**INCIDENT SPECIFIC ANNEX: EMERGENCY FUEL MANAGEMENT**

|  |  |
| --- | --- |
| **Lead Coordinating Agency**  | **Jurisdiction Emergency Management** |
| **Jurisdiction Governmental Support Agencies**  | **Jurisdiction Highway Department****Jurisdiction Finance Department****(County) Sheriff’s Department****Jurisdiction (other offices as needed)** |
| **Local Government Support** | **Jurisdiction Public Transportation****Jurisdiction Public Works****Jurisdiction Emergency Management** |
| **State Government Support**  | **Wisconsin Emergency Management****Wisconsin Office of Energy Innovation** |
| **Non-Governmental Support Organizations** | **Fuel Vendors****Convenience Stores (if applicable)** |

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# Introduction

Jurisdiction is the largest (tribe, county, municipality) (geographically) in the State of Wisconsin. As a county in northern Wisconsin, it is susceptible to severe weather events both in the summer and winter months where the loss of electrical power does occur. Most of these events are short-term, but the potential for a long-term loss of electricity in a wide-spread area does exist.

[Insert brief description of energy “footprint” in your jurisdiction (served by xxx electric utility, uses xxx gallons of fuel per day on average for emergency response, etc)]

When a long-term power outage occurs, acquisition of fuel is critical. Facilities may have generators, but they will eventually run out of fuel. Public Safety operations (law enforcement, fire/EMS, and transportation) are part of the critical infrastructure and must have fuel to operate. This purpose of this plan is to provide guidance to keep public safety operations and facilities functional during a shortage.

This plan is part of the emergency operations plan (or response plan) for Jurisdiction and may be incorporated into appropriate departments and agencies continuity of operations plans.

# Goal and Objectives

## Identify roles and responsibilities of key staff during energy emergencies

## Identify response measures to ensure fuel is available for vehicles involved in critical public safety functions during energy emergencies. Critical functions include:

### Law enforcement,

### Firefighting and emergency medical services,

### Highway (public works) department, and a mass transportation agencies.

### Critical infrastructure protection and restoration

## Ensure fuel is available for backup generators at sites performing critical public safety functions.

# Scope

## This plan applies to public safety agencies within Jurisdiction as they are critical resources needed for life safety, life sustainment and recovery activities. This includes fuel for:

### Vehicles performing critical services

### Backup generators at critical facilities

## This plan does not include provisions to provide fuel to the general public, though Jurisdiction will, to the extent possible, support the efforts of fuel vendors providing fuel for the general public.

## This plan includes measures for responding to gasoline and diesel fuel shortages. For other fuel emergencies, refer to (insert appropriate Jurisdiction Plan)

# Authority

## This annex was developed under the authority of Jurisdiction [Emergency Operations Plan or Emergency Response Plan] and Emergency Support Function 12 – Energy (if applicable].

## With a declared emergency, the governing body conferred under §323.11 has the general authority to do what is necessary and expedient for the health, safety, protection, and welfare of persons and property within the local unity of government in the emergency.

## Jurisdiction Emergency Management has the authority to direct and coordinate emergency management activities throughout Jurisdiction during a declared emergency and therefore takes the lead role in the execution of the activities outlined in this plan.

## This annex was developed in accordance with the following legal references:

### FEDERAL:

#### National Response Framework, Third Edition, June 2016

#### Robert T. Stafford Disaster Relief and Emergency Assistance Act

### STATE:

#### Wisconsin State Statute §323 - Emergency Management

#### Wisconsin Emergency Response Plan

#### Wisconsin Petroleum Shortage Contingency Plan

### Jurisdiction:

#### Jurisdiction: Emergency Operations Plan (or Emergency Response Plan)

#### Jurisdiction: Emergency Support Function 12: Energy (if applicable)

# Planning Assumptions:

## Certain business functions of state, tribal, county, and municipal government will be suspended during fuel shortages in order to conserve fuel.

