

LOCAL EMERGENCY FUEL PLANNING

Fuel Planning Project Guide

Summary

Fuel is critical to maintaining mission essential functions during an emergency.

The Washington State Fuel Action Plan is implemented by the Energy Emergency Management Office (EEMO) and describes the state's response to fuel shortages including priorities for emergency fuel allocation, if needed. It depends on a clear understanding of the quantity and types of fuels needed by the state, locals, Tribes and territories (SLTT) to maintain their mission essential functions. Therefore, we are inviting SLTT entities to conduct their own fuel assessments. Our goal is to help life safety and critical infrastructure entities to become more resilient and to recover quickly.

Getting started

We want fuel planning to be easy and effective, so we are introducing several ways to get started:

1. Take a look at our [Fuel Planning Toolkit](#). This includes several documents and templates to guide planners through the fuel planning process—no experience with fuel necessary!
2. Attend a “Local Fuel Planning Office Hour” meeting. This is a casual forum to ask questions, give and receive feedback, hear from others working on the same things, and share best practices. ([Email us for an invite!](#))
3. Contact us at any time at wa.energyem@commerce.wa.gov. We'd be happy to answer questions by email or schedule a meeting.



Fuel Planning Toolkit

- Fuel Needs Assessment Tool
- Plan Template
- Plan Evaluation Checklist
- Planning Guidance
- Fuel Point of Distribution (FPOD) Site Selection Guide

Designed to align with:

- State Fuel Action Plan
- Your neighboring jurisdictions (even in Oregon and Idaho!)
- Your Continuity of Operations Plan (COOP) and Comprehensive Emergency Management Plan (CEMP)

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We strengthen communities

Planning project walkthrough

We understand that time and resources are short, so we've designed the planning process to be scalable and iterative. We encourage you to just get started with a Fuel Needs Assessment and expand from there as able.

Here's what to expect from the whole process, start to finish:

Fuel Needs Assessment

- Identify Mission Essential Functions
- Inventory fuel required to maintain Mission Essential Functions
- Calculate fuel shortfalls
- Submit tool to Energy Emergency Management Office (EEMO) so we can better estimate emergency need throughout the state

Planning Guide

- Understand the "why" and the "how" of fuel planning
- Understand fuel conservation options available
- Identify who should participate in fuel planning

Assessment Checklist

- Verify plan is complete and in alignment with best practices
- Review resources to expand capabilities

Planning Template

- Edit document to draft and customize the plan
- Ratify plan
- Submit it to the EEMO for review and approval

Updates

- Review and update the plan every 3-5 years
- Train and exercise the plan
- Develop further capabilities through FPOD guidance and partnerships with neighbors