

March 23, 2011

Rick Gillean

Texas Reliability Entity

805 Las Cimas Parkway

Austin, Texas 78746

Dear Mr. Gillean

Re: Data Request regarding February 2, 2011 EEA Level 3 Event

1. For each of the years 2008, 2009 and 2010, provide your entity’s training procedures regarding the ERCOT Severe Weather Drill.

R1.

The process that ERCOT follows is below:

1. The ERCOT OPERATING GUIDES Section 1.8.5 specifies that ERCOT will conduct a Severe Weather Drill one time per year and that ERCOT will appoint a Drill Coordinator and that the Drill Coordinator will work with the Operations Working Group (OWG), which reports to the Reliability Operations Subcommittee (ROS), to conduct the Drill.  The Operations Working Group (OWG) has appointed a task force to accomplish this task. The task force is the Operations Task Force (OTF). Kelly Blackmer is a member of the Operations Task Force (OTF) and is the Drill Coordinator for ERCOT.

2. ERCOT alternates drills each year. On the odd numbered years we conduct a Winter Storm Drill in the fall (this is a one day drill), usually in November. On the even numbered years we conduct a Hurricane Drill (this is a three day drill), usually in May. ERCOT training department initiates the process when it is time to begin preparing for either drill.

3. ERCOT training department begins by reporting to the Operations Working Group (OWG) that it is time to begin preparation. For the Winter Storm Drill, preparation is begun in September. For the Hurricane Drill, preparation is begun in March.

4. ERCOT training works with the Operations Task Force (OTF) to put together the conditions of the Drill.

5. Once the conditions for the drill are set ERCOT training creates a Drill Invitation that is sent out via a Market Notice. The drill invitation includes: Drill Invitation Communication Matrix (provided by ERCOT Corporate Communications), Participant Drill Script, Drill Time Line, ERCOT Drill Script, and Recommended Qualified Scheduling Entities (QSE) Activities. (See attachments for examples)

6. After the Drill Invitations are sent out all participants are required to RSVP by a specified date with the following information:

a. The company’s Drill Coordinator and his/her phone number.

b. The phone number of the site from which the company intends to run their Drill.  These numbers will be assembled into one phone list to be used by all Drill participants, in order to facilitate inter-communication. No phone numbers are used at the primary control center to avoid distractions to real time operations.

c. A copy of the company’s training plan.  Each training plan will be forwarded to the Texas Regional Entity (TRE).

7. During the drill the ERCOT Operators that are on the training shift conduct the drill from the ERCOT Operations Training Simulator Room and interact with the Qualified Scheduling Entities (QSEs), and Transmission Operators (TOs) as they follow the drill scripts.

8. All hotline and satellite phone calls are made from ERCOT’s alternate control center. An ERCOT Operator from the training shift is selected to make these calls from that site.

9. When the Drill is completed all participants are required to send ERCOT training a critique that outlines their participation and possible changes to future drills. ERCOT training combines those together into one final drill critique. ERCOT training provides a report of the Drill to the Operations Working Group (OWG) along with a copy of the final critique.

10. During the training cycle that coincides with the Severe Weather Drill, the same scenario was repeated each week for each ERCOT Operating crew (ERCOT training department acts as the QSEs/TOs) in 2009.

2. For each of the years 2008, 2009 and 2010, provide the ERCOT Severe Weather Drill scenario used by your entity.

R2. For each of the years 2008, 2009 and 2010, scenarios and simulation event documentation is provided. Please see ***4284 Question 2 Severe Weather Drill.zip.***

3. For each of the years 2008, 2009 and 2010, provide the location(s) where your entity conducted the ERCOT Severe Weather Drill.

R3. For each of the years 2008, 2009 and 2010, the ERCOT Operators, on their training week, conduct the drill from the Operations Training Simulator (OTS) Room. One of the group reports to the alternate control center for communications testing. The Operations Training Simulator (OTS) is located at: 2705 West Lake Drive, Taylor, Texas 76574.

4. For each of the years 2008, 2009 and 2010, provide all logs and phone recordings regarding the ERCOT Severe Weather Drill.

R4. The primary control center is not used for drills to minimize or avoid interruption of System Operations. The communication that is used during the drill are numbers assigned from the Operations Training Simulator(OTS) room to the Transmission Operators (TOs) and Qualified Scheduling Entities (QSEs) that participate in the drill. (See attachment “QSE\_TO Phone Numbers” for an example). Phone recordings from the Operations Training Simulator(OTS) room are on a limited system and are written over after a short time. They are for the training exercise and are not used for long term documentation of the training event.

