

# V

## **Functional Annex – Emergency Fuel Management**

Approved (January 20, 2021)

This page left blank intentionally

# Table of Contents

- 1. Purpose ..... 3**
- 2. Situation and Assumptions..... 3**
  - 2.1 Situation ..... 3
  - 2.2 Assumptions..... 7
- 3. Concept of Operations ..... 8**
  - 3.1 Definitions/Acronyms ..... 8
  - 3.2 General ..... 10
  - 3.3 Response Operations ..... 12
    - 3.3.1 Minor Fuel Supply Disruption ..... 12
    - 3.3.2 Major Fuel Supply Disruption ..... 12
    - 3.3.3 Catastrophic Fuel Supply Disruption ..... 15
  - 3.4 Emergency Fuel Management System ..... 18
    - 3.4.1 Fuel Advisory Committee ..... 18
    - 3.4.2 Emergency Fuel Reserve Memorandum of Agreement ..... 19
    - 3.4.3 Emergency Fuel Reserve ..... 19
    - 3.4.4 Fuel Dispatch Center (operated by County fuel contractor)..... 19
    - 3.4.5 Fuel Points of Distribution..... 20
    - 3.4.6 Multi-Agency Coordination (MAC) Group..... 20
  - 3.5 Fuel Allocation Priorities ..... 21
- 4. Organization and Assignment of Responsibilities ..... 22**
  - 4.1 Task Assignments..... 22
    - 4.1.1 Board of County Commissioners..... 22
    - 4.1.2 Washington County MAC Group ..... 22
    - 4.1.3 Washington County Emergency Management ..... 23
    - 4.1.4 Washington County Emergency Operations Center (EOC)..... 23
    - 4.1.5 Washington County Support Services Department Operations Center..... 24
    - 4.1.6 Washington County Department of Land Use and Transportation ..... 25
    - 4.1.7 All Washington County Departments..... 25
    - 4.1.8 Cities/Districts/Other Community Partners..... 25
    - 4.1.9 Fuel Advisory Committee ..... 25
    - 4.1.10 Fuel Dispatch Center (County fuel contractor) ..... 26
- 5. Direction and Control ..... 27**
- 6. Administration and Support..... 27**
- 7. Annex Development and Maintenance..... 27**
- 8. References ..... 27**
  - 8.1 FEMA/Department of Homeland Security ..... 27
  - 8.2 Oregon ..... 28

8.3 Washington County ..... 28  
8.4 Private Sector..... 28

**9. Tabs ..... 288**

- Tab 1 – Emergency Fuel Reserve Memorandum of Agreement (MOA)
- Tab 2 – Emergency Fuel Management System
- Tab 3 – Projected Emergency Fuel Consumption
- Tab 4 – Critical Facilities Back-up Power Capabilities
- Tab 5 – Fuel Points of Distribution
- Tab 6 – Fuel Tax Licensees in Washington County
- Tab 7 – Gasoline Inventory/Storage Data
- Tab 8 – Diesel Inventory/Storage Data
- Tab 9 – Jet Fuel/Avgas Inventory/Storage Data
- Tab 10 – ODOE Fuel Request Form
- Tab 11 – Public Information Templates
- Tab 12 – Regulatory Waivers
- Tab 13 – Fuel Inventory Survey Form
- Tab 14 – Incident Action Checklist

## 1. Purpose

The purpose of this annex is to outline a countywide concept of operations and identify roles and responsibilities for managing fuel during an incident or event where fuel supply is curtailed or disrupted and establish policies and procedures to minimize the impact of fuel shortages on the county's emergency response capabilities and the operation of critical infrastructure.

## 2. Situation and Assumptions

### 2.1 Situation

Washington 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. National or international fuel crises, protracted severe winter storms, widespread and protracted power outages, and major earthquakes can significantly affect fuel supply, transportation, and/or dispensing, as well as increase demand for some critical uses.

The fuel supply chain for Washington County consists primarily of a single pipeline transporting petroleum products from refineries in the Puget Sound area to Portland terminals/tank farms. Fuel supplies are then transported from Portland to the county by truck for storage/distribution. Delivery of fuel to end-users in the county is dependent upon the pipeline, power for pumping, metering, and dispensing, a fleet of bulk fuel transportation vehicles, and a functioning surface transportation system.

Fuels supplies in Washington County:

- Bulk fuel supplies are largely in the hands of commercial entities such as Bretthauer Oil in Hillsboro, which provides bulk fuel transport, storage, and mobile refueling, and also operates several cardlock fuel stations; Tyree Oil, which maintains a small fuel tank farm in Cornelius; and Ag West, which operates a small tank farm and dispensing facility in Hillsboro and caters to agricultural customers.
- In addition to a number of cardlock fuel stations operated by Bretthauer, PetroCard, Tarr, Carson, and Sheldon Oil, there are approximately 80 commercial fuel stations in the county. Many of those stations operate as franchise operations of large multi-national oil companies. A typical fuel station has three or four tanks of about 10,000 gallons each with diesel, unleaded regular, and unleaded super gasoline. A few stations also provide dyed diesel, which is available only for off road uses such as agriculture and construction.
- Many of the county's public agencies operate fleet fueling facilities with diesel and/or gasoline storage. However, many others rely on commercial cardlock fuel facilities as their primary suppliers.

- Several commercial organizations, including trucking, bus and vehicle rental, wood products, food processing, and agricultural companies, also operate fleet fueling facilities with onsite bulk diesel and/or gasoline storage.
- Aviation fuel is only available in bulk quantities at the Port of Portland’s Hillsboro Airport. Avgas and jet fuel are delivered to the site by tank truck.
- Very few of the cardlock, commercial, and public fueling facilities have backup generators to operate their pumps, dispensing devices, and card readers in the event of a power failure.

#### Fuel consumption:

- A 2014 survey of local governments in the county identified fleet fuel consumption during normal operations (See Tab 3). This data does not include consumption by private utility providers, hospitals, and other organizations operating critical infrastructure or providing other essential community services. In addition, this data does not include consumption by state and federal agencies with emergency response roles that are based and/or operate in the county.
- Fuel consumption by public agencies during emergency operations will vary based on the type of incident and its impacts but can be expected to range from 1.5 – 2.5 times the amount used during normal operations.
- In addition to fleet fuel consumption, much of the county’s critical infrastructure relies on diesel-fired backup generators. Fuel consumption/ demands will grow significantly during an incident involving widespread and protracted power failure.

