Appendix C

Brief Report Template

Registered entities are requested to use the Brief Report template as a guideline for submitting event information to their applicable RE and NERC in accordance with **Appendix A** (Target Time Frames for Completion of Brief Reports, Event Analysis Reports, and Lessons Learned). The template may also be used for less significant events.

**Template Instructions:**

**Reported Event Title:** Provide a title that will be used to identify the event. The title should include the date of the event (YYYYMMDD), entity name, substation name, or location as appropriate.

**Submittal Date:** Date Brief Report was first submitted.

**Subsequent Submittal Date:** Date Brief Report was updated.

**Initial, Interim, or Final Report:** Identify if the Brief Report is the first (initial), interim, or a final report. The first report can be a final report in accordance with the timelines in Appendix A.

**Item 1 –** **Entity Name and NCR Number:** Entity name and NERC Compliance Registry (NCR) number submitting the report.

**Item 2 –** Provide contact information about the entity, a contact person.

**Item 3 –** Provide the local date, time, and time zone when the event occurred.

**Item 4 – Brief Description:** Provide a short summary of what happened, when it happened, and where, if applicable. This description is not intended to describe the causes and conditions surrounding the event.

**Item 5 – Proposed Event Categorization (e.g., 1a, 2b):** See the list of categories in Step 1 of the process.

**Items 6-12 and Questions 6–12:** If the event did not involve generation, frequency, transmission facilities, load, and/or inverters, questions 6–12 may be left blank.

**Item 6 – Generation Tripped Off-line:** Provide a total megawatt loss (gross).

**Item 7 – Frequency:** Provide the frequency prior to event, minimum and maximum frequency immediately following the event, and the settling frequency.

**Items 8-9 Load/Customers Impacted:** Provide the firm and interruptible MW amount of load impacted (if any). The load that was disconnected from the system by utility/entity equipment opening. Load loss due to the response of voltage sensitive load and load that is disconnected from the system by end-user equipment is not included. Do not use change in area load as the load loss.

**Item 10 – List Transmission, Substation, Generation, and Demand that Experienced a Forced Outage (Excluding Successful Automatic Reclosing):** Provide start time, end time, and total outage time for each affected generation, substation equipment, transmission, and/or demand facilities.Describe the bus configuration (e.g. straight, ring, breaker and a half) and specify the voltage level for each substation equipment loss. Specify the voltage level for each transmission loss. Provide MW loss and Peak MW loss for generation loss and load loss, respectively.

**Item 11 – Describe any Emergency Actions Required to Maintain Reliability of the BES:** If an operating limit was exceeded, what actions were taken by the system operators to return the system to a secure state? For 1h EMS event, please include mitigating controls used to monitor the BPS including any notifications made to external entities (e.g. Reliability Coordinator, Balancing Authority, and/or neighboring Transmission Operators). Please advise if you contacted the vendor and what details they have provided.

**Item 12 – List Inverters that Experienced either Momentary Cessation or Tripping:** Please provide the affected facility name, the number of affected inverters, total MW loss, outage duration, and the type of loss (momentary cessation or tripping)

**Item 13 – Sequence of Events:** The sequence of events should provide a chronological timeline of the actions that took place leading up to and through the event. The sequence of events is intended to assist in causal analysis and should not include potential causes or narratives attempting to identify the impact of various activities throughout the event.

**Item 14 – Identify Contributing Causes of the Event to the Extent Known:** If the event consists of more than one event, please provide contributing causes to each event (e.g., Event 1: line-to-ground fault which was followed by Event 2: failure to trip). For every event, continue to ask ‘why’ to help determine the contributing causes. Consider design, equipment, human performance, management practices, procedures, communication, training, weather, configuration, vendor, or anything that may have contributed to the event(s).

**Item 15 – Identify any Protection System Misoperations to the Extent Known:** If a Protection System operated during the event, the operation should be reviewed to ensure the Protection System operated correctly. If it is believed that the Protection System did not operate as expected and possibly reported through PRC-004, it should be identified in this section. If the operation is still being analyzed, it should be noted. The outcome of that analysis should be used to update this report and the fact that a PRC-004 report was made when such information becomes known.

**Item 16 –** **Identify any GADS, DADS, TADS, or Misoperation Reports that Will Be Submitted:** Identify any loss of generation, demand, or BES Transmission lines related to the event that qualify for reporting through the Generator Availability Data System (GADS), Demand Response Availability Data System (DADS), or Transmission Availability Data System (TADS). Also identify any Protection System misoperation reports that will be submitted.

**Item 17 – Narrative:** Provide a detailed description of the event utilizing the sequence of events, one-line diagrams, available data, and any assumptions, as necessary. The narrative should explain the what, when, how, and where aspects of the events in detail, as well as the impact. The narrative should describe the potential causes of events, measures that, if existed, could have prevented the event, corrective measures taken after the event, and any extent of condition[[1]](#footnote-1) identified.

**Item 18 – If a One-line Diagram is Included, Please Provide an Explanation:** One-line diagrams and pictures streamline the review process and simplify understanding of events. Please provide where applicable.

