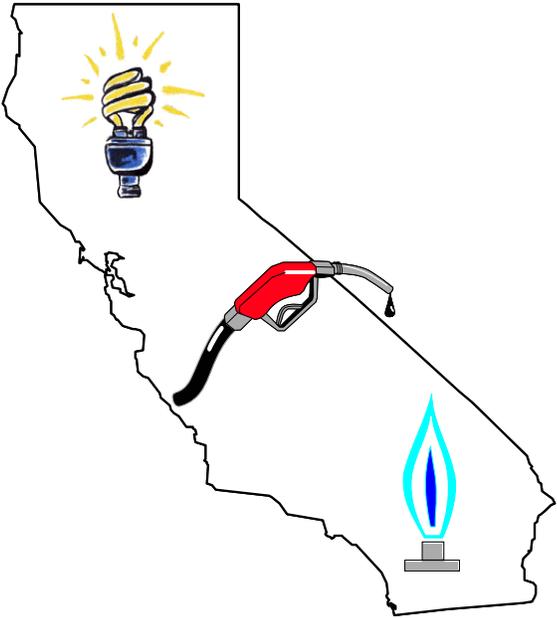


ENERGY EMERGENCY RESPONSE PLAN



COMMISSION REPORT

October 2006
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Arnold Schwarzenegger, Governor

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The *Energy Emergency Response Plan* is prepared in response to legislative requirements specified in Public Resources Code Sections 25216.5(b) and 25700. The statute directs the California Energy Commission to prepare and submit to the Governor and Legislature a plan to deal with possible shortages of electrical energy or fuel supplies to protect public health, safety, and welfare.

ACKNOWLEDGEMENTS

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CHAPTER 1: INTRODUCTION

Purpose

The California *Energy Emergency Response Plan* (Plan) is the state's strategy for responding to an energy emergency. An energy emergency is an actual or potential loss of energy supply that significantly impacts the state. An energy emergency can be caused by natural disasters (such as earthquake, fire, or flood) or geopolitical events (such as war, terrorism, civil disturbance, or embargo).

Since each energy emergency is unique, it is impossible to envision every potential event or combination of events that might contribute to, or result in, an energy emergency. The Plan is based on an "all hazards" approach that provides the flexibility to adapt to every energy emergency situation regardless of the origin. The Plan provides both a management and operational structure that identifies the functional relationships that must exist to ensure effective identification, response, and recovery from an energy emergency.

The Plan relies on a free market approach to control distribution and supply. Government intervention occurs only to the extent necessary to protect the interests of public health, safety, and welfare, along with critical community services and economic operations.

During the early stages of an energy emergency, the primary role of state government is fact finding, monitoring, and exchanging information, rather than direct intervention in industry efforts to restore services and satisfy customer requirements. The California Energy Commission (Energy Commission)

serves as a central source of credible and timely information relative to statewide energy emergency impacts.

The Plan is intended to lessen the potential adverse impacts of an energy emergency by providing the Governor, Legislature, and policy makers, including those at the Governor's Office of Emergency Services, with accurate and timely information for decision making.

As described in Chapter 2, if the energy emergency continues or worsens, the Energy Commission may intensify its monitoring and public information activities as well as implement a variety of mitigation programs including fuels set-aside and demand reduction (conservation) measures.

Plan Organization

Chapter 1 is the introduction to the Plan and provides a brief overview of the Plan's purpose and the general approach to responding to energy emergencies.

Chapter 2 describes the basic Plan, including the emergency response phases, legal authority, adherence to state and national mandates, coordination with other levels of government, and major energy emergency response programs.

Chapter 3 provides a detailed description of the energy emergency organization at the Energy Commission, including a description of emergency functions and reporting procedures.

CHAPTER 2: BASIC PLAN

Emergency Response Phases

Consistent with the philosophy of "free market approach" and minimum government intervention, the *Energy Emergency Response Plan* is structured in four phases of increasing activity:

- ▶ Readiness
- ▶ Verification
- ▶ Pre-Emergency
- ▶ Emergency

During an energy emergency, the activities prescribed in each phase intensify depending on the severity of the emergency. The point of transition from one phase to the next is not an absolute. To a large degree, it is qualitative, and the decision to implement each phase requires expert judgment, recognizing public perception of the seriousness of the energy emergency. It is not mandatory to advance sequentially through each phase. If appropriate, it is possible to implement any phase without going through intervening phases.

In addition, the state's response to an emergency will vary depending on the situation. For example, one response to an electricity emergency would involve an appeal to the public to reduce their electricity use. During the early stages of a fuels emergency, however, an appeal for demand reduction will likely escalate the fuel shortage if Californians top off their gasoline tanks in anticipation of an emergency.

Readiness Phase

The Energy Commission's Energy Emergency Planning staff remains in the Readiness Phase under normal operating conditions on an on-going basis. In the Readiness Phase, the staff:

- ▶ Monitors international and domestic events.
- ▶ Attends periodic exercises to establish and test emergency protocols.
- ▶ Trains appropriate Energy Commission staff.
- ▶ Updates and maintains a network of public and private sector contacts.
- ▶ Prepares Internal Advisory Reports as needed.

Verification Phase

The Verification Phase may be activated if the Energy Commission determines that an energy emergency has occurred or may shortly occur. During this phase, the Energy Emergency Planning staff will:

- ▶ Rapidly determine the nature, extent, and duration of a potential, impending, or actual energy emergency.
- ▶ Coordinate energy emergency response activities with the Governor's Office of Emergency Services, other appropriate state agencies, the U.S. Department of

Energy, other state governments, local government agencies, and private industry.

- ▶ Provide a detailed Situation Report that assesses the potential or actual impacts of the emergency on energy prices and supplies.
- ▶ If required, use the informal fuels set-aside program to ensure that emergency and essential services receive adequate supplies of fuel.
- ▶ Recommend further actions (if any) to the Energy Commission's Chairman (Chairman).

Pre-Emergency Phase

If the Energy Commission determines the existence of a protracted or growing energy problem, the Pre-Emergency Phase may be activated. This phase is characterized by an increased level of government activity as the energy problem worsens.

During this phase, the Energy Emergency Planning staff will:

- ▶ Continue to coordinate energy emergency response activities with the Governor's Office of Emergency Services, other appropriate state agencies, the U.S. Department of Energy, other state governments, local government agencies, and private industry.
- ▶ Continue to provide periodic Situation Reports that describe the nature of the energy emergency, the potential or actual impacts on energy prices and supplies, and the expected duration of the event.

- ▶ If required, continue to use the informal fuels set-aside program to ensure that emergency and essential services receive adequate supplies of fuel.
- ▶ Recommend to the Chairman appropriate voluntary demand reduction measures that may be used to mitigate the impacts of the energy emergency.

Emergency Phase

If the problem becomes more severe, the Chairman may activate the Emergency Phase. This phase involves all activities initiated during the Pre-Emergency Phase, along with additional voluntary or mandatory programs that may be required.

To impose mandatory programs, the Governor must first issue the Proclamation of a State of Emergency and file an Emergency Order with the Office of the Secretary of State. The Emergency Order takes effect immediately upon being filed. All mandatory programs automatically terminate when the Governor rescinds the emergency proclamation.

During this phase, the Energy Emergency Planning staff continues to coordinate response activities, prepare situation reports, and use the informal fuels set-aside program as described in the Pre-emergency Phase. In addition, the staff will:

- ▶ If directed by management, activate the Energy Emergency Management Center (see Chapter 3).
- ▶ If required, implement the formal Petroleum Fuels Set-Aside Program. Implementation of this program

requires that the Governor sign Emergency Order #6, authorizing the Energy Commission to redirect fuel to emergency and essential services.

