

EMERGENCY SUPPORT FUNCTION #12 - ENERGY

CEMP - ANNEX IV DOCUMENTATION



Jim L. Baggs

Jim Baggs, Interim General Manager and CEO

8/30/18

Date

Barb Graff

Barb Graff, Emergency Manager

8/31/18

Date

Note: This Emergency Support Function (ESF) is part of Annex IV of the Comprehensive Emergency Management Plan (CEMP) and this version includes the 2018 revision. Seattle City Light (SCL) acts as the ESF Coordinator and collaborated with many partners for respective input.

TABLE OF CONTENTS

TABLE OF CONTENTS	2
Tables	3
Figures	3
1. STAKEHOLDERS	1-1
2. INTRODUCTION	2-1
2.1 Purpose.....	2-1
2.2 Scope	2-1
3. SITUATION	3-1
3.1 Emergency Conditions and Hazards	3-1
3.2 Planning Assumptions	3-1
4. CONCEPT OF OPERATIONS	4-1
4.1 Organization	4-1
4.2 General Response.....	4-1
4.3 Direction and Control	4-1
5. RESPONSIBILITIES	5-1
5.1 Prevention and Mitigation Activities.....	5-1
5.2 Preparedness Activities	5-1
5.3 Response Activities.....	5-1
5.4 Recovery Activities	5-2
6. RESOURCE REQUIREMENTS	6-1
6.1 Logistical Support	6-1
6.2 Communications and Data	6-1
7. MAINTENANCE	7-1
8. TERMS AND DEFINITIONS	8-1
9. ACRONYMS	9-1
10. REFERENCES	10-1

TABLES

Table 1.....	1-1
Table 2.....	1-1
Table 3.....	7-1

FIGURES

No table of figures entries found.

1. STAKEHOLDERS

Table 1

PRIMARY AGENCY	ESF COORDINATOR
Seattle City Light	Seattle City Light

Table 2

SUPPORT AGENCIES	
Puget Sound Energy	Enwave Seattle
Northwest Pipeline Company	

2. INTRODUCTION

2.1 Purpose

Emergency Support Function #12 (ESF #12) describes the roles and responsibilities of Seattle City Light, Puget Sound Energy, Enwave Seattle, and Williams Pipeline during incident involving the City of Seattle. It further describes the ESF's role and responsibilities in coordinating and communicating the efforts of the organizations listed above.

2.2 Scope

- This document applies to all primary and support agencies. City departments and their supporting agencies respond to day-to-day and large-scale incidents affecting natural gas, liquid fuels, electric, and steam service. City departments and partner agencies/companies give a wide perspective and provide the city's emergency responders the ability to coordinate response and recovery activity with county, state, and private responders.
- SCL has plans in place and is the primary agency in the execution of the following services:
 - Restore power outages;
 - Coordinate power restoration priorities with the Emergency Operations Center (EOC); and
 - Coordinate electrical related emergency initiatives with other city departments and jurisdictions.
- This document applies to the departments, organizations or agencies with a primary or support role for this ESF. It discusses the requirements, business approach, and objectives of ESF #12 Energy programs and operations before, during, and after a major incident.

3. SITUATION

3.1 Emergency Conditions and Hazards

The City of Seattle, its citizens, and transportation infrastructure are exposed to a variety of natural and human caused disasters such as severe weather, earthquakes, and acts of terrorism. The Seattle Hazard Identification and Vulnerability Analysis (SHIVA) identifies Seattle's hazards and examines their consequences so we can make smart decisions about how best to prepare for them. It provides information regarding potential impacts of hazards to the people, economy, the built and natural environments of the City of Seattle. The SHIVA provides a foundation for all the City of Seattle's disaster planning and preparedness activities. The list of all natural and human-hazards includes: Emerging Threat; Geophysical Hazards; Biological Hazards; Intentional Hazards; Transportation and Infrastructure Hazards; and Weather and Climate Hazards.

- SCL is responsible for operating and maintaining the city's electrical infrastructure including: Constructing, maintaining, and operating generation plants and electrical substations; Planting and maintaining trees, vegetation, and landscaping in public rights of way; and Coordinating initiatives with other agencies.
- The City of Seattle CEMP specifies which agency shall be primary when more than one agency responds to an incident. SCL is specified as primary agency for: Power Failures; Breaches, breaks, or dangerous over-spilling at SCL-owned dams; and Other energy-specific emergencies.
- In those situations where more than one agency on the scene has statutory responsibility to command an incident, a Unified Command will be established according to the principles of the National Incident Management System.