**Item 19 – Identify the Significance and Duration of any Monitoring and Control Event (i.e., Loss of BPS Visibility, Loss of Data Links, etc.):** Provide the number of minutes control and/or monitoring was lost and the extent of the loss (e.g., complete loss of EMS, or lost 40 percent visibility and control).

**Item 20 – Provide any Corrective Actions that were Identified:** These are the things your company will do or has done to prevent a similar event from occurring in the future.

# Brief Report Template

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| Reported Event Title: | | |  | | | | | | | | | | | | | |
| Event Date: | | |  | | | | Submittal Date: | | | | | |  | | | |
| Subsequent Submittal Date: | | |  | | | | Initial, Interim or Final Report: | | | | | |  | | | |
| Region(s): | | |  | | | | | | | | | | | | | |
| 1. Entity Name: | | |  | | | | | | | | | | | | | |
| NCR Number: | | |  | | | | | | | | | | | | | |
| 1. Contact Person: | | |  | | | | Phone Number: | | | | | |  | | | |
| Email: | | |  | | | | | | | | | | | | | |
| 1. Date of Disturbance | | |  | | | | | | | | | | | | | |
| Time of Disturbance | | |  | | | | Time Zone: | | | | | |  | | | |
| 1. Brief Description of Event | | | | | | | | | | | | | | | | |
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| 1. Proposed Event Categorization:   (e.g., 1a, 2b, 3c) | | | | |  | | | | | | | | | | | |
| 1. Generation Tripped Off-line (MW) | | | | |  | | | | | | | | | | | |
| 1. Frequency | | | | | | | | | | | | | | | | |
| Just prior to disturbance (Hz) | | |  | | | | Immediately following disturbance (Hz MAX) | | | | | |  | | | |
| Settling (Hz) | | |  | | | | Immediately following disturbance (Hz MIN) | | | | | |  | | | |
| 1. Demand Interrupted | | | | | | | | | | | | | | | | |
| Firm (MW) | | |  | | |  | | |  | | |  | | | |  |
| Interruptible (MW) | | |  | | |  | | |  | | |  | | | |  |
| 1. Number of affected customers | | | | | | | | | | | | | | | | |
| Firm | | |  | | | | Interruptible | | | | | |  | | | |
| 1. List Transmission, Substation, Generation, and Demand that Experienced a Forced Outage   (Excluding successful automatic reclosing) | | | | | | | | | | | | | | | | |
| **Transmission Lines** | | | | | | | | | | | | | | | | |
| Line Name | Voltage Level | | | | Start time of outage | | | | | End time of outage | | | | Total outage duration time | | |
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| **Substation Equipment** | | | | | | | | | | | | | | | | |
| Station Name (including station configuration) | | Type (e.g. breaker, transformer, bus, relay, CT, PT) | | Voltage Level | | | | Start time of outage | | | End time of outage | | | | Total outage duration time | |
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| **Generation Equipment** | | | | | | | | | | | | | | | | |
| Unit Name | | Fuel Type | | MW Loss | | | | Start time of outage | | | End time of outage | | | | Total outage duration time | |
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| **Demand** | | | | | | | | | | | | | | | | |
| Peak MW Loss | | | Start time of outage | | | | | End time of outage | | | | | Total outage duration time | | | |
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| 1. Describe any Emergency Actions Required to Maintain Reliability of the BES   For 1h EMS event, please include mitigating controls used to monitor the BPS including any notifications made to external entities (e.g. Reliability Coordinator, Balancing Authority, and/or neighboring Transmission Operators). Please advise if you contacted the vendors and what details they have provided. | | | | | | | | | | | | | | | | |
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| 1. List Inverters that Experienced either Momentary Cessation or Tripping | | | | | |
| Facility Name | | Number of Affected Inverters | Note Momentary Cessation or Trip | Total MW Loss | Outage Duration |
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| 1. Sequence of Events | | | | | |
| Time | Event | | | | |
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| 1. Identify contributing causes of the event to the extent known | | | | | |
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| 1. Identify any Protection System Misoperations to the extent known | | | | | |
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| 1. Identify any GADS, DADS, TADS, or Protection System Misoperations Reports that will be submitted | | | | | |
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| 1. Narrative   Explain the what, when, how, and where aspects of the events in detail, as well as the impact. Describe the potential causes of events, measures that could have prevented the event, corrective measures taken after the event, and any extent of condition identified.   * For 1h EMS event, please review [Addendum for Category 1h Events](https://www.nerc.com/pa/rrm/ea/EA%20Program%20Document%20Library/Reference_Guideline_for_Category_1h_Events_Final.pdf) * If substation equipment failure occurred, please see the [Failed Equipment Addendum](https://www.nerc.com/pa/rrm/ea/EA%20Program%20Document%20Library/Addendum_for_Events_with_Failed_Station_Equipment.docx), fill out the appropriate section, and send it with the Brief Report | | | | | |
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| 1. If a one-line diagram is included, please provide an explanation | | | | | |
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| 1. Identify the significance and duration of any monitoring and control event, such as loss of BPS visibility, loss of data links, etc | | | | | |
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| 1. Provide any corrective actions that were identified | | | | | |
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1. Reviewing the potential for identified problem to impact other processes or equipment. [↑](#footnote-ref-1)