
Emergency Operations Plan

Functional Annex: Energy

Energy Annex Responder Roles	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC)
Supporting Agencies	<ul style="list-style-type: none">Duke EnergyNew Hanover County Emergency Management

External Plan Alignment to Energy Annex:

- New Hanover County Energy Annex*

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Introduction

Purpose

The purpose of *Functional Annex: Energy* to provide operational guidance for Town of Carolina Beach to address events that threaten a disruption in energy supply and ensure continued operation of essential governmental services. An additional objective of this section is to reduce the impact of disruptive energy events by understanding energy and fuel needs and maintaining a strong relationship with utility providers.

This annex is a functional component of the Town's Emergency Operations Plan (EOP). This plan is not intended to take the place of any emergency plans and procedures that the agencies tasked in this document with responsibilities may have. Rather it is designed to complement such plans and fortify positive operational interactions among the agencies noted.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with Energy response in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.

Coordination activities may include:

- Coordination with utilities and fuel suppliers to meet emergency needs.
- Coordination with state officials to prioritize energy consumption.
- Create strategic plans for energy use and restoration.

Situation

- The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.
- Information from the United States Department of Energy shows the following events to be the most common energy emergencies:
 - Power Disruption: weather or natural events including hurricanes, tropical storms, tornadoes, and earthquakes.
 - Petroleum disruptions: equipment failure including, compressor outages, pump failures, equipment leaks, boiler system failures and other mechanical failures. Following equipment failures, power failures was the next largest cause of disruptions, thus further illustrating the interdependency between petroleum and electricity.
 - Natural gas asset disruptions were also mainly cause by equipment failure, power failure or were weather related.
- Some additional events that may cause energy disruptions include:
 - Electricity: capacity reduction that usually occurs during extremely hot or cold weather when demand is high.
 - Natural Gas: reduction or interruption of natural gas supplies from the pipelines in quantities that would prevent the provision of service to all customers, the peak day supply of natural gas proves to be insufficient; or the distribution company experiences a system failure.
 - Petroleum: Current events in the Middle East increase the likelihood of a petroleum product shortage. Hurricane Katrina exemplified the effect that a catastrophic weather

event can have on petroleum product supplies throughout the United States, even if North Carolina is not directly impacted by the weather event.

- Cybersecurity issues ranging from threats, to shutdowns, to intentional/malicious attacks.
- While the State of North Carolina sustains a vigorous emergency management function, local authorities are typically the original entities to be alerted of and respond to any emergency. This includes an energy emergency.
- The degree of the energy emergency dictates the response level, however at a minimum; those listed as responsible in this annex will be called upon to assist in response efforts. This assistance may simply be monitoring the event and providing feedback to appropriate Town of Carolina Beach staff.
- It is recognized that municipal governments have very limited capabilities to provide emergency power. New Hanover County (NHC) Emergency Shelters are equipped with permanent generators.
- Duke Energy is the sole electrical provider in the Town.
- The NHC Emergency Operations Center (EOC) has a working relationship with Duke Energy. They are partners in the response to an electric-related emergency. They will respond according to their policies and procedures.
- The Town of Carolina Beach has little control over the order in which utility services are restored; thus illustrating the need for self-sufficiency for a period of time.
- Information sharing and coordination between utility partners and NHC is essential.

Planning Assumptions

- A major energy emergency may cause widespread and possibly long-term power outages or fuel supply shortages.
- Events outside of the Town of Carolina Beach and County can quickly have local influence; delays in the delivery of fuels to local vendors may occur as the result of a power loss.
- Long-term power outages or fuel supply shortages may require the opening of emergency shelters.
- In major events, county, state and federal resources may be available, however the Town of Carolina Beach should ensure its critical operations can continue for 48-72 hours without such help, in the event of the inability of agencies to respond immediately.