3.2 Planning Assumptions

- SCL will likely be an important participant in any major incident affecting this city and will be the primary agency in responding to electrical energy emergencies in the City of Seattle. Other energy sector emergencies are the responsibility of the private infrastructure owners.
- Incidents evolve in a generally predictable pattern whereas the effects of deliberate criminal acts are more difficult to predict and may include steps to hinder the response.
- During a major incident involving transportation infrastructure, supplies and mutual assistance resources may have difficulty reaching the scene.
- There will likely be an urgent need for restoring power at critical facilities.
- There may be widespread and prolonged electrical power failure. With no or little electrical power, communications will be effected and traffic lights will not operate, causing surface gridlock. Such outages will impact other public health and safety services, including the movement of petroleum products for transportation and emergency power generation.
- The City communicates life-safety notifications to the community in ways that can be understood, regardless of language, as a foundational part of response during incidents. Specific communications

strategies have been developed to ensure notification to those with limited-English proficiency (LEP). Details can be found in the Alert & Warning Support Operations Plan.

- The City's comprehensive incident response policies, strategies, and practices can be found in the City Emergency Operations Plan (EOP).
- The City-specific operational procedures supporting response policies, strategies, and practices are maintained separately. Please refer to the Reference Section of this document, if applicable procedures have been identified at this time.

4. CONCEPT OF OPERATIONS

When energy supplies, such as electric, natural gas, or liquid fuels, are disrupted or when there is an imminent possibility of curtailment, an appraisal of the situation is made by the primary and support agencies within this ESF. Emergency organization personnel are notified and mobilized to coordinate relief efforts, to communicate with the public and appropriate government agencies and to restore normal service. These actions are executed to efficiently restore energy and minimize the effects on the habitants of the Seattle.

SCL is the primary agency and therefore assumes responsibility for ESF #12 activity. Every support organization has a predetermined emergency plan to follow depending on the type of incident and the amount of damage done to their respective facilities. Each of the primary and support agencies maintains their own response plans and command organization.

Upon activation of the EOC, the EOC Director will determine staffing levels and will notify the ESF #12 coordinators who will respond to their predetermined locations for activation of their individual emergency plans.

4.1 Organization

- The EOC is organized using Incident Command System which emphasizes concepts such as unity of command/coordination, modular organization, management by objectives, manageable span of control, etc. Under EOC Operations are four branches: Police, Fire, Human Services, and Infrastructure.
- The Seattle Department of Transportation normally provides leadership for the Infrastructure Branch Director position. SCL will staff the ESF #12 Energy position whenever the EOC is activated and establish contact with other energy providers.
- ESF #12 works closely with ESF-12 counterparts at the county, state, and federal levels.

4.2 General Response

- The initial strategy for damage assessment and repair will be determined as soon as possible during the first operational period of the EOC activation. ESF #12 will closely coordinate with King County and neighboring jurisdictions and energy partners.

4.3 Direction and Control

- Each ESF #12 agency is responsible for providing direction within their organization. In those situations where more than one agency on the scene has jurisdictional responsibility, a Unified Command will be established according to the National Incident Management System.

5. RESPONSIBILITIES

5.1 Prevention and Mitigation Activities

- SCL, as the ESF #12 primary department, will coordinate annually with ESF #12 partners to update procedures and contact lists.
- SCL will also review respective mitigation plans and determine potential strategies for inclusion in future ESF revisions.

5.2 Preparedness Activities

- Support organizations will:
 - Prepare and update energy supply contingency plans for implementation in the event of energy shortages or emergencies;
 - Maintain alert rosters, restoration plans, and any standard operating plans necessary to implement this ESF;
 - Insure all personnel that will be using WebEoc have had the proper level of training;
 - Conduct at least annually an exercise designed to validate this ESF;
 - Identify, train, and assign personnel necessary to execute missions in support of this ESF;
 - Develop and maintain a complete directory of all utility services and products associated with this ESF; and
 - Establish a liaison with all support activities identified in this ESF.

