**Local Emergency Support Function #12 – Energy**

**City/Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Department**

* Public Works Department

**Secondary/Support Agencies**

List of municipal contacts/departments should include:

* Emergency Management
* Technology
* General Services/Administrative Services
* Local Public Health
* Emergency Services
* The Public Service Companies that serve your municipality, including electricity, gas, water, cable, telephone, etc…. Identify your service providers.

**I. Introduction**

**A. Purpose:**

The purpose of LESF #12 is to maintain liaison with utilities providing services within the municipality and to coordinate the continued operations of utilities necessary to provide essential services to municipal residents, businesses, and government. The LESF #12 works together to restore the public utility systems critical to saving lives; protecting health, safety and property, and to enable necessary emergency service functions to respond.

**B. Scope:**

The scope of the LESF #12 includes the various utilities that provide services to the municipality. The LESF #12 will collect, evaluate, and share information on energy system damage. It will also estimate the impact of energy system outages within the affected area.

Additionally, working with the State and Regional ESF #12 groups, LESF #12 will provide information concerning the energy restoration process such as projected schedules, percent completion of restoration, and other information as appropriate.

Potential operations include:

• Coordinating restoration plans

• Implementing rationing measures

• Allocating fuel resources

• Coordinating delivery schedules with wholesale providers

• Locating supplemental resources and arranging for distribution or delivery

• Participating in damage assessment operations.

**C. Planning Assumptions**

• The municipality’s support of the response to an emergency or disaster event may be severely affected. The municipality will make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.

• Specific resources may be exhausted due to the impacts of disasters. Extraordinary measures may have to be taken in order to re-supply municipal departments.

• The normal forms of communication and utilities may be severely interrupted during the early phases of an emergency or disaster.

• Transportation to affected areas may be cut off or delayed because of damage to roads, bridges, airports, and other transportation means.

• Following an emergency or disaster, there may be a need to provide utilities, resources, goods, and services to the affected areas.

• Fundamental resources such as water, food, electricity, first aid, shelter, and sanitation supplies, fuels, and hand tools may be needed.

• Disaster response and recovery may be limited by the inability of residents to be self-sufficient for more than three days without additional supplies of food, water, medical, and shelter resources.

• There may be delays in all normal services such as police, fire, emergency medical services, public works, transportation, and water/sewer and utilities response due to damage to facilities and equipment and shortages of personnel.

• The more information that the municipality can give to the service provider, the smoother the outage restoration will run.

•There may be shortages of critical drugs and medicines at medical facilities due to limited storage capacities.

• The management and logistics of resource support is highly situational and is dependent upon the event, resource accessibility, transportation systems available, and location of vendors and suppliers.

**D. Policies:**

1. Work to maintain and restore fuel, power, and other essential resources to the municipality;

2. Work with utility providers to set priorities;

3. Pre-identify providers to specific municipal critical infrastructure;

4. Maintain up-to-date Point of Contact information for your service providers;

5. Make restoration of normal operations at critical facilities priority;

6. Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities;

7. Participate in education and training.

**II. Concept of Operations**

**A. General:**

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations. Generation capacity shortfalls are more likely to result from extreme hot weather conditions or disruptions to generation facilities. Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.

The suddenness and devastation of a catastrophic disaster or other significant event can sever key energy lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and can also affect transportation, communications, and other lifelines needed for public health and safety. There may be widespread and prolonged electric power failures. Without electric power, communications will be interrupted, traffic signals will not operate, and surface movement may become gridlocked. Such outages may affect public health and safety services, and the movement of petroleum products for transportation and emergency power generation. Thus, a major, prolonged energy systems failure could be very costly and disruptive.

**B. Organization:**

1. In the wake of a major disaster, the municipality may receive assistance from other municipalities or the state to help in the emergency efforts to provide fuel, power, and other essential resources as needed. The priorities for allocation of these assets will be to:

a. Provide for the health and safety of individuals and families affected by the

event;

b. Provide sufficient fuel supplies to local agencies, emergency response

organizations, and service stations in critical areas;

c. Help energy suppliers obtain information, equipment, specialized labor, fuel,

and transportation to repair or restore energy systems;

d. Recommend / comply with local and state actions to conserve fuel, if needed;

e. Coordinate with local, State, and Federal agencies in providing energy

emergency information, education, and conservation guidance to the public;

f. Coordinate information with local, State, and Federal officials and energy

suppliers about available energy supply recovery assistance; and

g. The local Emergency Management Director will send requests to the DEMHS Regional Office as needed for fuel and power assistance;

2. The private sector will be relied upon to manage independently until it can no longer do so, or until the health, safety, and welfare of residents are at risk. The industries will be expected to establish their own emergency plans and procedures and to implement them in coordination with the local Emergency Operations Plan;

3. Following a catastrophic disaster, the State EOC, through the State ESF #12 group or Task Force, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work as needed with Federal energy officials (ESF #12), other state support agencies, and energy suppliers and distributors. The municipality has identified and will work with the providers for each of their energy resources.