## Public safety agencies will implement measures to reduce their overall fuel usage for non-essential functions.

## This plan aligns with the State of Wisconsin’s Petroleum Shortage Contingency Plan.

## During short-term emergency events, established in-ground fuel stores (fixed sites) in Jurisdiction will remain available and the supply from local distributors will not be uninterrupted long enough to cause public safety impacts.

# Plan Activation and Termination

## Activation of this plan will not occur without an emergency declaration made by proclamation or resolution in accordance with (insert appropriate guidance or regulation) XXX County Code Chapter 6 – Emergency Management. The declaration should trigger the activation of the emergency operations plan.

## This plan is typically activated when one or more of the following conditions are met:

### A state of emergency has been declared in Jurisdiction

### A long-term, widespread, power outage is underway (48hrs or longer).

### Critical services within Jurisdiction have reported problems obtaining fuel for their essential functions from their vendors and have been unable to coordinate delivery from other vendors.

### The impact of the fuel shortage is causing disruptions in surrounding jurisdictions.

### Other disruptions to fuel industry operations have occurred (weather, geopolitical events, infrastructure disruption, work stoppages, etc.).

## The Emergency Management Director or designee will determine when to activate this annex. Once this plan is activated, management of associated response measures will be coordinated through designated Primary Fuel Coordinator(s) as identified, or the Emergency Operations Center Logistics Chief.

## Required Notifications for plan activation: Senior management and Jurisdiction leadership must inform other agencies that the fuel contingency plan has been activated. If this is delegated to Jurisdiction Emergency Management, utilize the Key Contacts List in this document to make required notifications. Notification should include:

### Jurisdiction highway department and/or public works department

### Jurisdiction law enforcement, firefighting, and EMS.

### Jurisdiction emergency management department

### Jurisdiction purchasing authority (insert appropriate purchasing authority)

### Jurisdiction leadership (add appropriate leadership)

### Fuel vendors: (See Key Contact Listing)

### Intended private sector fuel recipients (critical infrastructure partners like electric utility line trucks, etc.) Notify local government affairs representative (insert appropriate organizations for your jurisdiction)

### Wisconsin Emergency Management Regional Director and/or WEM Duty Officer or State Emergency Operations Center if the WEM Regional Director is not available.

## Jurisdiction Emergency Management in conjunction with the Primary Fuel Coordinator(s), will decide when the Jurisdiction can terminate the activation of this plan and resume normal fuel acquisition procedures and normal business practices.

# Concept of Operations

## General Concept of Fuel Management

### Tribal, county and municipal agencies are responsible for maintaining their own purchase agreements with fuel vendors. Therefore, they have their own established policies and procedures to support routine fire response, emergency medical services, street and highway operations and law enforcement activities.

### The amount of POL required for daily operations varies from agency to agency, due to the agencies’ size, non-standard equipment, service provided, weather, and the consumption or burn rates of fuel being used by vehicles and equipment.

### During a local emergency, if an agency’s fuel and/or other supplies are exhausted due to high use; they are expected to obtain additional fuel through their established plans and agreements, which may include the use of mutual aid agreements and local purchases.

### The Jurisdiction Highway Department and the (insert appropriate law enforcement agency) maintain a contract with a designated vendor that provides for additional emergency deliveries of gasoline and diesel fuels to them as needed. These contracts are administered by the individual department through their purchasing agent and is reviewed and renewed on an annual basis.

### Activation of this fuel management plan is considered supplemental to the agency(s) local plans and agreements.

### If the supply of fuels from contracted vendors becomes is exhausted and Jurisdiction agencies are unable to acquire it from other sources; fuel may need to be requested through the appropriate level of government in accordance with the State of Wisconsin Petroleum Shortage Contingency Plan. For instance, if a municipality is unable to acquire fuel for critical services, and they have exhausted all available options for acquiring fuel, they should contact their County Emergency Management department to request assistance. See section [VIII. Requests for Fuel and Procurement](#_Requests_for_Fuel) for additional information.

### If tribes or counties are unable to acquire fuel, they may request assistance through the WEM Duty Officer or State Emergency Operations Center (if elevated).

