



**Energy**

**ESF #12**

**GRAYSON COLLEGE EMERGENCY**

**MANAGEMENT**

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**APPROVAL & IMPLEMENTATION**

**Annex**

**Emergency Support Function #12- Energy**

**Grayson College**

\_\_\_\_\_  
Vice President for Business Services

**Mr. Giles Brown**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Manager

**Mr. Andrew MacPherson**

\_\_\_\_\_  
Date

**NOTE: The signature(s) will be based upon district administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex may sign the annex.**

# RECORD OF CHANGES

Annex

ESF Energy #12

Page and Section # of Change	Date of Change	Entered By	Date Entered

## Emergency Support Function 12 - Energy

<b>ESF Coordinator</b>	<b>Support and External Agencies</b>
<b>Department of Public Safety</b> 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8640	<b>Atmos Energy</b> 5111 N Blue Flame Rd. Sherman, TX 75090 Phone: 903-891-4236  <b>Oncor Electric Delivery</b> 2401-2499 Woodlake Rd. Sherman, TX 75090

## **Authority:**

See emergency operations plan, Authority.

## **Introduction:**

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College. Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

## **Purpose:**

The purpose of ESF 12 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external department and agencies to support energy needs during an emergency or disaster impacting Grayson College and the areas around it.

The Energy ESF assists college District, local, federal, state government entities, and voluntary organizations requiring grid energy, power generation, and power distribution to perform response missions following a disaster or emergency. ESF 12 will also serve as a coordination point between response operations and restoration of the energy generation and distribution infrastructure.

## Scope:

Emergency Support Function 12:

- Provides infrastructure protection and emergency repair.
- Assesses extent of energy generation or distribution system damage.
- Emergency restoration of critical public services and facilities.
- Repair and maintenance of generation and distribution systems.
- Provide maintenance of the buildings and grounds and engineering-related support.
- Used to respond to incidents that overwhelm normal Incident Command response actions.

## Situation:

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents.

## Assumptions:

The District makes the following planning assumptions:

- District resources will be quickly overwhelmed.
- Communication will be disrupted.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

## Concept of operations

### General:

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

### Organization:

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.

- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

## Activation:

- If ESF 12 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The district emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

## Direction and Control:

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

## Emergency support function operations:

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
  - Review and update this annex.
  - Participate in any exercises, as appropriate.
  - Conduct periodic energy needs assessments.
  - Conduct periodic tests of power generation equipment.
  - Conduct regular inspection and maintenance of power distribution infrastructure.
  - Develop and maintain a list of possible resources that could be requested in an emergency.
  - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
  - Develop procedures to document costs for any potential reimbursement.
- **Response**
  - When requested by the EOC Manager, immediately respond to EOC.
  - Activate the necessary equipment and resources to address the emergency.
  - Maintain and operate backup power generation systems to allow for continued response and recovery operations.



- Perform emergency energy disconnects as required for damaged energy infrastructure that threaten the safety of life or property. Coordinate through EOC Manager, ESF 4, and ESF 13 if evacuations are required.
- Coordinate emergency information for public release through EOC Manager and ESF 15, External Affairs.
- **Recovery**
  - Prioritize and implement the restoration of energy to critical facilities and services.
  - Evaluate safety of any damaged energy distribution infrastructure.
  - Ensure that ESF 12 team members or their agencies maintain appropriate records of costs incurred during the event.

## Responsibilities:

### ESF Coordinator:

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

### ESF Primary Agency:

- Serves as the lead agency for ESF 12, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 12 when District EOC is activated.
- At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.
- The primary agency of ESF 12 will assist in the identification of essential needs for energy generation, distribution, and energy safety.

**ESF Support and External Agencies:**

- Support the primary agency as needed.
- Support the district with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.
- Support the primary agency as needed.

## Terms and References:

### Acronyms

GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
ICP	Incident Command Post
IP	Internet Protocol
IC	Incident Command

### Definition:

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

## Distribution list:

This Emergency Support Function annex is distributed to the positions or locations indicated in the table below.

Distribution Area/ Position	Copies
President	1
Emergency management coordinator	1
Public Information Office	1
GC Information Technology Services	1
GC Police Department	1
Campus Dean- Van Alstyne	1
Vice President for Business Services	1