	© ISO New England, Inc. 2023	Master/LCC Procedure No. 22 - Emergency Preparedness Conference Call Procedure
		Revision Number: 2 Revision Date: December 12, 2023
Owner: ISO Manager, Control Room Operations		Approved by: M/LCC Heads
		Review Due Date: December 12, 2025

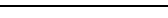
Master/Local Control Center Procedure No. 22

(M/LCC 22)

Emergency Preparedness Conference Call Procedure

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1. Purpose

This Procedure, Master/Local Control Center Procedure No. 22 - Emergency Preparedness Conference Call Procedure (M/LCC 22), establishes communication protocols among the members (or alternates) of the M/LCC Heads group and/or an Operations Executives group. Each of these groups consists of a member (and alternate) from ISO New England (ISO) and companies associated with each of the Local Control Centers (LCCs) within New England.


2. Introduction

The ISO Manager, Control Room Operations, maintains the list of members of the M/LCC Heads and Operations Executives groups referenced within this document and is accessible via the links contained within Attachment A - Contact and Conference Call Information (Attachment A) of this Procedure. This Procedure facilitates the ability of the M/LCC Heads and/or Operations Executives to discuss issues related to the adequacy and security of the interconnected Bulk Electric System (BES) of New England or the broader Interconnection.

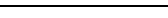
This M/LCC Emergency Preparedness Conference Call mechanism is a tool that augments routine communications during those times when an acute situation requires rapid and efficient communication regarding the status of current operating conditions and development of an action plan to resolve any abnormal and/or emergency condition(s). To enhance efficiency, participation in M/LCC Emergency Preparedness Conference Calls is usually limited to members (or alternates) of the M/LCC Heads, to facilitate prompt action when a tactical response is required to resolve an acute situation. However, when a more strategic discussion may be required in response to a more impactful situation, it is intended that the members (or alternates) of the Operations Executives group would conduct an M/LCC Emergency Preparedness Conference Call, either separately or together with the M/LCC Heads,

3. Responsibilities

1. The ISO Vice President, System Operations & Market Administration (or alternate) is responsible for initiating and coordinating an M/LCC Emergency Preparedness Conference Call among the Operations Executives, as requested or as needed.
2. The ISO Manager, of Control Room Operations (or alternate) is responsible for initiating and coordinating an M/LCC Emergency Preparedness Conference Call among the M/LCC Heads, as requested or as needed.
3. A member (or alternate) of the M/LCC Heads and/or the Operations Executives group that desires/requests that an M/LCC Emergency Preparedness Conference Call be held, shall chair or lead the call.

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4. When an M/LCC Emergency Preparedness Conference Call is initiated by ISO, ISO and each LCC company member (or alternate) is responsible for providing representation to participate in the call.
5. The ISO Manager, Control Room Operations, is responsible for conducting two M/LCC Emergency Preparedness Conference Call tests each calendar year.

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4. Procedure

4.1 Initiate an M/LCC Emergency Preparedness Conference Call

NOTE

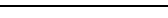
Any member (or alternate) of the M/LCC Heads or Operations Executives group may request that the applicable ISO member (or alternate) of the group set up and initiate an M/LCC Emergency Preparedness Conference Call.

All information contained in Attachment A is to be treated as confidential and is **not** to be published in the public domain.

An M/LCC Emergency Preparedness Conference Call is initiated by ISO using the telephone numbers and codes in Attachment A as follows:

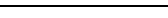
- For M/LCC Heads Calls – Table 1
- For Operations Executives Calls – Table 2
- For joint M/LCC Heads/Operations Executives Calls – Table 1 and Table 2

1. A member (or alternate) of either the M/LCC Heads or Operations Executives group may contact the ISO member (or alternate) of that group to request an M/LCC Emergency Preparedness Conference Call (using the contact information accessed via Attachment A, and then using Table 1 or Table 2, as applicable).
2. When an M/LCC Emergency Preparedness Conference Call is to be held, the ISO member (or alternate) of the M/LCC Heads or ISO Operations Executives group, as applicable, shall distribute pertinent information to the applicable group(s) via text or email to the members (and alternates) accessed via Attachment A. The information provided shall include:
 - a. M/LCC Emergency Preparedness Conference Call
 - b. Attendee List: (Use Table 1 M/LCC Heads or Table 2 Operations Executives, or both)
 - c. Date and Time of call: (Use 24-hour clock time)
 - d. Telephone Number for call:
 - e. Attendee Access Code:
 - f. Leader Code:
3. The member (or alternate) requesting/desiring that an M/LCC Emergency Preparedness Conference Call take place shall chair or lead the call.

