

**COWLEY COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

---

**ESF12-Energy and Utilities**

**Planning Team**

<b>ESF Coordinator</b>	Cowley County Emergency Management
<b>Primary Agency</b>	Butler Rural Electric Caney Valley Electric City of Arkansas City City of Winfield Kansas Gas Service Rural Water Districts 1-8 Sumner-Cowley Electric Westar Energy
<b>Support Agency</b>	Cowley County Health Department

## **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 Cowley County Emergency Plan (CCEOP) and to the extent possible, information contained in other sections of the CCEOP 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 CCEOP.

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

## **Policies**

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

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**

Entities providing utility services to Cowley County are the primary agencies 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 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.

Major disasters and emergencies are known to the utility providers. Cowley County's role is to assist in the response of the utility providers through escort, traffic control, debris removal and constant coordination to provide information to elected officials and the public as to the restoration timeline.

Cowley County will assist in the protection of utility capabilities through mitigation efforts such as code enforcement, trimming of trees along the county right of ways and communication with the utility providers.

Utility providers determine the priority for restoration of electrical services. Where possible, priority will be given to hospitals and critical government services.

The following entities provide utility services in the County:

- Electric - Butler Rural Electric, Caney Valley Electric, City of Winfield, Sumner-Cowley Electric and Westar Energy
- Water - Cities of Arkansas City and Winfield, Rural Water Districts One through Eight and Independent Wells
- Gas - Kansas Gas Service
- Propane - Various propane vendors
- Sewer - Municipal sewer districts

Since Cowley 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 appropriate utility provider 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 management 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

**Private Energy Company**

- Gather, assess and share information on system damage
- Provide a representative to the Cowley County EOC, if requested
- Provide estimates on the impact of outages within affected areas
- Provide information on projected restoration

**Cities**

- Gather information on all energy and utility damages and estimate damage impacts, and report this information to the Cowley County EOC
- Request assistance when the event exceeds City capabilities

**Private Propane Gas Company**

- Gather, assess and share information on system damage
- Provide a representative to the Cowley County EOC, if requested
- Provide estimates on the impact of outages within affected areas
- Provide information on projected restoration

**Cowley County Health Department**

- Work with water utilities to ensure te provision of safe drinking water
- Provide assistance and information to the public on actions to take to assure safety of potable water

**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 of Local Emergency by the Board of County Commissioners or 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 the local jurisdiction in which the disaster occurs.

### **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 Cowley County Emergency Management Director.

## **Attachments**

- Map of each utility

[Utility Providers](#)

- Checklist of Actions by Timeframe

[LINK TO CHECKLIST](#)