## Emergency Fuel Operations Policy.

### As the Emergency Operations Center becomes operational for a shortage event, a fuel distribution team may be developed to assist in procurement and distribution of fuel.

### The Fuel Distribution Team may be made up of the following (note, it may be necessary to request Incident Management Team (IMT) support to fill some of these roles):

#### Primary Fuel Coordinator

#### Transportation Group Supervisor

#### Resources Unit Leader

#### Logistics Section Chief

#### Ground Support Unit Leader

### The Primary Fuel Coordinator(s) and the EOC Logistics Chief will jointly make determinations about how much staffing is needed to meet the needs of the incident.

### The Primary Fuel Coordinator(s) is typically a purchasing agent from an emergency response agency who handles fuel purchases for the agency.

## Request prioritization: If the fuel plan is activated, the fuel distribution team should use the matrix in [Appendix](#_Appendix_E:_Emergency) E as one component in the decision process for fuel distribution.

### Besides the matrix, the following factors may be taken into consideration as well:

#### The anticipated duration of the response.

#### The consumption or burn rates. Consumption rates will differ depending on:

* + - * the equipment being used
			* hours/time being used
			* type of fuel being used

#### weather conditions

#### The amount of available fuel the agency has in storage or in their vehicles

#### The location of response activities in relationship to fuel points

#### Whether mobile fuel trucks with metering capability are available to conduct fueling operations

# Requests for Fuel and Procurement.

## Local Emergency Events: When local fuel resources and mutual aid agreements are exhausted, the Incident Commander may contact emergency management to request assistance in obtaining additional fuel resources. However, the expectation is that a logistics section be utilized and the vendor that normally provides their fuel will be contacted first.

## The Fuel Distribution Team will need the following information from the requester:

#### Type of fuel

#### The operation or function that the fuel will be used for

#### Delivery location and any logistics concerns

#### Amount of fuel requested

#### Time and date fuel is needed by

## Either the PFC or the Fuel Distribution Team will coordinate with the identified storage sites (see [Appendix](#_Appendix_F:_Fuel) D) to determine if they have fuel available to support the request; and/or the possibility of procuring additional resources through established purchasing procedures.

#### **IMPORTANT NOTE**: Recipients of fuel are responsible for paying for fuel coordinated by the Fuel Distribution Team, and any fuel received at Jurisdiction Fuel Points of Distribution (FPODs).

## If tribal, county, and municipal fuel resources are exhausted, and efforts to acquire additional fuel have failed, the PFC may route a request for additional fuel through the Jurisdiction EOC Manager to the State Emergency Operations Center.

## The State Emergency Operations Center will need the following information to complete the request:

### Requesting County

### Type of fuel needed (gasoline, diesel, propane, etc.)

### Quantity of fuel needed

### If requesting fuel for a fuel point of distribution, provide:

#### Location of FPOD

#### Contact information of personnel on site

#### Any logistical instructions that might apply to the site (access gates, etc.)

### If requesting fuel for fixed facilities, be prepared to provide the following information:

#### Facility name, location, function, and criticality information (population served, life safety implications if unable to obtain fuel, etc.)

#### Facility point of contact

#### Remaining burn time on generator

#### Tank capacity

#### Current fuel vendor name and contact information

### Risk to community if fuel is not obtained (for vehicles and fixed facility requests)

### The attached spreadsheet may be used to ensure appropriate information is provided to the SEOC:

### Requests may also be entered through WebEOC on the Resource Request Board.

###

## Distribution:

### The EOC will coordinate delivery of all incoming fuel for vehicles to a Fuel Point of Distribution.

#### If security escort of fuel trucks is needed, this will be coordinated through the Jurisdiction EOC.

### Fixed Points of Distribution: There are several fixed fuel points within Jurisdiction that are equipped with above ground storage tanks (AST) and underground storage tanks (UST). When practical, incoming fuel resources will be sent directly to these established fuel points for general distribution. All sites have their fuel pumps on generator backup and can be used during power outages. Some or all of following locations may serve as fuel points of distribution when this plan is activated:

#### The Entity Highway Department,

#### City of XXX Public Works

#### City of XXX Public Transportation

### Points of Distribution (Mobile). Fuel trucks provide the capability to transport and dispense bulk fuel resources where they are needed without having to rely on the established fuel points. Fuel trucks are also an additional method of storing bulk fuel on a temporary basis. Mobile points of distribution may be established by working with fuel vendors to identify ideal locations based on the needs of the incident.

