

2015
EMERGENCY OPERATIONS PLAN
(EOP)

SEDGWICK COUNTY



ESF 12 –Energy and Utilities

Coordinating Agency:

- Sedgwick County Public Works

Primary Agency:

Federal Agencies

- Federal Emergency Management Agency (FEMA)

State Agencies

- Kansas Division of Emergency Management
- Kansas Corporation Commission

County Agencies

- Sedgwick County Public Works

City Agencies

- City of Bentley Public Works
- City of Bel Aire Public Works
- City of Cheney Public Works
- City of Clearwater Public Works
- City of Colwich Public Works
- City of Derby Public Works
- City of Garden Plain Public Works
- City of Goddard Public Works
- City of Haysville Public Works
- City of Maize Public Works
- City of Park City Public Works

City Agencies - Continued

- City of Valley Center Public Works
- City of Sedgwick Public Works
- City of Kechi Public Works
- City of Andale Public Works
- City of Mulvane Public Works
- City of Mount Hope Public Works
- City of Wichita Public Works

Utilities

- Butler Rural Water District #5
- Butler Rural Water District #8
- Harvey Rural Water District #1
- Sedgwick Rural Water District #1
- Sedgwick Rural Water District #2
- Sedgwick Rural Water District #3
- Sedgwick Rural Water District #4
- Sumner Rural Water District #5
- Black Hills Energy
- Butler Rural Electric Cooperative
- Chisholm Creek Utility Authority
- Kansas Gas Service
- Sedgwick County Electric Cooperative
- Sumner-Cowley Electric Cooperative
- Public Water Supply District #17
- Westar Energy

Support Agencies:

State Agencies

- Kansas Municipal Utilities

County Agencies

- Sedgwick County Emergency Management

I. Purpose and Scope

A. Purpose

The purpose of ESF 12 is to establish policies to be used in the coordination with private providers for restoration energy and other utilities during emergencies or following a major disaster in Sedgwick County.

B. Scope

The activities within the scope of this function include, but are not be limited to:

1. Estimate number of customers without specific utility (electricity, natural gas, petroleum, etc.);
2. Assess energy and utility system damages;
3. Estimate the time needed for restoration of utility systems;
4. Support the restoration of utility services;
5. Assist in assessing emergency power needs and priorities;
6. Coordinate restoration efforts with utility providers to prioritize emergency power needs;
7. Assist in obtaining emergency power generation capabilities for critical infrastructure and essential facilities;
8. If appropriate, assist energy suppliers and utilities in obtaining equipment, specialized labor, and transportation to repair or restore systems;
9. Provide emergency information, education, and conservation guidance concerning energy and utility systems.

II. Concept of Operations

A. General

1. ESF 12 is organized consistent with the Sedgwick County Emergency Operations Center (EOC), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Sedgwick County through the Sedgwick County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Sedgwick County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 12 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 12 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
5. There is always a potential for widespread loss of power in Sedgwick County due severe weather events. Loss of power to large areas of the County may require that shelters be opened and some basic services be provided. Power companies serving Sedgwick County have well established and proven storm plans and procedures and their representatives are knowledgeable in the contents of the Sedgwick County Emergency Operations Plan and ESF 12.

6. Resources

The following entities provide utility services in the County:

- Electric: Westar Energy, Sedgwick County Electric Cooperative, Butler County Rural Electric, Sumner-Cowley Electric Cooperative, and Black Hills Energy
- Water: City of Wichita, Chisholm Creek Utility Authority, and several municipalities
- Gas: Kansas Gas Service and Black Hills Energy
- Sewer: Municipalities

Since the County has no regulatory responsibilities over private utility providers, close coordination will be required to help ensure emergency response and recovery decisions regarding system restoration are based on shared information and resources. Energy and utilities field personnel will work within the Incident Command System (ICS) structure. Although they will remain under the direct control of their sponsoring organization, they will be assigned by the Incident Commander and/or the EOC Team to respond as necessary.

7. Disruptions and restoration

The Sedgwick County EOC will serve as the central location for interagency coordination and decision-making, including all activities associated with ESF #12. The ESF #12 Energy and Utilities Coordinator will work with the EOC Team to rapidly assess damage and/or disruption to energy and utilities services and recommend actions to restore and/or protect systems.

To the extent possible, priority for restoration of electric and gas service will be given to hospitals, critical government services, and to those individuals previously identified as requiring life support services. Large areas without power will be restored after the previous priorities have been met down to individual facilities and residences. For the majority of the county, power loss is anticipated to be less than 24 hours; however, rural electric cooperatives may create extended periods of time for power losses that could affect rural customers. In particular, Butler Rural Electric Cooperative in northeast Sedgwick County may affect less than 100 customers and Sedgwick County Electric Cooperative (connected to the Mid-Kansas Electric Cooperative and the Sumner-Cowley Electric Cooperative located in western Sedgwick County and affecting over a thousand urban and rural customers.

B. Direction and Control

1. The ESF 12 Coordinating Agency is Sedgwick County Public Works which is appointed by the Sedgwick County Emergency Management, in coordination with local planning partners. The staff serving as ESF 12 Coordinator is appointed by and located in the Sedgwick County Public Works. When ESF 12 support is necessary, the ESF 12 Coordinator coordinates all aspects of ESF 12.
2. ESF 12 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Sedgwick County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Sedgwick County.
3. The ESF 12 may operate at two levels: 1) Sedgwick County EOC; and 2) Field operations
4. During emergency activations, all management decisions regarding transportation for Sedgwick County are made at the Sedgwick County EOC by the ESF 12 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections and staff at the Sedgwick County EOC assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 12, each primary and/or support organization assisting ESF 12 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 12. Delegation of mission operational control may be delegated to the field by the Sedgwick County EOC.