- ▶ Recommend to the Chairman appropriate mandatory demand reduction measures that may be used to reduce the impacts of the energy emergency.

Authority and Statutes

The following statutes authorize the development and maintenance of the *Energy Emergency Response Plan*.

Public Resource Code Section 25216.5 (b)

Authorizes the Energy Commission to *“Prepare an integrated plan specifying actions to be taken in the event of an impending serious shortage of energy, or a clear threat to public health, safety, or welfare.”*

Public Resource Code Section 25700

The Energy Commission shall, in accordance with the provisions of this chapter; *“develop contingency plans to deal with possible shortages of electrical energy or fuel supplies to protect public health, safety, and welfare.”*

Government Code 8596

“Each department, division, bureau, board, commission, officer, and employee of this state shall render all possible assistance to the Governor and to the Director of the Office of Emergency Services in carrying out the provisions of this chapter.”

(Emergency fuel for disaster response)

Emergency Order #6

Empowers the Energy Commission to *“hold control of petroleum stocks needed to ensure the health, safety and welfare of the public.”*

Compliance with State and National Mandates

Standardized Emergency Management System (SEMS)

The *Energy Emergency Response Plan* is consistent with California Government Code Section 8607, which mandates the use of SEMS for all state agencies during a proclaimed disaster or emergency. The management structure defined by SEMS is:

- ▶ Management
- ▶ Operations
- ▶ Planning
- ▶ Logistics
- ▶ Finance Administration

These functions are defined for the Energy Commission’s Energy Emergency Management Center in Chapter 3 of this plan.

National Incident Management System (NIMS) and the National Response Plan

The *Energy Emergency Response Plan* is consistent with the federal NIMS “Multi-agency Coordination System” requirement by virtue of its use of the five SEMS functions listed above.

In addition, the recently revised National Response Plan (NRP) also uses these functions to manage and coordinate the federal emergency response functions to include Emergency Support Function #12—Energy (ESF #12).

Interagency Coordination

During an energy emergency, the Energy Commission will establish and maintain information networks and operational relationships with all levels of government as described below.

Federal Government

The *Energy Emergency Response Plan* is designed to be compatible with the NRP; specifically ESF #12. The U.S. Department of Energy (DOE) is the lead federal agency for ESF #12, and is the point of contact for the Energy Commission during an incident of national significance requiring the activation of the NRP.

During this type of emergency, the Energy Commission will provide both DOE and the Federal Emergency Management Agency with situation reports. Requests for federal energy assistance, such as withdrawals from the Strategic Petroleum Reserve, will be coordinated between the Energy Commission and DOE.

Other State Governments

The United States is divided into Petroleum Administration Defense Districts, or PADDs. California is located in PADD V (5), with Alaska, Arizona, Hawaii, Nevada, Oregon, and Washington. The states in PADD V are closely linked by their dependency on an oil supply system that is essentially

self-contained. Because PADD V is isolated from the other PADDs, a continuum of cooperation and coordination is needed during a supply disruption. The Energy Commission Energy Emergency Planning Staff will keep all PADD V states informed of potential supply impacts as appropriate.

Office of Emergency Services

During a disaster, the Governor's Office of Emergency Services (OES) is the lead agency, and other state agencies, including the Energy Commission, provide support relative to their mission assignment and capability. The Energy Commission's responsibilities include information gathering, energy infrastructure impact analysis, response coordination, and supporting the Office of Emergency Services with fuel distribution to ensure that emergency and essential services can adequately respond to a disaster.

OES is divided into three administrative regions throughout California. The regions and their headquarter locations are:

- ▶ Inland Region (Sacramento/Mather)
- ▶ Coastal Region (Oakland)
- ▶ Southern Region (Los Alamitos Armed Forces Reserve Center)

If the disaster is localized within a single region, the Regional Emergency Operations Center (REOC) is activated, and all requested state agency representatives respond to that REOC.

If the disaster affects multiple regions, however, the State Operations Center (SOC) becomes the primary coordination center for state agency representatives. Agency representatives

respond to the SOC in lieu of assigning multiple regional representatives.

Although OES is the lead state agency during a disaster, the Energy Commission assumes the lead agency role in situations where the energy emergency is the result of non-disaster related event, such as an embargo. In non-disaster energy emergencies, OES will assist the Energy Commission in coordinating the statewide distribution of fuel supplies and ensuring that the Governor and Legislature are kept informed.

California Utilities Emergency Association

The California Utilities Emergency Association (CUEA) operates the Utilities Branch of OES. The CUEA activates the Utilities Emergency Operations Center whenever the State Operations Center is activated for an event that may involve or impact California's utilities. The CUEA provides coordination of resources and technical assistance between and among utility organizations during the response, restoration, and recovery efforts.

The Energy Commission coordinates with the CUEA as follows:

- ▶ The Energy Commission remains the primary point of contact for oil companies, pipeline companies, and other petroleum related industry organizations.
- ▶ The Energy Commission shares Information to ensure consistency in the development and publication of the Utility Situation Report prepared by the CUEA.

California Independent System Operator

The California Independent System Operator (CA ISO) is an impartial link between the electrical generating power plants and the utility companies that provide electricity to more than 30 million consumers. When the demand for electricity exceeds the generating capacity of power plants, the CA ISO must determine the manner in which limited electrical supply will be distributed through the transmission and distribution network. Electrical energy shortages are classified in emergency "stages" as follows:

Stage One: Operating Reserves are Between 6 and 7 Percent

- ▶ Operating reserves are below the requirement (generally 7 percent or greater).
- ▶ CA ISO initiates their Voluntary Load Reduction Program.
- ▶ CA ISO and utilities make public appeals for conservation.

Stage Two: Operating Reserves are Less Than 5 Percent

- ▶ CA ISO requests utilities to initiate their Interruptible Rate Tariff programs (billing rate reduction offered to customers for their reduced energy consumption).
- ▶ Communication and coordination are ongoing among CA ISO, utilities, market participants, and state regulatory and oversight agencies.

Stage Three: Spinning Reserves are Less Than Required (Between 1.5 and 3 Percent)

- ▶ CA ISO must request that the utilities implement involuntary service interruptions to their customers in order to maintain the reliability and integrity of the interconnected transmission grid.
- ▶ Involuntary interruption to utility customer service begins. The CA ISO requests that utilities initiate rotating outages with advance notification (if possible) to utility companies.
- ▶ Utility companies must notify customers of impending outages.

CA ISO is not required to move through the stages sequentially. System conditions are dynamic and therefore it may be necessary to skip a stage in order to respond to the emergency.

The Energy Commission coordinates with the CA ISO in the following primary areas:

- ▶ Shares information and participates in reports of the electricity grid status during times of peak energy use.
- ▶ If needed, uses the informal fuels set-aside program to ensure sufficient fuel supplies for essential utility support services. If required during a declared emergency, the Energy Commission implements the formal petroleum fuels set-aside program to ensure a continuum of power generating capability.

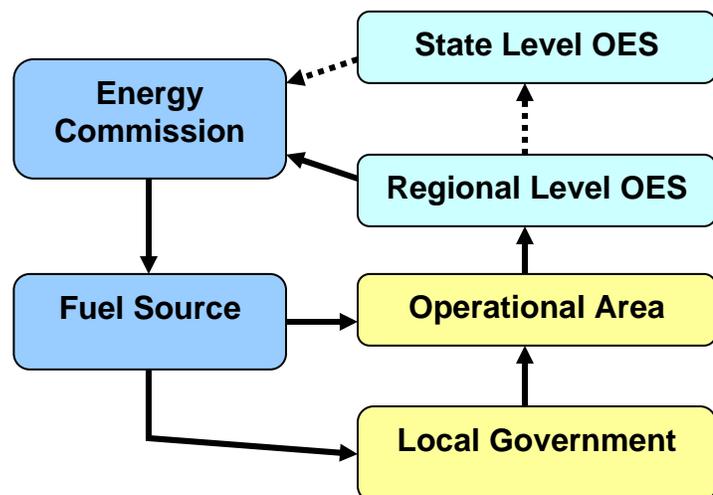
- ▶ Assists with conservation announcements to the public as needed.