### These mobile fueling operations may require additional fire safety and security measures.

### Points of Distribution (Temporary). Fuel bladders provide the capability to store fuel temporarily. These sites may require additional fire safety and security measures.

### If mobile fuel points of distribution are established, their locations should be shared with appropriate response personnel.

## Accountability of Products:

### Local Emergency Events. During local emergencies of a short-term duration, local agencies are expected to follow their established procedures for receiving and accounting for fuel and other POL products. When local fuel resources are expended, agencies may coordinate for additional products from Jurisdiction either on a one-time need or a temporary support basis with billing to be arranged with the PFC. N**ote: agencies are still required to pay for fuel coordinated through the PFC.**

### Catastrophic Events/Major Disasters. Accountability of fuel and other POL resources during a long-term disaster event is the primary function of the PFC in the EOC.

### Fixed and temporary fuel distribution points will utilize Fuel Distribution Logs to account for all fuels procured and dispensed. These logs will be stored and collected by the EOC on a daily basis.

## Temporary Support. Depending upon product availability, the Primary Fuel Coordinator may allow distribution to the following agencies:

#### Local public safety agencies

#### Volunteer Organizations Active in Disasters agencies

#### Utilities

#### Contractors involved with repair to Critical Infrastructure

#### Wisconsin Air or Army National Guard units

#### Other entities deemed critical by the Jurisdiction EOC

## The fuel dispensed may be accounted for electronically (if card readers are available and functioning).

## Manual accountability will be maintained by utilizing paper distribution logs at each of Jurisdiction’s fuel points (See [Appendix](#_Appendix_G:_Fuel) F, Fuel Distribution Log). The Primary Fuel Coordinator then follows established accountability procedures (per Jurisdiction Finance Department), to ensure appropriate cost recovery from the agency and/or agencies for the fuel issued.

## To determine burn rates and remaining available inventories, Fuel Distribution Logs must be turned-in to the PFC either daily, at the end of each operational period, or as otherwise directed. This information serves as the basis for re- ordering.

## Staff at fixed fuel distribution points will also fill out and turn in the Fuel Inventory Log (included in [Appendix](#_Appendix_I:_Fuel) G) on a daily basis.

## The PFC provides copies of the Fuel Distribution Logs and Fuel Inventory Log to the fuel distribution team and the Finance Section for accountability. The Fuel Distribution Log is one of the base documents used for post event cost recovery procedures, and is itemized by the appropriate municipality, county, state, and federal; department and/or agency.

# Recovery

## At the direction of the PFC, Jurisdiction agencies will be instructed to resume purchasing fuel using standard operating procedures. This instruction will typically be given by the PFC when the following conditions are met:

### Power has been restored

### The severity of the fuel shortage has been reduced and critical services have adequate fuel.

## Demobilization guidance is as follows:

### Fuel remaining in fuel trucks will be distributed to Jurisdiction agencies via fuel fill or top-off operations. Remaining bulk fuel in fuel trucks may be distributed to Jurisdiction fuel storage facilities.

### Unopened packaged POL may be recovered and stored at designated locations for future use.

### All other POL products that are opened and are not consumed through normal use are to be disposed of properly.

### For situations not covered above, coordinate recovery actions with the appropriate fuel vendors.

# Communications:

## Communications between the fuel points of distribution, fuel vendors, and EOC are typically handled via cell phone or landline phone.

## Alternate Communications Methods: If cellular phones and landline services are unavailable, the EOC will coordinate with staff at fuel distribution points via radio, satellite phone, or message couriers.

## If available, a WebEOC incident site will be established upon activation of this plan.

## Public Information. All information released on fuel usage and mitigation (fuel points, public transportation, Even-Odd Fueling, conservation) should be in accordance with ESF 15: External Affairs.