Since communications were being tested through actual use by System Operations during the time of the drills, operator logs were provided showing the primary control center communication functioning properly. The alternate control center was tested during the Severe Weather Drill and associated phone recordings have been provided for 2008 and 2010. Phone recordings for 2009 have not been found and have thus not been provided.

Logs for 2008, 2009, and 2010 are provided. Please see ***4285 Question 4 Severe Weather Drill.zip*** for all associated documentation.

5. For each of the years 2008, 2009 and 2010, provide a summary of your entity’s performance during the ERCOT Severe Weather Drill, provide any written assessments of that performance, and explain any modifications made to emergency operations plans.

R5. For each of the years, 2008, 2009 and 2010, available critiques and assessments are provided. Please see ***4286 Question 5 Severe Weather Drill.zip.***

Lessons from the Drills:

1. A Hurricane Check list was created so that the ERCOT Operators would have a detailed “checklist” as an aid in reviewing preparation for the Hurricane making landfall. The “checklist” covers the preparation of 24 hour support personnel that may need to be on site during the event and notifying Client Services for 24 hour support to handle non real time issues for the Market Participants (MPs).

2. A Severe Cold Weather Checklist was also created from the Drills, similar to the Hurricane Checklist.

3. It was noted during the 2008 Hurricane Drill that ERCOT needed to improve testing at the alternate control center hotline phones and to improve familiarity with the satellite phones for the ERCOT Region. The ERCOT Operators test the satellite phones monthly as well as the conference bridges for the satellite phones. The ERCOT Operators are required to man the alternate control center at least one weekend out of every month and during normal operation the hotline phone is tested.

6. For each of the years 2008, 2009 and 2010, provide a shift schedule showing the names, date and time, and operating personnel participating in the ERCOT Severe Weather Drill.

R6. For each of the years, 2008, 2009, and 2010, shift schedules showing the names, date and time, and operating personnel participating in the ERCOT Severe Weather Drills have been provided. Please see ***4287 Question 6 Severe Weather Drill.zip.***

7. For each of the years 2008, 2009 and 2010, provide completed sign-in sheets for the ERCOT Severe Weather Drill.

R7. For each of the years 2008, 2009 and 2010, completed attendance sheets for the Severe Weather Drills have been provided. Please see ***4288 Question 7 Severe Weather Drill.zip.***

8. For each of the years 2008, 2009 and 2010, provide documentation that communication functions of the primary and/or back up centers function properly during the ERCOT Severe Weather Drill.

R8. The primary control center is not used for drills to minimize or avoid interruption of System Operations. The communication that is used during the drill for drills are numbers assigned from the Operations Training Simulator (OTS) room to the ERCOT Transmission Operators (TOs) and Qualified Scheduling Entities (QSEs) that participate in the drill. (See attachment “QSE\_TO Phone Numbers” for an example).

Since communications were being tested through actual use by System Operations during the time of the drills, operator logs were provided showing the primary control center communication functioning properly. The alternate control center was tested during the Severe Weather Drill and associated phone recordings have been provided for 2008 and 2010. Phone recordings for 2009 have not been found and have thus not been provided.

For the years 2008, 2009, and 2010, logs documenting that communication functions of the primary and/or back up centers function properly during each Severe Weather Drill were provided. Please see ***4289 Question 8 Severe Weather Drill.zip*** for all associated documentation.

9. [FOR QSEs:] For each of the years 2008, 2009 and 2010, provide all records for each operator regarding the mandatory 32 hours per year of training and drills on system emergencies for OSEs

R9. N/A

10. [FOR TOs:] For each of years 2008, 2009 and 2010, provide all records regarding the mandatory 32 hours per year of training and drills on system emergencies for Transmission Operators (TOs).

R10. N/A

ERCOT Protocol 6.5.9.3.1(5) - Operating Condition Notice states:

“QSEs and TSPs are expected to establish and maintain internal procedures for monitoring actual and forecasted weather and for implementing appropriate measures when the potential for adverse weather or other conditions (which could threaten ERCOT System reliability) arise.”

11. Provide your entity’s internal procedures in effect on February 2, 2011, for monitoring actual and forecasted weather and for implementing appropriate measures when the potential for adverse weather or other conditions that could threaten ERCOT System reliability. If such procedures have changed since February 2, 2011, please also provide a copy of the new procedures.

R11. As ERCOT Inc is not mentioned in the quoted section above for Protocols 6.5.9.3.1(5), ERCOT considered this N/A.

Sincerely,

Stephen Solis

ERCOT ISO

Planning and Operating Standards Compliance

512-248-6772