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**(Name of Jurisdiction)**

**Emergency Operations Plan (EOP)**

**ESF 12 Annex**

**CPG 101 Template 2021**

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2021

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# ESF Coordinator and Support Agencies

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| --- | --- |
| **ESF Coordinator**  | **Support Agencies**  |
| (County Public Works Officer)**Primary Agency**(County Public Works)  | (Municipal Public Works)(Municipal Utilities) (Local Electric Membership Cooperative)(Georgia Power)(Natural Gas Companies)(County Transportation Department)(Sheriff’s Office)(Municipal Police Department)(Other Public Safety Agency)(Other Private Partners) |

# Introduction

## Purpose

To assess the extent of damage, provide information, and as necessary, coordinate the restoration of energy systems fuel shortages, power outages, and capacity shortages which impact citizens and visitors during and after a disaster or emergency.

## Scope

Energy includes producing, refining, transporting, generating, transmitting, conserving, building, and maintaining electric, natural gas, propane, and petroleum energy system components. Damage to a system can have a rippling effect on supplies, distribution, or other transmission systems.

ESF 12 must work closely with local and state agencies, energy offices, energy suppliers and distributors to:

1. Address significant disruptions in energy supplies for any reason, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or political events.
2. Coordinate the provision of emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations.
3. Restore the regular supply of power to normalize community functioning.

# Concept of Operations

## General Concept

During an emergency or disaster, the ESF 12 Coordinator will serve as the principal point of contact for operations associated with ESF 12. The ESF Coordinator will oversee all ESF 12 operations and report to the Emergency Management Agency (EMA). If a disaster warrants EOC activation, some or all ESF 12 personnel may be activated. The scope, scale, and magnitude of the threat/incident will dictate which support agencies that will be requested for operations in the EOC.

ESF-12 will closely coordinate with the electric, natural gas, propane, and petroleum utilities operating in the county to ensure the integrity of power supply systems are maintained during emergencies and any damages incurred are repaired and services restored in an efficient and expedient manner. ESF-12 will have primary responsibility to monitor the availability of electric utility, the availability and supply of natural gas, supply and transportation of generation fuels, and emergency power. ESF-12 will also monitor and coordinate the restoration of electric and fuel services for normal community functioning.

Owners and operators of investor-owned (private), and public utilities systems shall be responsible for appropriate allocation of resources of personnel, equipment, and services to maintain or restore utility service under their control.

## ESF Responsibilities

### General

1. Maintain liaison with the County EOC.
2. Coordinate emergency information for public release through ESF 15.
3. Participate in planning meetings and exercises.
4. Ensure that all team members and support agencies maintain appropriate records of costs incurred during the event.
5. Provide energy emergency information, education, and conservation guidance to the public in coordination with the EOC Public Information Group.
6. Document matters that may be needed for inclusion in agency briefings, situation reports and action plans.

### Pre-Event Phase

1. Maintain normal day-to-day operations.
2. Develop a plan for manpower to sustain operations for multiple operational periods.
3. In coordination with the EMA, develop plans and procedures, organize personnel, and maintain a readiness posture.
4. In coordination with public and private utilities, ensure plans for restoring and repairing damaged energy systems are updated.
5. In coordination with public and private utilities, establish priorities to repair damaged energy systems and coordinate the provision of temporary, alternate, or interim supply sources of natural gas, propane, petroleum fuels, and electric power.
6. Promote and assist in developing mutual assistance compacts with the suppliers of all power resources.

### Response Phase

1. Activate the ESF upon the request of the EMA Director or designee.
2. Analyze affected areas to determine operational priorities and emergency repair procedures with utility field personnel.
3. Recommend energy conservation measures.
4. Administer, as needed, statutory authorities for energy priorities and allocations.
5. In coordination with public and private utilities, prioritize rebuilding processes, if necessary, to restore power to affected areas.
6. Locate fuel for emergency operations.
7. Deploy necessary county resources, to include debris removal, in accordance with established priorities in response to an emergency.
8. Coordinate with ESF 1 for information regarding transport of critical energy supplies.
9. Plan for and coordinate security for vital energy supplies with ESF 13.
10. Maintain continual status of energy systems and the progress of restoration. Provide status of energy resources to the EOC
11. Coordinate utility repair and restoration activities to include collecting and providing damage assessment data to ESF 3.

### Recovery Phase

1. Maintain coordination with all supporting agencies and organizations on operational priorities and emergency repair and restoration.
2. Continue to provide energy emergency information, education, and conservation guidance to the public in coordination with ESF 15.
3. Anticipate, plan for arrival of, and coordinate with state ESF 12 personnel in the EOC and the Joint Field Office.
4. Anticipate and plan for mitigation measures.
5. Support requests and directives resulting from the Governor and/or the state concerning mitigation and/or redevelopment activities.

### Plan Activation

When an ESF 12 or a support agency is made aware of a threat or incident requiring the activation of this Annex, they will contact the Emergency Operations Center with all pertinent information.

When activated, the (Primary Agency Name) with assistance from supporting departments and agencies, assess and respond to requests for assistance with management, maintenance, planning and technical support of energy infrastructure and networks.

During activation, the ESF 12 Coordinator serves as the point of contact for requests for ESF 12-related assistance that are received by the County EOC. The ESF 12 Coordinator then ensures mission assignment completion through direct support or by delegation to the appropriate support agency.

# Organization and Assignment of Responsibilities

The ESF 12 Coordinator is the (Primary Agency Position). Within the County EOC, the ESF 12 Coordinator will serve a dual role as the ESF 12 Coordinator and the Primary Agency Emergency Coordinator for Energy operations.

