

# Guidance on Updating State Energy Emergency Plans

Whether writing a new plan or updating an existing one, any energy emergency (energy assurance) planning effort starts with the identification and formation of a “planning team” which should include all relevant agencies and individuals who have roles or responsibilities outlined in the plan. In addition, any planning effort should also include relevant public and private stakeholders as well as multi-state or regional partners who will be affected or have a role under the plan. These stakeholders should be included from either the beginning of the process (particularly if an entirely new approach is needed) or once a draft plan has been developed. This is especially true for energy suppliers who may require local, state, or federal government assistance during a disaster or energy emergency.

Figure 1. Steps in the Energy Assurance Planning Process



Once an update has been finalized it should be reviewed and approved by senior level management and executive office leadership. Staff training and regular exercising of the plan is key to assessing the effectiveness of a plan and assuring preparedness. In addition, existing energy emergency plans should be reviewed and updated every 2 to 3 years or following any significant reorganization (e.g., staff turnover, lead agency change, or gubernatorial elections) which results in a change in roles and

responsibilities as described within the existing plan. Ideally, the plan should include a review schedule as well as a record of previous updates.

Updates to existing state energy emergency plans need to be scaled to the level of available resources. In some instances, the necessary resources may not be available to perform a more thorough update. Recognizing that some states will need to scale efforts to fit the available resources the following outlines three update approaches (from minimal to extensive) which can be further adapted by states to meet their needs:

### Minimal Update

- a. Assign a review team to review existing plan and determine if there are any program or policy updates/changes which affect the plan.
- b. Ensure relevant agencies (and individuals) are still correct. If not, perform a search and make replacements within the document as needed.
- c. Update laws or policies that may have changed which affect the plan.
- d. Review points of contacts (if included in plan) to remove individuals who have either been reassigned, retired, or have resigned and add new individuals as needed.
- e. Review the state's energy emergency assurance coordinators contacts list within DOE's ISERNET to remove individuals who have either been reassigned, retired, or have resigned and add new individuals as needed.<sup>1</sup>
- f. Identify planning elements which should be revised, added, or expanded as priorities for future updates to the plan.

### Medium Update

(Undertake all actions listed under minimal update plus):

- a. Form a team to specifically identify significant gaps in the plan which should be addressed and/or existing planning elements which should be refined and expanded (e.g., cybersecurity plan; petroleum contingencies and/or set-aside plan; public information program, etc.)
- b. Address significant gaps in a limited number of high priority areas. States should consider referring to the *State Energy Assurance Planning Framework* to determine if there are any missing elements or details.
- c. Provide further contingency planning details (e.g., draft executive orders, samples of previous issued orders, and implementation steps).
- d. Engage energy sector stakeholders in review of the draft plan.

## Extensive Update

(Undertake all actions listed under minimal and medium updates plus):

- a. Direct planning team to review all existing plans to determine whether the update should consist of an extensive rewrite or complete overhaul of the planning approach to amalgamate and streamline plans to ensure consistency and achieve more rapid and efficient implementation. This includes looking at local and federal plans and how existing energy sector response plans interface with the state's plan.
- b. Engage relevant stakeholders at the beginning of the process to assist in identifying significant gaps and planning elements which should be included in the new plan.
- c. Develop profiles describing critical energy infrastructures and how they fit within the energy supply chain and assess potential risks by examining consequences (human and economic), threats, and vulnerabilities and why it is critical.
- d. Conduct a state-led tabletop exercise with all key stakeholder to test the plan and revise as needed.

In addition, states can review other state plans which have been made available on DOE's ISERnet which could be useful in addressing gaps and forging better regional and/or multi-state coordination. Available on DOE's ISERnet is a "*Reference Guide to State Energy Assurance Plans*" which provides information on better developed topical areas under various state plans (e.g., energy system descriptions; assessment tracking tools and geographic information systems; petroleum emergency response plans; and cybersecurity).

### Linkages to Other Planning Activities

It should be recognized that energy emergency plans are not the only planning activities that may address energy security. Many states develop strategic or comprehensive state energy plans which set forth the programs, policies, and initiatives designed to meet various objectives (e.g., energy cost savings, jobs creation and economic development, and environmental benefits). Resiliency is an attribute which should be considered in the development of these plans and contributes to the planning objectives associated with the need to protect and enhance the resiliency of state's energy infrastructure. For further information see NASEO's [Guide to Develop a Comprehensive State Energy Plan](#).

### Available resources

NASEO resources are available on the NASEO website. In addition, NASEO staff is available to provide technical assistance to states. For more information, please contact Jeff Pillon ([jpillon@naseo.org](mailto:jpillon@naseo.org)) or Shemika Spencer ([sspencer@naseo.org](mailto:sspencer@naseo.org)).