Emergency Operations Plan

Emergency Support Function – 12

Energy

I. PURPOSE.

This Emergency Support Function (ESF) Annex describes expected mission execution for the preparedness and response phases and identifies the responsibilities assigned to its members. This Annex is utilized in conjunction with the Emergency Operations Plan which provides an overview of Horry County's approach to emergency operations and the emergency management organization. During a compulsory effort of saving life and property, ESF-12 agencies and representatives will utilize this plan to meet needs of the public and private entities of Horry County.

This Annex will define the role of energy representatives/agencies and how the ESF-12 involvement will provide a beneficial and effective service during a time of disaster or catastrophic incident. This ESF is responsible for providing details of EOC operations related to technical advice and evaluation of electrical services, communication services, liquid fuel concerns and gas utility disruptions; emergency utility services to critical infrastructure; and utility grid re-establishment and sustainment. This ESF is structured to coordinate the provision of emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations as well as restoring the normal supply of power to stabilize community function.

II. MISSION.

The Energy ESF-12 will ensure that all crucial utilities (fuel, gas, electrical power, and public communications) are re-established to a normal working order in a safe, secure and timely manner based on significance of necessity.

III. SITUATION AND ASSUMPTION.

Horry County is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, have the ability to damage structures and lifelines that will rapidly overwhelm the capacity of Horry County to effectively assess the disaster and response of basic and emergency human needs.

During any type of disaster or large-scale emergency in Horry County, electrical, public communication and gas utilities will be disrupted to a large range area in all jurisdictions affected. Dangers from damaged utilities will hinder re-entry and the restoration of basic services. The ability to provide critical services for emergency response and effective assistance to citizens will depend, in part, on the reestablishment of utilities.

IV. PARTICIPATING COUNTY DEPARTMENTS AND SUPPORT AGENCIES.

A. Primary:

1. Based on the Horry County Emergency Operations Center's organizational chart, the Service Operations Branch Director will be the initial point-of-contact for all agencies/representatives in ESF-12.
2. In the event that the Service Operations Branch Director determines the need for an ESF-12 Coordinator, one will be assigned from the agencies/representatives within ESF-12 based on the operations needs.

B. Support:

1. Horry Electric
2. Progress Energy
3. Santee Cooper
4. SC Electric and Gas
5. Privately contracted fueling services
6. Time Warner
7. Horry Telephone

V. NATIONAL INCIDENT MANAGEMENT SYSTEM (N.I.M.S.) TRAINING

All Energy ESF agencies/representatives are strongly encouraged to complete training on principals of the National Incident Management System in accordance with current guidance from the Department of Homeland Security. Refer to the website http://training.fema.gov/IS/crslist.asp for more information on all programs. The minimum requirements are as follows:

A. IS-100.a Introduction to the Incident Command System
B. IS-200.a ICS for Single Resource and Initial Action Incidents
C. IS-700.a An Introduction to NIMS
D. IS-800.b An Introduction to National Response Framework

VI. CONCEPT OF OPERATIONS.

A. When the EOC is activated, the Service Operations Branch Director will be the direct point-of-contact for ESF-12 or confirm that an ESF-12 Coordinator position has been staffed to coordinate all energy and communication utility representatives, in order to reduce undesired encroachment on life safety, incident stabilization and property conservation efforts.

B. The ESF-12 Coordinator will establish and maintain lines of communication to facilitate coordination of activities and resources with all Horry County EOC ESFs, the South Carolina EOC and other agencies/representatives who may provide assistance during major response operations.

C. Agencies and representatives assigned to ESF-12 will be alerted according to EOC activation procedures in the EOP.

D. All ESF-12 personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.

E. Under disaster conditions, the Energy Coordinator (or Service Operations Branch Director) will coordinate all services from the EOC and in conjunction with ESF-12. Routine operations will be handled by standard procedures.

F. Each energy/public communication agency or representative will maintain authority within its own jurisdiction. However, during a countywide disaster, the EOC ESF-12 Coordinator is responsible for the overall synchronization of all energy and communication service activities.

G. Situation Reports (SITREP)

A Situation Report (SITREP) will be produced for each Operational Period. The initial SITREP will be completed within the first hour after activation. The Situation Analysis Unit Leader will coordinate with Section Liaisons and Branch Directors to receive timely SITREPs to coincide with the EOC briefings and the Executive Group Planning Meetings.