## To ensure municipalities and public safety agencies are aware of current status, a daily conference call should occur with this information.

# Security:

## Security should be in place at each public-sector fueling site, whether permanent or temporary, and provided by sworn law enforcement officers or the Wisconsin National Guard.

## If security is needed, contact (jurisdiction law enforcement agency) and coordinate these resources.

## The Wisconsin National Guard should only be requested in the event law enforcement agencies in the state are unable to fulfil the request.

# Roles and Responsibilities

## Jurisdiction Emergency Management Director: The director advises the county board and the county administrator regarding emergency management and logistical support requirements within Jurisdiction.

## Therefore, the director must ensure that a logistics branch is in place to ensure fuel needs are met and proper documentation of fuel purchases is conducted. Note: The director does not have signature authority for purchasing.

## Primary Fuel Coordinator (PFC): The PFC will normally be a member of the highway department, Sheriff’s office, or the EOC Logistics Section Chief. Upon activation, the PFC is responsible for coordinating the fuel management plan. Based upon available POL resources, estimated burn rates, and forecasted needs, the PFC makes recommendations to the EOC Manager for additional fuel and coordinates distribution. The PFC coordinates staffing of fuel points of distribution with the appropriate agencies.

## Jurisdiction Purchasing Agent: Maintains the emergency fuel contract with appropriate fuel vendor(s) or service provider(s) that include provisions to continue the delivery of fuel to Jurisdiction during long-term disasters. Approves emergency purchases of fuel.

## Municipal Public Works and/or Fleet Managers: When required, keep PFC apprised of municipal POL status to include availability, burn rates, and forecasted requirements.

## Fuel Point of Distribution Staff: Ensure fuel distributed is accounted for electronically and/or manually in accordance with PFC and purchasing agent instructions.

# Emergency Fuel Annex Management and Maintenance

## Jurisdiction Emergency Management is responsible for management and maintenance of this plan. The plan will be reviewed periodically to incorporate new policy as well as incorporating lessons learned from exercises and actual events.

## An after-action report should be developed each time this plan is exercised or implemented in response to an actual fuel shortage event.

## Notice of Change: After coordination has been accomplished, Jurisdiction Emergency Management will publish the revised document with the changes identified.

## Distribution: Jurisdiction Emergency Management will provide a copy of this plan to participating agencies as needed.

# Appendix A: Key Contacts

|  |
| --- |
| **Fuel Management Plan Key Contact List** |
| Jurisdiction ***Emergency Management Agency*** |
| Name | Title | Office Phone | Cell Phone | Email |
|  |  |  |  |  |
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|  |  |  |  |  |
| Jurisdiction ***Law Enforcement Agency*** |
| Name | Title | Office Phone | Cell Phone | Email |
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| Jurisdiction ***Fire and EMS*** |
| Name | Title | Office Phone | Cell Phone | Email |
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| Jurisdiction ***Highway Department and FPODs*** |
| Name | Title | Office Phone | Cell Phone | Email |
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|  |  |  |  |  |
|  |  |  |  |  |
| Jurisdiction ***Law Enforcement Agency*** |
| Name | Title | Office Phone | Cell Phone | Email |
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| Jurisdiction ***Petroleum Suppliers*** |
| Name | Title | Office Phone | Cell Phone | Email |
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| Jurisdiction ***Highway Department and FPODs*** |
| Name | Title | Office Phone | Cell Phone | Email |
|  |  |  |  |  |
|  |  |  |  |  |
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# Appendix B: Agency Specific Emergency Fuel Management Checklists