Local Governments

Local governments in California use the Standardized Emergency Management System (SEMS) when requesting assistance during a disaster or other emergency. Figure 1 illustrates how these requests could occur.

Local governments request any needed supplies, including energy, through their operational areas. If the operational area is unable to supply what is needed, the request goes to the regional level and, if necessary, the state level. At this point, the Energy Commission could be asked for assistance if supplies of fuel are still needed for emergency or essential services. Direct contact between the Energy Commission and local governments may occur when the requests have been approved by OES to better coordinate quantities, types of fuel, and delivery locations. Electricity and natural gas utility coordination and emergency response are handled through the CUEA who coordinates with the Energy Commission (see page 6).

Figure 1: Coordination with Local Governments



Energy Emergency Response Programs

In addition to the coordination, management, and reporting functions described in the four phases of energy emergencies, three other emergency response programs may be implemented during an emergency:

- ▶ Petroleum Fuels Set-Aside
- ▶ Demand Reduction
- ▶ Economic Assistance

Petroleum Fuels Set-Aside Program

The purpose of California's petroleum fuels set-aside program is to assist emergency and essential service personnel who are unable to acquire sufficient volumes of fuel at any price during an emergency.

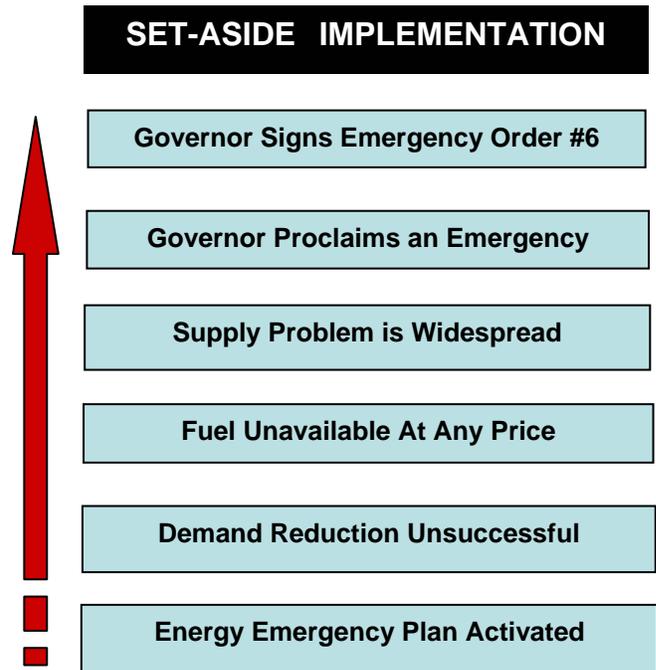
There are two components to this program: informal and formal.

Informal Set-Aside Process

The informal fuel set-aside process is generally used during a localized disaster when fuel needs to be redirected immediately to one or two areas for a particular use, normally directly related to an emergency support function. The informal process does not require a declaration of emergency and is based on the voluntary cooperation of the oil companies to meet short-term fuel needs of emergency responders or essential services.

Once a request is received and analyzed, an informal phone call request from the Energy Commission to the appropriate fuel supplier will set the delivery process in motion.

Figure 2: Set-Aside Model



This program can also be very effective during non-disaster related events because action can be taken quickly to help prevent a more widespread problem and thereby help prevent the public from overreacting to a perceived fuel shortage.

Formal Set-Aside Process

During a more prolonged and widespread shortage, such as an embargo, the informal program may not be sufficient to respond to the number of requests for fuel.

If market forces and voluntary demand reduction are unable to provide for adequate and equitable fuel distribution, the Governor may proclaim a state of emergency and sign Emergency Order #6 to implement the Petroleum Fuels Set-Aside Program (see Figure 2).

Emergency Order #6 is one in a set of pre-existing orders prepared by the

California Emergency Council. The Council serves as an advisory group to the Governor in times of emergency and recommends specific orders and regulations relative to emergency response for the state.

The state's set-aside program is designed to interfere minimally with the market, using volumes of fuel sufficient to satisfy only emergency and essential services. All fuel delivered through the program will be purchased at the market price and, whenever possible, through the usual fuel supplier. Additional details on this program as well as instructions and forms are available in the *California Petroleum Fuels Set-Aside Program Applicant Handbook*.

Demand Reduction Program

As described earlier in this chapter, the *Energy Emergency Response Plan* uses a phased approach to managing energy emergencies. During the early stages, government's role is monitoring and information exchange, rather than direct intervention. If an emergency worsens, however, it may be necessary to recommend a set of voluntary and mandatory demand reduction programs to the Governor.

Technical specialists for the appropriate energy sector (electricity, natural gas, petroleum) will determine the most appropriate mitigation and demand reduction strategies to be recommended. All program recommendations must be coordinated with other appropriate state and local agencies.

For example, possible measures that may be recommended during a transportation fuel emergency include increased use of rideshare programs,

public transit services, and bicycles as well as encouraging flexible work schedules and telecommuting. Information regarding these and other measures can be obtained at the Energy Commission's Consumer Energy Center website located at [www.consumerenergycenter.org] and the Flex Your Power website [www.fyp.org].

Economic Assistance Program

While it is hoped that market forces will assist in balancing supply and demand, this strategy generally results in higher energy costs. Escalating energy prices, in turn, result in a disproportionate economic impact on lower income households.

The Energy Commission does not manage or coordinate economic assistance programs. During an energy emergency, the Energy Commission provides:

- ▶ Public information about economic assistance programs.
- ▶ Referrals to the California Department of Community Services and Development [www.csd.ca.gov].

Federal funding for these and other economic assistance programs comes through annual budget appropriations such as the Community Development Block Grant program. These appropriations may fluctuate on an annual basis and affect the availability of a particular economic assistance program accordingly. The Department of Community Services and Development coordinates:

Low-Income Home Energy Assistance Program (LIHEAP)

- ▶ Assists low-income households with payments of home energy bills.
- ▶ Discourages the use of unsafe heating methods such as fireplaces, stoves, poorly vented portable heaters, and barbecues.
- ▶ Reduces the risk of carbon monoxide poisoning.

Energy Crisis Intervention Program (ECIP)

Provides assistance to low-income households in the following crisis situations:

- ▶ Household has received a 24-48 hour disconnect notice.
- ▶ Household has received a service termination notice by their utility company.
- ▶ An energy related crisis or life-threatening situation exists within the applicant's household.

Energy Low-Income Weatherization Assistance Program

The goal of this program is to provide installation of weatherization measures that increase the energy efficiency of low-income housing.

It provides funding for weather stripping, insulation, caulking, water heater blankets, refrigerator replacement, heating/cooling system repairs, and compact fluorescent lamps.

