

Emergency Support Function #12: **ENERGY**

Lead Agency:

- N.H. Public Utilities Commission (PUC)

Support Agencies:

- N.H. Office of Energy & Planning (OEP)
- N.H. Dept. of Transportation (DOT)
- Entergy, Vermont Yankee Nuclear Power Plant (VY)
- NextEra, Seabrook Station Nuclear Power Plant (SS)
- ISO- New England
- N.H. Dept. of Agriculture, Food and Markets (DAFM)

INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function #12 – Energy (ESF #12) is to provide a coordinated response in the restoration of energy services, support emergency response and recovery efforts, and normalize community functions in a disaster area. Support includes, but is not limited to, assessing energy and non-energy utility system damages as well as supplies and requirements to restore such systems; obtaining information on deliverable fuels, supplies and infrastructure; assisting local governments and the State in assessing emergency power needs and priorities and providing emergency information, education and conservation guidance to the general public concerning energy and utility services.

B. SCOPE

ESF #12's primary responsibility is to closely coordinate with regulated fuel (electric, natural gas) utilities and non-regulated, deliverable fuels such as fuel oil, propane gas, kerosene, and transportation fuel utilities operating in the state to ensure the integrity of energy supply systems are maintained during emergency situations; that any damages incurred are repaired; and that services are restored in an efficient and expedient manner. ESF #12 agencies will coordinate the availability of electric utility generating capacity and reserves with ISO –NE; monitor and coordinate availability and supply of natural gas, and deliverable fuels; and monitor the transportation of emergency power generation units. ESF #12 will also coordinate closely with Federal, State, Municipal, and private (investor owned) utility and fuel industry officials to establish priorities to repair damaged facilities. In addition, ESF #12 will coordinate with the preceding utilities on the provision of temporary, alternate, or interim sources of emergency fuel, and power for impacted populations.

SITUATION AND PLANNING ASSUMPTIONS

A. SITUATION

Damage to an energy system may have a rippling effect on supplies, distribution, or other transmission systems. ESF #12 oversight includes the transporting, generating, transmitting, conserving, building, and maintenance of energy system components.

B. PLANNING ASSUMPTIONS

1. The occurrence of a major disaster could destroy or damage portions of the state's energy and non-energy systems as well as interfere with energy supplies.
2. Widespread and prolonged electric power failures have occurred in past major disasters and may lead to public and private infrastructure impacts that could severely compromise public safety and jeopardize lives.
3. The transportation, media and telecommunications infrastructure may be impacted.
4. Delays in the delivery of petroleum-based products could occur as a result of transportation infrastructure problems and loss of commercial electric power.
5. The energy distribution systems will continue to provide services through their normal means, during a disaster, to the maximum extent possible.
6. Some of the State's energy and non-energy utility system facilities are considered critical infrastructure or critical facilities.
7. Most of the state's energy and non-energy utility systems are owned and maintained by the private sector.
8. The private sector normally takes the lead in the rapid restoration of infrastructure related services after an event. Appropriate entities of the private sector are integrated into ESF #12 planning and decision-making processes.
9. Owners and operators of private, and public utilities systems shall be responsible for the maintenance and activation of emergency response plans for appropriate allocation of resources (personnel, equipment and services) to maintain or restore utility service under their control.
10. Some of the response activities cannot be completed without a state or federal declaration.

CONCEPT OF OPERATIONS

A. GENERAL

1. ESF #12 will be organized and operate as a team.
2. Coordination will occur with public and private energy providers to ensure equitable provision and/or restoration of energy services to the public.
3. Energy system information will be furnished to government officials at all levels to inform the public on the proper use of services.
4. If criminal or terrorist activity is suspected in connection with the event, the N. H. State Police will be advised immediately, if not already involved in the incident.

B. ORGANIZATION

1. **Organizational Chart (Command & Control):** ESF #12 shall function under the direction and control of the SEOC Operations Chief (**See *Organizational Chart in SEOP Base Plan. Chapter IV.4.b.***).
2. **Operational Facilities/Sites/Components:**
 - a. ESF #12 may have to participate on several emergency teams and/or co-locate at several emergency facilities simultaneously (in-state or in another state through mutual aid).
 - b. **Incident Command Posts** – In coordination with other like/similar agencies, Incident Command Posts (ICP) may be established at or near the incident

from which response personnel may be dispatched to on-the-scene operations.