| **Check****When****completed** | **Jurisdiction Emergency Operations Center** |
| --- | --- |
|  | **1.** | **Activate Emergency Fuel Management Plan** |
|  | [ ]  | Contact the following agencies/Personnel and notify them of activation:* Jurisdiction Administrator or equivalent approval authority)
* Jurisdiction Highway Department
* Jurisdiction Purchasing Agent
* Jurisdiction Law Enforcement Department(s)
* Fuel Vendors
	+ Vendor 1
	+ Vendor 2
* Fuel Points of Distribution Staff
* WEM Regional Director
 |
|  | **2.** | **Identify Staff to be part of the Fuel Distribution Team** |
|  |[ ]  * Appoint a Primary Fuel Coordinator (at a minimum)
* Transportation Group Supervisor
* Resources Unit Leader
* Logistics Section Chief
* Ground Support Unit Leader
* Fuel Point of Distribution Staff
 |
|  | **3.** | **Primary Fuel Coordinator & Fuel Distribution Team** |
|  |[ ]  Identify:* Available fuel reserves for critical functions
* Which FPODs should be activated
 |
|  |[ ]  Track and process incoming fuel requests |
|  |[ ]  Establish and maintain an inventory of all fuel distributed at FPODS |
|  |[ ]  If fuel resources are unavailable, route approved fuel requests through the State Emergency Operations Center. |
|  |[ ]  Develop fuel management objectives as part of the Transportation Management section of the IAP for each operational period.  |
|  |[ ]  Assist EOC management and PIO with public message development related to fuel distribution (if applicable).  |
|  |[ ]  Track burn rates and coordinate with Jurisdiction purchasing agent and fuel vendors to obtain additional at FPODs as needed |
|  | **4.** | **Coordinate Security for Fuel Points of Distribution (if necessary)** |
|  |[ ]  Contact local law enforcement agency and request assistance. Note: if local law enforcement entities can’t support the need, additional support should be sought through the standard resource request process.  |

| **Check****When****completed** | **Jurisdiction Fuel Distribution Point Staff** |
| --- | --- |
|  | **1.** | **Site Activation** |
|  | [ ]  | Upon notification of plan activation, report to assigned FPOD with appropriate personal protective equipment (PPE) |
|  | [ ]  | Establish communication with EOC (Phone, radio, etc.) |
|  | [ ]  | Identify and report the following to EOC:* Any safety concerns which may prohibit the site from being utilized
* Current fuel inventory at the site
* Power (grid) and backup generator power status at the site
* Need for security to help control the site
* Safe hours of operation for the site (is there lighting, etc. after dark?)
 |
|  | **2.** | **Establish Method for Tracking Fuel Distribution** |
|  |[ ]  Coordinate with EOC and determine whether electronic tracking or manual tracking processes will be utilized to track fuel purchases at the site. If using manual tracking, use the Fuel Distribution Log in [Appendix](#_Appendix_G:_Fuel) F.  |
|  | **3.** | **Coordinate Fuel Needs and Distribution with EOC**  |
|  |[ ]  Report remaining fuel levels at the distribution point at least daily (more often if remaining supply will be exhausted before the end of the day). Use the Fuel Inventory Log in [Appendix](#_Appendix_I:_Fuel) G.  |
|  |[ ]  Assist response agencies with fueling as required |
|  |[ ]  Log all fuel purchases at the distribution site and obtain driver signatures. Compile this information and submit to the EOC daily.  |
|  |[ ]  Contact Primary Fuel Coordinator in EOC to resolve questions about eligibility to receive fuel at the site |
|  |[ ]  Report any safety or security issues to the EOC |

