

Document ID:	DCC-OI018		
Title:	Emergency Weather Settings Procedure		
Purpose:	The purpose of this procedure is to establish a standardized process for changing device settings & switching during extreme temperature events.		
Frequency	Emergency	Timing:	Emergency
Process Steps:			
<u>Winter Emergency Procedure</u>			
<p>Step 1: Conservative Operations Alert email is sent to EDO, which triggers the EDO Planning group to build and distribute the “watchlist” for substation transformers and feeders</p> <p style="padding-left: 40px;">a) List includes above 90% forecasted rating for transformers and feeders</p> <p>Step 2: EDO Planning provides a watchlist to all groups involved (Protection & Control for substation/line groups, DCC [REDACTED])</p> <p style="padding-left: 40px;">a) DCC watchlist steps</p> <ul style="list-style-type: none"> • Run load flow study and develop switching plan to offload watchlist circuits • DCC Planning group communicates watchlist switching plans with 2nd shift DSOs <p style="padding-left: 40px;">b) Protection and Control prepares plans for all devices on winter watchlist only</p> <ul style="list-style-type: none"> • Provides dedicated on-call contact(s) for substation and lines • Notifies all involved parties of devices that have alternate settings • Develop emergency settings for breakers and reclosers on the watchlist <p>Step 3: During emergency weather day:</p> <p style="padding-left: 40px;">a) Protection and Control groups provide dedicated on-call contact(s) for substations and lines</p> <p style="padding-left: 40px;">b) DCC monitors limit 1 alarms (85% of limiting device) – for limit 1 alarms:</p> <ul style="list-style-type: none"> • DCC planning group evaluates switching options to reduce load on limiting device • DCC contacts on-call for Protection & Control for substation or lines to finalized emergency settings for implementation • P&C notifies DCC of any devices with emergency protection settings • P&C will program limiting device with emergency settings if available and notify DCC <p style="padding-left: 40px;">c) DCC monitors limit 2 alarms (95% of limiting device) – for limit 2 alarms:</p> <ul style="list-style-type: none"> • DCC implements switching plans if available • P&C will program limiting device with emergency settings if available and notify DCC <p style="padding-left: 40px;">d) If limiting device reaches 100% of seasonal rating and no reduction plan available</p> <ul style="list-style-type: none"> • DCC reviews large customers served by the limiting device and request load curtailment • DCC and Planning engineering will review emergency settings to determine if load drop is required <p>Step 4: When Conservative Operations end, and forecast temperatures will not be in extreme condition</p> <ul style="list-style-type: none"> • DCC notifies that settings can be updated to normal within 24hrs • P&C and field personal update settings to normal as resources allow <p>Step 5: Protection & Control for substation/line groups document all changes and creates a report on the settings changed & back to normal times</p> <p style="padding-left: 40px;">a) Report to be shared with all groups involved (Protection & Control for substation/line groups, DCC and EDO planning)</p>			

Summer Emergency Procedure

Step 1: Conservative Operations Alert email is sent to EDO, which triggers the EDO Planning group to begin building the “watchlist” for substation transformers and feeders

- b) List includes above 90% forecasted rating for transformers and feeders

Step 2: EDO Planning provides a watchlist to all groups involved (Protection & Control for substation/line groups, DCC [REDACTED])

- c) DCC watchlist steps
 - Run load flow study and develop switching plan to offload watchlist circuits
 - DCC Planning group communicates watchlist switching plans with 2nd shift DSOs

Step 3: During emergency weather day:

- a) DCC monitors limit 1 alarms (85% of limiting device) – for limit 1 alarms:
 - DCC planning group evaluates switching options to reduce load on limiting device
- b) DCC monitors limit 2 alarms (95% of limiting device) – for limit 2 alarms:
 - DCC implements switching plans if available
- c) If limiting device reaches 100% of seasonal rating and no reduction plan available
 - DCC reviews large customers served by the limiting device and request load curtailment
 - DCC and Planning engineering will review emergency settings to determine if load drop is required

*****This procedure must be signed off on by the distribution substation director to allow remote programming of substation breakers *****

*****IF ANY ISSUES ARISE DURING EXECUTION OF THIS PROCEDURE CONTACT DCC SUPERVISION BEFORE PROCEEDING*****

Revision #:	2.0		
Revision Notes:			
Created by:	Kenton Hines	Approved by:	
Approved Date:		Effective Date:	