

STATE SUPPORT FUNCTION (SSF) 12 ENERGY

VTEOP

PRIMARY: Department of Public Service

SUPPORT: Agency of Agriculture, Food and Markets; Agency of Natural Resources; Agency of Transportation; Department of Buildings & General Services; Department of Labor; Department of Public Safety, Division of Emergency Management and Homeland Security, Division of Fire Safety and State Police; Office of The Adjutant General, VT National Guard;

I. INTRODUCTION

- A. Energy includes producing, refining, transporting, generating, transmitting, conserving, building, and maintaining liquid petroleum fuels (especially gasoline, diesel fuel, heating oil, and propane), electric, and natural gas energy system components. Damage to a system can have a rippling effect on supplies, distribution, or other transmission systems.
- B. SSF-12 will closely monitor the electric and natural gas utilities operating in the state, as well as the status of liquid petroleum fuel supplies in the state, to ensure the integrity of power supply systems are maintained during emergency situations and any damages incurred are repaired and services restored in an efficient and expedient manner. SSF-12 will report to Vermont Emergency Management (SSF 5) the status of the above-mentioned energy supplies. SSF 12 will also assist the electric utilities with permitting for emergency restoration.

II. MISSION

SSF-12 assists in the provision of emergency power and other energy sources to support emergency response and recovery efforts and normalize community functions in the restoration of non-telecommunications utility systems as well as fuel oil and propane supplies damaged as a result of disasters. Support includes, but is not limited to: assessing energy and utility system damages, supply and requirements to restore such systems; and providing emergency information, education, and conservation guidance to the general public concerning energy and utility services.

III. CONCEPT OF OPERATIONS

- A. The Department of Public Service is responsible for the coordination of all SSF-12 administrative, management, planning, training, preparedness, and mitigation, response, and recovery activities to include developing, coordinating, and maintaining the SSF-12 SOP. All SSF-12 supporting agencies will assist the Department of Public Service in the planning and execution of the above.

- B. Coordination with all supporting and other appropriate departments/agencies, organizations and utilities will be performed to ensure operational readiness.
- C. Owners and operators of investor-owned (private), and public utilities systems shall be responsible for the activation of plans for appropriate allocation of resources of personnel, equipment and services to maintain or restore utility service under their control.
- D. In coordination with, and in support of, the State-Rapid Assessment & Assistance Team (S-RAAT), assess the situation (both pre- and post-event), and in coordination with local emergency management officials, assist in developing strategies to respond to the emergency.
- E. Considerations for allocation of energy resources will include but are not limited to:
 - 1. Coordinating with state agencies and emergency response organizations to monitor fuel supply availability.
 - 2. Providing technical support of emergency activities being conducted by local EOCs or state SSFs as requested through the SEOC.
 - 3. Coordinating with utility representatives to determine emergency response and recovery needs.

V. SSF ACTIONS

The emergency operations necessary for the performance of this function include but are not limited to:

A. Preparedness

- 1. Develop and maintain current directories of suppliers of services and products associated with this function.
- 2. Establish liaison with support agencies and energy-related organizations.
- 3. Promote and assist in developing mutual assistance compacts with the suppliers of all power resources.

B. Response

- 1. Provide status of energy resources to the SEOC Operations Section at least daily and, when possible, provide data by county.
- 2. Provide energy emergency information, education and conservation guidance to the public in coordination with the SEOC Public Information Officer.

3. Continually monitor the status of energy systems and the progress of utility repair and restoration activities.
4. Collect and provide energy damage assessment data to SSF-3.

C. Recovery

1. Maintain coordination with all supporting agencies and organizations on operational priorities and emergency repair and restoration.
2. Continue to provide energy emergency information, education and conservation guidance to the public in coordination with the SSF 14 (Public Information).
3. Anticipate and plan for arrival of, and coordination with, ESF-12 and Department of Energy personnel in the SEOC and the Joint Field Office (JFO).
4. Continue to monitor restoration operations until all services have been restored.
5. Ensure that SSF-12 team members maintain appropriate records of costs incurred during the event.