- c. **Agencies' Emergency Operations Centers** - In addition to receiving ESF #12 missions, agencies may receive additional missions serving in a Lead or Support role to other emergency support functions. Agencies may use a "central" Emergency Operations Center (EOC) concept to manage the different roles and accomplish all mission assignments. The "central" Emergency Operation Center is a "clearinghouse" that is used by the agencies to coordinate information, "track" assigned missions, resources committed, resources available, needed support for resources committed, needed contracts and contractors, and many other matters necessary for an effective emergency operation. In addition, some agencies may develop an "inter-agency" emergency operation center that is below the "central" emergency operation center or clearinghouse.
- d. **State Emergency Operations Center Mission Tasking** - The ESF #12 representative will assign request for assistance to the agency or agencies that have the most appropriate resources and expertise to accomplish the task. No agency should be tasked more than another to ensure a balance in "mission" tasking and to maximize the use of all available resources. Mission Tasks will be posted to WebEOC.
- e. **Field Operations** – ESF #12 may serve in Field Operations (i.e., the Forward State Emergency Response Team, Impact Assessment Teams: Rapid Response Team, Preliminary Damage Assessment Team, Disaster Field Office operations, Recovery Center operations, intrastate and/or interstate mutual aid assistance). Since activation of these activities usually occurs early in an event, its activation sequence should be prepared for in the first hours of an event.
- f. **Specialized and Mutual Aid Teams**- Specialized local, Federal and Mutual Aid teams (including volunteer and private teams) can be brought in as resources if the proper channels for requesting assistance are followed. Proper declarations would be required and requests should be made on an executive level to mobilize, as appropriate. It will be up to the local Incident Commander, in consultation with the ESF #12 representative in the SEOC to make the determination when and to what extent to utilize volunteer organizations in activities.
- g. **Federal Resources** - When ESF #12 foresees or has a need for resources not otherwise available, action will be taken to secure such resources through the *National Response Framework* (NRF) or some other federal source. Normally, an action to secure a resource from a federal source would be coordinated with/through the State Coordinating Officer and/or the Federal Coordinating Officer. However, if an ESF agency has no recourse through the Federal Emergency Management Agency or has direct communication with a federal entity or regulatory commission, that ESF may coordinate directly with the federal agency that can provide the needed federal resource.
- h. **Contracts and Contractors** - Resources that are available through ESF #12 may, at times, best be obtained through a contractor. Agency(ies) contracts may be utilized or access to State of NH or private sector contracts may be

made through coordination with ESF #7- Resource Support. Contractual personnel may not be used to supplant state assets/resources.

- i. **Mitigation and/or Redevelopment** – ESF #12 does not have budgetary authority or funds for mitigation or redevelopment needs that result from an emergency or disaster. Therefore, ESF #12 can only provide (as in-kind or matching) professional, technical, and administrative personnel and their use of related equipment for mitigation and redevelopment efforts that may follow an event. Such in-kind or matching resources can be used to support the review, investigation, contracting, and other professional, technical, and administrative tasks generally required for mitigation and/or redevelopment activities.

3. Policies

- a. Actions initiated under ESF #12 are coordinated and conducted cooperatively with state, and local incident management officials and with private entities, through coordination with the State Emergency Operations Center (SEOC), as appropriate. Each supporting agency is responsible for managing its respective assets and resources after receiving direction from the ESF #12 Lead Agency.
- b. Actions taken during an emergency are guided by and coordinated with state and local emergency preparedness and response officials, Department of Homeland Security officials, appropriate federal agencies, and existing agency internal policies and procedures.
- c. The organizations providing support for each incident coordinate with appropriate ESFs and other agencies, including the Safety Officer, to ensure appropriate use of volunteers and their health and safety and to ensure appropriate measures are in place to protect the health and safety of all workers.