5.3 Response Activities

- SCL, as ESF #12 lead, will:
 - Apply as necessary, local, state and federal resources in accordance with established priorities;
 - Provide emergency information, education, and conservation guidance to the public in coordination with the Joint Information Center (JIC);
 - If required, assist local, state and federal agencies with obtaining fuel for transportation in support of emergency operations; and
 - Coordinate with law enforcement for security and protection of supplies.
- Support organizations will:
 - Perform a size-up at the affected areas to determine operational priorities and emergency repair procedures with field personnel. Provide a status report to the EOC;
 - Prioritize utility restoration processes;
 - Implement any mutual assistance agreements in effect, as needed;
 - Coordinate the establishment of priorities to repair damaged energy services and coordinate the provisioning of temporary, alternate, or interim sources of portable generators and other utilities; and
 - Coordinate energy infrastructure situational awareness by establishing a conduit for information sharing, specifically for instances of uncontrolled release of liquid/gas fuels and

instances of electric supply disruptions or downed electric conductors, through the ESF #12 liaison.

5.4 Recovery Activities

Disaster-related response and restoration can be very costly. While not all costs are reimbursable, it is in the City's interest to make best use of funding that may become available through federal agency programs, such as FEMA, and insurance.

To assist with this effort, departments, organizations, or agencies with a lead or support role for this ESF are responsible for tracking and documenting of actual and anticipated costs related to the incident. Costs should be tracked based on guidance from OEM or the home organization.

- SCL will
 - Monitor energy organizations and the repair and restoration of utility services.
 - Maintain coordination with all supporting agencies, departments, and organizations on the operational priorities of the repair and restoration.
 - Continue to provide emergency information, education, and conservation to the public in conjunction with the JIC.
- Support Organizations
 - Continue to conduct restoration operations until all utility services have been restored.
 - Insure all documentation has been completed.
 - Perform an After-Action Review and revise existing plans or procedures.

6. RESOURCE REQUIREMENTS

6.1 Logistical Support

- SCL maintains service facilities at:
 - South Service Center – 3613 4th AVE S. Seattle, WA. 98134; and
 - North Service Center – 1300 N. 97th Seattle, WA. 98103.
- Support organizations maintain their own support centers within and outside the city.

6.2 Communications and Data

- SCL utilizes a 450 MHz radio system for internal operations. The 450 MHz radios are monitored 24/7 through SCL dispatch operators.
- SCL has 800 MHz radios in supervisor vehicles and a cache of hand held radios for use in the event of an emergency or disaster.
- SCL has direct phone lines to first responder agency dispatch centers for rapid bi-lateral notification of significant events.

7. MAINTENANCE

In the OEM Planning Guide, a planning schedule describes when documents, including plans that are part of the CEMP, shall be maintained, evaluated, and revised. Lessons learned from exercises, special events, incidents, or disasters may result in a decision to evaluate portions of the documents ahead of the schedule. This document is on a three-year revision cycle, but evaluations can occur at other times as necessary.

SCL as the ESF Coordinator has primarily responsibility for this document and will ensure it is evaluated as outlined in the schedule with updates and revisions being made to ensure guidance remains current. SCL will facilitate the evaluations in consultation and coordination with OEM.

Table 3

RECORD OF CHANGES			
DATE	TYPE	CONTACT	SUMMARY
August 7, 2018 July 26, 2018	Revision	J Koenig L Meyers	Completed revision. Document voted and approved by DMC and EEB.
December 2016	Update	J Koenig L Meyers	Completed annual update.
May 2015	Update	K Neafcy	Completed annual update.

8. TERMS AND DEFINITIONS

See Seattle Comprehensive Emergency Management Plan.

9. ACRONYMS

- CEMP: Comprehensive Emergency Management Plan
- EOC: Emergency Operations Center
- EOP: Emergency Operations Plan
- ESF: Emergency Support Function
- FEMA: Federal Emergency Management Agency
- JIC: Joint Information Center
- OEM: Office of Emergency Management
- SCL: Seattle City Light
- WAMAS: Washington State Intrastate Mutual Aid System

10. REFERENCES

- Position checklists, telephone lists, and other frequently changing information are maintained by SCL and available in hard copy in the EOC and on-line in SCL's cloud service.