# Appendix C: Fuel Consumption Rates (Fy2018)

|  |
| --- |
| **Jurisdiction Highway Department** |
| Facility | Fuel Types | Average Amount Used per (interval) |
| Quantity | Unit |
| Shop 1 (Insert address or facility name) | Diesel | X,XXX | Gallons |
| Gasoline |  |  |
| Shop 2 (Insert address or facility name) | Diesel |  |  |
| CNG |  |  |
| Shop 3 (Insert address or facility name) | Propane |  |  |
| Gasoline |  |  |
| Shop 4 (Insert address or facility name) | Diesel |  |  |
| Gasoline |  |  |
| Notes about Highway Dept Fuel Use: (example: “Sites are normally refilled every 10 days by the contract vendor”…..or “The site is not on contract, goes out for bids when needed.”)  |
| **Jurisdiction Law Enforcement** |
| Component | Fuel Types | Average Amount Used per (interval) |
| Quantity | Unit |
| Vehicle Fleet | Diesel | X,XXX | Gallons |
|  |  |  |
| Facilities |  |  |  |
|  |  |  |
| Notes about law enforcement fueling:  |
| **Jurisdiction Fire Department & EMS** |
| Component | Fuel Types | Average Amount Used per (interval) |
| Quantity | Unit |
| Vehicle Fleet - Fire | Diesel | X,XXX | Gallons |
| Gasoline |  |  |
| Vehicle Fleet - EMS |  |  |  |
|  |  |  |
| Notes about Fire Department and EMS fueling: |
| **Jurisdiction Public Transportation** |
| Component | Fuel Types | Average Amount Used per (interval) |
| Quantity | Unit |
| Vehicle Fleet 1 | Diesel | X,XXX | Gallons |
|  |  |  |
| Vehicle Fleet 2 |  |  |  |
|  |  |  |
| Facilities |  |  |  |
|  |  |  |
| Notes about Public Transportation fueling:  |
| **Jurisdiction (add other agencies as appropriate)** |
| Component | Fuel Types | Average Amount Used per (interval) |
| Quantity | Unit |
| Vehicle Fleet 1 | Diesel | X,XXX | Gallons |
|  |  |  |
| Vehicle Fleet 2 |  |  |  |
|  |  |  |
| Notes about (agency) fueling: |

# Appendix D Fuel Site Storage and Distribution Capacity Table

|  |
| --- |
| **Pre-Designated Fuel Points of Distribution - Jurisdiction** |
| **Facility Name** | **Street Address** | **Municipality** | **Zip Code** | **Fuel Types\*** | **Tank Size****(Gal)** | **Tank Type\*\*** | **Generator Capable?\*\*\*****(yes/no)** | **Generator On-Site?****(yes/no)** | **Backup Gen Fuel Type** |
| Example County Highway Shop | 123 Generic Ave | Anytown | 12345 | Diesel | 10,000 | Under | Yes | Yes | Diesel |
| Propane | 3,000 | Above | Yes | Yes | Diesel |
|  |  |  |  |  |  |  |  |  |  |
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**\***Enter the types of fuel the sites is capable of dispensing

\*\* Is the tank an above ground or under ground tank? Simply write “above” or “under” in the box. .

\*\*\* A site is considered “generator capable” if it has a tap switch installed already

Fuel Types: Propane, Diesel, Gasoline, CNG, Bio-diesel

# Appendix E: Emergency Fuel Access Distribution Matrix

**Emergency Fuel Access Distribution Matrix for Public Safety Agencies**

To determine the priority of requesting agencies, use the following matrix:

1. What is the impact to critical infrastructure if the requesting agency did not get fuel?

2. Determine the priority of the agency and the issuance of fuel.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Severity of the potential injury/damage to critical infrastructure** | Multiple FatalitiesCatastrophic Loss of Critical Infrastructure **5** | 5 | 10 | 15 | 20 | 25 |
| Major Injury, Single Fatality, Critical loss of Process/damage to Critical Infrastructure **4** | 4 | 8 | 12 | 16 | 20 |
| Reportable Injury, moderate loss of process or limited damage to Critical Infrastructure  **3** | 3 | 6 | 9 | 12 | 15 |
| Non-Reportable Injury, minor loss of Process or slight damage to Critical Infrastructure **2** | 2 | 4 | 6 | 8 | 10 |
| Insignificant damage to critical infrastructure, Equipment or Minor Injury   **1** | 1 | 2 | 3 | 4 | 5 |
|  | Extremely Unlikely**1** | Remote Possibility**2** | Possibly Could Occur**3** | Will Probably Occur**4** | Almost Certain**5** |
|  | **Likelihood** |