Washington County contracts with Bretthauer Oil Company to provide its fleet fueling services. Bretthauer has extensive fuel storage, dispensing, and transportation capabilities, including its primary storage and dispensing facility adjacent to the County’s main campus in Hillsboro. By contract, Bretthauer serves as the county Fuel Dispatch Center (as defined in Section 3.1) when activated in accordance with this plan for significant fuel supply disruptions.

The Oregon Fuel Action Plan (October 2017) identifies the state’s authority to manage fuel in an emergency and specifies the organizational structure, process, and procedures it will utilize to exercise that authority. The plan addresses both a catastrophic loss of fuel supply as well as a reduction of supply. It describes nine priority missions (i.e., actions) the state, acting through the Oregon Department of Energy (ODOE), will implement as needed for the scenario. Those actions include:

- Conducting and compiling damage assessments;
- Identifying fuel needs and priorities;
- Seeking outside (i.e., federal) assistance in obtaining fuel;
- Implementing fuel conservation measures;

- Obtaining regulatory waivers;
- Allocating fuel to priority users; and
- Communicating with fuel stakeholders and the public.

The plan recognizes that a catastrophic loss of fuel supply will likely result in significant delays in fuel movement into the area through other mechanisms. Surface transportation (highway and rail) are likely to be severely damaged, maritime routes obstructed, and aviation options significantly reduced. Until fuel supply can be restored, federal and state agencies, local and tribal governments, and private sector critical infrastructure operators will need to use fuel from available sources to support lifesaving and critical infrastructure restoration activities.

Implementation of the state’s plan requires ODOE to work closely with the Emergency Support Function (ESF) primary state agencies, federally-recognized tribes, county emergency management agencies, and the petroleum industry. Specific tasking for county emergency management agencies includes knowing the sources of fuel in the county, having a plan to access and manage that fuel in a catastrophic scenario, identifying and restoring priority routes for the delivery of emergency fuel, and operating Fuel Points of Distribution (FPODs) to receive emergency fuel deliveries and dispense it to emergency response and critical infrastructure agencies/organizations.

The Oregon Fuel Action Plan does not specify how fuel will be allocated and distributed to federal and state agencies based in and/or operating in the counties nor does it address how fuel should be allocated and distributed to regional governments and private sector critical infrastructure operators that operate in multiple counties. Until a statewide process is adopted to address these gaps, the County will need to work closely with ODOE, the Oregon Office of Emergency Management (OEM), and the involved regional governments, federal and state agencies, and private sector organizations during a response to ensure their critical fuel needs are recognized and factored into state and county fuel allocations.

There are currently no federal plans for fuel resupply of the Pacific Northwest in the event of a catastrophic earthquake where fuel supply and storage and the ground transportation infrastructure are seriously, if not totally, compromised. Federal capabilities exist (e.g., military) to provide fuel by ground, air, and sea, but those capabilities have not, as yet, been woven into a unified plan.

Government authorities to manage fuel during emergencies are found in state law and County and city ordinances and codes.

- Oregon Revised Statute (ORS) 401.309 gives Washington County authority to declare by ordinance or resolution that a state of emergency exists within the county. It further states that the County may establish procedures to prepare for and carry out any activity to prevent, minimize, respond to, or recover from an emergency. A County emergency declaration in a fuel shortage situation can serve several purposes:

- Centralize control of County resources participating in response to the fuel shortage incident.
  - Communicate to the public the current and potential impact of the fuel shortage.
  - Implement emergency measures needed to effectively manage the fuel shortage.
- ORS 401.309 also gives every city in Oregon the authority to declare an emergency and implement emergency measures. Most of the cities in the county have adopted ordinances outlining their declaration processes.
- Washington County Code Chapter 8.36 is the County’s state of emergency ordinance. It outlines the reasons and process for declaring an emergency and specifies the actions the County can take to minimize or mitigate the effects of the emergency.
- ORS 810.010 establishes the Washington County Board of Commissioners (BOC) as the road authority for all County roads outside city limits and ORS 810.030 allows the road authority to impose restrictions, including weight, height, length, and vehicle type, on the use of those roads to protect the interest and safety of the general public. The Board of Commissioners, acting through the Department of Land Use and Transportation, has imposed weight, length, and/or height restrictions on several County roads and designated many others as “No Through Truck Routes.” These restrictions are shown on the County’s Motor Carrier Reference Map available on the County roads website. Waiving these restrictions to facilitate the emergency movement of fuel requires Board of Commissioners action.
- ORS 176.785 gives the Governor authority to declare an energy emergency in the state. It further indicates that the Governor may:
- Order involuntary curtailments, adjustments, or allocations in the supply and consumption of energy resources applicable to all suppliers and consumers;
  - Modify transportation routes and schedules as necessary to conserve energy resources to the extent permissible under federal law and regulations;
  - Specify the times and manner in which energy resources are supplied or consumed; and
  - Prescribe and direct activities promoting the conservation, prevention of waste, and salvage of energy resources.
- ORS 401 gives the Governor authority to declare that a state of emergency exists in the state. During a state of emergency, the Governor has complete authority over all executive agencies of state government and the right to exercise, within the area designated in the proclamation, all police powers vested in the state by the Oregon Constitution. Among other things, the Governor has the authority to:
- Suspend provisions of any order or rule of any state agency.



- Direct any agencies in the state government to utilize and employ state personnel, equipment, and facilities for the performance of any activities designed to prevent or alleviate actual or threatened damage due to the emergency.
  - Assume complete control of all emergency operations in the area specified in a proclamation of a state of emergency and direct all rescue and salvage work and do all things deemed advisable and necessary to alleviate the immediate conditions.
  - Control, restrict, and regulate by rationing, freezing, use of quotas, prohibitions on shipments, price fixing, allocation or other means, the use, sale, or distribution of food, feed, fuel, clothing, and other commodities, materials, goods and services.
  - Prescribe and direct activities in connection with use, conservation, salvage, and prevention of waste of materials, services, and facilities.
- County and city authority to implement emergency fuel measures may be limited if the Governor declares an energy emergency that includes Washington County.

Emergency response organizations and communications, utility, and other infrastructure owners/operators will need access to fuel during a major emergency to assess impacts, respond to public needs, and repair/restore critical facilities/systems. As a consequence, multiple jurisdictions, agencies, and infrastructure owners/operators will need to collaborate and cooperate extensively in order to maintain effective response capabilities and critical infrastructure operations during fuel shortages.

The Washington County Emergency Management Cooperative (EMC) and the county's Multi-Agency Coordination System (MACS) provide a framework and process for local governments and private sector fuel system stakeholders to jointly plan, coordinate, and implement a cohesive response to fuel shortages. The system's MAC Group provides a specific forum and process for local governments and other fuel stakeholders to prioritize incident activities and allocate scarce fuel resources.