D. Mitigation

1. Anticipate and plan for mitigation measures.
2. Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

VI. RESPONSIBILITIES

A. Department of Public Service:

1. Identify, train, and assign PSD personnel to staff SSF-12 in the SEOC.
2. Maintain communications with electric utilities in responding to and recovering from emergencies regarding electric generating capacity shortages, electric generating fuel shortages, transmission and distribution line outages, and electrical service outages affecting the public. Report electric outages by county and expected restorations times.
3. Maintain communications with the natural gas utility regarding system conditions and supply of gas, and report gas system conditions.
4. Maintain communications with the Vermont Yankee nuclear power plant, and report plant conditions.

5. Maintain communications with representatives of the petroleum fuel dealers, and report the status of liquid petroleum fuel supplies.
- B. Agency of Agriculture, Food and Markets
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
 2. When requested, the Agency will provide information and recommendations concerning the impact of loss or shortage of energy resources on the agricultural community. The Agency will be provided the geographical extent of the outage, and then will let the EOC know if there are any farms in need of assistance.
- C. Agency of Natural Resources
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
 2. Coordinate with and support all parties in debris management decisions and actions.
 3. Develop and maintain a debris management plan as a component of the state emergency operations plan, and apply it as appropriate in responding to and recovering from emergencies that generate debris, both natural and man-made.
 4. Provide expertise and human resources in forest resource damage assessment and management as an element in emergency response and recovery.
- D. Agency of Transportation
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
 2. Apply necessary state resources, to include debris removal, in accordance with established priorities in response to an emergency. (An SSF 3 Function)
 3. Be prepared to assist in providing and/or coordinating transportation for critical energy resources. (An SSF 1 Function)
- E. Department of Buildings and General Services
1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
 2. Maintain and report the status of critical state facilities to SSF 12.

3. Be prepared identify and acquire supplemental energy resources to support State facilities.

F. Department of Labor

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
2. Be prepared to provide technical assistance for worker health and safety during periods of disaster in accordance with the SEOP, Annex XV, Worker Safety and Health.

G. Department of Public Safety

1. Division of Emergency Management and Homeland Security

- a. Make notifications of supporting agencies as requested by the lead agency.
- b. Provide communications and equipment to support operations in the SEOC.
- c. Provide information to SSF-12 concerning general and sector-specific Threat Condition Levels.
- d. Provide coordination for the implementation of protective actions or measures related to any change in Threat Condition level.
- e. Provide assistance and coordination for Critical Infrastructure/Key Resources (CI/KR) preparedness, protection, response, recovery, restoration, and continuity of operations relative to the Vermont Critical Infrastructure Protection Program (VCIPP), National Response Framework (NRF) coordinating structures, National Incident Management System (NIMS) guiding principles and all Homeland Security Presidential directives.
- f. Provide assistance and coordination to expedite information sharing and analysis of actual or potential impacts to CI/KR.
- g. Facilitate requests for assistance and information from public- and private-sector partners in accordance with Protected Critical Infrastructure Information (PCII).
- h. Provide for any necessary communication with US Department of Homeland Security.
- i. Support and facilitate the operations of the Multi Agency Coordination group if activated.

2. Fire Safety Division

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
- b. Be prepared to provide or coordinate household or facility safety inspections, as needed, prior to use or reoccupation.

3. State Police

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-12 during periods of activation.
- b. Plan for and coordinate security for vital energy supplies and facilities as a task of SSF-15.

H Office of the Adjutant General, VT National Guard

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-7 during periods of activation.
2. Be prepared to assist in providing security to designated utility, power and energy facilities.
3. Be prepared to provide emergency power generation capability, as requested and available.

**TAB B TO SSF ANNEX 12
INCIDENT COORDINATION TEAM (ICT)
ACTIVATION & IMPLEMENTING PROCEDURES – SSF-12**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.