CHAPTER 3: ENERGY EMERGENCY OPERATIONS

Energy Emergency Management Center

The Energy Emergency Management Center (EEMC) provides a centralized management location for the coordination of energy emergencies. This allows a more efficient structure to:

- ▶ Provide timely reports, analyses, and action recommendations.
- ▶ Coordinate more effectively with OES, California Utilities Emergency Association, and the California Independent System Operator during proclaimed emergencies.
- ▶ Ensure that the Energy Commission can respond quickly to emergency fuel distribution missions at the request of OES.
- ▶ Ensure effective operation of the Fuels Set-Aside Program.
- ▶ Ensure that a separate accounting of emergency response and recovery activity is documented for reimbursement purposes.

Activation of the EEMC can be authorized by the Energy Commission's Fuels and Transportation Division Deputy Director, Executive Director, or Chairman. The EEMC may be activated when any of the following actions occur:

- ▶ Activation of the Emergency Phase of the *Energy Emergency Response Plan*.

- ▶ Governor proclaims a State of Emergency or Energy Emergency.
- ▶ Governor invokes Emergency Order #6.

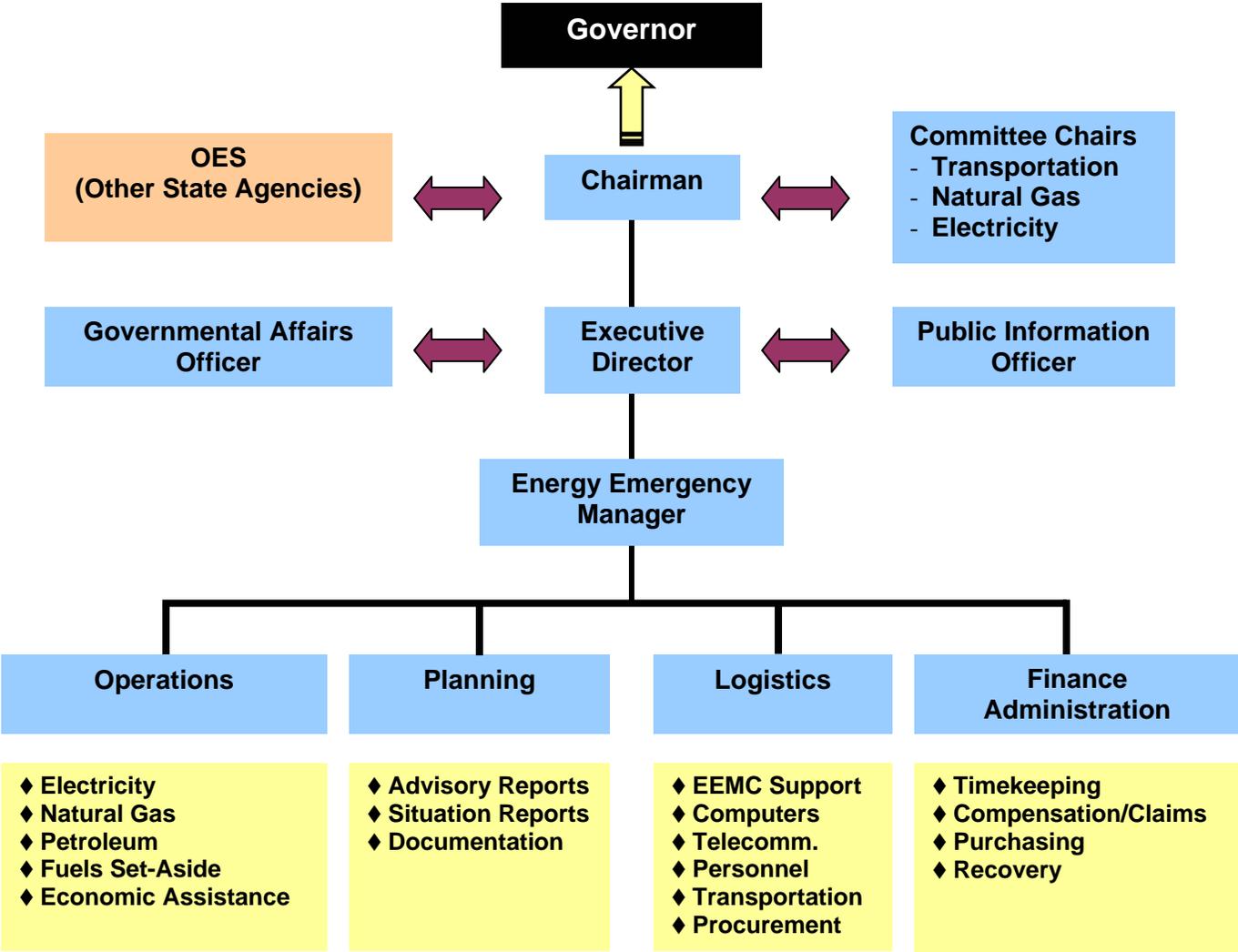
During an emergency, the EEMC will be located in a designated conference room at the Energy Commission headquarters. The EEMC should have adequate computer network and Internet access as well as telephone and conference call capability.

The functions performed in the EEMC must be consistent with the Standardized Emergency Management System (SEMS). Figure 3 illustrates the SEMS functions as applied to the Energy Commission organization and functions.

The mission of the Energy Commission consists primarily of administrative activity and resource coordination. As such, it may not be necessary to provide continuous staffing on a 24-hour basis. The EEMC may be staffed with an on-call duty officer after hours.

The activation and positioning of the five SEMS functions can be determined by the nature of the event. The operations, planning, and logistics functions will most likely be co-located in the EEMC. The management and finance administration functions, however, may

Figure 3: Energy Emergency Management Center Organization



be decentralized in adjacent offices as appropriate.

During a proclaimed energy emergency, it is essential that the finance administration function ensures that all personnel and procurement costs associated with the emergency are documented and tracked separately from normal Energy Commission business operations.

It is also imperative that the Energy Emergency Manager conducts periodic coordination meetings for all personnel assigned to the EEMC to ensure mission objectives are being accomplished.

Reports and Reporting Procedures

Depending on the nature and urgency of the energy emergency, staff will prepare written reports on the staff's analysis of the nature, extent, and duration of the event. In addition, administrative reports may be required if the EEMC is activated. The Energy Emergency Manager may direct use of six types of reports.

Internal Advisory Report

The Internal Advisory Report is used under normal operating conditions (Readiness Phase) for minor events with no energy impact for informational purposes only. This report is generally distributed via e-mail to an internal distribution list.

Situation Report

The Situation Report is an in-depth, categorical analysis of the energy emergency along with analyses of

possible future impacts based on the current situation. The Situation Report should include the following:

- ▶ Date and time period covered by the report.
- ▶ Description of the event.
- ▶ Current status of petroleum fuels, natural gas, and electricity, if appropriate.
- ▶ Staff analysis of how the event is likely to impact energy supplies, prices, or distribution.
- ▶ Other information as appropriate.

Depending on the nature of the problem and level of the situation, the distribution list may include the Office of Emergency Services, U.S. Department of Energy, Governor, Legislature, and appropriate PADD V states.

Governor's Memo

The Governor's memo is intended to include information relative to supply shortages and industry status and analyses, some of which may be sensitive or proprietary. This document must be hand-delivered to the Governor's Office.

Press Release

Media releases are strategically used for conveying information to the public regarding the energy emergency. Media releases may be used for the following purposes:

- ▶ Announcing voluntary or mandatory demand reduction programs.

- ▶ Procedures for economic assistance programs.
- ▶ Directing the public to web locations and other resources where they can get additional information on recommended actions they can take to assist them during the emergency.
- ▶ General information regarding the energy emergency as appropriate.

These releases may be distributed through normal media sources using standard protocols, as appropriate.