The County currently does not have a program to establish and maintain a countywide inventory of fuel supplies or to monitor critical consumption rates.

## 2.2 Assumptions

A Cascadia earthquake or protracted severe winter storm will have widespread impact on the region without regard to jurisdictional boundaries. Either event will significantly disrupt the fuel supply chain serving Washington County, potentially jeopardizing emergency response capabilities and critical infrastructure operations.

In a Major or Catastrophic Fuel Supply Disruption (as defined in Section 3.1), the amount of fuel available to support emergency response operations and critical infrastructure functions will be inadequate, requiring the prioritization of fuel allocations.

During a Catastrophic Fuel Supply Disruption caused by a major or catastrophic earthquake:

- Large portions of the transportation infrastructure are likely to be damaged or destroyed, precluding their use for the transportation of fuel and leaving the only fuel available to that contained in vehicles and storage tanks within the county at the time of the event.
- Surface transportation damages (bridge failures specifically) in counties adjacent to Washington County may isolate some cities, portions of cities, and other organizations from their supporting counties and require them to turn to Washington County for fuel and other logistics support.
- Rail systems in the region will suffer a significant reduction in or complete loss of operational capacity precluding their use for fuel resupply.
- The Hillsboro Airport will sustain light to moderate damage affecting runways, lighting, terminal facilities, control towers, cargo handling facilities, and access roads making it accessible only to small fixed-wing and rotary aircraft and limiting its use for fuel resupply until temporary repairs can be made.
- Electrical power and related communications outages will limit the ability to pump fuel from underground tanks and to utilize cardlock and other fuel metering systems.
- Due to widespread power outages, the use of emergency generators, which require fuel to operate, will place further demands on fuel supply.
- It will take 3-6 weeks for the state or FEMA to arrange for and initially deliver limited quantities of emergency fuel to the county.
- The state will provide guidance to the County on how the distribution of fuel to regional, state, and federal agencies and other organizations operating in and across multiple counties will be allocated and managed.

### 3. Concept of Operations

#### 3.1 Definitions/Acronyms

- **Catastrophic Fuel Supply Disruption:** A devastating disruption of the fuel supply chain that brings a halt to fuel deliveries in the county. Limited fuel supplies combined with other hazard impacts will require emergency fuel management actions by the County and its partners to ensure emergency response and critical infrastructure capabilities are maintained.
- **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).

- **Emergency Fuel Management System:** A system established by this plan which provides a framework and process for establishing, controlling, allocating, and monitoring that portion of the fuel stored in the county designated as an Emergency Fuel Reserve during a Major or Catastrophic Fuel Supply Disruption. The system also provides a process for managing fuel provided by the state or federal agencies. It is administered through a public-private partnership of fuel providers and users to minimize the impact of fuel shortages on emergency response and critical infrastructure activities. Operation of the system is described in the Concept of Operations, Paragraph 3.4.
- **Emergency Fuel Reserve:** The types and quantities of fuel designated by the Washington County Board of Commissioners (BOC) in an emergency declaration to be controlled and allocated under the Emergency Fuel Management System. The declaration will identify the specific type(s) and amount(s) of fuel reserve and establish compensation rates.
- **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 emergency medical services (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 Advisory Committee (FAC):** A committee comprised of local government representatives and key county fuel suppliers and stakeholders. The FAC's role is to advise county decision-makers on actions to minimize the impact of a fuel shortage on emergency response and critical infrastructure activities.
- **Fuel Dispatch Center:** A facility operated by the County's contract fuel provider, which is the focal point for creating, monitoring, controlling, tracking, and distributing the Emergency Fuel Reserves. The Center establishes, maintains, and distributes fuel reserves and manages fuel received from state and federal sources based on direction from the Washington County Emergency Operations Center (EOC).
- **Fuel Inventory:** The estimated quantity of gasoline and diesel fuel in storage in Washington County during an emergency involving a Major or Catastrophic Fuel Supply Disruption.
- **Fuel Points of Distribution (FPOD):** Sites designated by the County where emergency fuel supplies provided by the state or by federal agencies will be delivered and emergency fuel reserves maintained based on: countywide needs; route availability; secure access; availability of backup power; and

other incident-specific infrastructure factors. Specific locations for state and federal fuel deliveries are identified by the County EOC and coordinated with the State Emergency Coordination Center (ECC) and ODOE each time a fuel request is approved and corresponding fuel delivery scheduled. (See Tab 5 for a list of pre-identified FPODs.)

- **Fuel Request Form:** An emergency fuel request form developed by the Oregon Department of Energy (ODOE) and used by the County EOC to request state assistance in acquiring additional fuel during a Major or Catastrophic Fuel Supply Disruption. County fuel requests are sent to the State ECC for ODOE processing.
- **Major Fuel Supply Disruption:** A serious fuel supply disruption resulting in more than a 15% reduction in supply. The impact on the county and the county's response to the problem will depend on the nature and duration of the disruption.
- **Minor Fuel Supply Disruption:** A localized supply chain disruption such as a 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.
- **ODOE:** Oregon Department of Energy.
- **Optimum Fuel Quantity Level:** The best fuel storage level that can be achieved or maintained under the circumstances.
- **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.

### 3.2 General

Washington County's response to a fuel shortage must take into consideration a number of factors:

- The underlying cause of the fuel supply disruption (e.g., earthquake, flood, severe winter storm conditions, etc.) and associated hazards.
- Corresponding impacts on other critical infrastructure components (e.g., fuel storage and dispensing facilities and access; fuel tanker availability; transportation route conditions; and electrical power grid operations).

- The scope, severity, and anticipated duration of the disruption to the fuel supply chain.

Based on situation-specific analysis, the County (Emergency Management or the EOC, if activated) will work with the cities, districts, critical infrastructure owners/operators, and private sector fuel partners to selectively implement response actions appropriate to the fuel shortage situation. Response actions may include the following:

- Identify disruptions in the capability of local distributors and retailers to receive, store, distribute, and dispense fuel.
- Develop and maintain situational awareness concerning the demand for fuel, fuel inventory levels, and fuel supply restoration activities.
- Identify critical facilities and emergency response agencies whose Essential Services missions are adversely affected by the loss of fuel.
- Declare an emergency and establish an Emergency Fuel Reserve if fuel shortages jeopardize emergency response and/or critical infrastructure operations within the county.
- Implement and coordinate an Emergency Fuel Management System to allocate and distribute available fuel (e.g., reserves, state, and federal) to priority emergency response and critical infrastructure providers.
- Implement and coordinate a system to fuel and maintain generators providing power to critical facilities.
- 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 12 for a list of waivers).
- Identify and acquire resources required to support restoration of the fuel supply and distribution system within the county.
- Request fuel from the state along with resources needed to operate, support, and/or maintain the Emergency Fuel Management System.
- Identify interdependencies among fuel and other lifelines that may impact restoration priorities.
- Coordinate the sharing and dissemination of information regarding fuel supply restoration activities.
- Provide information to the public on conservation measures, service disruptions, fuel availability, rationing guidance, and restoration activities.

