**Jusidiction EMERGENCY SUPPORT FUNCTION 12 - eNERGY**

|  |  |
| --- | --- |
| **Lead Coordinating Agency**  | **Jurisdiction Emergency Management** |
| **Tribal or County Governmental Support Agencies**  | **Jurisdiction Board or Administration****Jurisdiction Police Department****Jurisdiction Fire Department****Jurisdiction Public Works****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****Wisconsin Public Service Commission** |
| **Non-Governmental Support Organizations** | **Fuel Vendors (insert names)****Convenience Stores (if applicable – insert names)****Electric Utilities****Natural Gas Utilities** |
| **Federal Government Support** | **Federal Emergency Management Agency****Bureau of Indian Affairs (BIA) (If applicable)** |

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# Introduction

## Purpose:

### Outline roles and responsibilities of the various organizations tasked with responding to shortages and disruptions of the supply and delivery of electricity, propane, gasoline, diesel, and other forms of energy utilized by Jurisdiction.

## Scope:

### This plan describes the roles and responsibilities of the various departments of Jurisdiction during energy shortages and power outages. This document also outlines how those departments interact with the various state and federal support agencies.

### ESF 12 is applicable to all departments and agencies with responsibilities and assets to support actual or potential energy emergencies.

### Jurisdiction agency actions are determined by specific statutes, agency plans, ordinances and policies.

# Policies

### For the purposes of this ESF, the term “energy” in energy emergency applies to power derived from electricity, natural gas, propane, diesel fuel, gasoline, or other sources.

### If energy supply is disrupted, (insert appropriate authority) may declare an emergency for Jurisdiction. In cases where energy allocation is required, appropriate use of energy resources will be determined by the (insert jurisdiction authority), with input from Jurisdiction Public Works, Jurisdiction Emergency Management, and other relevant departments.

### If allocation of energy resources is required, priority will be given to life safety.

### Relevant State Statues and Policies:

#### Wisconsin Statute 196.029 authorizes the Governor to declare an energy alert if a disruption of energy supplies poses a serious risk to the economic well-being, health, or welfare of the citizens of the state.

#### Wisconsin Emergency Management is the Lead Coordinating Agency under the state’s ESF-12. The Public Service Commission serves as the lead advisory agency to WEM. WEM will work with appropriate state agencies to respond to the energy emergency.

#### Wisconsin Emergency Management will coordinate any energy emergency related activities of other state agencies during an energy emergency. Those state agencies with additional authority will be notified to implement their energy emergency plans.

#### If an energy emergency should occur, the Governor may ask the public to institute voluntary measures that conserve energy and ensure supply to critical facilities. The WEM and the PSC would work with other agencies to identify the appropriate conservation measures. Mandatory energy reduction measures would only be implemented as necessary. Tribal officials would need to concur with these policies to implement them on Tribal lands.

# Scope

## The scope of this ESF includes:

### Assessing energy system damage and determine required resources to restore energy systems

### Coordinating with ESF-12/Energy and utilities support agencies in helping energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems

### Coordinating information with local, state, federal officials, and suppliers about available energy supply

## ESF-12 *Energy* is a functional annex to the Jurisdiction Emergency Operations Plan (EOP) and, to the extent possible, information contained in other section of the EOP are not repeated in this document.

## This ESF applies to all agencies with assigned emergency responsibilities as described in the Jurisdiction EOP.

# Planning Assumptions

## Public and private utility systems may be curtailed or otherwise cease to operate due to damage or other emergency conditions

## Depending on the situation, rationing or conservation measures may be imposed to conserve Wisconsin’s energy resources

## Public and private utility and energy organizations will perform tasks on their own authority to restore their essential services to the jurisdictions they serve.

# Concept of Operations

## Response to energy disruptions and their effects is necessary for preservation of the public health, safety, and general welfare of our citizens. In the event of an energy emergency, Jurisdiction lead coordinating and support agencies will:

### Work with all affected stakeholders to compile estimates of the extent of damage to energy delivery systems such as pipelines, transmission lines, fuel terminals, rail lines, etc.

### Request and analyze current information regarding Jurisdiction energy supply and demand.

### Identify critical demand and supply needs for high risk/priority customers and producers within Jurisdiction.

### Coordinate with tribal, county, state, and federal agencies to assist with the emergency.

### Coordinate with energy producers and providers to identify critical repair requirements.

### Coordinate with local jurisdictions to establish damage repair priorities.

### Coordinate the supply and distribution of temporary or alternate energy sources. For additional details, see the Liquid Fuel Annex of this document.

