# 

[Jurisdiction] Fuel Action Plan

[Month, Year]

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Instructions (Delete this section)

Edit this template to suit your jurisdiction’s context and capabilities. Places for editing are marked with square brackets [like so]. We suggest that after you’re done editing, you search for any remaining brackets using the Find function (Ctrl +F).

We encourage you to use this template, however some jurisdictions may choose not to. If your jurisdiction is closely aligned with another state or entity, you may prefer to use another format or template. If that is the case, please use the Local Fuel Plan Evaluation Checklist to ensure all of the required elements are included in your plan.

The Local Fuel Plan Evaluation Checklist tool is a good way to assess the completeness of your document. The “Basic Plan” tab includes all the required elements which should be found in your plan. The “Awesome Additions” tab includes best practices recommendations. The “Resources” tab includes links to helpful planning guidance and reference materials.

Before submission, please delete this section.

Submit this plan to [wa.energyem@commerce.wa.gov](mailto:wa.energyem@commerce.wa.gov) for approval. Please reach out anytime with any questions/comments.

Document History

|  |  |  |
| --- | --- | --- |
| Change Log | | |
| Date | Editor | Description of Edits |
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Promulgation & Signatories

This document is approved for implementation by the following authorities as of [month, date]:

[This document should be ratified similarly to how your Comprehensive Emergency Management Plan (CEMP) is ratified. Feel free to edit the signatories as necessary.]

(signature) (signature)

Agency Director Energy Division Assistant Director –

[Director’s Name] [Deputy Director’s Name]

(signature)

Energy Emergency Management Director

[Emergency Manager Name]

# 1. Planning Overview

## Purpose

The purpose of this plan is to describe the [jurisdiction] concept of operations for managing fuel during an incident or event that curtails or disrupts the fuel supply, including the authorities, plans, procedures, and organization roles and responsibilities governing County decision- making. Fuel needs and priorities are based on a comprehensive fuel assessment. The plan aims to minimize the impact of fuel shortages on the [jurisdiction’s] emergency response capabilities and the operation of critical infrastructure.

This plan aligns with [jurisdiction’s Emergency Management Plans, Continuity of Operations Plans, or other similar plans] and will be nested under the Washington State Fuel Action Plan.

## Authorities and Plans

The following state, county, local, and regional authorities and plans are relevant to emergency fuel management in [Jurisdiction]:

* The *Washington State Fuel Planning Guidance: Local Jurisdiction Fuel Contingency Planning Guidance* (2020) provides fuel planning guidance to ensure that both public and private sector organizations’ fuel plans align with the Washington State Fuel Plan. The guidance uses a continuity of operations framework to discuss dependency on petroleum fuel infrastructure for mission essential functions. The guidance details the state’s nine priority action areas during a fuel disruption:
  + Notification, activation, and authorities;
  + Public information;
  + Damage assessment;
  + Asses fuel needs and determine priorities;
  + Fuel conservation measures;
  + Temporary waivers;
  + Fuel allocation;
  + Outside assistance fuel supply; and
  + Recovery.

And outlines the state’s priority guidelines for allocation and distribution of petroleum fuel. The guidelines note that the first initial assessment (12 hours into the incident) will address the four critical lifeline sectors (Transportation, Energy, Water/Wastewater, Communications) and identify three priority categories:

* + Emergency Response & Lifeline Critical Infrastructure
  + Critical Infrastructure / Facilities & Essential Services
  + Community Functionality / Hardship (intended for general public use, including retail gas fueling stations for communities experiencing a hardship not related to life safety and/or life sustaining services)
* Revised Code of Washington (RCW) 43.21F.045, State Energy Office - Duties of Department, grants the Washington State Energy Office within the Washington State Department of Commerce the authority to supervise and administer energy-related activities and advise the governor and the legislature on energy matters affecting the state. Among other things, RCW 43.21F.045 grants the department the power to develop and maintain contingency plans for implementation in the event of energy shortages or emergencies, and the power to establish and maintain a central repository for collection of existing data on energy resources (e.g., supply, demand, costs, utilization technology, projections, forecasts).
* RCW 43.21G, Energy Supply Emergencies, Alerts, grants the Governor of Washington the power to institute appropriate emergency measures to regulate the production, distribution, and use of energy during energy shortages and supply disruptions. RCW 43.21G.040 specifies the governor’s authority to declare a condition of energy supply alert or energy emergency. Upon declaration of a condition of energy supply alert or energy emergency, the governor may issue orders to: 1) implement programs, controls, standards, and priorities for the production, allocation, and consumption of energy; 2) suspend and modify existing pollution control standards and requirements or any other standards or requirements affecting or affected by the use of energy; and 3) establish and implement regional programs and agreements for the purposes of coordinating the energy programs and actions of the state with those of the federal government and of other states and localities.
* RCW 38.10.010, Emergency Management Assistance Compact, details the emergency management assistance compact that Washington State has entered into. States entering into the compact agree to mutually assist each other during any emergency or disaster that is duly declared by the governor of the affected state(s).
* Washington Administrative Code (WAC) 194-14, Emergency Petroleum Allocation Act Rules, establishes administrative procedures with respect to state orders issued under the authority granted by the Emergency Petroleum Allocation Act and appeals from such orders. Among other things, WAC 194-114 states that assignments from the state set-aside may be made to wholesale purchaser-consumers and end-users located within the state who demonstrate hardship or emergency, or to wholesale purchaser-resellers to enable them to supply such persons. It also lays out the specific priorities and procedures by which requests for fuel will be processed.
* [Note any relevant jurisdiction codes, policies, or plans here]

## Planning Assumptions

* *Provide a brief discussion of your jurisdiction’s vulnerability to earthquakes, tsunamis, landslides, flooding, wildfire, severe weather, cyber-attack, or other relevant hazards and the potential for such incidents to disrupt the delivery of liquid petroleum transportation.*
* *Discuss other incidents and conditions not related to weather or natural hazards (e.g. interruptions in refinery operations, physical damage to infrastructure) that could result in fuel shortages.*
* *Discuss the manner and timing by which statewide or regional fuel shortages will impact business practices. Describe the business practices or infrastructure modifications already in place designed to mitigate or forestall the onset of such impacts.*
* *Discuss the fuel consumption of local government such as fleet operations during normal operations, and include assumptions on fuel consumption during emergency operations.*

## Limitations & Considerations

The Fuel Action Plan and state programs related to fuels have limitations which may impact planning.

1. An effective county response to a fuel shortage or disruption requires: 1) knowledge of the sources of fuel within the [jurisdiction] and a plan for accessing and managing fuel during an emergency; and 2) identifying fuel priorities, priority routes for the delivery of emergency fuel, and Fuel Points of Distribution (FPODs).
2. Emergencies or disasters that affect multiple counties require significant inter-jurisdictional coordination, particularly in regards to the allocation of scarce resources such as fuel. Competing demands for fuel may require prioritization at the regional level.
3. Though provided for in WAC 194-14-040, Washington State does not maintain a Set-Aside program for fuels.
4. While an oversupply scenario is possible, it is considered improbable at this time. Oversupply would most likely occur as a result of regulatory requirements regarding winter and summer fuels. The main focus of this planning document is on fuel shortages, the allocation of resources, and responding to fuel needs
5. [note other jurisdictional-specific planning limitations or considerations]

# 2. Situation

[Paragraph describing context of your jurisdiction and hazards which might impact it]

*Example:* Tree County is subject to a number of hazards that may limit the availability of fuel to support emergency response activities, infrastructure repair and restoration, and other essential community functions. Severe storms, major earthquakes, and wildfires causing widespread and protracted power outages have the potential to significantly affect fuel supply, transportation, and/or dispensing, as well as increase the demand for some critical uses. [Delete this paragraph before submission]

## Fuel Supplies

[Summarize findings from the Fuel Needs Assessment Tool.]

## Fuel Consumption

[Summarize findings from the Fuel Needs Assessment Tool. Note any relevant details about how much fuel you estimate needing to maintain mission essential functions.]