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4.2 Conduct an M/LCC Emergency Preparedness Conference Call

1. To conduct an M/LCC Emergency Preparedness Conference Call, the member (or alternate) of the M/LCC Heads or Operations Executives group requesting/desiring the call shall
 - a. Begin the M/LCC Emergency Preparedness Conference Call and chair the discussion
 - b. Summarize the overall Resource situation, particular system problems and projected operating conditions
2. In turn, each entity member experiencing or projecting similar issues shall discuss their overall situation.
3. Participants on the M/LCC Emergency Preparedness Conference Call shall limit subsequent discussion to a brief summary of the level and type of assistance available from entity members in a position to support the systems experiencing or projecting potential or actual adverse conditions.
 - a. Items of particular concern that can be discussed during the Emergency Preparedness Conference Call may include, but are **not** limited to, the following:
 - i. Anticipated weather
 - ii. Load forecast
 - iii. Largest first and second contingencies
 - iv. Potential need for emergency transfer capability
 - v. Operating Reserve requirements and expected available Operating Reserve or capacity deficiencies
 - vi. Potential fuel shortages or potential fuel supply disruptions which could lead to energy shortfalls
 - vii. Potential environmental limitations which could lead to energy shortfalls
 - viii. Identified or projected abnormal voltage conditions
 - ix. Any problems that might develop due to light load and minimum generation requirements
 - x. Resource outages that may have a significant impact on the situation
 - xi. Transmission outages that may have an adverse impact on internal and external energy transfers
 - xii. Expected transfer limits and limiting elements

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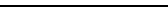
- xiii. The temporary modification or changes in the status of relay protection systems
- xiv. The arming of special protection systems not normally armed
- xv. The application of abnormal or emergency operating procedures
- xvi. Physical or Cyber anomalies that may cause adverse impacts to the New England BES
- xvii. Any other threat to the New England BES

4. Participants on the M/LCC Emergency Preparedness Conference Call shall:

- a. Develop tactical and/or strategic responses to the adverse conditions that will be carried out
- b. Determine if an additional M/LCC Emergency Preparedness Conference Call is required and set the time and date for a follow-up status call
- c. Conclude the M/LCC Emergency Preparedness Conference Call discussion.

4.3 Conduct M/LCC Emergency Preparedness Conference Call Tests

1. Each year, the ISO Manager, Control Room Operations shall conduct two M/LCC Emergency Preparedness Conference Call tests for the M/LCC Heads and Operations Executives, to verify that all members (or alternates) understand the procedure protocol and are able to actively participate in its use. These tests may be held jointly or individually.
 - a. The first test shall be conducted in the first six months of the year (January-June)
 - b. The second test shall be conducted in the second six months of the year (July-December)
 - c. If an actual Conference Call has been held for a group during the test period, that call shall be considered a successful test for that group.
2. The same protocol detailed in Sections 4.1 and 4.2 shall be used with the exception that the information provided shall include that it is a test, as detailed below:
 - a. M/LCC Emergency Preparedness Conference Call Test
 - b. Attendee List (Use Table 1 M/LCC Heads and/or Table 2 Operations Executives)
 - c. Date and Time of call (*Use 24-hour clock time*)
 - d. Telephone Number for call
 - e. Attendee Access Code

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3. In addition to testing the M/LCC Emergency Preparedness Conference Call procedure capability, each test shall also be used to review and update this Procedure and distribution lists, as well as validate the information contained in Attachment A.

5. Revision History

Rev. No.	Date	Reason
0	09/06/18	Initial draft
0.1	07/22/20	Periodic Review performed by owner with no intent change required. Made administrative changes required to publish the next Minor Revision;
1	11/23/20	Section 4.3: Clarified testing process and reason.
1.1	07/18/22	Periodic Review performed by owner with no intent changes required; Made administrative changes required to publish the next Minor Revision.
2	12/12/23	Periodic review performed by procedure owner; Updated procedure to reflect new method for maintaining the contact information referenced in Attachment A.

6. Attachments

Attachment A - Contact and Conference Call Information (Confidential)