The ESF-12 Coordinator and is responsible for the coordination of all ESF-12 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-12 SOP.

## ESF Coordinator

ESF 12 Coordinator will ensure the following:

* Primary and support agencies/departments/partners will designate Primary and Alternate Emergency Coordinators. The designees shall represent the agency in an emergency or disaster and provide operational support in the EOC when requested.
* Sustain operational readiness through regular contact with primary and support agencies.
* Participate in planning meetings and exercises.
* Develop, maintain, and distribute this Annex.
* Coordinate with EMA Director, or designee, for training of staff that support ESF 12.
* Acts as a liaison between ESF 12 and ESF 15 External Affairs.
* Coordinate operational support for ESF 12 support agencies.
* Develop Standard Operating Guides (SOGs) to support emergency and disaster operations, including processes for supplying fuel and power to essential vehicles and facilities.
* Assist with coordinating local suppliers who can provide priority fuel and power sources to essential services.
* Identify, procure, prioritize, and track resources that are requested to support or are utilized for emergency or disaster operations.
* Oversee the coordination management of resources, facilities, and equipment.
* Develop and maintain current directories of suppliers of energy services and products.
* Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.
* Request volunteer agencies and private resources with assets to contribute those assets to the response effort.

## Primary Agency Assignment of Responsibilities

* Prepares Energy Plans and coordinates preparedness, response, recovery, and mitigation activities.
* Conducts regular ESF 12 meetings and conference calls.
* Maintains ongoing contact with ESF 12 primary and support agencies.
* Ensures that ESF 12 Primary and Support Emergency Coordinators maintain operational readiness and training as designated by the EMA Director.
* Directs requests for assistance to the appropriate ESF 12 support agencies.
* Directs unmet requests for assistance to ESF 5 Emergency Management.
* Evaluate the availability, operational condition, and duration of need as well as logistical support requirements necessary to obtain critically needed equipment.
* Develop procedures to obtain additional private sector support as required.
* Coordinate the following activities:
	+ Geographic areas and number of customers that are expected to be most severely impacted, if available.
	+ Status of a major generating unit outages.
	+ Expected duration of event.
	+ Explanations of utilities planned actions and recommendations of agency actions in support of the utilities.
* Develop maintenance and protection arrangements for consolidated energy and utility response and recovery.
* Contact electric, gas, telephone, water, utilities, and industry coordinating groups serving the emergency area to obtain information about damage and/or assistance needed in their areas of operation.
* Monitor procedures followed by the individual utilities during a generating capacity shortage on their systems and the procedures followed by all utilities to ensure coordinated statewide action and communication.
* Coordinate with industry trade groups and associations to obtain needed fuel supplies.

## Support Agency Assignment of Responsibilities

**(Support Agency)**

* Assess the need for and prioritize the deployment of services based on available resources and critical needs as they related to your responsibility. Also, to develop procedures to obtain additional private sector support as required.
* Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.
* Evaluate the availability, operational condition, and duration of need as well as logistical support requirements necessary to obtain critically needed equipment.

**(Support Agency)**

* List associated duties.

**(Support Agency)**

* List associated duties.

**(Support Agency)**

* List associated duties.

**(Support Agency)**

* List associated duties.

# Direction, Control, and Coordination

## Information Collection and Dissemination

ESF 12 will report all activities to the ESF 5 Emergency Management Situation Unit for inclusion in the development of incident action plans and situational reports. All public information reports regarding ESF 12 activity will be coordinated with ESF 15 External Affairs.

In addition to the EOC, ESF 12 may provide personnel to field operations established in (Name of Jurisdiction), including but not limited to: Joint Field Offices (JFO), Joint Information Centers (JIC), Disaster Recovery Centers and any other incident facility established to meet operational demands for each particular incident requiring the activation of the EOP.

## Communications

The ESF 5 Emergency Management Planning Section will provide planning assistance to all ESFs listed in the EOP. All ESFs will strive to develop operationally ready SOGs for inclusion in the EOP. ESF 12 will meet as necessary to develop, review and refine SOGs that discuss specific operational processes and procedures.

## Administration, Finance, and Logistics

In conjunction with ESF 7 Resource Support, ESF 12 will develop, review, refine and maintain lists of all resources currently available and under the control of the primary or support agencies listed in this plan. The development of these lists may be completed by several organizations and professional groups, which currently operate within this ESF. These resource lists should be compliant with the resource typing standards outlined in the National Incident Management System (NIMS).

Resource requirements will be primarily determined by Incident Commanders, working with the Emergency Operations Center. Resource requests flow from the Incident Commander to the EOC and may be forwarded to the State Operations Center (or through the GEMA/HS Field Coordinator) as required. Existing local resources, intrastate mutual aid, donations, Voluntary Organizations Active in Disasters (VOAD) and Non-Governmental Organizations (NGO) provide the initial source of personnel, vehicles, equipment, supplies and services to fulfill resource requests.

# Plan Development and Maintenance

## Development and Maintenance

ESF Annexes will be updated as required and when events or exercises identify a needed change. All other maintenance will be conducted in accordance with the base plan.

# Authorities and References

(This section should describe the legal basis for emergency operations and contain references to important documents the plan supports, such as the jurisdiction-level emergency operations plan. The following is sample language.)

## Legal Authority

### Refer to Base Plan for Federal and State Authorities.

### Local

1. Insert applicable local ordinances.

## References

### Refer to Base Plan for Federal and State References.

### Local

1. Insert applicable local references.

### Volunteer

1. Insert applicable local volunteer references and agreements.