

HARVEY COUNTY, KANSAS EMERGENCY OPERATIONS PLAN

ESF12-Energy and Utilities

Planning Team

ESF Coordinator

Harvey County Public Works

Purpose

This ESF Annex provides guidance to help ensure the continued operation of essential utility services in the County. Specifically, ESF #12 addresses:

- Energy system assessment, repair and restoration
- Assessment and restoration of water services (drinking water, sewer and sanitation systems)
- Coordination with public and private utilities
- Energy forecasting

For the purpose of this ESF Annex, utilities are defined as electric, natural gas and water services. ESF #12 is a functional component of the Local Emergency Plan (LEOP) and to the extent possible, information contained in other sections of the LEOP will not be repeated in this document.

Scope

ESF #12 provides 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 LEOP.

ESF #12 is a functional annex to the LEOP and to the extent possible, information contained in other sections of the LEOP will not be repeated in this document.

Policies

This ESF Annex applies to the agencies with assigned emergency responsibilities in the LEOP.

The public and private utilities and government agencies assigned responsibilities in this ESF Annex have existing emergency plans and procedures. ESF #12 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.

Concept of Operations

General

The Harvey County Public Works is the primary agency for providing ESF #12 technical assistance, resources and support during response activities.

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.

Organization

The Harvey County Emergency Operations Center (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 service will be given to hospitals and critical government services. In general, electric services will be restored in the following order: Large areas without power will be restored after the previous priorities have been met down to individual facilities and residences.

The following entities provide utility services in the County:

- Electric – Ark Valley Electric COOP, Butler Rural Electric COOP, Ninnescah Rural Electric COOP, Sedgwick County Electric COOP, Flint Hills Electric COOP, Westar Energy, Kansas Power & Light
- Water – Newton Water Department (PWWS #17), Harvey RWD 1, Harvey RWD 2, Harvey RWD 4, , Marion RWD 4
- Gas – Kansas Gas Service, Black Hills Energy
- Sewer - Municipalities

Public Wholesale Water Supply District #17 system serves the following member cities: Newton, North Newton, Sedgwick, and Halstead.

Household and Small Quantity Generator Hazardous Waste Program

The Household and Small Quantity Generator Hazardous Waste Program is located at the Harvey County Solid Waste Transfer Station at 3205 SW 24th Street. In 2000, Harvey County built the station across the street from the Landfill. Home owners may bring in household hazardous waste free of charge. Businesses must contact the Harvey County Transfer Station prior to bringing out the business hazardous waste for disposal.

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.

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.

Notifications

The Emergency Management Director will notify the Harvey County Public Works of activations and request that a representative report to the EOC to coordinate ESF #12 – Energy and Utilities activities. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

Actions

Preparedness

- Maintain this ESF Annex as well as supporting operating procedures and guidelines
- Ensure personnel receive emergency operations training
- Develop guides and checklists to support emergency energy and utilities operations
- Ensure emergency call-up and resource lists are current
- Ensure the availability of necessary equipment to support energy and utilities activities
- Participate in emergency exercises

Response

- Deploy trained individuals to the EOC

- Alert or activate off-duty and auxiliary personnel as required by the emergency
- Coordinate activities with other responding agencies
- Conduct specific response actions as dictated by the situation

Recovery

- Continue all activities in coordination with the EOC based on the requirements of the incident
- Support restoration activities
- Replenish supplies and repair damaged equipment
- Participate in after-action briefings and develop after-action reports
- Make necessary changes in this ESF Annex and supporting plans and procedures

Mitigation

- Based on known hazards, identify and correct vulnerabilities in the energy and utilities function
- Implement a public awareness campaign regarding energy and utilities safety in emergencies

Direction and Control

The ESF #12 - Energy and Utilities Coordinator in the EOC will:

- Work closely with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems, as well as estimates for restoration
- Coordinate with private utility and energy representatives to identify government actions needed to help obtain resources to repair or restore damaged systems
- Assess the needs of private utility companies, help them obtain resources and help ensure required system restoration and protection tasks can be accomplished as quickly as possible
- Work with the EOC Team to establish priorities for restoring critical customers and coordinate the provision of temporary, alternate, or interim sources of emergency fuel and power
- Recommend actions to conserve water, fuel, electric power, natural gas and if necessary, make plans for energy rationing
- Work with the EOC Public Information Officer to coordinate the dissemination of energy and utility supply and restoration information to the public
- Work with the Department of Energy (DOE) to provide timely and credible energy supply assessments and restoration forecasts.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- When requested, deploy a representative to the EOC to assist with energy and utilities activities
- Provide ongoing status reports as requested by the ESF #12 Energy and Utilities Coordinator
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Emergency Management Department
- Perform other emergency responsibilities as assigned

[Link to Primary and Support Agency Responsibilities](#)

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from County and local jurisdiction funds.

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

Attachments

- Map of each utility (indicate the area and number of customers served)

[Natural Gas Utilities](#)

[Electrical Service Areas](#)

[Pipelines and Power Infrastructure](#)

- Sample forms and logs

[**INSERT DOCUMENT**](#)

- Checklist of Actions by Timeframe

[LINK TO CHECKLIST](#)