1. Each EOC position will complete their part of the ESF SITREP, providing a comprehensive and accurate report, and turn it into their respective ESF Coordinator for completion by 06:00 and 16:00. The ESF Coordinator will then provide the completed ESF SITREP to the appropriate Branch Director no later than 06:30 and 16:30.
2. The Branch Directors will collaborate and complete their portion of the Section SITREP while coordinating with the Operations Section Liaison. The Operations Section Liaison gives the final Operations Section SITREP to the Situation Analysis Unit Leader at 7:30 and 17:30.
3. The Situation Analysis Unit Leader will generate the EOC SITREP and provide copies to the EOC Manager for approval at 08:30 and 18:30 in preparation of the Executive Group Planning Meetings.
4. Once the SITREP has been reviewed and approved by the EOC Manager or Assistant Manager, the Situation Unit Leader will send the SITREP to the State Emergency Operations Center (SEOC) by 09:00 and 19:00 each operational period.
5. All ESF-12 positions should use the Transportation Situational Report Form (Form# 2.12.1).

H. EOC Action Plan

1. When the EOC is activated the Planning Section, while coordinating with other sections (Operations, Logistics and Finance), will prepare a written action plan. The EOC Action Plan will set forth objectives, based on the Executive Groups recommendations and tasks to be completed during the next operational period.
2. Essential to the development of each operational period action plan are the section and ESF SITREPs. The future operational period objectives are derived from the previous operational period SITREPS.
3. All ESF Coordinators will attend the appropriate action planning meetings, according to the EOC Action Plan and the EOC Briefing and Meeting SOP, in support of the EOC Action Planning process.
4. The successful development of the EOC Action Plan will strongly depend on how involved and effective each agency/representative is in the planning process.
5. Review the EOC Action Plan SOP for more details.

I. Information Display and Management

1. During the Horry County EOC activation, all agencies and representatives in ESF-12 will use WebEOC for systematic information sharing and documentation efforts. Reference the WebEOC User's Guide for more information on proper program operation.
2. To maintain documentation redundancy, hardcopy documents for all forms (SOPs, SITREPS, checklists, etc.) utilized in the perspective ESFs will be located in a file box or binder with each ESF Coordinator.
3. A local list of available infrastructure resources, to include assets and personnel, should be maintained in the EOC.
4. Horry County IT will have all county assets inventoried and is available through ESF-2 in the City Works program.
5. Coordination between transportation providers is necessary to ensure emergency operational readiness. Each department, agency and/or representative responsible for transporting evacuees should develop an agency/representative specific standard operational procedure, instruction checklist and resource listing to support this plan.

J. Evacuation

Evacuations will be coordinated with the EOC to ensure the evacuees are moved to an appropriate shelter and those with special needs receive appropriate transportation in the time of need. Though a remarkable challenge, Energy ESF-12 will assist in the evacuation process by providing a safe and unobstructed path of travel caused by damaged or downed electrical utilities or hazardous condition from damaged gas lines. Each member of the ESF-12 should review the Emergency Evacuation Plan located on WebEOC.

K. Mutual Aid and Augmentation Forces

1. As a private representative for ESF-12, follow all policies and procedures in requesting additional resources for the benefit of utility restoration.
2. ESF-12 representatives will work closely with local and state agencies, energy offices, energy suppliers and distributors.
3. Be aware that a requisition for resources may take as much as 72 hours to arrive from the first call of assistance, based on distance from incident, type of resource, condition of shipping route and contract details and delays.
4. Mutual aid can be requested from (or provided to) the state through the SEOC once all local resources have been exhausted. These requests should be channeled through ESF-7.
5. Support may also be requested from the federal government through the SEOC. These requests should be channeled through ESF-7.

L. Damage Assessment

An initial EOC priority is to gather as much intelligence about the extent of damage and the impact on people as soon as possible. All agencies and representatives in ESF-12 are requested to submit initial damage assessment report to ESF-5 when the situation allows. Future damage assessment reports may be requested by ESF-23 for updated information.

M. Service Conservation and Restoration

1. While restoration of normal operations at energy facilities is the primary responsibility of the owners of those facilities, ESF-12 provides the appropriate supplemental assistance and

resources to enable an organized information sharing system, which will enhance the restoration and recovery process.

