 Party Responsibilities

- 3.2.1 Once notified, each Party shall continue to use current hour contingency reserve requirement until directed to carry default reserves indicated in the attached Exhibit A Annual Peak Reserve Obligation Summary.
- 3.2.2 Once notified, each Party shall compile its actual reserve data.

Parties shall use Attachment A to this Operating Procedure and email to the administrator for compliance documentation.

- 3.3 Using the Manual Matrices in the event of a disturbance
 - 3.3.1 Parties shall refer to the Emergency Assistance Manual Matrices for assistance information.
 - 3.3.1.1 Calculate assistance needed
 - 3.3.1.1.1 MW of actual resource lost
 - 3.3.1.1.2 Add the resource's station service to cover auxiliary load
 - 3.3.1.1.3 Add the reserves carried on the unit
 - 3.3.1.1.4 Subtract the Party's contingency reserve requirement
 - 3.3.1.2 Matrices list the maximum loss for each unit, which may not be appropriate. Actual firm MW loss should be used, if known.
 - 3.3.1.3 Own Reserves describes the default contingency reserves corresponding to Exhibit A of this Operating Procedure.
 - 3.3.1.4 Parties shall contact members identified as able to provide Delivery at the Bus assistance to request assistance calculated in 3.3.1.2.
 - 3.3.1.5 Parties shall confirm schedules following the script for multi-party RSS loss in Attachment B
 - 3.3.1.6 Parties may request assistance amounts greater or less than what is indicated depending on needs. Parties may not ask for more assistance than what is identified as the Max Capability.
 - 3.3.2 Affected Parties shall send disturbance data to the SRSG Administrator within 2 hours following the disturbance, as described in 2.5.2.

4. Reporting Forecast / Operating Data, and Reserve Requirement

- 4.1 In the event a communication/RSS failure that prevents a Party from submitting forecast data via the RSS, the affected Party shall transmit the missing information as soon as communications are restored. If forecast data is not sent, that Party's forecast shall default to its current year forecast annual peak as submitted to the SRSG for all unreported hours.
- 4.2 Once communication through the RSS has been re-established, the affected Parties shall resume transmittal of data through the RSS.