### 3.3 Response Operations

#### 3.3.1 Minor Fuel Supply Disruption

A Minor Fuel Supply Disruption may result from a tank farm mishap, blockage of transportation routes, or temporary difficulties encountered at a refinery or along a pipeline. The disruption will be of limited scope and short duration, with minor impact on day-to-day operations. Most components in the fuel supply chain will be operational and an emergency declaration is unlikely.

In response to a Minor Fuel Supply Disruption, the County will:

- Implement agency-level fuel conservation measures.
  - Suspend non-essential travel.
  - Consider delaying initiation of new/optional operations.
  - Consider keeping critical task-related equipment fully fueled, including mobile fueling vehicles.
- Advise the cities, districts, and critical infrastructure partners of the fuel supply disruption and actions the County is taking and recommend they implement similar measures.
- Recommend Optimum Fuel Quantity Levels be maintained in storage tanks.
- Develop and maintain situational awareness concerning the demand for fuel, fuel inventory levels, and fuel supply restoration activities.
- Update fuel inventory data noting any operational concerns and issues (See Tab 13, Fuel Inventory Survey Form).
- Forecast impact on Essential Services if the fuel shortage situation worsens.
- Consider convening the Fuel Advisory Committee.
- Coordinate actions and messaging with ODOE, the Oregon Office of Emergency Management (OEM), and local agency and other partners.
- Inform the public of the fuel situation.
  - Encourage citizens to voluntarily limit fuel consumption.
  - Provide website for additional information.
- Continue to monitor the situation.

#### 3.3.2 Major Fuel Supply Disruption

A Major Fuel Supply Disruption is characterized by a fuel supply reduction of 15% or more. The shortage may be caused by major damage to one or more fuel supply chain components, decreased refinery output, or other external factors. There will be noticeable impact on day-to-day public and private sector operations. The duration of a Major Fuel

Supply Disruption will be uncertain until incident-specific causes are identified and subsequently eliminated, equipment repaired, and/or systems restored.

The County EOC may be activated and all or parts of the Emergency Fuel Management System implemented to monitor the situation and prioritize, allocate, and deliver fuel to ensure continuation of Essential Services for the community. When the EOC is activated and the Emergency Fuel Management System implemented, the Fuel Advisory Committee will make recommendations to the County EOC on Optimum Fuel Quantity levels and on the most important functions to be performed. The EOC will pass those recommendations to the MAC Group who will then adopt Optimum Fuel Quantity Levels and prioritize functions for fuel allocation. The County EOC will, in turn, relay the Optimum Fuel Quantity Levels to the cities, districts, and other stakeholders and assign each participant (i.e., agency/ organization) in the identified functions a fuel allocation priority ranking that reflects the importance and scope of their tasks to the function. Fuel allocations will then be made by the EOC based on priority ranking and the amount of fuel available for distribution.

Emergency response activities and critical infrastructure operations (i.e., Essential Services) will receive the highest priority ranking in the allocation process and will include both public and private fuel users. In addition to fire/EMS, law enforcement, public works, ambulance services, and emergency communications, the following activities may also receive high priority ranking depending on the nature of the emergency: fuel transport and distribution; utility damage assessment and system restoration; emergency medical facilities; evacuation and mass care operations; commodity distribution; debris removal; security operations; etc.

Emergency response agencies and critical facility owners/operators will also be expected to reprioritize their routine fuel-consuming activities based on how long the activities can go interrupted without jeopardizing public safety and welfare. For example, work crew activities, code enforcement, survey activities by planning agencies, etc.

County and city emergency declarations will likely be required, and a Governor's emergency declaration may also be needed.

The County's Support Services Department Operations Center (SS DOC) may be activated to direct and coordinate the County's internal fuel management activities.

In response to a Major Fuel Supply Disruption, the County will:

- Implement agency-level fuel conservation measures.
  - Suspend non-essential services/functions.
  - Delay initiation of additional operations when possible.
  - Keep critical task-related equipment fully fueled, including mobile fueling vehicles.
- Advise the cities, districts, and critical infrastructure partners of the fuel supply disruption and actions the County is taking and recommend they implement similar measures.

- Recommend Optimum Fuel Quantity Levels be maintained in storage tanks.
- Consider activation of the County EOC and the SS DOC.
- Develop and maintain situational awareness concerning the demand for fuel, fuel inventory levels, and fuel supply restoration activities.
- Identify disruptions in the capability of local distributors and retailers to receive, store, distribute, and dispense fuel.
- Identify critical facilities and emergency response agencies whose Essential Services missions are adversely affected by the loss of fuel.
- Update fuel inventory information (See Tab 13).
- Consider implementation of all or parts of the Emergency Fuel Management System, including:
  - Activation of the Emergency Fuel Memorandum of Agreement and creation of the Emergency Fuel Reserve.
  - Convening the Fuel Advisory Committee to:
    - Assess/review the fuel shortage impact on Essential Services.
    - Recommend fuel management emergency measures to be included in the emergency declaration.
    - Recommend Optimum Fuel Quantity Levels.
    - Recommend Essential Service fuel priorities based on situation-specific task assignments.
    - Evaluate and make recommendations regarding the need for waivers of county, state, and federal regulations governing fuel acquisition, transfer, transport, and use.
  - Convening the MAC Group to:
    - Prioritize functional activities for fuel allocation.
    - Prioritize specific agencies/organizations for fuel allocation, if warranted.
    - Develop and recommend policies for countywide implementation.
    - Recommend and coordinate standard public messaging.
- Implement and coordinate a system to fuel and maintain generators providing power to critical facilities.
- Coordinate response actions and emergency declaration measures with the cities, special districts, private sector stakeholders, neighboring counties, ODOE, and OEM.
- Check with neighboring counties to determine if any communities in those counties have been isolated by surface transportation impacts and require fuel and other logistics support from Washington County.