Internal Status Report

During activation of the EEMC, an Internal Status Report will be prepared by the Energy Emergency Manager. This report is a routine, periodic summary of Energy Commission activity during the energy emergency. The status report should contain:

- ▶ Date and time period covered by the report.
- ▶ Activation status of Energy Commission personnel.
- ▶ Summary of hours worked by Energy Commission personnel related to the energy emergency.
- ▶ Summary of costs incurred as of the date of the report (personnel time and any procurement expenses) related to the energy emergency.
- ▶ Key issues or objectives being addressed by the EEMC or other Energy Commission personnel pursuant to the energy emergency.

This report may be distributed via e-mail to EEMC personnel, Executive Director,

Chairman, Committee Chairs, and other appropriate staff.

After-Action Report

This report is mandatory for all state agencies activating an emergency management center during a proclaimed emergency and is a requirement of the Standardized Emergency Management System (SEMS). Key information areas are as follows:

- ▶ Type and level of activation.
- ▶ Overall summary of the performance of the five SEMS functions.
- ▶ List of deficiencies relative to each function.
- ▶ Determination if deficiencies were related to insufficient planning guidance or training.
- ▶ Remedial Action Plan to ensure that deficiencies are corrected.

This report is sent to an internal distribution list, the Governor, and the Office of Emergency Services.

Operating Guidelines

The operating guidelines describe the general responsibilities of each position in the EEMC as well as recommended actions for each phase of an energy emergency.

It is important to note that these guidelines are intended as general direction only and do not contain all actions that may be necessary to perform a specific position's responsibilities.

GOVERNOR

The Governor provides direction to the citizens of California and for all state government agencies during an energy emergency. He may recommend voluntary energy demand reduction measures. The Governor may also proclaim a State of Emergency and sign executive orders that implement mandatory demand reduction and other mitigation programs as deemed necessary.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Receive periodic briefings and reports from the Energy Commission relative to California’s energy price, supply, and distribution status. <input type="checkbox"/> Alert the Press Secretary as to the likely nature of press releases and appropriate responses to media inquiries.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Issue a public appeal for voluntary energy demand reduction (if appropriate). <input type="checkbox"/> Meet and confer with the California Emergency Council. <input type="checkbox"/> Direct all state government agencies to reduce energy consumption (if appropriate). <input type="checkbox"/> If the energy shortage level increases, prepare to proclaim a state of emergency.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Review energy emergency response recommendations from the Energy Commission. <input type="checkbox"/> Issue public appeals for increased energy demand reduction efforts (if appropriate). <input type="checkbox"/> Proclaim a state of emergency (if appropriate). <input type="checkbox"/> If needed, sign Emergency Order #6 to implement the Petroleum Fuels Set-Aside Program. <input type="checkbox"/> Direct state agencies to implement stringent energy demand reduction programs. <input type="checkbox"/> If the emergency is widespread throughout California, request a presidential declaration of emergency. <input type="checkbox"/> Request federal assistance and aid as necessary.

CHAIRMAN

The Chairman directs Energy Commission staff to proceed with specific elements of the *Energy Emergency Response Plan*. Based on information and analyses provided by the energy emergency planning staff, the Chairman presents recommendations to the Governor regarding energy demand reduction measures and other actions necessary to reduce the impact of an energy emergency.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Receive updates from the Executive Director regarding information relative to the potential energy emergency. <input type="checkbox"/> Notify the Governor the Energy Commission has activated the Verification Phase of the Energy Emergency Response Plan (if appropriate). <input type="checkbox"/> Review media releases in conjunction with the Executive Director and Public Information Officer. <input type="checkbox"/> If it is likely that the situation will continue to worsen, inform the Executive Director to prepare for the Pre-Emergency Phase.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Attend regular briefings with the Executive Director, Energy Emergency Manager, and appropriate staff. <input type="checkbox"/> Notify the Governor the Energy Commission has activated the Pre-Emergency Phase of the Energy Emergency Response Plan. <input type="checkbox"/> Ensure that all press releases are coordinated with the Governor’s Press Secretary and the OES Public Information Officer. <input type="checkbox"/> Review media briefing packets and be prepared to conduct press conferences with appropriate Committee Chairs. <input type="checkbox"/> Confer with appropriate Committee Chairs on possible voluntary emergency response actions to be recommended to the Governor. <input type="checkbox"/> If the energy shortage becomes more severe, be prepared to recommend, in conjunction with the Director of the Office of Emergency Services, that the Governor proclaim a State of Emergency.

PHASE	RECOMMENDED ACTIONS
Emergency	<ul style="list-style-type: none"> <li data-bbox="500 268 1414 380">❑ Ensure that the Energy Emergency Management Center (EEMC) is activated at the level appropriate to respond to the emergency. <li data-bbox="500 415 1414 527">❑ Notify the Governor that the Energy Commission has activated the Emergency Phase of the Energy Emergency Response Plan. <li data-bbox="500 562 1414 674">❑ Confer with appropriate Committee Chairs on possible mandatory emergency response actions to be recommended to the Governor. <li data-bbox="500 709 1414 821">❑ Ensure that the Governor and his staff receive regular reports and recommendations. <li data-bbox="500 856 1414 968">❑ If the Petroleum Fuels Set-Aside Program is implemented, ensure that the Executive Director has appointed a Fuels Allocation Officer.

COMMITTEE CHAIRS

(Transportation, Natural Gas, Electricity)

The Commissioners who are Committee Chairs for Transportation, Natural Gas, and Electricity perform an analysis and advisory role to both the Chairman and the Energy Emergency Management Center during an energy emergency. Committee Chairs may also assist with information for reports and media releases.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Review reports prepared by staff to keep informed of current and potential energy situations related to your committee. <input type="checkbox"/> Attend briefings as needed.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Advise the Chairman regarding any policy or program issues related to your committee, including recommended voluntary emergency response actions. <input type="checkbox"/> Assist in coordination of press and media releases related to your committee and attend press conferences with Chairman if appropriate. <input type="checkbox"/> Review Situation Reports prepared by staff and attend briefings if necessary.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Provide input to the Chairman in preparing mandatory emergency response recommendations for actions related to your committee. <input type="checkbox"/> Continue to attend briefings as necessary and review situation reports and other documents related to the emergency. <input type="checkbox"/> Assist the Chairman and Executive Director with news conferences, particularly those related specifically to your committee.

EXECUTIVE DIRECTOR

The Executive Director is responsible for ensuring that the Chairman and Commissioners are kept informed of all pertinent energy related issues during an energy emergency. The Executive Director works closely with the Energy Emergency Manager to ensure that there are adequate staff and resources to support the Energy Emergency Management Center.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Upon notification of a potential emergency, provide a briefing for the Chairman and appropriate Commissioners. <input type="checkbox"/> Attend regular briefings with the Energy Emergency Manager to ensure coordination of timely information. <input type="checkbox"/> Review media releases in conjunction with the Chairman and Public Information Officer. <input type="checkbox"/> Review and approve all related reports prepared by staff and ensure they are distributed accordingly to the Chairman and appropriate Commissioners.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Confer with the Energy Emergency Manager on potential activation and staffing of the Energy Emergency Management Center. <input type="checkbox"/> Confer with the Energy Emergency Manager regarding staff preparation of recommended voluntary emergency response actions. <input type="checkbox"/> If the situation becomes more serious, confer with the Chairman to coordinate activation of the Emergency Phase of the Energy Emergency Response Plan.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the EEMC is activated and that adequate staff and resources are available to support necessary functions. <input type="checkbox"/> If the Governor proclaims a “state of emergency,” ensure that all emergency-related record-keeping and reporting procedures are maintained separately from the normal business of the Commission. <input type="checkbox"/> Confer with the Energy Emergency Manager regarding staff preparation of recommended mandatory emergency response actions.