# 3. Response Actions

## 3.1 Activation & Notification

Market predictors, hazard events, and emergency fuel supply requests, are activation triggers while the degree of activation is based on the expected or actual severity of fuel shortage. Activation levels can fluctuate over time as the incident unfolds. The three levels of activation are described below:

|  |  |
| --- | --- |
| Activation Level | Trigger Conditions |
| Level 3:  Mild Disruption | * Localized disruption with limited impact and duration * Most fuel supply chain components remain operational * Short-term or minor disruption to fuel refinement * Some isolated shortages possible * 5-10% reduction in fuel supply for a week – month or longer. * County and/or State emergency declaration unlikely |
| Level 2: Moderate Disruption | * Disruption of two or more sites with limited impact and duration * Some damage to fuel supply chain components * 10-15% reduction in fuel supply for three weeks or longer * Regional disruption to fuel distribution * Fuel refinement disruption longer than one week * County and/or State emergency declarations possible |
| Level 1: Catastrophic Disruption | * Serious or devastating disruption with significant impact lasting weeks to many months. * At least 15% reduction in fuel supply * Major fuel supply chain components are damaged or destroyed * Fuel supplies may be halted * Severe or long-term isolated or widespread shortages * State-wide disruption to fuel distribution * Fuel refinement disruption longer than three weeks * County emergency declaration likely * State emergency declaration and federal assistance request possible. |

### Activation Triggers

[Describe Jurisdiction’s activation triggers.]

### Notification

[Describe who will notify internal and external stakeholders of the situation and activation. Use the following table, if useful.]

[The Jurisdiction] may contact the Energy Emergency Management Office (EEMO) at any time for notification of a fuel-related incident or request for assistance directly by email at [wa.energyem@commerce.wa.gov](mailto:wa.energyem@commerce.wa.gov) or by the duty officer number, 360-725-2866. Otherwise, the [jurisdiction] will follow activation and notification procedures outlined [below/ in “plan name”].

A Mission Assignment number is not required for notifying the EEMO or EMD of an incident or activation. However, once a mission assignment number is assigned to an incident, it will be found in WebEOC. [The jurisdiction] will work with EMD to determine whether an incident number is needed.

|  |  |  |
| --- | --- | --- |
| Activation Level | [POC] shall notify: | Suggested Notification Requirements |
| Level 3:  Mild Disruption | Energy Emergency Management Office (EEMO) | * Notification of incident, activation, and status of response * Request support, if needed |
| [Entity 2] |  |
| Level 2: Moderate Disruption | Energy Emergency Management Office (EEMO) | * Notification of incident, activation, and status of response * Request support, if needed |
| [Entity 2] |  |
| [Entity 3] |  |
| Level 1: Catastrophic Disruption | Energy Emergency Management Office (EEMO) | * Notification of incident and activation * Notify of impacts to the region’s petroleum supply and distribution system. |
| Washington Military Department (EMD) | * Notification of incident and activation * Notify of impacts to the region’s petroleum supply and distribution system. * Submit fuel requests through Logistics section |
| [Entity 3] |  |

[Describe method of contact and essential elements of information]

## 3.2 Information Coordination

Developing and disseminating situational awareness is an iterative process and integral to good decision making. The [jurisdiction] will pursue some or all of the following tasks based on available information and good judgement.

### Develop Situational Awareness

The [jurisdiction] will collect as much verified information as possible. Including some or all of the following:

* The underlying cause of the fuel supply disruption;
* The location, scope, severity, and anticipated duration of disruption to the fuel supply chain.
* Fuel supply restoration activities, or other response actions being initiated
* Impacts of the fuel supply disruption on associated energy infrastructure (e.g., fuel storage facilities and access points, fuel tanker availability, fuel transportation routes, electrical power grid operations)
* Disruptions in the capability of local distributors to receive, store, and distribute fuel.
* Demand for fuel, and fuel inventory levels
* Critical facilities and emergency response agencies whose missions are adversely affected by the loss of fuel.
* [please feel free to customize this list]

### Disseminate Information

[Jurisdiction] helps to ensure good situational awareness and decision making by sharing information with a diverse range of stakeholders via news releases, situation reports, and other messaging [customize your list]. The table below details the types of information to be shared with a range of stakeholders.

