

ESF #11: ENERGY & UTILITIES

Primary Department	Support Department	External Agencies
<p>Asst. Director of Facilities Phone: 406-447-6936 Cell: 406-594-3419</p>	<p>HC Facilities & Maintenance Department</p> <p>Executive Director of Operations Phone: 406-447-6926 Cell: 617-446-3691</p> <p>Director of Crisis and Emergency Management Phone: 406-447-6382 Cell: 406-461-0635</p> <p>HC- Emergency Management Advisory Team</p> <p>UM Affiliate Campuses Communication Specialists</p> <ul style="list-style-type: none"> - UM Missoula Emergency Preparedness Officer Paula Short 406-546-3839 	<p>Local Law Enforcement Agencies</p> <ul style="list-style-type: none"> - Helena Police Department - Lewis & Clark Sheriff's Office - Montana Highway Patrol - East Helena Police Dept. <p>City/County Agencies</p> <ul style="list-style-type: none"> - Helena Public Works - East Helena Public Works - Lewis & Clark Co. Public Works - Lewis & Clark Co. Dept. of Disaster & Emergency Services - Helena Fire Department <p>State Agencies</p> <ul style="list-style-type: none"> - Montana Department of Transportation (MDT) - MT State Department of Disaster & Emergency Services <p>Private/Public Sector</p> <ul style="list-style-type: none"> - Natural Gas Providers - Electric Utility Providers - Telephone Providers - Cell Service Providers - Internet Providers - Water and Sewer Districts - Solid Waste Collection Providers - Local Petroleum, Oil, and Propane Distributors

11.1 Purpose

A) To provide for effective use of available electric power, water resources, telecommunications, natural gas, and petroleum products required to meet essential needs, and to facilitate restoration of energy and utility systems affected by an emergency or disaster. Lewis & Clark County includes commercial and public utilities in their coordination of damage assessments, operational capabilities, and restoration actions.

B) This ESF lists the internal and external departments responsible for power generation and distribution on campus.

C) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support power generation and distribution needs during an emergency or disaster.

D) This ESF encompasses electrical power resources, including any power plant(s) on campus.

11.2 Scope

A) The term “energy/utility” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy/utility systems and system components. All energy/utility systems are considered critical infrastructure.

B) May include the following, but is not limited to:

- 1) Infrastructure protection and emergency repair.
- 2) Assessing the extent of damage.
- 3) Emergency restoration of critical services and facilities.
- 4) Repair and maintenance of energy generation and distribution systems.
- 5) Provide maintenance of the buildings and grounds and engineering-related support.

C) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

11.3 Situation

A) Emergency Conditions and Hazards

1) Helena College may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents. The ability to quickly restore damaged water, power, natural gas, telephone, and sewer systems is essential to maximizing life safety, and health, and minimizing the economic impact of a disaster.

2) The occurrence of a major disaster could destroy or disrupt all or a portion of the County’s energy and utility systems.

2) See Helena College’s All Threat/Hazard Annexes for a description of potential emergencies.

3) Helena College does not have on-campus living or a designated food/catering service designed to provide meal services on a day-to-day basis. Both campus locations close and lock at designated times through the week.

4) Water supply systems within the County are either publicly or privately owned and are organized at municipal, district, or local private levels.

5) Natural gas across the County is distributed by major natural gas companies through common pipelines originating in other states and Canada.

11.4 Assumptions

A) The occurrence of a major disaster could destroy or damage portions of the county energy and utility systems and disrupt petroleum supplies for Helena College usage.

B) Widespread and possibly prolonged electric power failures could occur in a major disaster.

C) The transportation, media and telecommunications infrastructures will likely be affected or destroyed in a large disaster.

D) Delays in the production, refining, and delivery of petroleum-based products may result from transportation infrastructure problems and loss of commercial power.

E) There may be extensive distribution failures in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.

F) There may be panic hoarding of fuel in areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.

G) Natural gas lines may break causing fire, danger of explosion, or health (inhalation) hazards.

H) Water pressure may be low, hampering firefighting and impairing sewer system function.

I) College resources will be quickly overwhelmed.