PHASE	RECOMMENDED ACTIONS
	<ul style="list-style-type: none"><li data-bbox="500 268 1425 373">❑ If the Petroleum Fuels Set-Aside Program is implemented, appoint a Fuels Allocation Officer and a Fuels Set-Aside Review Officer.<li data-bbox="500 415 1377 520">❑ Meet regularly with the Governmental Affairs Officer to ensure that the Legislature is kept informed of the situation.

GOVERNMENTAL AFFAIRS OFFICER

The Governmental Affairs Officer delivers and interprets Situation Reports to state Legislators, prepares briefing information for the Chairman to present to both the Legislature and California congressional delegates, and responds to inquiries from local elected officials.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Review and monitor any potential situation and keep informed of any new developments. <input type="checkbox"/> Confer with the Executive Director and Chairman regarding the timing of notification to the Legislature and California congressional delegates. <input type="checkbox"/> Respond accordingly to inquiries from the Legislature or local government. <input type="checkbox"/> Keep the Executive Director and Chairman informed of any inquiries or contact with Legislators, California congressional delegates, or local elected officials.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Attend regular briefings with the Chairman, Executive Director, and Public Information Officer as needed. <input type="checkbox"/> Maintain a contact record of all government inquiries and the Commission's response.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare regular briefing packages for the Legislature, Congressional delegates in coordination with the Executive Director, Chairman, Public Information Officer, and Energy Emergency Manager. <input type="checkbox"/> Coordinate additional staffing needs with the Executive Director if necessary.

PUBLIC INFORMATION OFFICER

The Public Information Officer, with the authorization of the Executive Director, schedules media conferences, media releases, and web updates. The Public Information Officer ensures that the information released to the general public is coordinated with the Governor’s Office, Office of Emergency Services, and other appropriate state agencies.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Attend all information briefings and keep informed of the current and potential future situation. <input type="checkbox"/> Establish lines of communication with the Governor’s Press Secretary and the Public Information Officers from the Office of Emergency Services and the U.S. Department of Energy. <input type="checkbox"/> Develop appropriate preliminary media releases for review by the Executive Director and Chairman.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Determine staffing needs and establish the Energy Commission Media Center to monitor and record media coverage. <input type="checkbox"/> Attend all situation briefings and obtain and review all formal Situation Reports. <input type="checkbox"/> Ensure consistency with information released by the Governor’s Press Secretary and the OES PIO. <input type="checkbox"/> Ensure that Energy Commission website is updated to assist the public (including listing appropriate voluntary response actions and updating the Petroleum Fuels Set-Aside database pages).
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Expand media support staff as needed. <input type="checkbox"/> Intensify coordination of information releases with state and local Public Information Officers. <input type="checkbox"/> Assist the Chairman and Commissioners with media conferences.

ENERGY EMERGENCY MANAGER

The Energy Emergency Manager is appointed by the Executive Director and is responsible for direct supervision and operation of the Energy Emergency Management Center (EEMC) ensuring that all appropriate EEMC functions are effectively staffed. The Energy Emergency Manager also promotes interagency coordination at all levels of government and facilitates management-level coordination and communication with industry groups. This position keeps the Executive Director, Chairman, and appropriate Commissioners, Governmental Affairs Officers, and Public Information Officer informed at all times.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all relevant data is analyzed by the energy emergency planning staff. <input type="checkbox"/> Ensure that a preliminary Situation Report is prepared for review by the Executive Director and Chairman. <input type="checkbox"/> If there is a high probability that activation of the Energy Emergency Management Center will occur, notify appropriate staff, including function coordinators (Operations, Planning, Logistics, Finance). <input type="checkbox"/> With the approval of the Executive Director and Chairman, distribute and interpret the preliminary Situation Report to the Governor and the Office of Emergency Services.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a regular briefing schedule for the Executive Director, Chairman, appropriate Commissioners, Governmental Affairs Officer, and Public Information Officer. <input type="checkbox"/> Ensure adequate staff and an appropriate location is available should the activation of the Energy Emergency Management Center become necessary. <input type="checkbox"/> In conjunction with appropriate staff, ensure that all media releases and Situation Reports are technically accurate. <input type="checkbox"/> Review recommended voluntary emergency response actions prepared by technical specialists and confer with Executive Director regarding these recommendations.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> In coordination with the Executive Director and the Chairman, activate the Energy Emergency Management

PHASE	RECOMMENDED ACTIONS
	<p data-bbox="548 233 1403 300">Center and inform appropriate Energy Commission staff and the Office of Emergency Services.</p> <ul style="list-style-type: none"> <li data-bbox="501 342 1422 447">❑ Designate an Energy Commission agency representative to staff the State Operations Center at OES Headquarters, if needed. <li data-bbox="501 489 1422 556">❑ Ensure that the Operations staff has adequate support for all appropriate programs being implemented. <li data-bbox="501 598 1308 665">❑ Ensure that the Planning staff develops all reports promptly. <li data-bbox="501 707 1403 812">❑ Ensure that the Logistics staff provides materials, personnel, and procurement support for the all staff assigned to the Energy Emergency Management Center. <li data-bbox="501 854 1403 1031">❑ Ensure that the Finance Administration staff maintains accurate fiscal and compensation records related to the energy emergency. This information must be maintained separately from normal Energy Commission business operations. <li data-bbox="501 1073 1414 1178">❑ Review recommended mandatory emergency response actions prepared by technical specialists and confer with Executive Director regarding these recommendations. <li data-bbox="501 1220 1398 1287">❑ Oversee the preparation of the internal status reports as appropriate. <li data-bbox="501 1329 1422 1472">❑ When the Governor rescinds the emergency proclamation, de-activate the Energy Emergency Management Center and ensure that staff members return to their normal duties. <li data-bbox="501 1514 1422 1619">❑ Oversee the preparation of the After-Action Report for the Energy Commission, ensuring distribution to the Governor’s Office and Office of Emergency Services.

ELECTRICITY SPECIALIST

The Electricity Specialist is responsible for maintaining contact and coordinating information with the electricity industry in California. In addition, the Electricity Specialist is responsible for situation monitoring, analysis of impacts, response planning, report preparation, and program implementation for the electricity sector during an energy emergency.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Review and monitor the situation and stay informed of any new developments. <input type="checkbox"/> Meet regularly with the Operations Coordinator to provide updates and determine the potential for activating the pre-emergency or emergency phase. <input type="checkbox"/> Assist Planning Coordinator with preparing preliminary Situation Reports. <input type="checkbox"/> Update and maintain contact list for electric utilities, California Independent System Operator, and other appropriate energy emergency contacts.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Help to prepare Situation Reports and attend briefings as required. <input type="checkbox"/> Continue information collection and analyses; provide periodic updates; and coordinate with the Office of Emergency Services, other government agencies, and private industry, as appropriate. <input type="checkbox"/> Work with the Operations Coordinator, Energy Emergency Manager, and other appropriate Energy Commission staff to prepare recommendations for voluntary emergency response actions impacting the electricity industry.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Work with the Operations Coordinator and Energy Emergency Manager to prepare recommendations for mandatory emergency response actions impacting the electricity industry. <input type="checkbox"/> At the conclusion of the energy emergency, assist the Energy Emergency Manager with response evaluation and preparation of the After-Action Report.