PHASED ACTIVITIES

A. PREVENTION ACTIVITIES

1. General

- a. These activities, focusing on the protection of life and property, are performed on an on-going basis. They are also performed as a particular incident is on-going to help ensure additional incidents do not occur simultaneously.

B. PREPAREDNESS ACTIVITIES

1. General

- a. Developing plans for the effective response of ESF #12 and protection of public health and security during an emergency incident.
- b. Generating information to be included in SEOC briefings, situation reports and/or action plans.
- c. Maintaining personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
- d. Maintaining a system to recognize credentials of associated agencies/personnel.

- e. Monitoring weather and hazardous conditions that contribute to increased danger to the public health and safety.
- f. Developing plans and protocols to enhance the capability to report the following during an incident:
 - i. Regional electric generating capacity (or reasonable estimate);
 - ii. Regional electric demand (or reasonable estimate);
 - iii. Outages by region/section/community;
 - iv. Estimated restoration times;
 - v. Status of major generating unit outages;
 - vi. Expected duration of outages/restoration time estimates;
 - vii. Explanation of utility planned actions and recommendations;
 - viii. Status of natural gas pipelines and deliverable fuel unloading land distribution locations and channels;
 - ix. Status of ports of entry and offloading facilities for energy-related shipments; and,
 - x. Status of qualified resources (repair crews and on-site availability).
- g. Based upon hazardous conditions, conducting safety education activities for the public, as able.
- h. Providing trained personnel for assignment to the SEOC during activation. Assuring sufficient personnel for an extended and/or 24-hour activation period.
- i. Maintaining a system to recognize credentials of associated agencies/personnel.
- j. Releasing information (in coordination with the JIC, if one is established) on safety and disaster planning/actions via news releases, brochures, or websites.
- k. Developing and maintaining a database of locations and contact information for ESF #12 resources. Maintaining records reflecting local or mutual aid capabilities.
- l. Developing procedures to protect the public from incident-related danger, including evacuation strategies (in coordination with ESF #1 – Transportation).
- m. Maintaining communications with the Nuclear Regulatory Commission and other appropriate entities that may be involved in radiological emergencies.
- n. Developing protocols and maintaining liaison with other consulting and incident-related or specific agencies, organizations and associations.
- o. Assisting local governments in training of personnel and organizations for energy related emergency operations.
- p. Supporting the Emergency Management Assistance Compact (EMAC) and International Emergency Management Assistance Compact (IEMAC) including training of ESF on EMAC/IEMAC responsibilities, and pre-identification of critical infrastructure assets, needs and resources that may be allocated to support other states/provinces.
- q. Annually reviewing the Department of Homeland Security Core Capabilities and integrating tasks as appropriate.
- r. ESF #12 personnel are responsible for integrating NIMS principles in all planning. All ESF personnel should complete all required NIMS training.
- s. Evaluating the probability and time period of the response and/or recovery phases for the event.

C. RESPONSE ACTIVITIES

- 1. Evaluating and task the energy-related support requests for threatened/impacted area.

2. Assigning and scheduling sufficient personnel to cover an activation of the SEOC for an extended period of time. Providing updates and briefings for any new personnel reporting for ESF #12 duty. Maintaining and updating WebEOC as appropriate for all ESF #12 agencies.
3. Coordinating available data on critical energy-related infrastructure and facilities with ESF #3 – Public Works & Engineering as well as ESF #7 – Resource Support and the Critical Infrastructure Supporting Annex, as required and requested.
4. Assessing the situation, as requested, to include:
 - a. Impact of incident upon energy system damages and requirements for restoration;
 - b. Energy supply and demand;
 - c. Response and recovery needs of impacted systems;
 - d. Plans to assist federal, state, local and private sector officials in establishment of priorities to repair damage to infrastructure; and,
 - e. Restoration priorities and schedules established.
5. Supporting appropriate investigations and inspections, as needed.
6. Providing safety information for the public in coordination with PIO.
7. Planning and preparing the notification systems to support the requests and directives resulting from a Governor-declared State of Emergency and/or requests for a federal disaster declaration as well as deployment of response personnel.
8. Coordinating with other ESFs, as requested.
9. Providing support for any Protective Action Requirements (PAR) the incident requires.
10. Providing for coordination of any contaminated areas and consult with appropriate support agencies to provide appropriate response and control to contaminated areas.
11. Coordinating and preparing for the arrival of federal assets, as requested.
12. Coordinating with ESF #7 for the location and use of storage sites as staging areas for the deployment of personnel, assets and materials (including specialized equipment, etc.) into the affected area.
13. Working with the Logistics Section Chief, or other appropriate SEOC personnel, in developing and implementing plan to meet the needs of emergency personnel into the impacted area.
14. Beginning to evaluate probability and time period of the recovery phase for the event. If recovery phase is probable in the near future, start pre-planning for recovery actions.
15. Continuing to update WebEOC and mission assignment tasking.
16. Continuing to development of an “After-Action Report” for ESF #12.