# Appendix F: Fuel Distribution Log

|  |  |  |
| --- | --- | --- |
| Location: | **FUEL DISTRIBUTION LOG** | Event: |
| Date: | Agency Information | Vehicle Information | Fuel Dispensed by Type(Number of Gallons) | Operator (Print) |
| Name | Make/Model | Gasoline | Diesel | Other | Signature |
| Time: | Address | License # |  |  |  | Site Attendant |
| Contact Information | Current Mileage |  |
| Date: | Agency Information | Vehicle Information | Fuel Dispense by Type(Number of Gallons) | Operator (Print) |
| Name | Make/Model | Gasoline | Diesel | Other | Signature |
| Time: | Address | License # |  |  |  | Site Attendant |
| Contact Information | Current Mileage |  |
| Date: | Agency Information | Vehicle Information | Fuel Dispense by Type(Number of Gallons) | Operator (Print) |
| Name | Make/Model | Gasoline | Diesel | Other | Signature |
| Time: | Address | License # |  |  |  | Site Attendant |
| Contact Information | Current Mileage |  |

# Appendix G: Fuel Inventory Log

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  On-Site Inventory As Of: | Date: | Time: | Gasoline (Gal) | Diesel (Gal) | Other (Gal) |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| On-Site Inventory As Of: | Date: | Time: | Gasoline (Gal) | Diesel (Gal) | Other (Gal) |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| On-Site Inventory As Of: | Date: | Time: | Gasoline (Gal) | Diesel (Gal) | Other (Gal) |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| On-Site Inventory As Of: | Date: | Time: | Gasoline (Gal) | Diesel (Gal) | Other (Gal) |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| On-Site Inventory As Of: | Date: | Time: | Gasoline (Gal) | Diesel (Gal) | Other (Gal) |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| On-Site Inventory As Of: | Date: | Time: | Gasoline (Gal) | Diesel (Gal) | Other (Gal) |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| On-Site Inventory As Of: | Date: | Time: | Gasoline (Gal) | Diesel (Gal) | Other (Gal) |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| On-Site Inventory As Of: | Date: | Time: | Gasoline (Gal) | Diesel (Gal) | Other (Gal) |
|  |  |  |  |  |

# Appendix H: Acronyms

ARES Amateur Radio Emergency Services

EM Emergency Management

EOC Emergency Operations Center

EOP Emergency Operations Plan

ESF Emergency Support Function

EPA Environmental Protection Agency

DNR Department of Natural Resources

FY Fiscal Year

WEM Wisconsin Emergency Management

IC Incident Command

ICS Incident Command System

XXEM XXX (County, Tribe, Municipality) Emergency Management

NIMS National Incident Management System

NRF National Response Framework

PFC Primary Fuel Coordinator

POD Point of Distribution

POL Petroleum, Oils, and Lubricants

SEOC State Emergency Operations Center

WEM DO Wisconsin Emergency Management Duty Officer

#  Appendix I: Definitions

## Disaster: A severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of this state or a portion of this state, or critical systems, including computer, telecommunications, or agricultural systems.

## Lubricants: Materials with a higher viscosity than oils (usually a semisolid) designed to provide lubrication or sealing between two moving items where lubricating oil would not stay in position. Examples of lubricants are grease, mineral oils, petroleum jellies and synthetic greases.

## Long-Term: Greater than 72 hours.

## Oils: The accepted term for any thick fatty oil of either petroleum or mineral origin especially used to lubricate machinery or engines. It is a viscous liquid such as motor oil, sewing machine oil, etc.

## Petroleum: The accepted term for petroleum products used as a fuel. This plan focus is on gasoline, diesel fuel, and propane.

# Appendix J: Fuel Request Flow Chart

Fuel Distribution Team receives requests for fuel from agencies or facilities

Fuel Distribution Team receives requests for fuel from agencies or facilities

Vehicle Fueling at FPODs Begins

Fuel Distribution Team activates pre-identified Fuel Distribution Points

EOC Activates Fuel and establishes a Fuel Distribution Team in Logistics Section

Is the risk higher than 12?

Fuel Emergency Occurs

County/Tribe Emergency Declaration

Fuel Distribution Team uses matrix to determine if fuel can be distributed to requestor

No

Yes

Request Approved

Request Denied