Concept of Operations

General

Utility Coordination Operations

The Town of Carolina Beach Incident Command Post (ICP) and NHC EOC will maintain regular communications with utility providers during times where service is interrupted. The Incident Command Post (ICP) keeps an emergency telephone number to reach Duke Energy's district manager in the event of a widespread power outage. This number is specific for Incident Command Post (ICP) operations. The Incident Command Post (ICP) will advise on issues present in the service area and issues with households and businesses in the Town of Carolina Beach.

Electric services will be restored in accordance with Duke Energy's policies and procedures. The first focus for Duke Energy is the generation source (power plant) and transmission lines. The next focus is

then on substations (where voltage is lowered), distribution feeders, power poles, fuses, tap lines, transformers, and then service lines to individual homes.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departmental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP) as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Review, revise and update generator list (both portable and permanent).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Update emergency fuel contract (recommend more than one source of emergency generator and vehicle fuel).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Ensure generator contracts are in place and that installed generators are operational and have adequate fuel.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Review, revise and update minimum fuel requirements information.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post (ICP) as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and State agency's contact phone numbers, unlisted numbers, pager number, cell phone and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Level 1 Activities- Normal, No Disruption			
Preparedness Actions	Notes	Responsible Party	Status
Monitor local, regional, national and international events that may affect the Town's energy supply (fuel & electricity).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitor fuel & electricity consumption to have an up-to-date understanding of minimum operating requirements and costs.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Train personnel and equip them to respond to energy emergencies; host energy emergency exercise.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain and update contact list of public and private sector contacts.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist the PIO in developing advisories and media releases concerning energy.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome resource shortages			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report to the Incident Command Post (ICP), when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine what resources need to be procured under emergency purchase orders. Maintain a log of those purchases. Coordinate this with the Financial Management Annex.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Provide list of available personnel and resources to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Level 2 Activities- Mild- Event with potential for disruption			
Preparedness Actions	Notes	Responsible Party	Status
Determine the nature, extent, and expected duration of the event.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess the impact of the potential disruption on supply and prices and prepare for continuous monitoring.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Primary gasoline providers may be contacted to gather information on supply, prices, and event dependent.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
When requested, respond to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Receive, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure full coordination of activities with other groups within the Incident Command Post (ICP) to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prioritize resource requests to ensure that the most critical are met first.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile report of any damaged assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Level 3 Activities- Intermediate or Moderate- Likely or imminent disruption			
Preparedness Actions	Notes	Responsible Party	Status
Continue to monitor and analyze supply and demand of affected commodity. Data collected during this analysis may be presented to Town leadership with a recommendation that voluntary conservation measures be implemented.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

If such measures are recommended, PIO will disseminate such information as deemed necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Town staff will monitor the effects of such conservation measures to determine if they are affective in alleviating the shortage. If so, no additional action is required unless mandated by the state or federal government. If the voluntary measures are not sufficient, mandatory measures be taken. A state of emergency may be declared.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Define the source and details of the event or incident and include information on the specific utility involved, area(s) impacted, cause (if known) and expected duration. This information will be disseminated by the PIO.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
If necessary, activate other functions, such as Mass Care.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Implement emergency fuel supply and generator contracts, as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Level 4 Activities- Severe- Disruption has occurred and may last more than 1 week			
Preparedness Actions	Notes	Responsible Party	Status
All activities listed in previous levels will continue.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Upon receiving recommendations from this annex, the Town leadership will ask the public to implement additional voluntary conservation measures. This will be communicated by the PIO.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Contact will be made with the effected utility and if they are planning to take additional measures this annex will coordinate with the PIO			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Conduct a post-emergency evaluation of the emergency actions taken.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
An evaluation report that summarizes the actions that were taken, and their effects will be developed by those responding to this annex. Based on the results of this report, the Town will revise portions of this annex as deemed necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with the PIO to provide updates to media representatives.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that the costs of the response have been tabulated for billing of the responsible party.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Ensure resources are demobilized and returned to places of origin according to agreements in place.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach's EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach's EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems

IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard

UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts