

# Spring Lake Park Emergency Operations Plan

## Emergency Support Function #12- Energy and Utilities

---

### Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is Spring Lake Park Public Works.

### Local Supporting Agencies

The supporting agencies for this ESF include;

Connexus Energy

Xcel Energy

Metropolitan Council

City Water and Sewer Services

Spring Lake Park Emergency Management

### State Resource

Metropolitan Council

State of Minnesota Public Utilities Commission

State of Minnesota Department of Commerce

Minnesota Department of Homeland Security and Emergency Management

Minnesota National Guard

### References

The follow are a list of reference documents for this ESF

Spring Lake Park Emergency Operations Plan

Spring Lake Park Public Works SOP's

Minnesota Emergency Operations Plan

---

### Purpose

To outline the responsibility for providing public works support within the City of Spring Lake Park and to identify some of the emergency operation needs. This ESF covers the emergency operation for Energy and Utilities (Energy and Water).

### Scope

Emergency Support Function #12 focuses on the maintenance of systems in which the Spring Lake Park Public Works has the responsibility for. This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resource the City has and the number of resources owned by the private sector. In addition the City of Spring Lake Park will coordinate the overall operation section of Incident Action Plan (IAP).

Energy refers to the electricity, natural gas, and petroleum products usually transmitted through utility systems.

---

# Spring Lake Park Emergency Operations Plan

## Emergency Support Function #12- Energy and Utilities

---

Utilities refer to the comprehensive systems which generates, transmits, distributes, and maintains energy, water, wastewater, and communications for public consumption.

### Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an “all hazards” type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

One key consideration within this ESF is the coordination of operations within the City Departments as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

1. Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
2. Identifying transportation routes/strategies until the main transportation routes can be restored.
3. Create a recovery plan and identify the proper resources to enact the plan.
4. Maintain a record of all activities and expenses in accordance with FEMA standards.
5. Communicate timely information to the public on the current situation and future outcomes.  
During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

The activities within the scope of this function include, but may not be limited to:

1. Estimate number of customers with utility outages.
2. Assess energy and utility system damages.
3. Estimate the time needed for restoration of utility systems.
4. Support the restoration of utility services.
5. Assist in assessing and addressing emergency energy and utility needs and priorities.
6. Coordinate restoration efforts with utility providers to prioritize emergency needs
7. Provide emergency information, education, and conservation guidance concerning energy and utility systems.

# Spring Lake Park Emergency Operations Plan

## Emergency Support Function #12- Energy and Utilities

---

### **Concept of Operations**

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

### **Notification and Activation**

Notification to the primary responsible agency under this ESF will come through either;

1. Spring Lake Park Emergency Management
2. Anoka County Central Communication

### **Organization**

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for energy issues a “Public Works Branch Director” will be assigned to coordinate all tactical operations and resources.

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Public Works Branch Director will be broken down into Divisions or Groups.

### **Actions: Initial**

Immediately following the notification to enact this ESF, the following actions will be taken;

1. Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
  - a. Incident Command Post (ICP)
  - b. Spring Lake Park Public Works Facility
  - c. Emergency Operations Center (EOC)
2. Establish a Public Works Branch Director position and begin to identify affected areas and operational needs.
3. Establish a Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.
4. Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.

### **Actions: Continuing**

1. Maintain Situational Awareness and provide timely information to the Command and General Staff.
2. Provide timely information to the Administrative and Elected County Officials.
3. Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
4. Identify and enact resources to provide temporary water and sewer. Refer to the public works SOP and resource manual.

# Spring Lake Park Emergency Operations Plan

## Emergency Support Function #12- Energy and Utilities

---

### **Actions: Closeout**

1. Once the Energy and Water systems have been restored, communicate the information to all affected parties.
2. Demobilize the Incident Management Team.
3. Complete an After Action Review and establish a Corrective Action Plan.
4. Maintain documentation on the incident within Spring Lake Park Emergency Management.