NATURAL GAS SPECIALIST

The Natural Gas Specialist is responsible for maintaining contact and coordinating information with the natural gas industry in California. In addition, the Natural Gas Specialist is responsible for situation monitoring, analysis of impacts, response planning, report preparation, and program implementation for the natural gas sector during an energy emergency.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Review and monitor the situation and stay informed of any new developments. <input type="checkbox"/> Meet regularly with the Operations Coordinator to provide updates and determine the potential for activating the pre-emergency or emergency phase. <input type="checkbox"/> Assist Planning Coordinator with preparing Situation Reports <input type="checkbox"/> Update and maintain contact list for natural gas utilities and other appropriate energy emergency contacts.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Help to prepare Situation Reports and attend briefings as required. <input type="checkbox"/> Continue information collection and analyses, provide periodic updates, and coordinate with the Office of Emergency Services and other government agencies and private industry, as appropriate. <input type="checkbox"/> Work with the Operations Coordinator, Energy Emergency Manager, and other appropriate Energy Commission staff to prepare recommendations for voluntary emergency response actions impacting the natural gas industry.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Work with the Operations Coordinator and Energy Emergency Manager to prepare recommendations for mandatory emergency response actions impacting the natural gas industry. <input type="checkbox"/> At the conclusion of the energy emergency, assist the Energy Emergency Manager with response evaluation and preparation of the After-Action Report.

PETROLEUM SPECIALIST

The Petroleum Specialist is responsible for maintaining contact and coordinating information with the petroleum industry in California. The Petroleum Specialist is also responsible for situation monitoring, analysis of impacts, response planning, report preparation, and program implementation for the petroleum sector.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Review and monitor the situation and stay informed of any new developments. <input type="checkbox"/> Meet regularly with the Operations Coordinator to provide updates and determine the potential for activating the pre-emergency or emergency phase. <input type="checkbox"/> Assist Planning Coordinator with preparing Situation Reports. <input type="checkbox"/> Meet regularly with the Fuels Set-Aside Specialist to assess the need for informal or formal fuels set-aside. <input type="checkbox"/> Update and maintain contact list for petroleum companies and other appropriate energy emergency contacts.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Help to prepare Situation Reports and attend briefings as required. <input type="checkbox"/> Continue information collection and analyses, provide periodic updates, and coordinate with the Office of Emergency Services and other government agencies and private industry, as appropriate. <input type="checkbox"/> If a need for the informal fuels set-aside process occurs, assist the Fuels Set-Aside Specialist with analyzing the request for fuel, determining the appropriate response, and coordinating the resulting activities, if any. <input type="checkbox"/> Work with the Operations Coordinator, Energy Emergency Manager, and other appropriate Energy Commission staff to prepare recommendations for voluntary emergency response actions impacting the petroleum industry.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Work with the Operations Coordinator and Energy Emergency Manager to prepare recommendations for mandatory emergency response actions impacting the petroleum industry.

PHASE	RECOMMENDED ACTIONS
	<ul style="list-style-type: none"> <li data-bbox="500 268 1425 449">❑ If the formal Petroleum Fuels Set-Aside Program is implemented, assist the Fuels Allocation Officer and Fuels Set-Aside Specialist with obtaining data from the EIA-782c forms to help determine the volume of fuel to be used in the program. <li data-bbox="500 489 1433 594">❑ At the conclusion of the energy emergency, assist the Energy Emergency Manager with response evaluation and preparation of the After-Action Report.

FUELS SET-ASIDE SPECIALIST

The Fuels Set-Aside Specialist is responsible for the distribution of fuel during an emergency. This position will coordinate informal fuel set-aside requests, activate and administer the Fuels Set-Aside Office, if needed, and oversee the processing of requests under the formal Petroleum Fuels Set-Aside Program, if activated.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Review and monitor the situation and stay informed of any new developments. <input type="checkbox"/> Meet regularly with the Operations Coordinator and Petroleum Specialist to determine the potential for activating fuels set-aside programs. <input type="checkbox"/> Ensure that all industry contacts and rosters are current should it become necessary to implement the informal fuels set-aside process. <input type="checkbox"/> Review the Fuels Set-Aside Office Operations Manual to ensure the instructions and procedures are up to date.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Work with the Petroleum Specialist and the Office of Emergency Services (if appropriate) to provide fuel to emergency and essential services (informal process). <input type="checkbox"/> In conjunction with the Governmental Affairs Officer, ensure that Emergency Order #6 is ready to be filed with the Secretary of State should the need arise during the Emergency Phase. <input type="checkbox"/> Ensure that adequate staff is available and trained to operate the Fuels Set-Aside Office, including Fuels Allocation Officer, Fuels Set-Aside Review Officer, Supervisor, Analysts, and Secretary. <input type="checkbox"/> Ensure that sufficient equipment and office space is available to operate the Petroleum Fuels Set-Aside Program should the need arise, including computers, phones, fax machines, printers, copiers, lighting, heating, and appropriate reference materials. <input type="checkbox"/> Ensure that sufficient Applicant Handbooks are available for distribution and the Internet application process is functioning properly.

PHASE	RECOMMENDED ACTIONS
Emergency	<ul style="list-style-type: none"> <li data-bbox="500 268 1268 338">❑ Continue with Pre-Emergency Phase activity as appropriate. <li data-bbox="500 380 1377 485">❑ If needed, activate the Fuels Set-Aside Office following the procedures outlined in the Fuels Set-Aside Office Operations Manual. <li data-bbox="500 527 1409 705">❑ If the formal Petroleum Fuels Set-Aside Program is implemented, assist the Fuels Allocation Officer and Petroleum Specialist with determining the volume of fuel to be used in the program. Notify the oil companies as appropriate. <li data-bbox="500 747 1425 926">❑ Work with the Public Information Officer to ensure press releases, Internet sites, and media briefing packages contain information on who is eligible to apply for fuel under the Petroleum Fuels Set-Aside Program and how to apply. <li data-bbox="500 968 1354 1037">❑ Provide information to the Planning Coordinator on a regular basis for use in the Situation Report. <li data-bbox="500 1079 1435 1184">❑ At the conclusion of the energy emergency, assist the Energy Emergency Manager with response evaluation and preparation of the After-Action Report.

ECONOMIC ASSISTANCE COORDINATOR

The Economic Assistance Coordinator is a liaison with the California Department of Community Services and Development (CSD). All economic assistance programs are coordinated by CSD. The Economic Assistance Coordinator is familiar with the programs available at CSD and refers any requests for assistance to the appropriate contacts at that department. This position also ensures that CSD program staff is provided with current information regarding the energy emergency to project the funding need for economic assistance programs.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that CSD point of contact information is up to date should the need arise for program referrals. <input type="checkbox"/> Review all appropriate program descriptions to ensure knowledge of CSD’s processes and eligibility requirements are up to date and accurate. <input type="checkbox"/> Provide Situation Reports to CSD as necessary for economic assistance program planning purposes.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Continue with Verification Phase activities as needed. <input type="checkbox"/> Respond to requests received for assistance and make referrals as appropriate. <input type="checkbox"/> Provide regular updates to the Operations Coordinator and Energy Emergency Manager regarding the number of requests received and referrals made. <input type="checkbox"/> Provide LIHEAP, ECIP, and Weatherization program information and updates to appropriate Energy Commission staff and management as needed to familiarize them with available programs.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Continue with Pre-Emergency Phase activity as appropriate. <input type="checkbox"/> Keep the Energy Emergency Manager and Operations Coordinator informed of any significant changes or occurrences. <input type="checkbox"/> At the conclusion of the energy emergency, assist the Energy Emergency Manager with response evaluation and preparation of the After-Action Report.

