



Local-Level Energy Assurance Planning Framework

10 Steps to Build a Plan



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Uses for this Framework

- As a primer on energy assurance issues – particularly useful for new planners
- As a guide for asking useful questions and forming constructive partnerships during the planning process
- As a supplement to the PTI Local Government Energy Assurance Guidelines

The 10-Step Framework is not intended to take the place of the PTI Guidelines. You will benefit by reading both, but the Framework may be a good place to start.



Two Key Questions

Energy assurance is about **response, preparation, and security**:

- *After an energy disruption, what steps can be taken at the local level to mitigate negative consequences, maintain critical services, and facilitate rapid recovery?*
- *What practical and cost-effective longer-term strategies can be implemented at the local level to increase the resiliency of local energy infrastructure?*



Know your COOP!

Before beginning your planning process, familiarize yourself with existing **Continuity of Operations** and related plans maintained by your jurisdiction and the others you work most closely with.

- These lay out critical public sector responsibilities and steps needed to ensure continuity of government operations during an emergency
- Your EA plan should supplement or complement them, coordinating energy-specific actions with broader emergency management and response

Who maintains these plans in your jurisdiction?

Emergency Management? Homeland Security? Law Enforcement?

City Manager?



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Step 1: Build an Energy Assurance Planning and Response Team

a. Designate an Energy Assurance Coordinator

- Direct line of communication to Mayor or other leadership
- Established utility company/energy infrastructure contacts
- Effective champion for the plan

b. Establish a Local Energy Assurance Working Group or Task Force

- Public **and** Private Sector representation
- *Public*: Emergency Management, General Services, Fire, Law Enforcement, Public Works
- *Private*: Electric/Natural Gas Utilities, Pipeline/Terminal Operators, Water Treatment, Telecommunications

c. Build Personnel Redundancy Into the Planning Framework

- Have a strong second line



Step 2: Know Your Legal Authorities

Understand the Legal Frameworks under which Planning/Response Efforts Will Operate

- Local-level executive orders, administrative/emergency rules, etc.
- How do these apply to decision-making/actions – especially during emergency response?
- Coordinate with existing State, regional, Federal, private sector decision-making/response authorities



Step 3: Understand Your Roles and Responsibilities

Know Which Key Organizations Are Responsible for Responding to an Energy Disruption

Public and Private Sector both have a role

- Public:
 - Lead: Office of Emergency Management, Police, Fire Dept., et al.
 - Who else is involved? Mayor's Office? Law enforcement?
 - State role? – resource-specific contingency plans
- Private:
 - Electricity – Utilities (transmission/distribution), Plant operators
 - Natural Gas – Utilities, Pipeline/storage facility operators
 - Petroleum – Pipeline/refinery/terminal operators
 - Renewable Sources – Solar arrays, wind farms, biomass facilities



Step 4: Know Your Energy Profile

Understand the Relationship of Your Jurisdiction's Electricity, Petroleum, and Natural Gas Markets to State and Regional Markets

- Prices and availability of energy are driven by supply and distribution matters at regional or national level
- **Supply, distribution, price:** How do local energy markets relate to State/regional markets?
- Leverage your private sector contacts to improve this understanding

The U.S. Energy Information Administration (EIA) is a good source of information on State-level energy markets. Find your State's profile at: <http://www.eia.doe.gov/state/>



Step 5: Identify Key Energy Suppliers

Understand the Suppliers and Infrastructure Serving Your Jurisdiction's Energy Needs

- Characteristics of community energy usage
- Major utility players/service territories
- Location of key transmission/distribution infrastructure
- Primary petroleum fuel suppliers
- Contracts for local supply of electricity, natural gas, petroleum

Understanding local energy requirements and infrastructure in place to meet them is key – What interdependencies/vulnerabilities exist?



Step 6: Know Your Key Contacts

Develop and Maintain a 24-Hour Contact List for Key Energy and Emergency Response Stakeholders

- Energy suppliers (private sector), critical service providers (public sector)
- Other local/regional jurisdictions that depend on same resources
- State/regional regulatory agencies (PUCs/PSCs)
- State/regional/Federal emergency management/Homeland Security
- Governor's Office/other State-level leadership
- Others who can provide current updates on service/restoration/infrastructure status

Effective early-stage communication is key – most supply disruptions are resolved this way, without declaring an emergency



Step 7: Identify Key Assets

a. Identify Facilities/Infrastructure Providing Critical Local Services

- Police/fire stations, 911 call centers, hospitals, telecommunications routing centers (What else?)
- No set rules for designation – dependent on local conditions

b. Develop an Understanding of Existing Public/Private Sector Response Plans

- Public and Private sector asset managers often maintain emergency response/recovery plans
- Coordinate EA planning with utility service restoration plans to extent possible



Step 8: Develop a Crisis Communications Protocol

Be Ready to Talk to Your Partners, the Public, and the Media

- Coordinate with energy sector stakeholders (relevant utilities, emergency responders in your jurisdiction and others affected)
- Develop common message to be issued through designated Joint Information Center
- Effective protocol will:
 - Communicate visible leadership to reduce panic and encourage voluntary compliance with emergency response measures
 - Disseminate accurate, timely information on scope and duration of emergency
 - Disseminate information on public assistance programs and resources
 - Establish reliable lines of communication



Step 9: Develop State/Regional/Federal Partnerships for Energy Assurance

Coordinate Planning and Response Efforts with Other Public Authorities to Utilize Additional Resources and Expertise

- State level: Create better coordination with resource-specific contingency plans, leverage State-level emergency management expertise
- Regional level: Build foundation for mutual aid agreements and other regional cooperation
- Federal level: Integrate local activities into existing Federal response frameworks, improve application of Federal expertise, aid, and resources at local level

Build these partnerships as early as possible – Few energy disruptions are confined to a single town or city, and some emergencies are too big to handle on your own



Step 10: Update Your Plan on a Consistent Basis

Reexamine Key Plan Components Regularly in Light of New Data and Lessons Learned

- Energy supply/key asset information can become questionable in 2-3 years and out-of-date in 5-7 years
- What lessons can be learned after a plan has been used during emergency response?

Revisiting your plan will ensure it is responsive to current information/developments and will help disseminate critical knowledge among response personnel



Ongoing: Organize/Participate in Disruption Planning Exercises and Stay Current on Energy Market Issues/Developments

Exercises:

- Help test EA plan and strengthen relationships with State, regional, and Federal partners
- State/regional/Federal planning frameworks must be tested to see how well they work at local level
- What lessons have your partners already learned? How effective are mutual aid agreements?

Current Energy Market Issues:

- Regional/national energy market issues often have local effects
 - Understanding these can provide important planning context



Thank You!

For further information, please contact:

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Please also visit: www.energyassurance.us for programmatic updates and additional resources, including copies of the 10-Step Planning Framework and the PTI Local Government Energy Assurance Guidelines.



Discussion

We'd love to hear your questions and comments.



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