C. Organization

1. County
 - a. During an activation of the Sedgwick County EOC, support agency staff is integrated with the Sedgwick County Public Works staff to provide support that will allow for an appropriate, coordinated and timely response.
 - b. During an emergency or disaster event, the Sedgwick County EOC Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Chief.
 - c. During the response phase, ESF 12 will evaluate and analyze information regarding energy service requests. Also, ESF 12 will develop and update assessments of the energy situation and status in the impact area and perform contingency planning to meet anticipated demands and needs.
 - d. The Sedgwick County Public Works will develop and maintain ESF 12 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Sedgwick County Emergency Operations Plan.
 - e. The Sedgwick County Public Works serves as the lead agency for ESF 12 and will work with the support agencies listed above to coordinate the response and

process resource requests for power companies during major power outages. Upon notification by the power companies of any major problem or potential problem, the office will coordinate with ESF 6 and ESF 8 to open shelters as necessary.

- f. Power companies within Sedgwick County, using established response plans and standard operating guidelines, will provide their own resources through contractual agreements with other power providers to perform damage assessment; and obtain necessary equipment, repair or rebuild transmission and distribution systems, and restore power.
 - g. Power companies serving Sedgwick County have public information officers who, in conjunction with the Sedgwick County Emergency Management, will issue statements and press releases that address existing or potential power problems or shortages.
2. State of Kansas
- a. During an activation of the State of Kansas EOC, the Kansas Division of Emergency Management is the designated lead agency for ESF 12 Energy and will provide a liaison to facilitate requests for state Energy resources to local EOCs.
 - b. During an emergency or disaster event, the primary and support agencies of ESF 12 at the State of Kansas EOC will report to the Infrastructure Branch Chief who reports to the Operations Section Chief under the overall direction of the SEOC Manager.
 - c. The Kansas Division of Emergency Management develops and maintains ESF 12 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Sedgwick County Emergency Operations Plan.

D. Alerts and Notifications

1. The Sedgwick County Public Works and/or Sedgwick County Emergency Management will notify the County Warning Point (Sedgwick County Emergency Communications) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Sedgwick County Emergency Communications), will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 12 when Sedgwick County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 12 will be activated or placed on standby upon notification by the Sedgwick County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 12. If additional support is required, the ESF 12 coordinating and primary agencies may jointly manage ESF 12 activities.
4. Upon instructions to activate or placement of ESF 12 on standby, Sedgwick County Public Works will implement procedures to notify all ESF 12 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

Actions carried out by ESF 12 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 12 agencies and the intended recipients of service.

Overall Actions Assigned to All Members <i>Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-12 tasks.
2	Identify who is responsible for initial notification of ESF-12 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county officials.
4	Develop standard operating guides and checklists to support ESF-12 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-12 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Ensure the availability of necessary equipment to support energy and utilities activities.
11	Identify and establish contact with county electric providers.
12	Identify how agencies will provide support while having limited fuel supplies and identify alternate fuel providers for emergency response.
13	Identify bulk storage fuel facilities.
14	Implement a public awareness campaign regarding energy and utilities safety in emergencies.

Overall Actions Assigned to All Members <i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Designate personnel to coordinate ESF-12 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-12 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF12.
5	Monitor power restoration response activities and provide estimates for restoration.
6	Work with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems.
7	Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.
8	Coordinate with ESF 7 to obtain resources to assist in utility and energy repair and restoration.
9	Coordinate with ESF 15 to disseminate information to the public regarding the status or utilities and power restoration.

Overall Actions Assigned to All Members <i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
10	Coordinate with ESF 6 and ESF 7 to provide emergency power and utilities to shelters when available.
11	Respond to significant physical, operational, or economic disruptions to energy supplies.
12	Identify damage to energy and utility outside of county borders that may impact local jurisdictions.
13	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
14	Coordinate with ESF 13 to provide security to critical energy facilities and protection to maintenance personnel.
15	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Overall Actions Assigned to All Members <i>Recovery (Post Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-12 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Clean, repair, replenish and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members <i>Mitigation Actions for ESF 12 - Energy and Utilities</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-12 representative for update of mitigation plan.

III. Responsibilities

The following list identifies the responsibilities designated to some of the agencies/organizations for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The agencies follow in alphabetical order.

Public Works

Providing assistance to county and municipal government departments to ensure continuity of utility service, and working with electric service providers to assure disruption of service is minimized.

Electric and Gas Providers

Restores service in their respective service areas, having mutual aid agreements with members of their own regional consortiums. Rural electric cooperatives may receive government assistance if the emergency or disaster exceeds their capabilities.

State Agencies

Agencies help identify what resources are needed and help in coordinating the resources to ensure local utility impact on the communities is minimal, and working with the Sedgwick County EOC.

IV. Financial Management

1. ESF 12 is responsible for coordinating with Sedgwick County Purchasing Department to manage ESF 12 expenses relevant to an event.
2. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
3. Expenditures by support entities will be documented by those entities and submitted directly to the Sedgwick County Purchasing Department or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

National Incident Management System (NIMS) - National Incident Management System (NIMS)

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Public Law 93-288, as amended, 42 U.S.C. 5121 - Public Law 93-288, as amended, 42 U.S.C. 5121, et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.