|  |  |
| --- | --- |
| Intended Audience | Information to be Shared |
| Energy Emergency Management Office (EEMO); Dept. of Commerce | * Status/ Situational reports * Fuel supply outlook * Fuel allocation prioritization & application process |
| WA EMD | * Status/ Situational reports * Emergency Fuel Request or other support requests |
| [Neighboring Jurisdictions] | * [Jurisdiction] status, actions, and decisions in response to fuel shortage and disruption * Fuel supply outlook * Waivers or other policy coordination across borders |
| [Critical Facilities Partners like Hospitals, Water/Wastewater, Police/Fire/EMS, etc.] | * [Jurisdiction] status, actions, and decisions in response to fuel shortage and disruption * Fuel supply outlook * Fuel allocation prioritization & application process |
| News Media Outlets / General Public | * [Jurisdiction] action and decisions in response to fuel shortage and disruption * Talking points regarding voluntary or mandatory fuel conservation measures for public education * Informational campaigns regarding voluntary fuel conservation measures * Announcements and guidance regarding mandatory fuel conservation measures |

Other ways to coordinate information sharing include:

* Participate in JIC briefings and news conferences
  + Develop key messages and rehearse walk-throughs.
  + Compile news media kits (brochures, factsheets, and other materials) about the [jurisdiction]. Kits should include recommendations for conservation measures, information on [jurisdiction] decision and actions, and industry actions taken to restore infrastructure.
* Coordinate with EEMO and state PIOs to ensure consistent messaging to the public.
* Monitor state and local news media and social media.
  + Identify misinformation, rumors, and concerns regarding fuel outlook.
  + Develop strategy to address misinformation.
* Post updated public information to [list jurisdiction website or other social media sites if well maintained and updated]
* Establish a call center for public questions and concerns regarding the fuel situation and state response.

## 3.3 Implement Initial Response Actions

[Customize this list/paragraph to suit your jurisdiction]

Upon activation of the [Jurisdiction] Fuel Plan, [POC/entity] will begin initial response actions such as:

1. Conduct Initial Emergency Response Actions such as:
   1. Implement county or agency-level fuel conservation measures
      * Suspend non-essential travel
      * Consider delaying new or optional operations
      * Consider keeping critical task-related equipment fully fueled
   2. Alert emergency response and critical infrastructure partners regarding the fuel shortage situation and advise them of actions the [Jurisdiction] is taking.
   3. Recommend optimum fuel quantity levels to be maintained in storage tanks.
   4. Coordinate actions and messaging with the Washington State Energy Office, the Washington State Emergency Management Division, and other partners.
   5. Update fuel inventory data, noting any operational concerns and issues (Fuel Inventory Survey form).
   6. Consider convening the Fuel Coordinating Body.
2. Analyze Fuel Needs and Request Support:
   1. Forecast impact on essential services if the fuel shortage situation worsens.
   2. Identify resources required to support restoration of the fuel supply and distribution system within the county
   3. Analyze current fuel demand
   4. Request fuel from the state along with resources needed to operate, support, and/or maintain Mission Essential Functions, if necessary.
3. Prioritize and allocate resources
   1. Coordinate a system to allocate and distribute fuel reserves to priority critical response and infrastructure providers.
   2. Coordinate a system to fuel and maintain generators providing power to critical facilities and those providing essential services.
   3. Seek waivers of state and federal regulations governing fuel acquisition, transfer, transport and use, and waive County regulations such as weight limits on county roads as appropriate (see Tab 6 for a list of waivers.)
   4. [provide for / request from x] on scene security of fuel resources as needed
4. Identify Fuel Restoration Priorities and Communicate to the Public:
   1. Identify interdependencies among fuel and other lifelines that may impact restoration priorities (for example communication, transportation, or water system repairs).
   2. Coordinate the sharing and dissemination of priority information regarding fuel supply restoration activities.
   3. Provide information to the public on conservation measures, service disruptions, fuel availability, rationing guidance, and restoration activities.

During a **Catastrophic Incident**, [the Jurisdiction] may choose to do all of the above plus:

