



Harvey County, Kansas Emergency Operations Plan

ESF 12 – Energy and Utilities

Coordinating Agency:

Harvey County Road & Bridge

Primary Agencies:

Harvey County Emergency Management

Support Agencies:

City of Burrton

City of Halstead

City of Hesston

City of Newton

City of North Newton

City of Sedgwick

City of Walton

Department of Agriculture, Division of Water Resources

Kansas Corporation Commission

Kansas Water Office

I. Purpose and Scope

This section provides the overall purpose of this Emergency Support Function (ESF) Annex, the scope of emergency operations, as well as specific policies and authorities that govern assigned actions and responsibilities.

1.1 Purpose

This Emergency Support Function (ESF) Annex describes how Harvey County will provide guidance to help ensure the continued operation and/or restoration of essential utility services created by a disaster affecting Harvey County. Specifically, ESF 12 addresses:

- Coordination of energy system assessment, repair, and restoration,
- Coordination of assessment and restoration of water services (drinking water, sewer and sanitation systems),
- Coordination with public and private utilities.
- Estimate number of customers without specific utilities.
- Assist in assessing emergency power needs and priorities.

1.2 Scope

This annex benefits Harvey County through coordination with partner agencies, utility providers, and the public. This annex specifically addresses:

- Command, Control, and Notification including the roles of County and City agencies with emergency responsibilities and their working relationships with the volunteer agencies providing emergency management services;
- A flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).
- Energy is defined as the electricity, natural gas, and petroleum products usually transmitted through utility systems. Utilities are designed for generation, transmission, and distribution and thus maintain energy, water, and wastewater for public consumption.
- Maintaining energy and utilities systems following an emergency is critical to protecting lives and property and maintaining continuity of government, emergency services, transportation, the local economy and other critical services and infrastructures.
- The public and private utilities and government agencies participating in this ESF Annex have existing emergency plans and procedures. ESF12 is not designed to take the place of these plans, rather it is designed to complement and support the emergency staffing and procedures already in place.

II. Concept of Operations

This section provides a narrative description summarizing the Concept of Operations for the following ESF12 activities. 1) Command, Control, and Notification, 2) Resources and 3) Disruptions and Restoration.

The narrative portions of this section provide summarized overviews for the topics listed above.

2.1 Command, Control, and Notification

The Emergency Management director, in consultation with the County Administrator will determine which Emergency Support Functions are required for activation in support of emergency operations. If it is determined that ESF 12 will be activated, the Emergency Management Director will contact the designated Coordinating Agency for ESF 12 to report to the EOC to attend an initial briefing regarding the situation.

Depending on the complexity or severity of the event, the Emergency Management Director, or designee, may advise the County Administrator that the need exists to declare a local emergency.

The ESF 12 Coordinator is Harvey County Road & Bridge. The ESF 12 Coordinator is responsible for contacting the primary and support agencies with liaison roles including adjacent counties and energy utility offices and briefing them on the situation. The ESF 12 Coordinator will provide agencies/utility offices with the designated methods/timeframes for submitting data/information and updates to the EOC regarding outage and repair information.

Simultaneously, the energy and utility providers will respond to the customer's emergency/disaster needs in accordance with their policies and restoration plans.

2.2 Resources

The Kansas Corporation Commission (KCC) regulates natural gas, electricity (excluding the municipalities), telephone, and motor carriers and can be a resource. The KCC website at www.kcc.state.ks.us provides resource information on regulated utility systems and key state contacts. The Kansas Pipeline Association is responsible for providing local government agencies with information on pipelines in their jurisdictions. If pipelines are affected from a disaster, the Kansas Pipeline Association, www.kpa-awareness.com is a resource.

Decisions regarding fuel distribution priority for agencies with support mission assignments would be made by the command and general staff and other ESFs as appropriate.

In accordance with a mission assignment from ESF12, each primary and/or support organization assisting ESF12 will retain administrative control over its own resources and personnel but will be under the *coordination* of ESF12.

