

## **EMERGENCY SUPPORT FUNCTION #12 - *Energy***

### **PRIMARY DEPARTMENT:**

*Seattle City Light*

### **ESF COORDINATOR:**

*Seattle City Light*

### **SUPPORT ORGANIZATIONS:**

*Seattle Public Utilities*

*Seattle Department of Transportation*

*Seattle Department of Planning and Development*

*Seattle Parks Department*

*Seattle police Department*

*Seattle Fire Department*

*Puget Sound Energy*

*Seattle Steam*

*Northwest Pipeline Company*

*Seattle Human Service Department*

## **I. INTRODUCTION**

### **A. Purpose**

This annex describes the roles and responsibilities of Seattle City Light (SCL) during a disaster or major emergency. It further describes SCL's role and responsibilities in coordinating and communicating the efforts of the support organizations listed above.

### **B. Scope**

1. This document applies to all primary and support agencies. City departments and their supporting agencies respond to day-to-day emergencies and large-scale disasters affecting buildings; city parks; roads and bridges; water, storm water, and wastewater sewer systems; and 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.
2. SCL has plans in place and is the lead agency in the execution of the following services:
  - Restore power outages
  - Coordinate power restoration priorities with the Emergency Operations Center (EOC)
  - Coordinate electrical related emergency initiatives with other city departments and jurisdictions
3. SCL essential services are accomplished by maintaining these critical functions:
  - Conduct damage assessment of City's power system and service areas
  - Vegetation management along SCL's Right of Way
  - Transmission line assessment, maintenance, and repair
4. This annex applies to the departments, organizations or agencies with a lead or support role for this Emergency Support Function (ESF). It discusses the requirements, business

approach, and objectives of ESF #12 Energy programs and operations before, during, and after a major emergency or disaster.

## **II. SITUATION**

### **A. Situation**

1. 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;
  - Coordinating initiatives with other agencies
2. The City of Seattle Disaster Readiness and Response Plan specifies which agency shall be lead when more than one agency responds to an emergency. SCL is specified as lead agency for:
  - Power Failures
  - Breaches, breaks, or dangerous over-spilling at SCL-owned dams
  - Other energy-specific emergencies
3. In those situations where more than one agency on the scene has jurisdictional responsibility, a Unified Command will be established according to the principles of the National Incident Management System.

### **B. Planning Assumptions**

1. SCL will likely be an important participant in any major disaster affecting this city and will be the lead primary agency in responding to energy emergencies in the City of Seattle.
2. Accidents and natural events 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.
3. During a disaster or major incident, supplies and mutual assistance resources may have difficulty reaching the scene.
4. During periods of abnormal weather, or in the event of multiple unanticipated outages, there may be occasional times when generating capacity is limited or falls below customer demand.
5. There will likely be an urgent need for restoring power at critical facilities
6. While emergency responders may focus on a particular impacted area, the need remains for efficient use of the city's transportation system.
7. 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.

### **III. CONCEPT OF OPERATIONS**

1. 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 once the incident is over. These actions are executed to efficiently restore energy and minimize the effects of the habitants of the City of Seattle.
2. 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.
3. 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.

#### **A. Organization**

1. 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.
2. 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.
3. ESF #12 works closely with the Washington State Department of Commerce, U.S. Department of Energy, and other organizations.

#### **B. General Response**

1. 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.

#### **C. Direction and Control**

1. 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 principles of the National Incident Management System.

#### **D. Procedures**

1. 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.

### **IV. RESPONSIBILITIES**

#### **A. Prevention and Mitigation Activities**

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

## **B. Preparedness Activities**

1. 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 annex.
  - 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 annex.
  - 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.
  - Establish a liaison with all support activities identified in this annex.

## **C. Response Activities**

1. 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 Public Information Officer (PIO).
  - If required, assist local, state and federal agencies with obtaining fuel for transportation in support of emergency operations.
  - Coordinate with law enforcement for security and protection of supplies.
  - Ensure that processes are in place to assess and prioritize restoration for those with functional needs.
2. 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.
  - 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.

## **D. Recovery Activities**

1. 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 PIO.
2. 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.

## **V. RESOURCE REQUIREMENTS**

### **A. Logistical Support**

1. SCL maintains service facilities at:
  - South Service Center – 3613 4th AVE S. Seattle, WA. 98134
  - North Service Center – 1300 N. 97th Seattle, WA. 98103
  - System Control Center – 614 NW 46th Seattle, WA. 98107
  - Seattle Municipal Tower – 700 5th AVE. Seattle, WA 98124

### **B. Communications**

1. SCL utilizes a 450 MHz radio system for internal operations. The 450 MHz radios are monitored 24/7 through SCL dispatch operators.
2. 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.
3. SCL has direct phone lines to first responder agency dispatch centers for rapid bi-lateral notification of significant events.

## **VI. ADMINISTRATION**

### **A. Cost Accounting and Cost Recovery**

1. Departments, organizations, or agencies with a lead or support role for this ESF will track all costs based on guidance provided by their organization and the Seattle EOC. Reimbursement of costs is not guaranteed and, if provided, will likely not cover all costs incurred.

### **B. Annex Maintenance –**

1. ESF Coordinators will be responsible for updating their annex on an annual basis. Coordinators will also be responsible for ensuring all Primary and Support department and agency personnel are trained at least annually on the information contained within this annex.
2. The Coordinator will submit annex updates to the Seattle Office of Emergency Management by no later than November 1st each year.

3. The Seattle Office of Emergency Management will incorporate updates provided by the ESF Coordinators into the Seattle Disaster Readiness and Response Plan by no later than December 31st. An announcement of any changes to the plan will be sent to all partners listed in the plan as well as posted on the emergency management website. A record of any changes made to the plan will be maintained by the Seattle Office of Emergency Management.

**VII. TERMS AND DEFINITIONS**

Terms and definitions related to this ESF/Annex.

See Seattle Disaster Readiness and Response Plan Volume I. Glossary.

**Agency Approval:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_