* 1. Convene the Fuel Coordinating Body:
     + Assess/review the fuel shortage impact on essential services.
     + Recommend essential service fuel priorities based on situation-specific task assignments.
     + Recommend fuel management emergency measures to be included in the emergency declaration.
     + Coordinate response actions and emergency declaration measures with neighboring counties, special districts, and private sector stakeholders.
     + Evaluate and make recommendations regarding the need for waivers of county, state, and federal regulations governing fuel acquisition, transfer, transport, and use.
  2. Assess fuel shortage impacts and ensure available fuel supplies are allocated to support situation-specific tasks such as:
     + Debris removal
     + Transportation system repairs
     + Fuel transport and distribution
     + Utility damage assessment and system restoration
     + Fire suppression
     + Emergency medical services
     + Evacuation, sheltering, and mass care
     + Healthcare
     + Emergency communications
     + Commodity distribution
     + Public safety and security
  3. Receive/collate local fuel requests; prepare County fuel requests, noting FPOD locations as warranted, and submit them to the state Emergency Operations Center (EOC) through the County EOC using the Washington State Emergency Fuel Request Form.
  4. Communicate with neighboring counties to determine if any communities in those counties have been isolated by surface transportation impacts and may require fuel and other logistics support from [Jurisdiction].
  5. Inform the public of the fuel shortage situation and impact on essential services.
     + Describe impact of the incident on fuel supplies and subsequent limitations on County services
     + Emphasize the need to avoid travel/limit fuel consumption.
     + As warranted, describe expected state-mandated odd/even fuel allocation restrictions at retail service stations.
     + Provide a hotline and/or website for additional information.

## 3.4 Damage Assessments

Thorough damage assessments provide information used to set priorities for response activity, ensure safety of responders, and identify additional resource needs. Damage assessments will be conducted by the local jurisdictions or property owners. The Energy Emergency Management Office (EEMO) will coordinate with the Emergency Management Division (EMD) to identify local jurisdictions that have emergency fuel or backup power requirements.

Essential Elements of Information (EEIs) is information vital to [jurisdiction] for both incident response decisions and for damage assessments. Information essential for damage assessments for all sectors are listed below.

* Status of facility or system (operational, damaged, destroyed, unknown)
* Status of damage assessment (completed, underway, unknown).
* Number of energy facilities/systems needing inspection
* Obstacles to damage assessments
* Status of repair crews (number, type, location)
* Approximate restoration date
* Limitations or obstacles to restoration
* How much natural gas and/or petroleum product is being requested by emergency response personnel?
* Number of customers without access to fuel
* Types of fuel in demand
* Consumption rate of natural gas and/or petroleum fuel.
* Location of temporary fuel distribution points

## 3.5 Assess Fuel Needs & Emergency Fuel Request

[Jurisdiction] [Has pre-identified/will pre-identify] emergency fuel needs by using the Washington State [Local Jurisdiction Fuel Planning Toolkit](https://www.commerce.wa.gov/growing-the-economy/energy/energy-emergencies/fuel-planning-toolkit/). The Toolkit helps calculate how much of what type of fuel is needed to maintain mission essential functions which can speed fuel requests (if needed). The Fuel Needs Assessment Tool can be used ad hoc to quickly identify minimum fuel requirements.

After a needs assessment, [jurisdictions] can request fuel resources by submitting the Emergency Fuel Request Form (found in Appendix A) to the Wa EOC, Logistics Section through WebEOC Resource Tracker. The EOC will notify the EEMO of the request. The EEMO can provide technical assistance and can be reached at [wa.energyem@commerce.wa.gov](mailto:wa.energyem@commerce.wa.gov) or at 360-725-2866.

### Prioritization of Allocation

Fuel prioritization is based on state and federal guidance and is designed to ensure the safety, health, and welfare of the general public. The following table describes how the state will prioritize emergency fuel resource requests.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fuel Allocation Priorities** | | | |
| **Priorities** | **First** | **Second** | **Third** |
| Emergency Response & Lifeline Critical Infrastructure | Critical Infrastructure, Facilities, & Essential Services | Community Functionality/ Hardship |
| **Definition** | “Emergency response” is any systematic action to mitigate the impact of an unexpected or dangerous incident on human life, property, and the environment.  “Essential services” include those services which, if interrupted, would endanger the life, health or personal safety of the population. | Systems and/or facilities, whether physical or virtual, so vital to the state that the incapacity or destruction of such systems/facilities would have a debilitating impact on security, economic security, public health or safety.  Critical infrastructure includes: Water, Agriculture & Food, Public Health, Emergency Services, Telecommunications, Energy Transportation, Banking & Finance, Shipping, Chemical & HazMat | * This is intended for general public use including retail gas fueling stations for communities experiencing a hardship not related to life safety and/or life sustaining service. * The hardship must be more than mere inconvenience and the inability to pay for fuel must not be the only factor. * Undue hardship is determined on a case-by-case basis via an application and appeals/oversight process |
| **Core Capability** | * Operational Coordination * Public Information & Warning * Critical Transportation * Fire Management & Suppression * On-scene Security, Protection, & Law Enforcement * Operational Communications * Public Health, Healthcare, and Emergency Medical Services | * Infrastructure Systems * Environmental Response/ Health and Safety * Logistics and Supply Chain Management * Public Health, Healthcare, and Emergency Medical Services | * Community Resilience * Health and Social Services |

