

# 13

## IA 13 – Utility Failure

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IA 13. Utility Failure

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

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

IA 13. Utility Failure

<b>Utility Failure Incident Checklist</b>	
<b>Action Items</b>	<b>Supplemental Information</b>
<input type="checkbox"/> Issue alert and warning based on procedure and as warranted.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Establish communications with responding agencies.	
<input type="checkbox"/> Through communications with responding agencies determine as quickly as possible:	
<input type="checkbox"/> General boundary of the affected area.	
<input type="checkbox"/> The general extent of power or other utility disruption.	
<input type="checkbox"/> Immediate needs of response forces or utilities.	
<input type="checkbox"/> Estimated time of repair or duration of outage.	
<input type="checkbox"/> Estimated population affected.	
<input type="checkbox"/> Evaluate overall situation.	
<input type="checkbox"/> Communicate with National Weather Service for forecast information for estimated duration of outage / failure. (Freezing temperatures, etc.)	
<input type="checkbox"/> Establish communications with the state.	
<input type="checkbox"/> Establish communications with and request a liaison from electric and gas utilities as appropriate.	
<input type="checkbox"/> Establish ongoing reporting from the response forces and utilities.	
<input type="checkbox"/> Coordinate with the Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.	
<input type="checkbox"/> On order, evacuate affected areas using available response forces.	
<input type="checkbox"/> Conduct first staff briefing as soon as practical after ECC activation.	
<input type="checkbox"/> Activate or establish rumor control through the public information officer (Public Information Officer).	
<input type="checkbox"/> Establish a schedule for briefings.	
<input type="checkbox"/> Brief City/County/agency/utility executives.	
<input type="checkbox"/> Provide Public Information Officer with updated information.	
<input type="checkbox"/> Provide response forces with updated information, as appropriate.	
<input type="checkbox"/> Release causal information, via the public information officer (Public Information Officer) as soon as practical.	
<input type="checkbox"/> If appropriate, establish a Joint Information Center with the utility.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Issue action guidance as appropriate.	

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<b>Action Items</b>	<b>Supplemental Information</b>
<input type="checkbox"/> Establish 24/7 duty roster for the Emergency Coordination Center and or command post.	
<input type="checkbox"/> Develop and post any required maps or diagrams.	
<input type="checkbox"/> Activate an events log.	
<input type="checkbox"/> Review and follow resource procurement procedure.	
<input type="checkbox"/> Inventory additional resources that may be used or called upon for use.	
<input type="checkbox"/> Activate formal resource request procedure and resource tracking.	
<input type="checkbox"/> Coordinate all resource requests being forwarded to the state.	
<input type="checkbox"/> Activate financial tracking plan coordinated by the City Clerk III or Budget Officer.	
<input type="checkbox"/> Activate damage assessment and follow damage assessment procedure.	
<input type="checkbox"/> Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Conduct a "second shift" or relieving-shift briefing.	<i>ICS Form 209-Incident Status Summary</i>
<input type="checkbox"/> Discuss with and present to your relief, the incident action plan for the next 12 hours.	
<b>RECOVERY/DEMOBILIZATION PHASE</b>	
<input type="checkbox"/> Gather damage assessment information (public, housing, business) from damage assessment teams.	
<input type="checkbox"/> Gather information from utilities regarding potential for additional immediate or prolonged outages.	
<input type="checkbox"/> Obtain information from the Red Cross regarding number of sheltered and support necessary for continued operation.	<i>FA 2 Annex of the City EOP and American Red Cross Shelter Plans</i>
<input type="checkbox"/> Obtain from the Red Cross an estimated duration period for continued shelter operations, if any.	
<input type="checkbox"/> Assess citizen/community needs for individual assistance and or public assistance.	
<input type="checkbox"/> Activate local unmet needs committee if appropriate.	
<input type="checkbox"/> Gather financial information from the Budget Officer.	
<input type="checkbox"/> As appropriate, gather additional information to include:	
<input type="checkbox"/> Personnel that responded and the time involved in the response.	
<input type="checkbox"/> Time sheets or time logs.	

<b>Utility Failure Incident Checklist</b>	
<b>Action Items</b>	<b>Supplemental Information</b>
<ul style="list-style-type: none"> <li>▪ Supplies used.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Contracts issued.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Purchase orders issued.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Additional expenditures.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Damages to public buildings, equipment, utilities, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Loss of life of any public servant.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Documents regarding economic impact.</li> </ul>	
<input type="checkbox"/> Develop or generate reports for the following, as appropriate:	
<ul style="list-style-type: none"> <li>▪ Federal Emergency Management Agency.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ State.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Local elected officials.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ County executives.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Others requiring or requesting reports.</li> </ul>	
<input type="checkbox"/> Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.	
<input type="checkbox"/> Establish donations management based on policy and procedure.	
<input type="checkbox"/> Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.	
<input type="checkbox"/> Ensure public officials are made aware of the assistance application process, if applicable.	
<input type="checkbox"/> Ensure that the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.	
<input type="checkbox"/> Perform an incident critique as soon as possible with all possible response organizations.	
<input type="checkbox"/> Review agency and self-performance.	
<input type="checkbox"/> Review and correct any weaknesses in the plan.	
<input type="checkbox"/> Implement hazard mitigation or modify hazard mitigation plan accordingly.	
<input type="checkbox"/> Brief elected officials with updated information and disaster recovery progress.	