2. Advise authorities on priorities for energy restoration, assistance and supply.
3. Recommend actions to conserve fuel and electric power.
4. Participation in pre-incident activities, such as pre-positioning assessment teams and contractors and deploying advance service elements shall be supported.
5. ESF-12 will serve as the resident expert in post-incident assessments of energy and public utilities to help determine critical needs and potential recovery expectations.
6. Providing emergency repair of damaged infrastructure and critical facilities (temporary power, emergency water and sanitation systems).

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. Primary- Utility representative assigned to ESF-12 Coordinator position

1. Serving in the primary role of ESF-12, the Energy representative will function as the ESF-12 Coordinator and has the following responsibilities:
    a. Exercise overall responsibility for the coordination of ESF-12 activities based on the established SOP.
    b. Serve as the ESF-12 Coordinator in all EOC briefings and meetings.
    c. Coordinate and complete the ESF-12 SITREP and give to the Service Operations Branch Director.
2. Provide reports from the field personnel on damage assessment through window surveys.
3. Maintain a consistent flow of information and communication from ESF-12 to the EOC Emergency Operations Branch Director pertaining to relative activities in field and the Energy ESF-12.
4. Verify that a system of redundancy is in place for documentation and information gathering.
5. Maintain records of expenditures and document resources utilized during all operations in accordance with ESF-7 guidelines.
6. Work closely with ESF-23 in providing damage assessment surveys of all energy services in order to develop a priority of recovery, determine resource needs and provide documentation for possible reimbursement

B. Support- Private Utility Representative

1. Maintain a consistent flow of information and communication from the utility agency to the Energy Coordinator, pertaining to relative activities in field and the Energy ESF-12.
2. Verify that a system of redundancy is in place for documentation and information gathering.
3. Work closely with ESF-4, ESF-9 and ESF-10 to coordinate emergency fire, search and rescue and hazardous materials operations that require energy utility contractors to assist in controlling downed energized power lines, damaged or ruptured gas lines, and hazardous materials incidents with energy hazardous involved.
4. Work with ESF-1, ESF-13 and ESF-16 during evacuation and re-entry of a disaster, verifying an unobstructed path of travel on roadways based on criticality.
5. Work with ESF-3 to provide significant energy needs to critical infrastructure for emergency operation sustainment.

VIII. ANNEX MAINTENANCE.

The Operations Section Liaison has the responsibility of coordinating, developing and maintaining the Energy Annex in association with the Service Operations Branch Director and the designated Energy ESF Lead Agency. The Energy Annex will be updated in conjunction with the EOP as stated in Section 6, Plan Development and Maintenance.

Emergency Support Function (ESF-12) Energy

General ESF Actions

Horry County Emergency Management takes a comprehensive approach to emergency planning; therefore, ESF actions for recovery and mitigation are included in those specific plans.

Primary: EOC Service Operations Branch Director (unless an energy representative is assigned based on operational need.

Support:

- Santee Cooper
- Horry Electric
- Progress Energy
- South Carolina Electric and Gas
- Horry Telephone
- Time Warner

***Please refer to the EOP, IV, B, 8 for general preparedness and response actions.**

Preparedness

- Assist with the coordination, development and maintenance of the Energy Annex
- Participate in county exercises and conduct annual ESF-12 training to validate the Energy Annex and supporting documents
- Ensure all personnel train on and integrate NIMS principals in all planning as outlined in the Annex.
- Ensure procedures are in place to document costs for any potential reimbursement.
- Maintain a list of resources, assets and personnel that are crucial for the functionality of the Energy Annex.
- Maintain Mutual Aid Agreements with other agencies crucial for response operations.
- Establish liaison with support agencies/representatives and energy-related organizations
- Develop energy conservation protocols

Response

- Analyze affected areas to determine operational priorities and emergency repair procedures with utility field personnel.
- Provide status of energy resources to the EOC Emergency Operations Branch Director as needed for review of damage assessment and to initiate the recovery process.
- In coordination with public and private utilities, prioritize the rebuilding processes to restore energy utilities to affected areas.
- Locate fuel for emergency operations.
- Provide energy emergency information, education and conservation guidance to the public in coordination with the EOC PIO.
- Coordinate with ESF-1 for information regarding transport of critical energy supplies
- Plan for and coordinate security of vital energy supplies with ESF-13.
- Maintain continual status of energy systems and their progress in operations.
- Recommend energy conservation measures.