D. RECOVERY ACTIVITIES:

1. Assigning and scheduling sufficient personnel to cover continued activation of the SEOC, if required during recovery phase.
2. Providing updates and briefings for any new personnel reporting for ESF #12 duty either within the SEOC or at other facilities.
3. Maintaining and updating WebEOC as appropriate for all ESF #12 agencies. Seeking information concerning projected date the SEOC will deactivate if it has not already been stood down.
4. Evaluating and tasking ESF #12 support requests for impacted areas. Continuing to coordinate activities and requests with partner ESFs.
5. Coordinating appropriate records of work schedules and costs incurred by ESF #12 agencies during the event.

6. Preparing for arrival of and coordinate with FEMA ESF #12 personnel, if they have not arrived previously.
7. Generating information to be included in incident briefings, situation reports, and/or action plans.
8. Identifying and tracking any lost or damaged equipment and recording any personnel injuries or equipment accidents.
9. If mitigation and/or redevelopment phase is probable, start pre-planning actions with agency, State, and/or federal officials. Implement and monitor “After-Action Report” for ESF #12.

E. MITIGATION

1. Providing updates and briefings for any new personnel or agencies providing services under ESF #12.
2. Evaluating the probability and time period of the mitigation and/or redevelopment phase for the event. Collaborating with other ESF agencies regarding mitigation and/or redevelopment activities that may need ESF #12 support. Beginning to plan for and provide support for mitigation and/or redevelopment activities that may begin before SEOC deactivation and continue for several months.
3. Supporting requests and directives resulting for the Governor and/or FEMA concerning mitigation and/or redevelopment activities. Probable requests and directives include establishment of review and study teams, support of local government contracting for mitigation and/or redevelopment needs, and other similar professional, technical, and administrative activities.
4. Generating information to be included in briefings, situation reports, and/or action plans.
5. Implementing and monitoring the “After-Action Report” for ESF #12, including activities that may need to be incorporated into future activations and plans.

ROLES & RESPONSIBILITIES

A. ACTIVITIES ASSOCIATED WITH FUNCTION:

ESF #12 Lead and Support Agencies activities include, but are not limited to:

1. Providing available, trained personnel to serve as ESF #12 representatives in the SEOC, as capable. Maintaining and updating WebEOC as needed.
2. All personnel have access to their agency’s available and obtainable resources. The committed and uncommitted status of such resources is continuously tracked during an activation of the SEOC. All personnel have access to appropriate records and data that may be needed for an ESF #12 response (i.e., mutual aid compacts, facilities listings, maps, etc.).
3. Participating in the evaluation and mission assignment of ESF #12 resource requests submitted to the SEOC including resources that are available through mutual-aid agreements, compacts, and/or FEMA.
4. Supporting the development of situation reports and action plans for ESF #12 during activation of the SEOC.
5. Providing Subject Matter Experts (SME’s) as requested to support public notification and information and other emergency response activities.
6. Assisting in revisions/updates of ESF #12 and other appropriate and related response/mitigation plans.
7. Working with the Safety Officer to ensure the health and safety of response workers.

