ERCOT 2016 Hurricane Drill

**TO Script (ERCOT Version)**

**The beginning of each hotline call shall begin as follows:**

**“ERCOT is conducting a drill. All of the following instructions are for simulation and test purposes only. No real-time action is to be taken.”**

**DAY 1**

**0730/COMMUNICATION TESTING**

The T/S Desk makes a Hotline call to Transmission Operators

Script: “ERCOT is conducting a drill. All of the following instructions are for simulation and test purposes only. No real-time action is to be taken.

“This call requires everyone to remain on the line until it is complete. [TO] I will be asking you for the repeat back. This is ERCOT System Operator [first and last name]. At [xx:xx], ERCOT is instructing all TOs to test all communications systems between participating entities and ERCOT; this includes telephones, satellite phones, faxes, radios, internet communications, backup control centers, hotlines, and etc.

[TO], please repeat this back to me.

If repeat back is **CORRECT**, “That is correct, thank you.”

If **INCORRECT**, repeat the process until the repeat back is correct.

“This is a drill.”

***(5 days prior to landfall)***

**0830/OPERATING CONDITION NOTICE**

The T/S Desk makes a Hotline call to Transmission Operators

Script: “ERCOT is conducting a drill. All of the following instructions are for simulation and test purposes only. No real-time action is to be taken.

“This call requires everyone to remain on the line until it is complete. [TO] I will be asking you for the repeat back. This is the ERCOT System Operator [first and last name]. At [xx:x], ERCOT is issuing an OCN for a [Tropical Storm/Hurricane] [Name] due to a probability of making landfall in the ERCOT Region.

***TOs are instructed to:***

* Review Planned and existing transmission outages to be cancelled and/or restored.
* Review emergency operating procedures, evacuation plans, and the possible need to staff backup facilities.

ERCOT will continue to monitor the Storm. [TO], please repeat this back to me

If repeat back is **CORRECT**, “That is correct, thank you.”

If **INCORRECT**, repeat the process until the repeat back is correct.

“This is a drill.”

***(3 Days Prior to Landfall)***

**1030/ADVISORY**

The T/S Desk makes a Hotline call to Transmission Operators.

Script: “ERCOT is conducting a drill. All of the following instructions are for simulation and test purposes only. No real-time action is to be taken**.**

“This call requires everyone to remain on the line until it is complete. [TO] I will be asking you for the repeat back. This is the ERCOT System Operator [first and last name]. At [xx:xx], ERCOT is issuing an Advisory for [Tropical Storm/Hurricane] [Name] in the Gulf of Mexico which is currently projected to impact the ERCOT Region.

***TOs are instructed to:***

* Review planned and existing transmission outages to be cancelled and/or restored.
* Review emergency operating procedures, evacuation plans, and the possible need to staff backup facilities.
* Test communication with other TOs and QSEs prior to the hurricane making landfall.

ERCOT will continue to monitor the Storm. [TO], please repeat this back to me.

If repeat back is **CORRECT**, “That is correct, thank you.”

If **INCORRECT**, repeat the process until the repeat back is correct.

“This is a drill.”

***(1 Day Prior to Landfall)***

**1530 / WATCH**

The T/S Desk makes a Hotline call to Transmission Operators

“Script: “ERCOT is conducting a drill. All of the following instructions are for simulation and test purposes only. No real-time action is to be taken.

‘This call requires everyone to remain on the line until it is complete. [TO] I will be asking you for the repeat back. This is the ERCOT System Operator [first and last name]. At [xx:xx], ERCOT is issuing a Watch for [Tropical Storm/Hurricane] [Name] in the Gulf of Mexico which is expected to make landfall near [Place] at [Time].

***TOs are instructed to:***

* Be prepared to lose load and expect high voltage conditions
* Keep ERCOT informed of transmission outages.

ERCOT will continue to monitor the Storm. [TO], please repeat this back to me. you.”

If repeat back is **CORRECT**, “That is correct, thank you.”

If **INCORRECT**, repeat the process until the repeat back is correct.

“This is a drill.”

**1630/Hotline Call**

**ERCOT will make a Hotline call announcing the Hurricane Drill has concluded for Day 1.**

**DAY 2**

**0730/Hotline Call**

**ERCOT will make a Hotline call announcing the start of the simulation**

***LANDFALL***

**0800 / EMERGENCY NOTICE**

The T/S Desk makes a Hotline call to Transmission Operators

“Script: “ERCOT is conducting a drill. All of the following instructions are for simulation and test purposes only. No real-time action is to be taken.

“This call requires everyone to remain on the line until it is complete. [TO] I will be asking you for the repeat back. This is the ERCOT System Operator [first and last name]. At [xx:xx], ERCOT is issuing an Emergency Notice due to [Tropical Storm/Hurricane] [Name] having an adverse impact on the ERCOT System [specify condition].

***TOs are instructed to:***

* Be prepared to lose load and expect high voltage conditions
* Keep ERCOT informed of any issues.

ERCOT will continue to monitor the Storm. [TO], please repeat this back to me.

If repeat back is **CORRECT**, “That is correct, thank you.”

If **INCORRECT**, repeat the process until the repeat back is correct.

If repeat back is **CORRECT**, “That is correct, thank you.”

If **INCORRECT**, repeat the process until the repeat back is correct.

“This is a drill.”

**Landfall Day**

**1630 / End of Simulation**

**(2016 SEVERE WEATHER DRILL OVER)**