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| IESO logo | **Ontario Reliability Compliance Program** **Requirements Form****EMERGENCY PREPAREDNESS PLAN** |

**NOTICE TO MARKET PARTICIPANTS:** The *market rules* require *market participants* to provide to the IESO such data as may be required and within the time prescribed by the *IESO* for reliability purposes and to enable the *IESO* to satisfy a request by a *standards authority* (ref Chapter 5, sections 14.1.2 and 14.1.4). The *IESO* has developed the Ontario Reliability Compliance Program (ORCP) to assist *market participants* in meeting these obligations. As part of the ORCP, *market participants* are required to submit to the *IESO* electronic certification forms using the *IESO* Reliability Compliance Tool accessed via the *IESO* Web Portal.

This requirements form **does not** replace the electronic certification forms. Rather, it is primarily intended for use by the *IESO* when the Reliability Compliance Tool becomes unavailable for use.

Terms and acronyms used in this Form that are italicized have the meanings ascribed thereto in Chapter 11 of the “*Market Rules*”.

| Part 1 – General Information  |
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| **Market Participant Information:** |
| **Market Participant Name:**  |
| **Market Participant ID:**  |
| Compliance Information:**Compliance Year:**  |
| Reporting Period: **From:**   **To:**   |

## Part 2 – Market Participant Compliance Reporting

As an authorized representative of the *market participant*, I certify that the *market participant* was:

## Part 1 – Market Participant Compliance Reporting

[ ]  **COMPLIANT** with the requirements of IESO-FORM-1608 stated below for the entire Reporting Period.

Did the review of your *emergency preparedness plan* during the compliance reporting Period require any changes to be made? **Please respond either ‘Yes’ or ‘No’ and include your comments, if any.**

Please enter the last *emergency preparedness plan* review date completed during the Reporting Period.

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| **Comments:**       |

[ ]  **NON-COMPLIANT** for a portion of or the entire Reporting Period with some or all requirement(s) of IESO-FORM-1608, but in compliance with all other applicable requirements of IESO-FORM-1608 for the entire Reporting Period, as indicated below.

[ ]  **R1:** Each *market participant* shall ensure that its *emergency preparedness plan* is on file with the *IESO* and, as applicable, that it:

[ ]  **1.1:** Describes such planning, testing, information, communication and other elements designated by the *IESO*;

[ ]  **1.2:**  Complies with the following *emergency* planning criteria as may be designated by the *IESO*:

 [ ]  **1.2.1:** What *operating agreements* or *service arrangements* do you have with others to manage the supply or delivery of electricity to or from your *facility*?

 [ ]  **1.2.2:** What arrangements do you have in place to respond to an electricity *emergency*, including coordination with government and local emergency responders such as police, fire and ambulance?

 [ ]  **1.2.3:** What mutual aid arrangements are in place with others to support response to an electricity *emergency*?

 [ ]  **1.2.4:** Do your plans identify critical and priority *loads*, and how do you mitigate the impact of an electricity *emergency* on public health and safety?

 [ ]  **1.2.5:** How do you test your plans through training, drills, and exercises?

 [ ]  **1.2.6:** What is your company's operational contact telephone number, available 24/7?

 [ ]  **1.2.7:** What is the telephone number and title of your senior manager who would be contacted inthe event of an electricity *emergency*?

[ ]  **R2:** Each *restoration participant* shall review its *emergency preparedness plan* at least annually, or as required, and shall, following such review, submit to the *IESO*:

[ ]  **2.1:** a statement certified by an officer or equivalent of the *restoration participant* confirming that the review has not required any change to be made to its *emergency preparedness plan* or;

 [ ]  **2.2:** a revised version of its *emergency preparedness plan,* amended as may be required by the results of the review, together with a statement certified by an officer or equivalent of the *restoration participant* identifying such amendments, as the case may be.

**NOTE:** Submit the revised emergency preparedness plan thru [Online IESO Portal](https://online.ieso.ca).

**NOTE2:** Some parts of R1.2 may not be applicable to all *restoration participants*.

**NOTE3:** IESO-FORM-1608 is applicable only to *restoration participants*. Any references to *market participants* in IESO-FORM-1608 are intended to mean *restoration participants*.

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| **Comments:**       |

## Reference Document(s)

[Market Manual 7.10 – Ontario Electricity Emergency Plan (OEEP)](http://www.ieso.ca/imoweb/pubs/ep/ontElecEmerPlan.pdf), Section 4.5 and 4.6

[Market Rules Chapter 5 - Power System Reliability](http://www.ieso.ca/imoweb/pubs/marketRules/mr_chapter5.pdf), Section 11

## Signature

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| I have full authority to bind the *market participant*. I certify that all information set out or referred to in this form is true, accurate and complete as at the date of this certification. I further understand that this information is provided in accordance with the requirements of Chapter 5, Section 14.1.1 of the *market rules*.  I understand that this information is subject to verification by the *IESO* and that such a review or audit will require all information set out or referred to in this form be verified by appropriate documentation.**Certified by MPCC[[1]](#footnote-1):**  **Please Print Name** **Signature** **Date of Certification:**  |

1. market participant compliance contact [↑](#footnote-ref-1)