B. AGENCY SPECIFIC

1. Lead Agency: Public Utilities Commission (PUC)

- a. ESF #12 administration, management, planning, training, preparedness, response, recovery, and mitigation/redevelopment activities. Assure worker safety.
- b. Assigning personnel to the ESF #12 duty schedule at the SEOC. Providing staff and resources necessary to conduct impact assessment of the impacted area.
- c. Developing operating procedures to implement the ESF #12 Emergency Preparedness/Response/Recovery/Mitigation functions including, but not limited to:
 - i. Energy-related expertise – equipment and facilities;
 - ii. Mutual aid data and points of contact;
 - iii. Information on critical facilities that may be impacted and points of contact;
 - iv. Damage assessment and response plans and capabilities of public and private utility companies;
 - v. Back-up mechanisms for monitoring performance of utilities in response to an emergency; and,
 - vi. Staffing and resources necessary to assist to conduct assessments of impacted areas.
- d. Identifying and training liaison teams.
- e. Working with support agencies to assure maintenance and periodic updating/revision of this ESF Appendix.
- f. Maintaining position log and mission-tasking in WebEOC.
- g. Developing and implementing plans for protection of individual and public safety through coordination of ESF #12 mission. Coordinating with other support agencies, ESFs, and external partners to meet mission requirements.
- h. Providing technical assistance to other ESFs as well as internal and external partners during emergencies/incidents, as requested.
- i. Participating in HSEEP – compliant exercises/drills to test operating procedures. Providing appropriate training to meet ESF mission. Ensuring that all support agencies are included in appropriate training and exercise functions.
- j. Releasing information on energy-related disaster planning through news releases, brochures, websites or other means.
- k. Developing appropriate safety information for the public. Coordinating with Incident PIO.
- l. Monitoring and providing weather and danger forecasts.
- m. Coordinating meetings and activations, as necessary, of the appropriate response-related teams, agencies and partners. At such meetings, participants will discuss the operational preparedness and response actions necessary for ESF #12 coverage and responsibilities.
- n. Providing/securing appropriate mappings, etc. pertinent to mission response activities.
- o. Developing and maintaining a database of points of contact, agency missions, etc. for support agencies.

2. Support Agencies:

- a. **Office of Energy and Planning (Primary Support) (OEP)**
 - i. Assigning personnel to support ESF #12 missions and responsibilities.

- ii. Maintaining wholesale inventories of all deliverable fuels (propane, oil, and kerosene) related facilities and assets. Sprague and Irving provide numbers for on-road diesel barrels.
 - 1. Sea-3- propane
 - 2. Sprague- heating oil #2, kerosene, oil #6 and diesel- on road
 - 3. Irving-heating oil #2, kerosene, and diesel –on road
- iii. Reporting on status of wholesale deliverable fuels related facilities.
- iv. Assuming some of Lead Agency responsibilities when incident is primarily deliverable fuels related.
- v. Coordinating responsibility for situations affecting supply of transportation of diesel fuel (coordinate with ESF #1).
- vi. Providing information on heating fuel aid as the incident warrants. (Coordinate with ESF #6 – Mass Care, Housing and Human Services).
- vii. Maintaining communications with non-utility sector providers of on-road diesel fuels. Consulting with other agencies and suppliers regarding shortages and disruption in the supply of transportation and delivery of oil and propane as it may affect the public.
- viii. Assisting in development of a listing of critical facilities and infrastructure that may receive priority in power restoration.
- ix. Seeking relaxation of energy-related statutes, legislation, regulations and laws from appropriate oversight agency/department to protect the public safety and meet disaster or emergency related needs.
- x. Directing efforts, in coordination with Lead and other Support Agencies, in case of a shortage of automotive transportation only for on-road diesel, petroleum (oil and kerosene), or propane fuels needed for residential or significant commercial/industrial purposes.
- xi. Coordinating activities with industry trade groups and associations as it relates to the impact of an emergency situation.
- xii. Maintaining contact with and report status of impact of emergency situation on State’s delivery points and terminals (Sea3, Irving and Sprague)
- xiii. Coordinating with local petroleum suppliers and major oil companies to facilitate delivery of adequate amounts of emergency petroleum supplies, when authorized.
- xiv. Developing protocols to adequately report the following:
 - 1. Status of major terminals for petroleum and propane;
 - 2. Impact of disruption upon State economy and public safety; and,
 - 3. Explanation of suppliers’ planned actions and recommendations of actions in support of suppliers.
- xv. Identifying and training liaison teams.
- xvi. Developing appropriate safety information for the public. Coordinate with Incident PIO.
- xvii. Providing incident management teams as requested.