J) Backup systems may be available but may take time to activate.

K) Shortfalls can be expected in both support personnel and equipment.

L) City, County, State, and Federal assistance may not be immediately available.

11.5 Concept of Operations

A) General

1) The Emergency Operation Plan provides overall guidance for emergency planning.

2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) Organization

1) National Incident Management System concepts will be used for all incidents.

2) Incident or Unified Command will be used by responding departments.

3) When requested ESF personnel will report to the EOC or ICP and use the EOP to activate and operate during an incident or event.

C) Notification

1) If ESF-11 needs to be activated the Emergency Manager or designee will contact the departments or agencies listed in this annex to report to the EOC.

2) The Dean/CEO, Chief Information Officer, Executive Director of Operations, or the Director of Marketing, Communications, and Alumni Relations, are the point of contact for all emergency warning notifications.

(i) Helena College Regroup Emergency ALERT Notification System will normally be activated on their direction.

(ii) If life safety is in jeopardy, the Emergency Manager/Incident Commander can direct Helena College Regroup Emergency Notification ALERT System activation.

3) The Dean/CEO or designee will notify other key personnel as required.

4) Request for resources normally comes to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, a request should be sent to the on-scene Emergency Manager/Incident Commander for coordination between the Emergency Management Advisory Team and Incident/Unified Command.

D) Direction, Control and Authority to Act

1) The Incident Command System (ICS) is used by Helena College personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

(i) Do **not** call the Helena-Lewis and Clark County Communication Center unless you have critical information to report.

E) Actions

1) Preparedness

(i) Participate in any exercises, as appropriate.

(ii) Develop and maintain a list of possible resources that could be requested in an emergency.

(iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.

(iv) Coordinate the establishment of priorities to repair damaged energy services and the provision temporary, alternate or interim sources of backup systems or portable generators and other utilities.

(v) Identify, train and assign personnel to execute missions in support of ESF-11.

(vi) Develop procedures to document costs for any potential reimbursement.

2) Response

(i) Obtain, prioritize, and allocate available resources.

- (ii) Prepare to make an initial damage assessment.
- (iii) Activate the necessary equipment and resources to address the emergency.
- (iv) Assist in assessing the degree of damage to the college.
- (v) Identify private contractors and procurement procedures.
- (vi) Prioritize utility rebuilding processes if necessary to restore utilities on Helena College campuses.
- (vii) Inspect buildings for structural damage.
- (viii) Post appropriate signage to close buildings.
- (ix) When requested by the Emergency Manager or designee, responding personnel will report to the Incident Command Post before being assigned tasks.
- (x) Coordinate emergency information for public release through the EOC, Emergency Manager & Dean/CEO.

3) Recovery

- (i) Prioritize and implement the restoration of critical university facilities and services, including but not limited to electricity, potable water, sanitary sewers, storm water systems, heating, and telephone service.
- (ii) Coordinate assistance as needed by the Incident Commander, EOC Director, or the Emergency Management Advisory Team, as appropriate.
- (iii) Ensure that ESF-11 team members, or their agencies maintain appropriate records of costs incurred during the event.
- (iv) Participate in after-action briefings and develop after-action reports.

4) Mitigation

- (i) Based on known hazards, identify and correct vulnerabilities in the energy and utility's function.
- (ii) When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages.
- (iii) Implement a public awareness campaign regarding energy and utilities safety in emergencies

11.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-11, supporting the response and recovery operations after activation of the EOC.

- 2) Develop, maintain, and update plans and procedures for use during an emergency.
- 3) Identify, train, and assign personnel to staff ESF-11 when the College EOC is activated.

(i) At a minimum, the National Incident Management System ICS-100 and IS-700 online classes should be completed by assigned personnel.

4) General Responsibilities

(i) Determine priorities among users if adequate utility supply is not available to meet all essential needs.

(ii) Coordinate initial damage assessments and provide information necessary for compiling damage and operational capability reports.

B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-11 when the College EOC is activated.

(i) At a minimum, the National Incident Management System ICS-100 and IS-700 online classes should be completed by assigned personnel.

- 3) Support the primary department as needed.