2.3 Disruptions and Restoration

The mission of ESF 12 Energy and Utilities is to ensure for the continued operation and/or restoration of essential utility services in Harvey County. This might occur when there is a major disruption within, or outside of, the county which could lead to significant disruption in energy supplies as the result of physical disruption. Activities which might occur during activation of ESF 12 include:

- Operational awareness of energy and utilities through direct communications with their coordinating entities to maintain current information regarding damage to supply and distribution systems, as well as estimates for restoration;
- In a major utility outage, working closely with energy and utility providers to establish priority restoration based on critical public safety and infrastructure issues;
- Coordination with Public Health Department when outages threaten public health and safety;
- Coordination with utility service providers and ESF 14 for restoration issues; and
- Evaluation of the need for and recommend actions to conserve water, fuel, electric power, natural gas, and if necessary, make plans for energy rationing.

In addition, energy service providers serving Harvey County have Restoration Emergency Operations Procedure Plans that include Priority Customer Care Coordinators to have the following duties during an emergency:

- Contact the affected customers, explaining conditions and giving expected time of correction.
- Determine customer priority for customer "turn-on" and advise the Service Coordinator.
- Consult with the Service Coordinator to determine which employee is most capable of restoring service to these customers when necessary repairs are completed. (The Service Coordinator will be responsible for making the assignments.)
- Identifying emergency needs customers. Having a complete list of congregate care facilities and Industrial Customers. This list should provide the names of persons to be contacted, complete with both their business and home telephone numbers.

III. Actions and Responsibilities

3.1 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	Identify responsibilities for liaison roles with state and adjacent county officials.
2	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
3	Collect, process, and disseminate information to and from the EOC.
4	Participate in training, drills, and exercises.
5	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
6	Ensure the availability of necessary equipment to support energy and utilities activities.
7	Identify how agencies will provide support while having limited fuel supplies and identify alternate fuel providers for emergency response.
8	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	Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.
2	Coordinate with ESF 7 to obtain resources to assist in utility and energy repair and restoration.
3	Coordinate with ESF 15 to disseminate information to the public regarding the status of utilities and power restoration.
4	Respond to significant physical, operational, or economic disruptions to energy supplies.
5	Coordinate with ESF 13 to provide security to critical energy facilities and protection to maintenance personnel.
6	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.

3.2 Responsibilities

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Harvey County Road & Bridge	
<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	Develop standard operating guides and checklists to support ESF-12 activities.
3	Develop and maintain ESF-12 Annex.
<i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Designate personnel to coordinate ESF-12 activities in EOC.
2	Provide field support for emergency responders at the scene.
3	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF12.
<i>Mitigation Actions for ESF 12 - Energy and Utilities</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Provide ESF-12 representative for update of mitigation plan.

Primary: Harvey County Emergency Management	
<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	Develop standard operating guides and checklists to support ESF-12 activities.
4	Develop and maintain ESF-12 Annex.
5	Identify and establish contact with county electric providers.
6	Identify bulk storage fuel facilities.
<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	Coordinate with ESF 6 and ESF 7 to provide emergency power and utilities to shelters when available.



8	Identify damage to energy and utility outside of county borders that may impact local jurisdictions.
Mitigation Actions for ESF 12 - Energy and Utilities	
1	Participate in the hazard identification process and identify and correct vulnerabilities.

Supporting: City of Burrton	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Provide field support for emergency responders at the scene.
2	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
Mitigation Actions for ESF 12 - Energy and Utilities	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

Supporting: City of Halstead	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Provide field support for emergency responders at the scene.
2	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
Mitigation Actions for ESF 12 - Energy and Utilities	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

Supporting: City of Hesston	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Provide field support for emergency responders at the scene.
2	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
Mitigation Actions for ESF 12 - Energy and Utilities	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

Supporting: City of Newton	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Provide field support for emergency responders at the scene.
2	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
Mitigation Actions for ESF 12 - Energy and Utilities	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

Supporting: City of North Newton	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Provide field support for emergency responders at the scene.
2	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
Mitigation Actions for ESF 12 - Energy and Utilities	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.



Supporting: City of Sedgwick	
<i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Provide field support for emergency responders at the scene.
2	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
<i>Mitigation Actions for ESF 12 - Energy and Utilities</i>	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

Supporting: City of Walton	
<i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Provide field support for emergency responders at the scene.
2	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
<i>Mitigation Actions for ESF 12 - Energy and Utilities</i>	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.