

BROWN COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 12 ENERGY

LEAD COORDINATING AGENCY: Brown County Emergency Management Agency

SUPPORT AGENCIES: Wisconsin Public Service (WPS)
Brown County Planning and Zoning Department

STATE SUPPORT AGENCIES: Public Service Commission of Wisconsin (PSC)
Wisconsin Department of Administration
Office of Energy Innovation (DOA-OEI)
Wisconsin Emergency Management (WEM)

I. INTRODUCTION

A. Purpose:

The purpose of ESF-12 is to provide county support to local and tribal governments during a natural or manmade disruption of energy supplies or distribution.

B. Scope:

ESF-12 describes the lead coordination roles as well as the division and specification of responsibilities among county, municipal, and private agencies. ESF-12 is applicable to all county departments and agencies with responsibilities and assets that could support local and tribal response to actual or potential energy emergencies as determined by statutes, ordinances, plans, and policies.

While the cause of an energy emergency and the energy types involved may vary significantly from incident to incident, energy emergencies typically fall under the two general categories below. ESF 12 is applicable to both types of energy emergencies:

- a) Fuel shortages (e.g., propane, natural gas, vehicle fuel, etc.)
- b) Long-term power outages impacting a large population, area, or Critical Infrastructure/Key Resource (CIKR) assets.

C. List of Changes

- 1. None

II. POLICIES

A. For the purposes of this ESF the term energy applies to electrical power, natural gas, petroleum, coal, and nuclear energy.

- B. If an incident involves nuclear energy, refer to the Radiological Nuclear Annex.
- C. The Public Service Commission (PSC) will coordinate any energy-related activities of other state agencies during an energy emergency. Those state agencies with additional authority will be notified to implement their energy emergency plans. Statutory authority over petroleum and coal products is designated to the Department of Administration (DOA), therefore the PSC will work with DOA during emergencies or disasters that involve those energy sources.

III. Planning Assumptions

- A. An energy incident may cause significant disruption to the critical infrastructure of a municipality, tribal nation, or a large part of the county.
- B. During an energy emergency should occur, the Governor may ask or mandate the public to institute measures that conserve energy and ensure supply to critical facilities.
- C. Although the resources required to address a significant energy incident may exceed the resources available within local jurisdictions, agencies are expected to manage the initial response and recovery operations for the first seventy-two hours while other mutual aid resources mobilize and respond.
- D. Public safety and emergency response personnel that normally respond to emergencies may be among those affected and unable to perform their duties.
- E. There may be multiple incidents that occur simultaneously (such as severe weather or terrorist incidents) within non-contiguous areas dispersed over a large geographic area.
- F. Although outside factors such as severe weather may pose a predictable threat to the energy sector, a significant energy outage incident may occur with little or no warning.
- G. An accurate assessment of the scope or magnitude of the incident may not be available for several days after an incident. As a result, response activities will need to begin without the benefit of a detailed or complete assessment of critical needs.
- H. The ability of local public and private sector entities to obtain fuel for backup generators may be impaired during a widespread, long-term power outage. It may be necessary to facilitate deliveries of fuel from outside the impacted area.

- I. The need for on-going, consistent, and clear public information may overwhelm local resources, necessitating a request for resources from outside Brown County. Accurate and continuous information may be needed to mitigate mass confusion.
- J. Mass care for a large, displaced, and possibly contaminated population may be needed.
- K. The damage and amount of debris left from the incident may be so extensive that local and regional capabilities are exceeded. The type of debris may require technical assistance to deal with environmental and contamination issues.

IV. CONCEPT OF OPERATIONS

A. General

- 1. The Brown County Planning and Zoning Department maintains a list of CIKR facilities and provides Geographic Information System (GIS) information to the Emergency Operations Center (EOC) during emergencies or incidents.
- 2. Response to energy disruptions and their effects is necessary for preservation of the public health, safety, and general welfare of Brown County citizens.