### Fuel Points of Distribution

[This is an optional section for jurisdictions who have or would like to develop a fuel distribution plan]

During a major or catastrophic incident, it may become necessary to stand-up Fuel Points of Distribution (FPODS)—areas capable of receiving, storing, and distributing bulk fuels.

[Jurisdiction] has pre-identified FPOD locations. These locations are described in Appendix [B]. [Attach the FPOD Guidance as an Appendix]. A copy of these FPOD descriptions are filed with the Energy Emergency Management Office. If it is necessary to request bulk fuels for allocation, [Jurisdiction] will work with the EEMO to decide which FPOD(s) to stand up and to source fuel and other resources.

[Describe position or entity with responsibility for overseeing the set up/administration of FPODS and who will be the main point of contact for the EEMO.]

[Describe staffing and other resources (traffic cones, signage, etc.) necessary for standing-up FPOD.]

[Describe who can determine demobilization of FPODS, who has responsibility for managing the closure of FPODS, and how that will be done]

## 3.6 Coordinate with Neighbors

Coordination with entities from outside the jurisdiction may be necessary during severe fuel shortages.

[Describe coordinating bodies, points of contact, existing agreements, and methods of coordinating conservation measures, messaging, fuel allocation, and waiver/policy implementation]

## 3.7 Fuel Conservation Measures

### Voluntary Fuel Conservation Measures

Implementing fuel conservation measures may help decrease the demand for fuel and maintain fuel inventories for essential functions. Each method will require public outreach to increase public understanding and awareness of these measures, and to decrease confusion.

[Use your jurisdiction authorities and policies to customize this table]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Conservation Measure | Implementation Requirements | Possible Tasks | Pros | Cons |
| Conservation Measures | ?? | * Reduce or eliminate all non-essential government and commercial vehicle use. * Intensified speed limit enforcement by eliminating the use of warnings. | * Artificially reduces demand * Lower speeds increases fuel efficiency | May not be enough on their own. |
| Voluntary Fuel Conservation | Prior coordination with stakeholder agencies and local emergency management to ensure consistent messaging | * Recommend fuel saving tips (Reduce driving, consolidate trips, vehicle maintenance, etc.) * Recommend ride share programs and alternate fuel vehicles (AFVs) * Encourage use of flexible work hours for short and long term demand reduction * Encourage setting thermostats higher in summer and lower in winter to reduce fuel used. * Encourage voluntary Minimum Purchase Plan | Does not depend on the status of emergency declaration | May not change behavior or decrease fuel demand. |
| Expansion of Public Transit Services | ?? | * Assist local agencies in temporarily expanding new transit service, reducing transit fare and instituting or expanding free transit fare zones. * Encourage commuters who live within bicycling distance of their places of employment to use their bicycles. For this program to be successful, local governments and employers may need to provide more bicycle racks or secured parking areas for employees. * Temporary bicycle lanes may be created to encourage cycling | Increases public options and accessibility | May be logistically challenging. |

### Implementing Mandatory Fuel Conservation Measures

[Describe how the jurisdiction will handle implementation of state-ordered conservation measures]

## 3.8 Recovery

Actions addressing recovery should align with the Washington Restoration Framework (WRF), specifically the Infrastructure Systems Recovery Support Function (RSF) and will be conducted in coordination with the Emergency Management Division (EMD) and EEMO.

