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IA 11 – Utility Failure

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IA 11. Utility Failure

Note: Most major power failures are the result of other incidents such as winter storms, tornados, etc. You should refer to the specific cause event checklist

Utility Failure Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.	
<input type="checkbox"/> Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.	
<input type="checkbox"/> Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.	
<input type="checkbox"/> Conduct hazard analysis of vital facilities and the impact of a major power failure on one or more of those facilities. Encourage such facilities to incorporate stand by generators in their respective emergency plan.	
<input type="checkbox"/> Coordinate with local broadcast media to ensure timely and accurate Emergency Alert System activation.	
<input type="checkbox"/> Procure or produce information pamphlets for distribution to the public with assistance from utilities, such as "What to do When the Lights Go Out."	
<input type="checkbox"/> Ensure the public is informed to contact their electric utility to report outages.	
<input type="checkbox"/> Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.	
<input type="checkbox"/> Coordinate with the Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.	
RESPONSE PHASE	
<input type="checkbox"/> Establish Incident Command.	
<input type="checkbox"/> Identify immediate action or response requirements.	
<input type="checkbox"/> Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.	
<input type="checkbox"/> Activate the Emergency Operations Center as appropriate.	
<input type="checkbox"/> Organize or establish the Emergency Operations Center, based on operational procedures.	
<input type="checkbox"/> Issue alert and warning based on procedure and as warranted.	<i>Emergency Function 15 Public Information Annex of County Emergency Operations Plan</i>
<input type="checkbox"/> Establish communications with responding agencies.	

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<input type="checkbox"/> Through communications with responding agencies determine as quickly as possible:	
<input type="checkbox"/> General boundary of the affected area.	
<input type="checkbox"/> The general extent of power or other utility disruption.	
<input type="checkbox"/> Immediate needs of response forces or utilities.	
<input type="checkbox"/> Estimated time of repair or duration of outage.	
<input type="checkbox"/> Estimated population affected.	
<input type="checkbox"/> Evaluate overall situation.	
<input type="checkbox"/> Communicate with National Weather Service for forecast information for estimated duration of outage/failure. (freezing temperatures, etc.)	
<input type="checkbox"/> Establish communications with the state.	
<input type="checkbox"/> Establish communications with and request a liaison from electric and gas utilities as appropriate.	
<input type="checkbox"/> Establish ongoing reporting from the response forces and utilities.	
<input type="checkbox"/> Coordinate with the Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.	
<input type="checkbox"/> On order, evacuate affected areas using available response forces.	
<input type="checkbox"/> Conduct first staff briefing as soon as practical after Emergency Operations Center activation.	
<input type="checkbox"/> Activate or establish rumor control through the Public Information Officer.	
<input type="checkbox"/> Establish a schedule for briefings.	
<input type="checkbox"/> Brief City/County/agency/utility executives.	
<input type="checkbox"/> Provide the Public Information Officer with updated information.	
<input type="checkbox"/> Provide response forces with updated information, as appropriate.	
<input type="checkbox"/> Release causal information, via the Public Information Officer as soon as practical.	
<input type="checkbox"/> If appropriate, establish a Joint Information Center with the utility.	<i>Emergency Function 15 Public Information Annex of County Emergency Operations Plan</i>
<input type="checkbox"/> Issue action guidance as appropriate.	
<input type="checkbox"/> Establish 24/7 duty roster for the Emergency Operations Center and/or Command Post.	
<input type="checkbox"/> Develop and post any required maps or diagrams.	
<input type="checkbox"/> Activate an events log.	
<input type="checkbox"/> Review and follow resource procurement procedure.	
<input type="checkbox"/> Inventory additional resources that may be used or called upon for use.	

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<input type="checkbox"/> Activate formal resource request procedure and resource tracking.	
<input type="checkbox"/> Coordinate all resource requests being forwarded to the state.	
<input type="checkbox"/> Activate financial tracking plan coordinated by the Finance Officer.	
<input type="checkbox"/> Activate damage assessment and follow damage assessment procedure.	
<input type="checkbox"/> Develop a 12-hour Incident Action Plan outlining actions that must be accomplished in the next 12 hours.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Conduct a "second shift" or relieving shift briefing.	<i>ICS Form 209-Incident Status Summary</i>
<input type="checkbox"/> Discuss with and present to your relief, the incident action plan for the next 12 hours.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Gather damage assessment information (public, housing, business) from damage assessment teams.	
<input type="checkbox"/> Gather information from utilities regarding potential for additional immediate or prolonged outages.	
<input type="checkbox"/> Obtain information from the Red Cross regarding number of sheltered and support necessary for continued operation.	<i>EF 6 Care and Shelter Annex of County Emergency Operations Plan and American Red Cross Shelter Plans</i>
<input type="checkbox"/> Obtain from the Red Cross an estimated duration period for continued shelter operations, if any.	
<input type="checkbox"/> Assess citizen/community needs for individual assistance and or public assistance.	
<input type="checkbox"/> Activate local unmet needs committee if appropriate.	
<input type="checkbox"/> Gather financial information from the Finance Officer.	
<input type="checkbox"/> As appropriate, gather additional information to include:	
<input type="checkbox"/> Personnel that responded and the time involved in the response	
<input type="checkbox"/> Time sheets or time logs	
<input type="checkbox"/> Supplies used	
<input type="checkbox"/> Contracts issued	
<input type="checkbox"/> Purchase orders issued	
<input type="checkbox"/> Additional expenditures	
<input type="checkbox"/> Damages to public buildings, equipment, utilities, etc.	
<input type="checkbox"/> Loss of life of any public servant	
<input type="checkbox"/> Documents regarding economic impact	

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<input type="checkbox"/> Develop or generate reports for the following, as appropriate:	
<input type="checkbox"/> Federal Emergency Management Agency.	
<input type="checkbox"/> State	
<input type="checkbox"/> Local elected officials	
<input type="checkbox"/> County executives	
<input type="checkbox"/> Others requiring or requesting reports	
<input type="checkbox"/> Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.	
<input type="checkbox"/> Establish donations management based on policy and procedure.	
<input type="checkbox"/> Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.	
<input type="checkbox"/> Ensure public officials are made aware of the assistance application process, if applicable.	
<input type="checkbox"/> Ensure that the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.	
<input type="checkbox"/> Perform an incident critique as soon as possible with all possible response organizations.	
<input type="checkbox"/> Review agency and self-performance.	
<input type="checkbox"/> Review and correct any weaknesses in the plan.	
<input type="checkbox"/> Implement hazard mitigation or modify hazard mitigation plan accordingly.	
<input type="checkbox"/> Brief elected officials with updated information and disaster recovery progress.	