OPERATIONS COORDINATOR

The Operations Coordinator is responsible for coordinating activities and programs assigned to the Operations Function. The position interacts and coordinates with the Planning, Logistics, and Finance Administration Coordinators during an activation of the Energy Emergency Management Center and plays a lead role for the Operations Function of the Energy Emergency Management Center.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Review and monitor the situation and stay informed of any new developments. <input type="checkbox"/> Coordinate with the Energy Emergency Manager to determine the likelihood of an activation of the Energy Emergency Management Center.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Review situation reports and attend briefings as required. <input type="checkbox"/> Meet with the Energy Emergency Manager to determine the potential scope of energy emergency operations in the event of an Emergency Phase. <input type="checkbox"/> Coordinate program and support needs with appropriate staff and personnel responsible for the following operational program activities: <ul style="list-style-type: none"> • <i>Electricity</i> • <i>Natural Gas</i> • <i>Petroleum</i> • <i>Fuels Set-Aside</i> • <i>Economic Assistance</i> <input type="checkbox"/> Ensure that all program areas are prepared for the Emergency Phase as required.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Set up and maintain periodic operations briefings for the Energy Emergency Manager. <input type="checkbox"/> If an Energy Commission Agency Representative is assigned to the OES State Operations Center, ensure that a continuum of communication and coordination is maintained with the Energy Emergency Management Center.

PHASE	RECOMMENDED ACTIONS
	<ul style="list-style-type: none"> <li data-bbox="500 233 1333 338">❑ Ensure that all program specialists provide current information to the Planning Coordinator for Internal Status Reports and Situation Reports. <li data-bbox="500 380 1390 520">❑ Ensure that all expenditures, to include time sheets, related to the Energy Emergency are submitted to the Finance Administration Coordinator for accounting and reimbursement. <li data-bbox="500 562 1406 667">❑ Continually monitor the effectiveness of the Operations Function and ensure that adequate staff and support are provided. <li data-bbox="500 709 1435 814">❑ At the conclusion of the energy emergency, assist the Energy Emergency Manager with response evaluation and preparation of the After-Action Report.

PLANNING COORDINATOR

The Planning Coordinator is responsible for the coordination of energy emergency related information and the development of Internal Status Reports and Situation Reports. This position may also help develop the Governor’s Memo and the After-Action Report. The Planning Coordinator will work closely with the Operations staff to receive technical data collection, analyses, and forecasts for Situation Reports and plays a lead role for the Planning function during an activation of the Energy Emergency Management Center.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor statewide, national, and international events that may potentially impact California’s energy prices and supplies. <input type="checkbox"/> Coordinate with the Energy Emergency Manager to determine the likelihood of an activation of the Energy Emergency Management Center. <input type="checkbox"/> Oversee and participate in the development of Situation Reports and Governor’s memo, if required. <input type="checkbox"/> Ensure that all reports are archived for future reference.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to oversee and participate in the development of situation reports and attend briefings as required. <input type="checkbox"/> Establish a publication schedule for the Situation report updates. <input type="checkbox"/> Be prepared to provide situation briefings to all key staff, as well as Energy Emergency Manager, Executive Director, Chairman, and Commissioners, as needed.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Establish and maintain a publication schedule and distribution process for internal Status Reports and Situation Reports. <input type="checkbox"/> Maintain a briefing schedule for the Energy Emergency Manager, Executive Director, Chairman, and Commissioners. <input type="checkbox"/> Continually monitor the effectiveness of the Planning Function and ensure that adequate staff and support are provided.

PHASE	RECOMMENDED ACTIONS
	<input type="checkbox"/> At the conclusion of the energy emergency, assist the Energy Emergency Manager with response evaluation and preparation of the After-Action Report.

LOGISTICS COORDINATOR

The Logistics Coordinator is responsible for providing services and support to all activated functions within the Energy Emergency Management Center. Services and support include, but are not limited to: computer and other information technology support, telecommunications, personnel, transportation, supplies, and procurement. This position must interact with the Energy Emergency Manager, Operations Coordinator, Planning Coordinator, and Finance Administration Coordinator to determine and assist with logistical needs.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with the Energy Emergency Manager to determine the likelihood of an activation of the Energy Emergency Management Center. <input type="checkbox"/> Determine the anticipated support needs for EEMC functions and personnel should activation occur. <input type="checkbox"/> Ensure that the list of vendors and contractors used by the Energy Commission is updated and that contact numbers are current.
Pre-Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Arrange for additional staff to support the Logistics Function upon activation of the EEMC. <input type="checkbox"/> Work with the Energy Emergency Manager to choose a location for the EEMC should activation occur. Ensure that the chosen location has appropriate communications outlets, phone connection jacks, and other equipment is in place and operational. <input type="checkbox"/> Ensure that system maintenance and repairs are completed as needed. <input type="checkbox"/> Coordinate with Finance Administration Coordinator to determine the process for ensuring that fiscal records and expenditures are maintained separately from normal Energy Commission procedures, for claim and reimbursement.
Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Attend EEMC operations and situation briefings as needed. <input type="checkbox"/> Arrange for transportation and lodging for EEMC personnel if required.

PHASE	RECOMMENDED ACTIONS
	<ul style="list-style-type: none"><li data-bbox="500 268 1398 338">❑ Arrange for food, supplies, equipment, heating, lighting, and other similar needs for EEMC personnel.<li data-bbox="500 380 1344 449">❑ Ensure that all receipts, invoices, and other financial records are submitted to Finance Administration.<li data-bbox="500 491 1300 560">❑ Ensure that current information is provided to the Planning Coordinator for Internal Status Reports.<li data-bbox="500 602 1435 714">❑ At the conclusion of the energy emergency, assist the Energy Emergency Manager with response evaluation and preparation of the After-Action Report.

FINANCE ADMINISTRATION COORDINATOR

The primary responsibility of the Finance Administration Coordinator is to ensure that all fiscal records are maintained accurately and are indexed separately from normal Energy Commission activity. This is particularly critical during federally declared disasters. This position is also responsible for timekeeping, compensation and claims, purchasing and assisting with the fiscal recovery process.

PHASE	RECOMMENDED ACTIONS
Verification	<ul style="list-style-type: none"> <li data-bbox="500 583 1370 695">❑ Coordinate with the Energy Emergency Manager to determine the likelihood of an activation of the Energy Emergency Management Center. <li data-bbox="500 730 1398 842">❑ Coordinate with the Energy Emergency Manager and Executive Director to ensure that a system is in place to index all energy emergency related expenses. <li data-bbox="500 877 1333 951">❑ Alert appropriate financial support staff that may be required upon activation of the EEMC.
Pre-Emergency	<ul style="list-style-type: none"> <li data-bbox="500 987 1419 1060">❑ Ensure adequate workspace is available in accounting or business services to support the EEMC when activated. <li data-bbox="500 1096 1370 1207">❑ Review the list of contractors and vendors and ensure that it is current. Provide a copy to the Logistics Coordinator. <li data-bbox="500 1243 1409 1354">❑ Establish procedures to implement emergency contracts or agreements as needed to respond to the energy emergency.
Emergency	<ul style="list-style-type: none"> <li data-bbox="500 1390 1406 1463">❑ Inform all EEMC personnel as to appropriate processing of timesheets and other fiscal records and expenditures. <li data-bbox="500 1499 1382 1646">❑ Brief all supervisors and managers regarding compensation and claims procedures. Note that timeframes for submittal of claim forms are usually not waived for an energy emergency. <li data-bbox="500 1682 1300 1755">❑ Ensure that current information is provided to the Planning Coordinator for Internal Status Reports. <li data-bbox="500 1791 1427 1902">❑ At the conclusion of the emergency, publish a comprehensive fiscal recovery report in coordination with OES.

PHASE	RECOMMENDED ACTIONS
	<input type="checkbox"/> At the conclusion of the energy emergency, assist the Energy Emergency Manager with response evaluation and preparation of the After-Action Report.