

Standard Operating Procedures #19 – EMERGENCY SYSTEM OPERATIONS

INTRODUCTION

Due to situations beyond the System Operations' control (i.e. unscheduled outages, weather, system loading, equipment failure, or load shedding to prevent overloaded conditions), System Operations may not be able to operate under the normal operating procedures, as stated in this manual or other documents. System Operations need the flexibility to operate outside the normal procedures as stated in the following guidelines:

PROCEDURES

- A. System Operator or Supervisor has the authority to deviate from the Standard Operating Procedures due to an emergency situation that may happen to the system.
- B. Any deviation due to an emergency situation shall be logged in the System Operations' Log.
- C. Notify the immediate Supervisor of any deviation due to an emergency situation.

PROCEDURES FOR UNSCHEDULED OUTAGE RESTORATION

- A. Identify outage area.
- B. Dispatch appropriate personnel.
- C. Contact appropriate authorities for any information regarding the outage: vehicle accidents, fires, floods, or other events that may have caused the outage, Law Enforcement, CO2 Project, Ute Farm & Ranch, Tri-State G & T Association, Inc., Dolores Water Conservancy, or other agencies.
- D. Before re-energizing any lines or equipment, all personnel involved in the outage restoration shall be notified prior to energizing equipment. If for any reason all involved personnel do not agree to re-energizing lines or equipment for any reason, known or unknown, the line or equipment will be patrolled or checked out further, before being energized.

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- E. Guidelines for re-energizing lines or equipment other than substations:
1. Line or equipment should be re-energized with CB or circuit breaker equipment, if possible.
 2. Put equipment to non-reclose position if cold-load pickup is available.
 3. Check all men and equipment are in the clear, also grounds removed, if applicable, and ready to energize line.
 4. Energize line or equipment.
 5. If line does not stay energized, patrol line to next sectionalizing point, open it and try to energize line again up to that point. Continue patrolling line and sectionalizing line as needed.
- F. If a Substation outage occurs, please follow the EEA Substation Outage Check List to complete inspection and follow appropriate procedures.

EEA SUBSTATION OUTAGE CHECK LIST

- Determine if entire Substation is off.
Complete a Substation inspection.
 1. Check Power Transformer. (See SOP #12)
 2. Check Circuit Switcher closed and/or High Side Fuses or Circuit Breakers.
 3. Check Relay Targets.
 4. Check Voltage Regulators/LTC.
 5. Check Voltage @ Regulators.
 6. Check all insulators and equipment bushings.
 7. Check PT and CT for visual damage.
 8. Check Lightning Arrestors for visual damage.
 9. Check High and Low Voltage Bus for anything unusual.
 10. Check all circuit breakers are closed.
 11. Check for animals on or near equipment, also on the ground.
 12. Check all equipment for oil and/or gas levels.
 13. Check all other equipment in the Substation.
 14. Advise System Operator on status of Substation.
- G. Please note that any Substation transformer that has a Sudden Pressure or Differential Relay Alarm, shall not be energized without further investigation.

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