b. N.H. Dept. of Agriculture, Markets and Food – (DAFM)

- i. Providing information and recommendations concerning impact of the loss or shortage of energy resources on the agricultural and commercial food distribution industries.

- ii. Providing prioritization recommendations on energy restoration as it relates to agriculture and/or commercial food.
- iii. Providing information to the agricultural and commercial food industry on incident impact and restoration strategies.

c. **N.H. Dept. of Transportation (DOT)**

- i. Providing SMEs infrastructure and engineering support, damage assessment and critical information on energy-related facilities and infrastructure.
- ii. Assisting in the development of a listing of critical facilities that may need to receive priority in power/energy restoration.
- iii. Assisting local communities, as requested and capable, in obtaining information on sources for state-owned assets and resources that may be available to protect the public safety during an energy-related emergency.

d. **Entergy, Vermont Yankee Nuclear Power Plant (Vernon, Vt.) (VY) NextEra, Seabrook Station Nuclear Power Plant (Seabrook, N.H.) (SS) (Special Note:** The responsibilities of the above two nuclear power plants are captured under this ESF due to their roles as an energy provider to the State, however their responsibilities require interface with multiple ESFs and Command and Control in the SEOC during a radiological incident. **See also: *Radiological Emergency Response for Nuclear Facilities Incident Specific Annex***)

- i. Providing information on status of power generation and impact of any emergency on-site or offsite.
- ii. Maintaining communications with Nuclear Regulatory Commission.

e. **ISO New England**

- i. Providing minute-to-minute operation of New England's bulk electric power system, providing centrally dispatched direction for the generation and flow of electricity across the region's interstate high-voltage transmission lines and ensuring the constant availability of electricity.
- ii. Development, oversight and fair administration of wholesale electricity marketplace.
- iii. Management of comprehensive bulk electric power system and wholesale markets' planning processes.

C. COORDINATION WITH OTHER EMERGENCY SUPPORT FUNCTIONS:

All ESFs will coordinate, as appropriate, with other ESFs by:

1. Notifying partners available resources, including meeting specialized needs and requirements;
2. Providing availability of subject matter experts for specialized requirements;
3. Coordinating all communications and messaging to the public through the PIO/JIC;
4. Notifying partners of the availability of facilities/assets that may be used for repair, refueling, servicing, storage, collection and staging areas; and,
5. Setting and maintaining of public safety/security perimeters.

D. SEOP HAZARD-SPECIFIC INCIDENT ANNEXES WITH ESF #12 RESPONSIBILITIES:

- Terrorism
- Radiological Incident at Nuclear Power Plant
- Hazardous Material

- Public Health Emergency

FEDERAL RESPONSE INTERFACE/STATE & INTERNATIONAL MUTUAL AID

When Energy activities exceed the capability of the State, with the approval of the Governor, the ESF #12 Lead Agency will coordinate activities with the Lead Federal Agency for ESF #12 under the provisions of the *National Response Framework (NRF)*. State and International Mutual Aid agreements (EMAC/IEMAG, etc.) may also be activated as the situation warrants.

Federal ESF #12 assists DHS/FEMA in making determination related to reimbursement of the energy industry under the Stafford Act. In coordination with the Pipeline and Hazardous Materials Safety Administration, Federal ESF #12 assures the safety and reliability of the Nation's natural gas and hazardous materials pipelines.

ADMINISTRATION AND LOGISTICS

A. POLICIES:

1. All agency and ESF Plans provide for administrative and logistical support necessary to maintain a 24-hour, 7 day a week sustained operation.
2. Administrative and logistical support of operational field elements is the responsibility of each participating agency.
3. Provision is made by each participating agency to record all resources used in support of the emergency operation and provide such information to the Finance and Administration Section for consolidation and recording.
4. Participating agencies will be notified when threshold levels are reached for implementation of any federal assistance programs or requests from mutual aid compacts.

