

Energy Emergency Support Function

Primary Coordinating Agency: Northern Indiana Public Service Company/American Electric Power

Support Agencies:

- Marshall County Rural Electric Membership Corporation
- New Carlisle Utilities
- Walkerton Utilities
- Mishawaka Utilities

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities vulnerable a natural or man made event evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
2	Identify potential funding sources that are available to mitigate natural or man made events.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
3	Investigate new technology and procedures for use in completing Energy Emergency Support Function goals and objectives.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
4	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
5	Identify areas where public education programs detailing energy-related issues are needed.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & St. Joseph County Emergency Management Agency
6	Identify sources of hazard-specific needs, resources, and equipment.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
7	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Mitigation Task	Resource
8	Identify Emergency Support Function-specific training requirements.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Energy Emergency Support Function and its support agencies to operate effectively.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
2	Develop and conduct awareness training and exercise programs for the Energy Emergency Support Function personnel.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & St. Joseph County Emergency Management Agency
3	Develop and maintain mutual aid agreements and memoranda of understanding for energy resources with support agencies and ancillary or contract support services.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
4	Develop and maintain resource lists.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
5	Develop and maintain roster of Energy Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Preparedness Task	Resource
6	Obtain detailed maps of County jurisdictions.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
7	Provide guidance on State and Federal energy regulations.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
8	Establish and maintain a coordination link with non-regulated power generators and government agencies to ensure activities and operations are coordinated during emergencies.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
9	Process applications of entities requesting critical infrastructure status for priority restoration in the event of an emergency.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
10	Develop an energy service monitoring system to facilitate the early detection of a significant disruption of energy service (a loss of 10% service or loss of power to 1,000 or more customers).	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
11	Develop procedures for energy providers to contact the St. Joseph County Emergency Management Agency if a significant energy service disruption occurs (a loss of 10% service or loss of power to 1,000 or more customers).	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

Response

√	Response Task	Resource
1	Assess scope, magnitude, extent, and potential duration of incident.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
2	Activate the Energy Emergency Support Function and its personnel, based on incident assessment.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
3	Assist in the development of an incident action plan.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Information and Planning Emergency Support Function
4	Provide technical assistance as requested.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
5	Support other Emergency Support Functions as needed.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
6	Attend meetings for periodic situation updates.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Response Task	Resource
7	Document incoming and outgoing notifications.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
8	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
9	Maintain record of actions taken.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Information and Planning Emergency Support Function
10	If Joint Information or Operations Centers are activated, send Emergency Support Function representative to those locations if appropriate.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
11	Request State and Federal assistance/resources as needed.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & St. Joseph County Emergency Management Agency
12	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Information and Planning Emergency Support Function

√	Response Task	Resource
13	In the event of disruptions in the communications system, coordinate with the Communications and Warning Emergency Support Function to establish back up power to communication systems as required.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Communications and Warning Emergency Support Function
14	Provide waivers for normally disallowed energy sources, when energy resources are necessary for a time-critical action and acceptable sources are unavailable in necessary amounts.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
15	Prioritize the re-establishment of energy to affected areas based on emergency response and hazard mitigation needs.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
16	Provide incident information and status of activities to energy providers in affected areas, to those in other regions or jurisdictions, and to mutual aid partners.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
17	Activate mutual aid agreements with other energy providers, as needed, to mitigate service disruptions.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

Recovery

√	Recovery Task	Resource
1	Ensure Energy Emergency Support Function personnel have been decontaminated when applicable.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Hazardous Materials Emergency Support Function
2	Collect and inventory all equipment used during incident.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
3	Provide guidance on State and Federal energy regulations.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
4	Coordinate with the Resource Support Emergency Support Function on resource accountability.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
5	Implement procedures for the restoration of energy production and distribution capabilities in an affected area.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Recovery Task	Resource
6	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
7	Prepare appropriate After-Action Reports.	American Electric Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

LETTER OF AGREEMENT

The St. Joseph County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to county residents impacted by a disaster or emergency requiring local, state and possibly Federal assistance. The plan assumes that a disaster or emergency overwhelms the day to day capability of local governments.

The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Energy Emergency Support Function**.

Primary Coordinating Agency
Energy ESF
American Electric Power/Northern Indiana Public Service Co.