Actions to take might include:

* Provide timely informational updates and status reports on the fuel industry’s recovery efforts by:
  + Providing situational reports to RSF Coordinating Agencies and stakeholders.
  + Providing briefings to the [mayor/executive team/ etc.]
  + Conduct public information and outreach efforts to maintain public awareness of [jurisdiction] efforts regarding fuel planning, recovery activity, and other relevant information.
* Terminate fuel recovery activities as appropriate.
* Terminate fuel conservation measures as appropriate.
* Conduct an After Action Review and Improvement Plan process in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) principles. Submit After Action feedback to the Energy Emergency Management Office (EEMO) at [wa.energyem@commerce.wa.gov](mailto:wa.energyem@commerce.wa.gov).

# 4. Plan Maintenance

[Jurisdiction] is responsible for development, coordination, maintenance, and exercise of this plan. This plan will be reviewed every five years by all who have assigned roles and/or responsibilities and submitted to the Washington State Energy Emergency Management Office (EEMO) for review and approval.

Copies of the current [Jurisdiction] Emergency Fuel Plan will be available [on the Jurisdiction website etc.]; in the [Jurisdiction] EOC; and distributed to participating agencies/organizations. The EEMO will also maintain a copy.

Departments, agencies, voluntary organizations, and individuals assigned responsibilities in this plan are responsible for developing implementation procedures and for training personnel to carry out those responsibilities.

# 5. Definitions

**Critical Infrastructure:** The assets, systems, and networks that provide essential services to maintain the community’s safety, security, health, and economy.

**Critical Resources:** Resources required for an incident which cannot be obtained within the requested reporting time or which are in scarce supply (e.g., fuel).

**Energy Emergency:**  A situation in which the unavailability or disruption of the supply of energy poses a clear and foreseeable danger to public health, safety, and general welfare. The Governor has the ability to declare an Energy Emergency.

**Energy Supply Alert:** a situation which threatens to disrupt or diminish the supply of energy to the extent that the public health, safety, and general welfare may be jeopardized. The Governor has the ability to declare an Energy Supply Alert.

**Essential Services:** Public and private sector functions that provide fundamental safety, health, and welfare services to the public (e.g., electrical power grid operation; law enforcement emergency response; fire and EMS response; medical transport; hospital operations; debris removal; water and wastewater treatment services; food and water distribution).

**Fuel:** Liquid petroleum products such as gasoline, diesel, jet fuel, and avgas, but not including liquefied natural gas (LNG) or liquefied petroleum gases (e.g., propane, butane, etc.).

**Fuel Inventory:** The estimated quantity of gasoline and diesel fuel in storage in Washington County during an emergency involving a major or catastrophic fuel shortage or disruption.

**Fuel Points of Distribution (FPODs):** Sites designated by the County where emergency fuel supplies will be delivered based on: countywide needs; route availability; secure access; availability of backup power; and other incident-specific infrastructure factors. Specific locations are coordinated with the Washington State Department of Commerce each time a Fuel Request is approved and corresponding fuel delivery scheduled. (See Tab 2 for a list of pre-identified FPODs.)

**Fuel Request Form:** An emergency fuel request form developed by the Washington State Department of Commerce that is used by the Local Jurisdictions to request state assistance in acquiring additional fuel during a major or catastrophic fuel shortage or disruption. County fuel requests are sent to the state EOC for Washington State Department of Commerce processing.

**Major or Catastrophic Fuel Supply Disruption:** A serious or devastating fuel supply disruption resulting in more than a 15% reduction in fuel supply, with significant impact lasting for weeks to many months. Limited fuel supplies combined with other hazard impacts may halt fuel deliveries to the region and County. Emergency fuel management actions by the County will be required to ensure essential response and critical infrastructure operations continue.

**Minor Fuel Supply Disruption:** A localized fuel supply chain disruption such as tank farm incident or transport difficulties, with limited duration and impact.

**Multi-Agency Coordination (MAC) Group:** A group of administrators or executives, or their appointed representatives, from multiple jurisdictions/agencies within the county, who are authorized to commit agency resources/funds and to develop and recommend policy. The MAC Group coordinates decision-making, prioritizes incidents, and allocates critical resources.

**Response:** Actions taken during and immediately after an incident or event which are intended to reduce injuries and loss of life, stabilize the situation, and protect property and the environment.

**Restoration:** Short-term actions taken to restore critical systems and essential services to minimum operating levels.