### Implement and coordinate emergency measures to reduce demand with an emphasis on voluntary measures.

### Assess the requirements for restoration of critical energy services at Jurisdiction facilities.

# Organization

## During an emergency or disaster situation, the primary and support agencies of Jurisdiction will assign personnel to the Jurisdiction EOC, as appropriate. The EOC Manager and Operations Section Chief in the EOC will be responsible for ESF 12 implementation.

## The EOC Manager may assign lead coordinating responsibilities to the appropriate support agency, depending on the type of energy emergency.

## Non Jurisdiction Agencies:

### Neighboring Counties: During emergencies, Jurisdiction emergency management maintains close contact with neighboring counties to gain situational awareness, deconflict response actions, and provide mutual aid as appropriate.

### Wisconsin Emergency Management (WEM): WEM maintains a 24/7 Duty Officer system and operates the State Emergency Operations Center (SEOC) during manmade and natural disasters. WEM is also the lead coordinating agency for energy emergencies at the state level. Jurisdiction coordinates with WEM through the WEM (insert region) Region Office, the WEM Duty Officer, or by contacting the State Emergency Operations Center when it is open.

### Federal Emergency Management Agency (FEMA): Jurisdiction may coordinate directly with FEMA during disasters. This coordination may include situational updates and coordination of resources and resource requests. This type of support can be requested through the Joint Field Office (if established), or the Regional Response Coordination Center.

### Electric Utilities: Jurisdiction receives electric power from (insert names of all applicable electric utilities) (see service territory map in section XX). Jurisdiction coordinates with these organizations through liaisons. See key contacts list for specifics. During significant outages, Jurisdiction may also request liaisons from each utility report to the EOC to provide updates and coordinate response efforts related to restoration.

### Petroleum and Propane Suppliers: Jurisdiction maintains contracts with local petroleum and propane suppliers. These companies and appropriate contact information can be found in Annex A. During power outages, Jurisdiction coordinates with these companies to ensure key Jurisdiction facilities have fuel and to coordinate response activities.

### Natural Gas Suppliers: Jurisdiction receives natural gas from (insert utilities) Emergency contact information can be found in Annex A. In the event of a natural gas disruption, Jurisdiction coordinates with these utilities to receive restoration estimates and facilitate response actions as necessary.

### Other Energy Providers (if applicable)

# Preparedness and Mitigation Activities

## Develop an understanding of energy delivery and usage in Jurisdiction. This includes:

### Fuel sources used by homeowners for heating and cooling

### Service territories for energy suppliers (natural gas, electricity, propane, etc.)

### Critical energy infrastructure in Jurisdiction (major substations, transmission lines, pipelines, micro-grids, backup generators).

## Develop a list of critical infrastructure sites within Jurisdiction and update it at least bi-annually. The list should include information about backup generator capability, fuel types, and contact information for facility managers.

## Identify areas where additional public education and training are needed.

## Provide information to the public on how to cope with potential energy emergencies through the established public information processes.

## Coordinate with support agencies through regular meetings and exercises and identify areas where communication and operations can be improved.

## Ensure personnel with responsibilities under this ESF are aware of those responsibilities and trained appropriately.

## Identify areas where memoranda of understandings are needed.

## Prepare and update contingency plans for implementation in the event of energy shortages, emergencies or other disruptions and maintain liaison with supporting agencies as well as energy and utility companies regarding these plans.

## Collect and analyze energy usage data at critical facilities in the Jurisdiction for use during planning and emergency response activities.

## Develop and maintain a list of energy, utility, petroleum and transportation contacts and resources.

## Create and maintain a deployment kit of critical information, resources and equipment for use during significant disruptions.

### Determine impact of potential energy disruptions on Jurisdiction essential functions

### Develop strategies for performing essential functions during an energy disruption.

# Activation Procedures

## Assess the Situation: This plan may be activated when an energy shortage is expected to occur or is already in progress. Jurisdiction Emergency Management and other supporting agencies work with energy sector contacts to identify when shortage conditions are occurring. Initial assessment should aim to:

### Identify the geographic area impacted by event

### Identify the expected duration of the outage

### Determine the severity of the shortage

### Determine the impact the disruption or shortage may have on Jurisdiction. This includes examining:

#### Power to critical facilities

#### Status of backup power at critical facilities

#### Fuel supply at critical facilities and for fleet operations

#### And fuel and power supply available for the residents and the public

## Jurisdiction Emergency Management will recommend (insert appropriate authority) issue a declaration of an emergency to open access to additional resources. If applicable, the EOC will notify the WEM Regional Director, WEM Duty Officer, and/or SEOC of the emergency declaration.