B. Organization

- 1. During an emergency or disaster situation, the primary and support agencies of Brown County ESF-12 will assign personnel to the Brown County EOC, as appropriate. The ESF-12 Coordinator is responsible for ESF-12 implementation.
- 2. Energy Industry Organization
 - a. The electric power industry within Wisconsin participates in two Regional Reliability Councils recognized by the North American Electric Reliability Corporation (NERC). Reliability First covers the southeast region of Wisconsin and the area around Green Bay. The Midwest Reliability Organization covers the remainder of the state. The Regional Reliability Councils are dedicated to maintaining electric reliability throughout their areas of operations and would be a major coordinating entity in the event of any energy emergency impacting the electric system.
 - b. The American Transmission Company is responsible for maintenance and operation of the transmission lines which

deliver bulk electric power to the eastern two thirds of Wisconsin, while Dairyland Power Cooperative and Xcel Energy are responsible for the Western part of Wisconsin. At the local level, power is distributed by investor-owned utilities, municipal utilities, and cooperative utilities to individual end users.

- c. The Midcontinent Independent Transmission System Operator (MISO) is a multi-state organization that is responsible for reliability of the electric transmission grid. MISO instructs the local electric utilities how to dispatch generation.
- d. Many end users with high reliability needs (e.g., health care facilities, manufacturers etc.) have installed back-up generation which is outside the control of the primary electric generation and distribution system. This source of electric power is largely unregulated and less accessible to control in emergency situations.
- e. Natural gas enters Wisconsin through five (5) major interstate pipeline systems. Local distribution companies deliver gas to consumers. Large industrial and commercial users have the option to purchase their natural gas supplies independently and contract separately for delivery. Like emergency electric generation, this portion of the gas supply is unregulated and less amenable to control in an emergency.
- f. Refined petroleum products enter the area primarily from pipelines, and by trucks and rail.
- g. Coal is delivered by rail and barge.

C. Activation Triggers

1. The energy outage/shortage affects, or expected to affect, a large portion of the county, persist for an extended period, or is made worse by severe weather or other factors.
2. The affects of the energy outage/shortage will require mobilization of mutual aid resources from the energy sector, first responders, or other agencies.
3. An energy outage/shortage in another part of the state, or a neighboring state, is expected to impact the county.

4. WEM activates the state's ESF-12 for an energy outage/shortage in Brown County or a neighboring area.

D. Mitigation Activities

1. Provide information to the public for preparedness and coping techniques related to energy emergencies using established public information and outreach processes.
2. Coordinate with public and private support organizations and businesses through regular meetings and exercises to:
 - a. Identify resources that are available and/or needed during fuel emergencies.
 - b. Encourage support the efforts of CIKR organizations to improve resilience.
 - c. Use exercises and planning sessions to identify areas for improvement.

E. Preparedness Activities

1. Establish and maintain liaison with supporting agencies as well as energy and utility companies.
2. Develop and maintain a list of energy, utility, petroleum, and transportation contacts, resources, and GIS data.
3. Establish memoranda of understanding or agreement as needed with stakeholder agencies and organizations.

F. Response Activities

1. Report any probable, imminent, or existing situations or threats to energy sector or transportation resources to WEM.
2. In the event of an actual or potential energy emergency, Brown County Emergency Management and the WEM 24-hour duty officer will share information to determine the appropriate action.
3. Support implementation of mandatory emergency measures issued by the Governor.
4. Coordinate with local energy producers, suppliers, and related supporting companies.

5. Compile damage assessment estimates with inputs from energy, utility, and transportation companies.
6. Coordinate with public, private, and non-governmental organization (NGO) partners to ensure critical assets have the energy and fuel necessary to support event-specific and routine emergency operations.
7. Identify and facilitate delivery of key energy-related resources to CIKR facilities.
8. Coordinate public information concerning the energy emergency including suggested or mandatory conservation measures.
9. Coordinate county and local agency emergency energy resources as requested by Wisconsin Emergency Management.
10. Coordinate government and private emergency supplemental energy and utility resources.

G. Recovery Activities

1. Compile damage and operational capability information from energy and utility companies. Update this information as needed.
3. Coordinate resource support for energy infrastructure restoration and repair to meet essential needs.
4. Coordinate allocation of energy resources to the extent possible and necessary.
5. Coordinate targeted energy conservation and efficiency programs to enhance recovery activities.
6. Coordinate with WEM to implement state emergency response plans at the local level.
7. Coordinate with WEM to prioritize requests for support.
8. Coordinate with support agencies to deal with long term impacts and develop a long-term recovery plan.
9. Conduct after-action review information for the overall response and recovery efforts.