- If warranted, receive/collate local agency/organization fuel requests and prepare county fuel requests and submit them to the State ECC using the ODOE Fuel Request Form.
- 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 12 for a list of waivers).
- Identify and acquire resources required to support restoration of the fuel supply and distribution system within the county.
- Coordinate messaging with local agency and organization partners, ODOE, and OEM.
- Inform the public of the fuel shortage situation and impact on essential services.
  - Emphasize the need to limit fuel consumption.
  - Expect state-mandated odd/even fuel allocation restrictions at retail service stations.
  - Provide a hotline and/or website for additional information.
- Continue to monitor the situation.

### **3.3.3 Catastrophic Fuel Supply Disruption**

A Catastrophic Fuel Supply Disruption may occur with little or no warning and have widespread impact on the county and beyond (e.g. a Cascadia subduction zone earthquake or a prolonged severe winter storm). Major components in the supply chain may be destroyed or seriously damaged or otherwise inoperable. Damage or other impacts to critical transportation infrastructure will bring fuel delivery to county distributors, retailers, and consumers to a standstill. Repair or restoration of damaged critical infrastructure may take weeks or months. In a Cascadia scenario, experts estimate it will take 6-18 months to restore fuel supply chain capabilities. Furthermore, emergency fuel resupply from external sources may take at least 3-6 weeks to arrive and be of limited quantity.

The County EOC and SS DOC will be activated and the BOC will declare an emergency and invoke measures needed to effectively manage the incident, including implementation of the Emergency Fuel Management System to establish fuel reserves and allocate and deliver available fuel to priority Essential Service providers.

The Governor will also declare an emergency and request federal assistance.

In response to a Catastrophic Fuel Supply Disruption, the County will:

- Activate the County EOC and SS DOC.
- Suspend agency-level non-essential services.

- Advise the cities, districts, and critical infrastructure partners of the fuel supply disruption and actions the County is taking and recommend they implement similar measures.
- Develop and maintain situational awareness concerning the demand for fuel, fuel inventory levels, and fuel supply restoration activities.
- Identify disruptions in the capability of local distributors and retailers to receive, store, distribute, and dispense fuel.
- Identify critical facilities and emergency response agencies whose Essential Services missions are adversely affected by the loss of fuel, to include:
  - 9-1-1 operations
  - Emergency communications
  - Situation assessment
  - Road/bridge and critical facility damage assessment
  - Fire/EMS incident response/SAR operations
  - Medical transport
  - Hospital emergency operations
  - Mass care and sheltering operations
  - Law enforcement emergency response and security operations
  - Debris removal
  - Electric power grid damage assessment and repair/restoration
  - Water and wastewater operations
- Update fuel inventory information (See Tab 13).
- Implement the Emergency Fuel Management System, including:
  - Activating the Emergency Fuel Reserve Memorandum of Agreement and designating the Emergency Fuel Reserve(s).
  - Activating the Fuel Dispatch Center and identifying and activating Fuel Points of Distribution (FPODs).
  - Convening the Fuel Advisory Committee to:
    - Assess/review fuel shortage impacts on Essential Services.
    - Recommend fuel management emergency measures to be included in the emergency declaration.
    - Recommend Essential Service fuel priorities based on situation-specific task assignments.
    - Evaluate and make recommendations regarding the need for waivers of county, state, and federal regulations governing fuel acquisition, transfer, transport, and use.
  - Convening the MAC Group to:

- Prioritize functional activities for fuel allocation.
  - Prioritize specific agencies/organizations for fuel allocation, if warranted.
  - Develop and recommend policies for countywide implementation.
  - Recommend and coordinate standard public messaging.
- Implement and coordinate a system to fuel and maintain generators providing power to critical facilities.
  - Coordinate response actions and emergency declaration measures with the cities, special districts, private sector stakeholders, neighboring counties, ODOE, and OEM.
  - Check with neighboring counties to determine if any communities in those counties have been isolated by surface transportation impacts and require fuel and other logistics support from Washington County.
  - Receive/collate local agency/organization fuel requests; prepare fuel requests noting FPOD locations and submit to the State ECC through the County EOC.
  - 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 12 for a list of waivers).
  - Identify and acquire resources required to support restoration of the fuel supply and distribution system within the county.
  - Coordinate messaging with local agency and organization partners, ODOE, and OEM.
  - Inform the public of the fuel situation, impacts, and expected/required actions:
    - Describe impact of the incident on fuel supplies and subsequent limitations on County and local agency/organization services.
    - Emphasize the need to avoid travel/limit fuel consumption.
    - Provide a hotline and/or website for additional information.
  - Continue to monitor the situation.

### **3.4 Emergency Fuel Management System**

When fuel supply disruptions jeopardize emergency response and critical infrastructure operations, the Washington County Board of Commissioners (BOC) may direct that an Emergency Fuel Reserve be established to ensure essential services can be provided. The BOC will normally use an emergency declaration to establish the reserve and specify the types and quantities of fuel to be set aside and the rate of compensation for reserve fuel providers. All or parts of the Emergency Fuel Management System will be activated whenever a fuel reserve is established.

The system provides a framework and process for establishing, controlling, allocating, and monitoring the Emergency Fuel Reserves and for managing fuel received from state and federal sources during a Major or Catastrophic Fuel Supply Disruption. The objective of the system is to minimize the impact of fuel shortages on emergency response and critical infrastructure activities. The system is administered through a public-private partnership of fuel providers and users. In addition to the County Emergency Operations Center, the key components of the system are identified and described below.

### **3.4.1 Fuel Advisory Committee**

- The Fuel Advisory Committee (FAC) is comprised of representatives of major fuel providers and consumers in Washington County:
  - County representative (co-chair)
  - County fuel contractor representative (co-chair)
  - Local government fleet representative
  - Fire service rep (EMS and medical transport)
  - Utilities representative (power, water, wastewater, communications)
  - Public transit representative (TriMet, non-profit)
  - Business representative
  - Health/Medical representative (hospital, urgent care, dialysis)
  - Highway/Road representative (County DLUT, city public works, etc.)
  - Airport representative (Port of Portland)
  - Social services representative (County, non-profit)
- Washington County Emergency Management will convene the FAC when the Emergency Fuel Management System is activated or conditions otherwise warrant.
- The FAC's primary role is to advise the County on actions to minimize the impact of a fuel shortage on emergency response and critical infrastructure operations. It may also recommend measures to be included in the County emergency declaration, the types and amounts of fuel to be included in the fuel reserve, and the pursuit of regulatory waivers to expedite and facilitate fuel distribution.