## EOC activation: If deemed necessary, Jurisdiction Emergency Management will open the emergency operations center in accordance with (insert appropriate reference for your jurisdictions EOC activation plan)

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# Response Measures

## All Energy Disruptions:

### Continue to monitor the situation in accordance with procedures outlined in VI.A.

### Implement conservation procedures to preserve remaining supply:

#### Jurisdiction Facility managers and operators will ensure any issues related to the energy disruption affecting their facility are communicated to the appropriate Jurisdiction leadership and to the EOC if necessary. Facility managers and operators will take all practical steps to minimize the impact of the disruption on their facilities.

#### Jurisdiction agencies should conserve available resources for essential functions while shortage conditions exist.

#### EOC will work with appropriate PIOs to develop messaging for the public regarding what is known about the disruption, any actions the public should take, and when to expect additional announcements about the incident. Public messaging will be developed in accordance with ESF-15, Public Affairs (insert appropriate plan reference if not using ESFs).

#### If necessary, implement mandatory measures approved by Jurisdiction, State, FEMA, and tribal officials (if applicable).

### Coordinate Jurisdiction energy needs with local energy producers, suppliers and related supporting companies.

### Compile damage assessment estimates with inputs from energy, utility and transportation companies.

### Identify resource needs and coordinate with appropriate stakeholders to obtain electric generators or heating units, primarily related to assuring the availability of adequate fuel supplies.

### If applicable, coordinate public information concerning energy, utilities, and petroleum with appropriate industry PIOs.

### Identify impacts of the energy disruption on vulnerable populations within Jurisdiction.

### Coordinate with energy providers to determine if and where information or resources may needed to assist with restoration. Examples include but are not limited to:

#### Providing road closure information to utilities or fuel providers

#### Coordinating debris clearance efforts with energy providers to ensure access to certain infrastructure

#### Providing information regarding security or credentialing requirements at an incident scene.

## Electric Power Disruption

### Identify outage areas. This may be done through the following methods:

#### Utility websites (insert appropriate links here)

#### Direct inquiry to affected utilities

#### Physical observation of the Jurisdiction

#### Other means (Fill in as appropriate for your jurisdiction. Note, some counties can determine outage areas by noting the status of tornado sirens in their area)

### Establish contact with electric utility providers in Jurisdiction using any means available (phone, cellular phone, radio, runners, etc.)

### Request a liaison from affected utilities to staff the EOC (as deemed necessary by EOC manager)

### Obtain initial restoration estimates from affected utilities (Note: during major events, these estimates may not be available for several hours or even days. If utilities can’t access affected areas, it is not possible for them to know the true extent of the damage to infrastructure).

### Provide outage information to appropriate Jurisdiction agencies and other entities as appropriate.

### Work with utility liaisons to identify opportunities to enable restoration and response efforts. Examples of this include:

#### Providing personnel or resources to assist with debris removal to allow utility crews access to affected infrastructure

#### Identifying critical facilities that may need to be prioritized for power restoration based on the needs of the response

#### Identifying available fueling stations for use by utility crews

#### Providing security assistance for remaining infrastructure assets

#### Allowing utility vehicles to obtain fuel at Jurisdiction distribution points.

## Natural Gas Disruption

### Identify outage areas. This may be done through the following means:

#### Calls to emergency service (911 Dispatch): Homeowners and residents may report outages to emergency dispatch, particularly if hazardous weather conditions like extreme heat or extreme cold exist.

#### Direct inquiry to utilities: When reports of gas outages are received, contact natural gas service providers to determine the extent of the outages.

### Establish regular update schedule with affected natural gas service providers to review:

#### Outage areas and restoration estimates

#### Actions being taken to restore service and any safety considerations

#### Information or resource needs on the part of the service provider

#### Public messaging regarding natural gas safety during the outage.

#### Public messaging regarding actions being taken to restore service and respond to the impacts of the outage.

### If an extended duration or widespread disruption is expected, consider requesting a liaison from the natural gas service provider to staff the EOC.

### Determine the need for warming or cooling shelters based upon the outage area and expected duration. Open these in accordance with (insert appropriate Jurisdiction Plans)

### Provide Jurisdiction agencies outage and restoration information so they can implement continuity plans and ensure essential functions can be performed.

## Propane Disruption

### Identify shortage conditions. This is done in the following ways:

#### Direct inquiry to propane suppliers in the area (see key contacts listing).

#### A shortage may identified when residents call emergency services or Jurisdiction offices to report problems receiving propane. Note: this may not be caused by a product shortage, but it could be an indicator supply is tightening.

#### Contact the Wisconsin Office of Energy Innovation at the Public Service Commission to receive an update on propane supply and prices when shortage conditions are expected.

