

# MAJOR POWER FAILURE CHECK LIST

## Emergency Management / Incident Commander

### Planning

- 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.
- 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.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.
- 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.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Procure or produce information pamphlets for distribution to the public with assistance from utilities. "What to do When the Lights Go Out".
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.

## Response

**Notation: 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.**

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- Establish communications with responding agencies.
- Through communications with responding agencies determine as quickly as possible:
  - General boundary of the effected area
  - The general extent of power or other utility disruption
  - Immediate needs of response forces or utilities
  - Estimated time of repair or duration of outage
  - Estimated population affected
- Evaluate overall county situation.
- Communicate with National Weather Service for forecast information for estimated duration of outage / failure. (Freezing temperatures, etc.)
- Establish communications with the State.
- Establish communications with and request a liaison from electric and gas utilities as appropriate.
- Establish ongoing reporting from the response forces and utilities.
- Establish incident command.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate effected areas using available response forces.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.

- Provide PIO with updated information.
  - Provide response forces with updated information, as appropriate.
  - Cause public information to be released, via the public information officer (PIO) as soon as practical.
  - If appropriate, establish a Joint Information Center (JIC) with the utility.
  - Issue action guidance as appropriate.
  - Establish 24/7 duty roster for the EOC and or command post.
  - Develop and post any required maps or diagrams.
  - Activate an events log.
  - Review and follow resource procurement procedure.
  - Inventory additional resources that may be used or called upon for use.
  - Activate formal resource request procedure and resource tracking.
  - Coordinate all resource requests being forwarded to the State.
  - Activate financial tracking plan coordinated by the Finance Officer.
  - Activate damage assessment and follow damage assessment procedure.
  - Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
  - Conduct a "second shift" or relieving shift briefing.
  - Discuss with and present to your relief, the incident action plan for the next 12 hours.
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## Recovery

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Gather information from utilities regarding potential for additional immediate or prolonged outages.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Assess citizen / community needs for individual assistance and/or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
  - Personnel that responded and the time involved in the response.
  - Time sheets or time logs.
  - Supplies used.
  - Contracts issued.
  - Purchase orders issued.
  - Any other expenditures.
  - Damages to public buildings, equipment, utilities, etc.
  - Loss of life of any public servant.
  - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
  - FEMA
  - State
  - Local elected officials
  - County/City /Town Managers
  - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.

- Establish donated goods management based on policy and procedure.
- 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.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.