### **3.4.2 Emergency Fuel Reserve Memorandum of Agreement**

This is a pre-incident agreement between the County and local fuel providers to create and manage an Emergency Fuel Reserve during emergencies when the disruption of fuel supplies to the county has significant impact on the ability to conduct emergency response and critical infrastructure operations. A copy of the agreement is at Tab 1.

### **3.4.3 Emergency Fuel Reserve**

The Emergency Fuel Reserve includes the types and quantities of fuel designated by the BOC in its emergency declaration to be controlled and allocated under the Emergency

Fuel Management System. The emergency declaration will identify the specific type(s) and amount(s) of fuel reserve and establish compensation rates.

The reserve is created by the County fuel contractor in its capacity as the Fuel Dispatch Center with direction and assistance from the County EOC. Fuel will be acquired from providers signatory to the Emergency Fuel Memorandum of Agreement and other sources (e.g., agricultural users, trucking companies, etc.) and stored at Fuel Points of Distribution and other locations for allocation to emergency response and critical infrastructure operations consistent with direction from the Washington County MAC Group and County EOC.

#### **3.4.4 Fuel Dispatch Center (operated by County fuel contractor)**

When activated, the Fuel Dispatch Center:

- Determines the level of in-county fuel inventory at the time the Fuel Dispatch Center is activated and monitors changes as the situation evolves.
- Operates as the County’s focal point for creating, monitoring, maintaining, acquiring, controlling, and distributing Emergency Fuel Reserves and for managing fuel provided by the state and federal agencies.
- Recommends fuel (reserve, state, and federal) storage locations to the FAC and EOC.
- Recommends to the FAC and EOC the waiver of county, state, and/or federal regulations to facilitate/expedite emergency fuel management efforts.
- Develops a fuel reserve acquisition and distribution system based on the County’s priorities and direction and on infrastructure capabilities.
- Coordinates fuel distribution (reserve, state, and federal) using allocation priorities provided by the EOC.
- Provides periodic updates to the EOC as fuel reserve and other fuel supply levels change.
- Operates and maintains the county’s primary Fuel Point of Distribution (FPOD) and monitors the operational status of all other designated FPODs.
- Tracks and documents the receipt/acquisition, transfer, and dispensing of fuel that is part of the Emergency Fuel Reserve as well as that received from state and federal sources.

#### **3.4.5 Fuel Points of Distribution**

Fuel points of distribution (FPODs) are fueling sites designated by the County where emergency fuel supplies will be delivered for dispensing to emergency response and critical facility agencies and organizations. Fuel delivered to a site or sites may come from state or federal sources in response to a fuel request or from the fuel reserve established by the County.

A number of FPODs have been pre-identified (See Tab 5) based on: geographic distribution; storage capacities and diversity (i.e., gas and diesel); accessibility; security; availability of backup power; and other incident-specific infrastructure factors. When the Emergency Fuel Management System is activated in response to a damaging instantaneous incident, a rapid assessment of the pre-identified FPODs must be conducted to determine their structural and operational status. Procedures for conducting rapid post-earthquake damage assessments are detailed in the countywide Windshield Survey Procedures. Once viability of the pre-identified FPODs has been ascertained, the specific sites to be used to support response operations can be identified.

The primary site for the delivery of fuel provided by the state is the County's fuel supply contractor (currently Bretthauer Oil Company) in Hillsboro. However, the specific location for fuel delivery ordered from the state must be coordinated with the State ECC/ODOE each time a fuel request is approved and a corresponding fuel delivery scheduled.

FPOD operations and security at sites owned by public agencies are the responsibility of the owning agency. Operations and security at privately owned sites will be coordinated by the County in concert with the private owner. Requests for assistance with site operation and/or security will be coordinated by and through the County EOC.

#### **3.4.6 Multi-Agency Coordination (MAC) Group**

The Washington County MAC Group, which is comprised of administrators or executives or their appointed representatives from agencies that are part of the Emergency Management Cooperative (EMC) of Washington County, coordinates decision-making, prioritizes incidents, and allocates critical resources during incidents where multi-jurisdictional coordination and resource management are essential to effective incident management. The MAC Group members are authorized to commit agency resources/funds and develop and recommend policy.

When convened for emergency fuel management, the MAC Group performs several critical functions. It prioritizes emergency response and critical infrastructure activities for fuel allocation; prioritizes specific agencies/organizations for fuel allocation, if warranted; develops and recommends policies for countywide implementation; and recommends and coordinates standard public messaging. More broadly and most importantly, the MAC Group works to coordinate and synchronize countywide actions to provide the best incident outcomes.

### **3.5 Fuel Allocation Priorities**

Fuel allocation priority is determined by the functional capability needed to perform situation-specific emergency response tasking or critical infrastructure operations. Focusing on functional capability facilitates inclusion of community partners (mutual aid resources; hospitals; private sector businesses; special districts; NGOs; etc.) who are also performing emergency response and critical infrastructure operations.

The County pre-identifies the organizations/agencies that are likely to participate in emergency response tasks or critical infrastructure operations. Examples include: fuel transport and distribution; utility damage assessment and system restoration; fire

suppression; emergency medical services; evacuation, sheltering, and mass care operations; healthcare; emergency communications; commodity distribution; debris removal; security operations; etc.

When a fuel disruption drives creation of an Emergency Fuel Reserve and activation of the Emergency Fuel Management System, the MAC Group will prioritize the Essential Services most critical to the response and restoration efforts at the time. These priorities will be informed by Fuel Advisory Committee recommendations and will be used by the County EOC to allocate fuel to agencies and organizations providing those services. Under certain circumstances, the MAC Group may prioritize a specific agency or organization for fuel allocation. All fuel prioritization and allocation actions must also take into consideration the needs of resources deploying into the county to support emergency response and/or critical infrastructure activities (e.g., mutual aid resources, federal teams, etc.).

Functional priorities and any agency/organization-specific allocations will change over time as the situation and incident-specific needs evolve. Examples of functional activities that may be prioritized for fuel allocation include:

- **Debris Removal.** Participants would likely include public (DLUT, city public works, mutual aid partners) and private sector participants (heavy equipment operators, solid waste contractors, collection site operators). The priority ranking recommended by the Fuel Advisory Committee would be based on the situation-specific, relative importance of debris removal compared to other emergency response and infrastructure operations. The priority may vary as the incident evolves (e.g., lower once critical transportation routes are cleared or higher if a new landslide blocks a critical emergency route).
- **Evacuation, Sheltering, and Mass Care.** While circumstances may vary, potential participants include multiple agencies and organizations performing a wide variety of tasks, all of which are critical to successfully accomplishing evacuation, sheltering, and mass care. Examples include:
  - Law enforcement
  - Fire/EMS
  - Public information
  - Transportation (routes)
  - Environmental health
  - Public transport
  - Medical services
  - School districts/faith community/Red Cross

Some participants in these activities may have been previously involved in response tasks and already assigned a corresponding fuel priority. Other participants, such as public transport, schools, the faith community, and the Red Cross will likely need to be assigned the corresponding task ranking to enable access to emergency fuel resources. Once their mission-specific

assigned tasking is completed, participants will either revert to previous priority rankings or drop off the fuel allocation priority list.