V. RESPONSIBILITIES

A. Lead Coordinating Agency

1. Brown County Emergency Management

- a. Serve as the lead agency in the event of an energy emergency or designate the appropriate support agency to perform ESF-12 Coordinator duties.
- b. Provide information to the State EOC, WEM Regional Director, and the WEM Duty Officer regarding the status of energy infrastructure damage, supply adequacy, and market situation.
- c. Provide the State EOC, WEM Regional Director, and WEM Duty Officer with the location, extent, and restoration status of energy supply outages or disruptions.
- d. Maintain up-to-date data including addresses and contact names for all major local utilities, energy transportation and production companies, and CIKR organizations.
- e. Request activation of other ESFs as needed for mitigation, response, and recovery operations.
- f. Support county and municipal agencies during all phases of an incident.
- g. Coordinate, collect, and compile information for after action review and improvement plan development. Distribute information as applicable.

B. Support Agencies/Utilities (Public & Private)

1. Brown County Planning and Zoning Department

- a. Provide GIS and zoning information and support for all phases of an incident.

2. Wisconsin Emergency Management

- a. Serve as liaison between Brown County and other Wisconsin state agencies.
- b. Contact Brown County Emergency Management, the Public Service Commission, DOA-OEI, and other appropriate State

ESF-12 support agencies when notified of an energy emergency or incident.

3. Public Service Commission of Wisconsin (PSC)
 - a. Provide information relating to energy emergencies to the County EOC and State EOC (if activated) to facilitate the appropriate response.
 - b. Collect energy information from all available sources and share with emergency management officials to assist with developing appropriate responses to an emergency.
 - c. Request damage assessment reports from energy providers then compile and transmit the energy infrastructure reports to the State Emergency Operations Center (SEOC). The information will be compiled, evaluated, and reports on current conditions relative to staffing, equipment, and supplies will be provided to appropriate emergency agencies.
 - d. Work with DOA-OEI and local petroleum suppliers and energy companies to identify and facilitate the delivery of available fuel supplies to priority customers.
 - e. Coordinate with energy producers and providers to identify critical repair requirements.
 - f. Work with the Governor's office and other agencies to identify and communicate the appropriate conservation measures needed for an energy emergency.
 - g. Administer energy allocation and curtailment programs in accordance with federal programs and with the Governor's emergency powers legislation.
4. Wisconsin Department of Administration/Office of Energy Innovation (DOA-OEI)
 - a. Work with PSC and local petroleum suppliers and energy companies to identify and facilitate the delivery of available fuel supplies to priority customers.
5. Private energy production, distribution, and transportation companies
 - a. Continually monitor and maintain resources and equipment to mitigate vulnerabilities to facilities and supply lines.

- b. Report to the PSC and DOA-OEI any potential, suspected, or known threats, vulnerabilities, limitations, or other factors that may impact their ability to provide energy to the public.

VI. RESOURCE REQUIREMENTS

- A. Brown County ESF-12 may require support from other ESFs, or from neighboring counties in the form of personnel, equipment, or operating space.

VII. REFERENCES

Wisconsin Statute 16.955, Energy Administration
Wisconsin Statute 16.95(12), State Planning and Energy, Powers and Duties
Wisconsin Statute Chapter 196, Regulation of Public Utilities
Wisconsin Administrative Code, Chapters PSC 1 through PSC 187
Wisconsin Energy Assurance and Smart Grid Plan

VIII. Acronyms and Glossary

A. Acronyms

CIKR	Critical Infrastructure Key Resource
DOA	Department of Administration
EOC	Emergency Operations Center
ESF	Emergency Support Function
GIS	Geographic Information System
MISO	Midcontinent Independent Transmission System
NERC	North American Electric Reliability Corporation
NGO	Non-Government Organization
OEI	Office of Emergency Innovation
PSC	Public Service Commission
RRC	Regional Reliability Councils
SEOC	State Emergency Operations Center
WEM	Wisconsin Emergency Management
WPS	Wisconsin Public Service

B. Glossary

See the glossary in the BC EOP

IX. Appendices

Appendix 1	Facility Locations
Appendix 2	Activation and Operations Checklist
Appendix 3	Notification and Contact List
Appendix 4	Deactivation/Demobilization Checklist

Appendix 1
Energy Sector Facility Locations

Information about energy sector facility locations is maintained by the Brown County Zoning/GIS department.