B. NOTIFICATION AND REPORTING:

1. Notification

- a. The N.H. State Police, a municipality or State Agency will notify HSEM that an incident has occurred, or has the potential to occur, that threatens or impacts an area of New Hampshire. HSEM will gather information for on-going situational awareness and notify ESFs, as appropriate.
- b. HSEM personnel will make the decision to activate the SEOC and determine level of activation.
- c. If SEOC activation is determined to be necessary, the HSEM Agency Liaison will notify the ESF Lead Agency of the activation and request designated personnel to report to the SEOC or to remain on stand-by.
- d. The Lead Agency will then notify the appropriate ESF Support Agencies and determine coverage/duty roster for the ESF desk in the SEOC. WebEOC will be utilized to provide continuous situational awareness.
- e. All ESF agencies will make appropriate notifications to their appropriate regions, districts or local offices.
- f. The above notification process will be utilized for all phases of activation and activities in which the ESF will be involved.

2. Event Reporting

- a. Event and position logs should be maintained by each ESF agency in sufficient detail to provide historical data on activities taken during the event.

- b. Agencies are also expected to keep their Lead Agency updated upon all activities and actions.
 - c. The Lead Agency will be responsible for making periodic reports to their Sections on activities taken by the ESF, in total, during the event and assure they are properly documented.
 - d. All financial reporting will be done through the ESF Lead Agency on behalf of their support agencies. All financial management documents must comply with standard accounting procedures and applicable agency, State and Federal guidelines, rules, standards and laws.
- 3. Agreements/MOUs, etc.**
- Lead and Support Agencies will maintain up-to-date agreements and Memorandums of Understanding, Letters of Agreement (MOU/LOA) with various other agencies, regions, states or countries, as appropriate. Each agency is responsible for keeping these documents updated and with appropriate points of contact. Support Agencies should keep the Lead Agency informed of any such agreements that may impact resources or capabilities during an emergency incident. The State of New Hampshire also maintains agreements and mutual aid compacts on behalf of various organizations. These may be activated as the situation warrants.

DEVELOPMENT, MAINTENANCE AND IMPLEMENTATION OF ESF/SEOP

A. RESPONSIBILITIES

Development, maintenance and implementation of this ESF Appendix rest with the Lead Agency in consultation and collaboration with the Support Agencies.

B. CORRECTIVE ACTIONS

Following each activation, exercise, etc. in which this ESF has been activated, an After-Action Report should be conducted by the Lead Agency with the appropriate Support Agencies. A Corrective Action/Improvement Plan should be developed and incorporated into the ESF response activities when updated.

C. UPDATING & REVISION PROCEDURES

The primary responsibility for the development and overall maintenance of the State Emergency Operations Plan belongs to HSEM. Assistance and input will be sought from all ESFs.

Updating and maintenance of this ESF Appendix rests with the Lead Agency. Coordination, input and assistance should be sought from all the agencies involved in the ESF activities. An annual review of the Appendix should be conducted with information provided to HSEM for incorporation into the next SEOP scheduled update. This does not preclude the incorporation of any changes immediately into the ESF Appendix. If information collected is of serious enough nature to require immediate revision, HSEM will produce such a revision of the SEOP ahead of schedule.

I. ATTACHMENTS

A. PLANS

- 1. State Energy Emergency Response Plan (SEERP)
- 2. State Energy Assurance Plan
- 3. Fuels Strategy DRAFT

4. PSNH Generator Plan

B. LISTINGS/MAPS

Maintained by Lead & Support Agencies

C. MOUs/LOAs

1. Trade/Agency Compacts, MOUs/LOAs maintained by individual agencies
2. Propane Gas Association New England (PGANE)

D. NATIONAL RESPONSE FRAMEWORK – ESF #12 ENERGY

RECORD OF UPDATE

Date	Title and Agency of ESF Lead Approving Update