## **4. Organization and Assignment of Responsibilities**

### **4.1 Task Assignments**

#### **4.1.1 Washington County Board of Commissioners**

- Approve a pre-incident Emergency Fuel Reserve Memorandum of Agreement.
- Provide policy-level guidance and decision-making during fuel shortage situations.
- Declare an emergency and establish the Emergency Fuel Reserve as needed to ensure emergency response and critical infrastructure services can be performed.
- Waive restrictions on the use of County roads as necessary to facilitate the emergency movement of fuel.

#### **4.1.2. Washington County MAC Group**

- Act on Fuel Advisory Committee (FAC) recommendations to designate a portion of the fuel stored in the county at the time of the emergency as a fuel reserve.
- Suggest Optimum Fuel Quantity Levels based on FAC recommendations.
- Establish emergency fuel allocation priorities based on Essential Service functions and, if the situation requires, on specific agency/organization needs.
- Develop and recommend the implementation of policies to enhance emergency fuel management.
- Coordinate the development and release of messaging intended to inform the public of the fuel situation and to describe expected public actions.

#### **4.1.3 Washington County Emergency Management**

- Monitor the fuel disruption situation.
- Coordinate emergency fuel issues with regional and state officials.
- Notify the County fuel contractor and other key stakeholders when activation of this plan, the County EOC, and the Emergency Fuel Management System is contemplated or necessary.
- Convene the Fuel Advisory Committee (when required or warranted).



#### 4.1.4 Washington County Emergency Operations Center (EOC)

- EOC Incident Commander
  - Guide and direct the county’s emergency fuel management efforts.
  - Activate the Fuel Dispatch Center.
  - Coordinate emergency fuel management actions with the FAC and MAC Group.
  - Submit FAC recommended Optimum Fuel Quantity Levels and fuel allocation priorities to the MAC Group for consideration.
  - Implement MAC Group allocation priorities for fuel distribution.
  - Share Optimum Fuel Quantity Levels adopted by the MAC Group with the cities, districts, and other stakeholders.
  - Request waivers of state and/or federal fuel management regulations in response to recommendations from the FAC.
  
- Operations Section
  - Monitor the fuel shortage situation as it applies to the County, cities, districts, and other emergency response and critical infrastructure agencies and organizations.
  - Coordinate with neighboring counties to identify portions of those counties that will require fuel and other logistics support from Washington County.
  - Identify current and anticipated fuel needs and submit them to the EOC Incident Commander and Logistics Section for inclusion in the fuel allocation and ordering processes.
  - Develop agency/organization-specific fuel allocations based on functional priorities established by the MAC Group and the amount of fuel available for allocation.
  - Work with owners of private FPODs to coordinate site operations and security; identify resource needs and submit site-specific resource requests to the Logistics Section.
  - Identify the need for waivers of county, state, and/or federal fuel management regulations and forward to the EOC Incident Commander and FAC for consideration.
  
- Planning Section
  - Track the status of in-county fuel supplies (reserve and state and federally provided) in close coordination with the EOC Operations and Logistics sections.
  
- Logistics Section
  - Work with the Fuel Dispatch Center to identify in-county fuel sources from which to create and maintain the fuel reserve.

- Monitor the status of in-county fuel supplies (reserve and state and federally provided) in close coordination with the EOC Planning Section and Fuel Dispatch Center.
- Compare projected fuel needs with existing in-county fuel inventory and identify any fuel supply shortfall.
- Coordinate fuel reserve creation (i.e., acquisition), allocation, and delivery with the Fuel Dispatch Center following priorities established by the MAC Group and allocation decisions made by the EOC Operations Section.
- Confirm operational status and designate delivery locations (i.e., FPODs) for emergency fuel resupply from state or federal sources in coordination with the Fuel Dispatch Center and State ECC/ODOE.
- Source and, if needed, acquire resources need to support operations and security at privately owned FPOD sites in response to requests from the Operations Section.
- Receive/collate local fuel requests; prepare state fuel requests using the ODOE Fuel Request Form and transmit to the State ECC.
- Notify EOC Operations and the Fuel Dispatch Center of all fuel shipments from state or federal sources.

#### **4.1.5 Washington County Support Services Department Operations Center (SS DOC)**

- Direct and coordinate the County's internal fuel management activities.
- Identify the fuel needs of County departments and offices (vehicles and generators) and submit them to the County EOC.
- Allocate available fuel to departments and offices based on priorities established by the County MAC Group.
- Direct and monitor the suspension of non-essential functions and the implementation of the fuel conservation measures.

#### **4.1.6 Washington County Department of Land Use & Transportation**

- Coordinate the waiving of restrictions on County roads (e.g., No Through Truck Routes) to facilitate emergency fuel movement when safe to do so.

#### **4.1.7 All Washington County Departments**

- Closely manage their fuel supply and consumption activities.
- Suspend non-essential functions, if directed or requested.
- Implement fuel conservation measures.
- Monitor fuel consumption for agency vehicles and equipment.
- Identify fuel needs and report them to the SS DOC.

#### **4.1.8 Cities/Districts/Other Community Partners**

- Closely manage their fuel supply and consumption activities.
- Suspend non-essential functions, if directed or requested.
- Implement fuel conservation measures.
- Operate and maintain security at agency-owned FPOD sites.
- Coordinate fuel inventory and resupply with the County EOC and Fuel Dispatch Center.

#### **4.1.9 Fuel Advisory Committee**

- Advise the County on actions to minimize the impact of a fuel shortage on emergency response and critical infrastructure operations, including recommendations for Optimum Fuel Quantity Levels.
- If activated during a Minor Fuel Supply Disruption:
  - Review the fuel shortage situation and project the impact of any increase in fuel supply shortfall.
  - Recommend actions the County should take to minimize the fuel shortage impact on the community.
- When activated for a Major or Catastrophic Fuel Supply Disruption:
  - Review projected fuel requirements needed to conduct emergency response and critical infrastructure operations.
  - Assist the County EOC and Fuel Dispatch Center with the identification of additional in-county fuel sources.
  - Recommend the level of government fuel reserve to be established by the Board of County Commissioners.
  - Recommend fuel allocation priorities for Essential Service providers based on the importance of the functions/services they provide.
  - Evaluate and make recommendations regarding the need for waivers of county, state, and federal regulations governing fuel acquisition, transfer, transport, and use.