Appendix 2

Activation and Operations Checklist

The ESF-12 Coordinator is responsible for ensuring all activation, notification, coordination, and deactivation/demobilization tasks are completed. The ESF-12 Coordinator may request that other ESFs are activated to support ESF-12 activities.

Initial ESF-12 Activation

- Check-in to the EOC
 - Enter information on the EOC sign-in log
 - Obtain a printed copy of the EOC-214 form if not using electronic versions
 - Begin filling out the EOC-214 as soon as possible!
- Log on to an EOC computer, then log into the ESF-12 Gmail account
 - Brown.esf12.energy@gmail.com
 - NOTE: Use this email for *ALL* ESF-12 related email; do not use personal or work email accounts.
- Obtain situation status briefing from the EOC Manager or other source
- Make required notifications via phone and/or email (see Appendix 3)
- Assist with creation of EOC-201, EOC-202, EOC-204, and EOC-209
- Determine resource requirements for ESF-12 operations *within the EOC*; provide that information to the EOC Manager or ESF-7 (Logistics) Coordinator.
- Coordinate with the EOC Manager and other ESF Coordinators to begin developing the goals and objectives for EOC operations for the current and upcoming operational periods.

Appendix 3
Notification and Contact List

Private Companies

WE Energies/WPS

Gas Emergency

Electricity Emergency

Scott Sheppard, Local Affairs Representative

Scott.sheppard@wecenergygroup.com

Office

Cell

U.S. Venture/U.S. Oil

Jamie Becklin, Environmental Specialist

jbecklin@usventure.com

Brown County Offices and Departments

Emergency Management

Lauri Maki, Director

Lauri.Maki@browncountywi.gov

Sam Martin, Coordinator

Dennis.martin@browncountywi.gov

PIO Group

Jeff Flynt, BC Deputy Executive

Jeffrey.Flynt@browncountywi.gov

Public Safety Communications

Cullen Peltier, Director

Cullen.Peltier@browncountywi.gov

Amy Shannon, Deputy Director

amy.shannon@browncountywi.gov

On-Duty Dispatch Supervisor

Public Works/Facility Maintenance

Paul Fontecchio, Public Works Director

Paul.Fontecchio@browncountywi.gov

Michael Piacenti, Operations Manager

Michael.Piacenti@browncountywi.gov

Office- Regular Hours

Office- After Hours Emergency

Zoning/GIS

Jeff Dumez, BC GIS Coordinator
Jeff.DuMez@browncountywi.gov

City of Green Bay Offices and Departments

Public Works

Steven Grenier, Director
stevengr@greenbaywi.gov

State of Wisconsin Offices and Departments

Emergency Management (WEM)

State Duty Officer (for PSC, DOA/OEI)

Steve Fenske, Regional Director
Steve.Fenske@wisconsin.gov

Volunteer Groups

American Red Cross

Bob Mayer, Disaster Program Manager
robert.mayer@redcross.org

ARES/RACES

Chris Lehner, BC ARES/RACES Coordinator

Appendix 4

Deactivation/Demobilization Checklist

The Brown County EOC Manager will coordinate with the ESF lead agencies, elected officials of impacted municipalities, and representatives from private companies, non-governmental organizations (NGOs), and faith-based organizations (FBOs) to plan for deactivation of ESF-12. Consideration will be given to the needs of short- and long-term recovery operations, available staffing, and expectations or forecasts for ongoing and future emergencies or disasters.

The EOC Manager will ensure all documentation has been completed and collected, notifications have been transmitted, status reports updated, and EOC systems returned to pre-activation conditions after deactivation.

Deactivation/Demobilization Tasks

- Ensure all ESF-12 team members complete and submit EOC-214s to the ESF-12 Coordinator or EOC Manager prior to demobilization
- Submit information for After Action Reviews (AARs) is submitted to the EOC Manager
- Contribute to development of incident AARs and Improvement Plans (IP) as requested.