# Appendices

## Appendix A – Fuel Request Form

Use the Washington State Fuel Request Form found in the next two pages to request emergency fuels from the state. Please notify the Energy Emergency Management Office at the Department of Commerce of your intent to submit a fuel request form at wa.energyem@commerce.wa.gov. Submit the form to the Washington State Emergency Operation’s Center (EOC) Logistics Section through WebEOC, Resource Request procedures.



## WA Fuel Request Form

Please complete all sections to ensure timely processing of fuel requests.

STATE FUEL ACTION PLAN

**1. Date (mm/dd/yyyy):**

**2. Time (2400 format):**

**3. Is this an initial request or update?**

Initial

Update

**4. Requester Name (First/Last):**

**5. Requester Title:**

**6. Requester Contact Information:**  
Email:

Work #:

Mobile/Duty #:

Other:

Requestor Information

**7. Name of Requesting Agency (if an ESF, please include ESF #):**

**8. Type of Requesting Agency:**

ESF Primary State Agency

County Emergency Management Agency

Federally Recognized Tribal Government

Other (specify)

**10. Please provide a brief justification for the fuel request:**

**9. Priority Determination (Select Mission Essential Function(s) this fuel request supports by checking all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
| Emergency Response & Lifeline Critical Infrastructure: | Critical Infrastructure, Facilities & Essential Services: | Community Functionality/Hardship: | Other Mission Essential Functions (Please Specify): |
| Operational Coordination  Public Information & Warning  Critical Transportation  Fire Management & Suppression  On-Scene Security Protection & Law Enforcement  Operational Communications  Public Health, Healthcare, & EMS | Infrastructure Systems  Environmental Response, Health & Safety  Logistics & Supply Chain Management  Public Health, Healthcare, & EMS | Community Resilience  Health and Social Services |  |

Fuel Request

**11. Fuel Type & Quantity (Indicate which fuel(s) are requested, and the amount in gallons needed)**

|  |  |  |  |
| --- | --- | --- | --- |
| Unleaded Gasoline | gallons | Aviation Gas | gallons |
| Diesel | gallons | Jet Fuel | gallons |
| Jet Fuel | gallons | Other: | gallons |

**12. Site Storage Capacity in gallons (if no storage, use “0” gallons):**

|  |  |  |  |
| --- | --- | --- | --- |
| Unleaded Gasoline | gallons | Aviation Gas | gallons |
| Diesel | gallons | Jet Fuel | gallons |
| Jet Fuel | gallons | Other: | gallons |

**13. Current Fuel Burn Rates (if not using fuel type, use “0” gallons):**

|  |  |  |  |
| --- | --- | --- | --- |
| Unleaded Gasoline | gallons | Aviation Gas | gallons |
| Diesel | gallons | Jet Fuel | gallons |
| Jet Fuel | gallons | Other: | gallons |

Delivery Details\*

**14. Delivery Site Address:**

**15. Site Contact (First/Last):**

**16. Point Person Title:**

**17. Contact Information:**  
Email:

Work #:

Mobile/Duty #:

**21. Delivery Methods (indicate all accessible methods):**

Fixed Wing (Airplane)

Rotary Wing (Helicopter)

Road

Rail

Waterway

Pipeline

**18. Typical Fuel Vendor Name:**

**19. Vendor Point Person:**

**20. Contact Information:**  
Email:

Work #:

Mobile/Duty #:

**23. Site Access Restrictions (indicate all applicable):**

Perimeter Fencing

Security

Incident-related damages (if yes, please include a damage assessment with request).

Other

**22. Backup Power Capabilities:**

Onsite Generator

Onsite connection for hook-up generator

None

If none, is there a manual pump onsite?

Yes No

**24. Notes (Please provide any additional information regarding fuel, the delivery process, etc.):**

\* Note for local jurisdictions: If your fuel request requires distribution amongst several delivery sites or Fuel Points of Distribution (FPODs), please duplicate the second page as necessary and provide additional context in the Notes section regarding amounts and location.

## Appendix B—[Optional Fuel Needs Assessment]

[Insert summary of Fuel Needs Assessment if desired. Be sure to reference this appendix under Section 2. Situation, Fuel Consumption sub-header]

## Appendix C—[Optional FPODS]

[Insert documentation of FPODs here]

## Appendix D—[optional Emergency Templates]

[Feel free to insert any communications templates, contact lists, request forms, or anything else useful to you here]