**C. Actions**

1. Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities such as public utilities and schools;

2. Monitor the status of all essential resources to anticipate shortages;

3. Maintain liaison with fuel distributors and local utility representatives;

4. Implement local conservation measures as necessary;

5. Keep the public informed;

6. Implement procedures for determining need and for the distribution of aid;

7. Allocate available resources to assure maintenance of essential services;

8. Declare a local emergency if the situation warrants; and

9. Document expenses.

**D. Responsibilities**

1. **Primary Department (Public Works**)—[These are suggested responsibilities, which may vary depending on the municipality.]

a. Identify all major utilities that operate in the municipality, or that may affect the continuity of operations for public businesses and private residents in the municipality;

b. Designate a primary point of contact to all Utility Companies affecting the municipality;

c. Maintain an updated list of emergency contacts for all Utility Operators;

d. Identify a liaison from each Utility Operator that will be available to report to the local

EOC, as needed;

e. Coordinate with the local Emergency Management Director (EMD) on a list of Critical Facilities that shall have priority for utility restoration;

f. Work with local EMD to request, receive, and summarize damage situation reports from affected Utilities to include:

1. Operational status

2. Number of customers affected

3. Geographic areas affected

4. Estimated time to restoration

g. Work with local EMD to coordinate recovery plans and actions with all Utility Providers;

h. Review plans and procedures. Work closely with local EMD to review plans and procedures in the event of a prolonged outage;

i. Assist in providing emergency assistance to individuals as required;

j. Identify resources needed to restore energy systems.

1. **Support Departments—**[These are suggested responsibilities, which may vary depending on the municipality.]
2. General Services/Administrative Services

1. In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government;

2. Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities including support to public utilities and schools;

3. Identify resources needed to restore energy systems; and

4. Ensure continuity of fuel availability for emergency municipal operations (vehicles,

generators, etc);

1. Technology

1. Identify resources needed to restore telecommunication systems;

2. Ensure continuity of communications capabilities; and

3. Coordinate activities with local providers.

1. Emergency Management

1. Coordinate with Public Works on general guidance and recommendations regarding the utility response to emergency situations;

2. Maintain this annex in cooperation with other municipal officials, public and privately owned utilities and energy providers;

3. Identify critical facilities requiring uninterrupted power or priority restoration during emergencies/disasters; and

4. Request all other assistance relating to shortages/outages from the State through the DEMHS Regional Office.

5. Coordinate with municipal CEO, Public Health Director, Utility and Energy providers to provide timely, accurate, and consistent information to the public regarding utility outages and energy shortages, including communicating:

* Protective measures, such as boil water orders; and
* Information regarding where to obtain water, ice, and other essentials.

6. Coordinate press releases with CEO to keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance.

1. Municipal Attorney

 1. Advise officials on emergency powers and procedures for invoking those measures; and

1. Prepare and/or recommend legislation/ordinance or other legal documentation necessary to implement the emergency powers that may be required during the emergency.
2. **Utility Companies**

a. Provide an emergency point of contact and provide emergency information to the Emergency Management Director and to the Public Works designee;

b. Maintain the Utility Restoration Priorities for Critical Facilities in coordination with the local Emergency Management Director and the Public Works designee;

c. In coordination with the Emergency Management Director and the municipal Unified Command, update utility restoration priorities for critical facilities in the aftermath of an emergency situation as required;

d. Maintain and share information on existing emergency generators and potential generator requirements, as necessary;

e. Where it appears that outages or shortages will be long term and have a

major impact on the municipality, coordinate with the Emergency Management Director and Public Works designee on actions that should be taken to obtain support for missing services or identify locations so the municipality can act to relocate people who cannot be provided substitute services;

f. Coordinating with the Emergency Management Director and local EOC, respond to requests for assistance in facilitating utility repair and reconstruction activities;

g. Assist Emergency Management in developing and maintaining this annex;

h. Ensure utility emergency plans exist, comply with state regulations, and are distributed as required on a timely basis;

i. During emergency situations, respond in a timely manner to restore utility service, in accordance with the ESF 12 All Hazards Energy and Utility Annex of the State Response Framework, as well as applicable state statutes and regulations;

j. Coordinate and provide regular information flow regarding utility status, number of customers affected, and areas affected, as well as accurate restoration estimates, to the local and state EOCs;

k. Train and equip utility personnel to conduct emergency operations;

l. Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures;

m. Maintain adequate stocks of needed emergency supplies and identify sources of timely re-supply of such supplies during an emergency;

n. Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that will assist in restoration of utilities for major disasters;

o. Ensure utility maps, blueprints, engineering records, GIS coordinates, and other materials needed to conduct emergency operations are available during emergencies;

p. If warning of an emergency situation is available, take appropriate measures to protect and preserve utility equipment, personnel, and infrastructure, including increasing security when there is a threat of terrorism directed against utility facilities.