### Coordinate with propane suppliers to determine what can be done to alleviate the shortage.

### Respond to impacts of the shortage. Consider the need for opening heating and cooling centers.

## Gasoline or Diesel Disruption: see Emergency Fuel Annex.

# Recovery Activities

## Compile damage and operational capability information from energy and utility companies. Update this information as needed.

## Coordinate supporting resources for energy infrastructure restoration and repair to meet essential needs with energy suppliers. Support restoration efforts as appropriate.

## Coordinate targeted energy conservation and efficiency programs to enhance recovery activities.

## Work with the state to implement state recovery plans at the local level.

## Coordinate with support agencies to deal with long term impacts and develop a long-term recovery plan.

## Conduct after-action critique of the overall response and recovery efforts.

# Responsibilities

## Lead Coordinating Agency: Jurisdiction Emergency Management

### Serve as the lead agency in the event of an energy emergency or designate the appropriate support agency as the lead if required.

### Coordinate with Jurisdiction departments and residents to identify resource needs and energy availability during energy emergencies.

### Work with stakeholders and supporting agencies to identify the status of energy infrastructure damage, supply adequacy, and market situation. Provide this information Jurisdiction decision makers.

### Coordinate with appropriate stakeholders to obtain essential energy resources, respond to the impacts of the disruption, and recover from the incident.

### Maintain up-to-date data including addresses and contact names for all major local utilities, fuel providers, and critical infrastructure owners/operators.

### Add others as appropriate

## Electric and Natural Gas Utilities

### Provide Jurisdiction emergency management officials information about outage areas and estimated restoration timelines

### Take all required and appropriate measures to restore service to affected areas

### Provide liaison officers or appropriate points of contact to the Jurisdiction EOC if requested.

## Diesel, Propane, and Gasoline Suppliers

### Implement all required and appropriate steps to restore service to affected areas.

### Work with the Jurisdiction EOC to identify fueling needs in the area during energy disruptions or shortages.

### Provide Jurisdiction EOC with information about available supplies as able.

# 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

# List of Acronyms

See Jurisdiction Emergency Response Plan

# List of Appendices:

## Appendix A: Key Energy Contacts

## Appendix B: Jurisdiction Electric Service Territory Utility Map

## Appendix C: Jurisdiction Natural Gas Service Territory Map

## Appendix D: Wisconsin Energy Profile Information

## Appendix F: Jurisdiction Emergency Fuel Annex

# Appendix A: Key Energy Contacts

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| --- |
| **ESF-12 Key Contact List** |
| ***Emergency Management Agency*** |
| Name | Title | Office Phone | Cell Phone | Email |
|  |  |  |  |  |
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|  |  |  |  |  |
| ***Electric Utility Contacts*** |
| Name | Title | Office Phone | Cell Phone | Email |
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|  |  |  |  |  |
|  |  |  |  |  |
| ***Natural Gas Service Providers*** |
| Name | Title | Office Phone | Cell Phone | Email |
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|  |  |  |  |  |
|  |  |  |  |  |
| ***Propane Suppliers*** |
| Name | Title | Office Phone | Cell Phone | Email |
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|  |  |  |  |  |
|  |  |  |  |  |
| ***Gasoline and Diesel Suppliers*** |
| Name | Title | Office Phone | Cell Phone | Email |
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|  |  |  |  |  |
|  |  |  |  |  |
| ***Wisconsin Office of Energy Innovation Contacts*** |
| Name | Title | Office Phone | Cell Phone | Email |
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| ***Highway Department and FPODs*** |
| Name | Title | Office Phone | Cell Phone | Email |
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|  |  |  |  |  |

# Appendix B: Jurisdiction Electric Service Territory Map

(Suggest working with GIS personnel in your jurisdiction to produce a more detailed map for inclusion here. However, you can use the Wisconsin Public Service Commission’s state map. Here’s the link: <https://psc.wi.gov/PublishingImages/ForConsumers/Maps/ElectricMapMed.pdf#:~:text=Wisconsin%20Electric%20Service%20Territories%20PUBLIC%20SERVICE%20COMMISSION%20of,around%20their%20facilities%20and%20the%20properties%20they%20serve>.

# Appendix C: Jurisdiction Natural Gas Service Territory Map

(Suggest working with GIS personnel in your jurisdiction to produce a more detailed map for inclusion here. However, you can use the Wisconsin Public Service Commission’s state map. Here’s the link: <https://pscw.maps.arcgis.com/apps/webappviewer/index.html?id=5f2143d1834448dcaffab415972c83cf>

# Appendix D: Wisconsin Energy Profile Information

(See PDF attachment)

# Appendix E: Jurisdiction Emergency Fuel Annex

See attached word document