#### **4.1.10 Fuel Dispatch Center (County fuel contractor)**

- Identify the level of in-county fuel inventory and provide the data to the Fuel Advisory Committee and the County EOC.
- Advise the Fuel Advisory Committee as subject-matter-expert.
- Recommend fuel (reserve, state, and federal) storage locations to the Fuel Advisory Committee and County EOC.

- Develop the Emergency Fuel Reserve acquisition, storage, and distribution system based on the County’s allocation priorities and infrastructure capabilities.
- Coordinate acquisition and delivery of fuel reserves with the County EOC and keep the EOC advised of current reserve level(s).
- Recommend to the Fuel Advisory Committee and County EOC the waiver of county, state, and/or federal regulations to facilitate/expedite emergency fuel management efforts.
- Manage fuel received from state and federal sources based on direction from the County EOC.
- Operate and maintain the county’s primary FPOD site and monitor the operational status of other designated Fuel Points of Distribution.
- Request assistance from the County EOC, if necessary, to support operations and/or security at the primary or any other owned FPOD location.
- Track and document the acquisition/receipt, transfer, and dispensing of fuel (reserves and state and federal supplies) as well as the costs of administering the system for subsequent billing/cost recovery by all involved parties (fuel providers and recipients, fuel transporters, and the Fuel Dispatch Center).

## **5. Direction and Control**

- Under the direction of the County Policy Group and MAC Group, the County EOC will direct and control the county’s emergency fuel operations using the Emergency Fuel Management System described in this annex.
- When activated, the Fuel Dispatch Center is an operational unit of the County EOC, reporting directly to the EOC Logistics Section and accountable to them for management of the Emergency Fuel Reserve and fuel provided by state or federal agencies.

## **6. Administration and Support**

- Washington County Emergency Management is responsible for developing and maintaining this annex. Development and coordination will include interfacing with ODOE and OEM; the County fuel contractor; community partners; and other stakeholders.
- This annex will be reviewed every five years by all who have assigned roles and/or responsibilities. Recommended revisions will be sent to the emergency management office for review and update in accordance with Washington County Emergency Operations Plan (EOP) procedures.
- Copies of the current Emergency Fuel Management Annex will be available on the County website and in the EOC and distributed to participating agencies/organizations.

- Individuals, departments, agencies, and voluntary organizations assigned responsibilities in this annex are responsible for developing implementation procedures and for training personnel to carry out those responsibilities.

## 7. Annex Development and Maintenance

Washington County Emergency Management is responsible for development, coordination, and maintenance of this annex in accordance with Washington County EOP procedures.

## 8. References

### 8.1 FEMA/Department of Homeland Security

- *Emergency Support Function #12 – Energy Annex*, Jan 2008  
[http://www.fema.gov/media-library-data/20130726-1921-25045-2193/final\\_esf\\_12\\_energy\\_20130501\\_r1.pdf](http://www.fema.gov/media-library-data/20130726-1921-25045-2193/final_esf_12_energy_20130501_r1.pdf)
- *Analytical Baseline Study for the Cascadia Earthquake and Tsunami*, Department of Homeland Security, August 2011

### 8.2 Oregon

- ORS 401.168, *Governor's powers during state of emergency; suspension of agency rules*
- ORS 401.309, *Declaration of state of emergency by city or county; procedures; mandatory evacuations*
- *Cascadia Subduction Zone Catastrophic Earthquake and Tsunami Operations Plan (Component One)*, September 2012, Oregon Military Department, Office of Emergency Management
- *Oregon State Energy Assurance Plan*, Oregon Department of Energy/Oregon Public Utility Commission, August 2012
- *Oregon Fuel Action Plan*, Oregon Department of Energy, October 2017
- *"Petroleum Emergency Preparedness Program,"* Department of Energy PowerPoint presentation to Senate Veteran's Affairs Committee, Oregon Legislature, Salem, OR 2014
- *State of Oregon Recovery Plan*, Oregon Military Department, Office of Emergency Management, December 2014

### 8.3 Washington County

- Washington County Code, Section 8.36.030, *Declaration of Emergency*
- Washington County Emergency Fuel Capabilities Assessment Report, December 2014

## 8.4 Private Sector

- *“Emergency Fuel Logistics,”* PowerPoint presentation, Bonneville Power Administration, June 2014
- *“Keep the Lights On: How to Institute an Emergency Power Generation Plan for Your Facility in Twelve Steps,”* By Eric Plebuch & Daniel Williams, Peterson Power, 2014

## 9. Tabs

- Tab 1 – Emergency Fuel Reserve Memorandum of Agreement (MOA)
- Tab 2 – Emergency Fuel Management System
- Tab 3 – Projected Emergency Fuel Consumption
- Tab 4 – Critical Facilities Back-up Power Capabilities
- Tab 5 – Fuel Points of Distribution
- Tab 6 – Fuel Tax Licensees in Washington County
- Tab 7 – Gasoline Inventory/Storage Data
- Tab 8 – Diesel Inventory/Storage Data
- Tab 9 – Jet Fuel/Avgas Inventory/Storage Data
- Tab 10 – ODOE Fuel Request Form
- Tab 11 – Public Information Templates
- Tab 12 – Regulatory Waivers
- Tab 13 – Fuel Inventory Survey Form
- Tab 14 – Incident Action Checklist

## Tab 1 – DRAFT Emergency Fuel Reserve Memorandum of Agreement (MOA)

This OMNIBUS AGREEMENT is made and entered into by Washington County, Oregon, (the County) and providers of liquid petroleum fuels in Washington County (Fuel Providers) to enable the County to establish and maintain an Emergency Fuel Reserve during emergencies significantly disrupting fuel supply and availability.

### RECITALS

WHEREAS, Washington County faces a number of hazards, including protracted severe winter storms and catastrophic earthquakes, that can severely limit the availability of fuel; and

WHEREAS, severe fuel shortages will pose a major threat to emergency response and critical infrastructure operations and require special resource management actions; and

WHEREAS, the County has authority to declare an emergency and invoke appropriate emergency measures when needed to effectively manage the situation; and

WHEREAS, establishing an Emergency Fuel Reserve for government allocation and distribution may be an appropriate measure in major and catastrophic fuel supply disruptions; and

WHEREAS, Fuel Providers own fuel and maintain fuel storage capabilities and may also maintain and operate fuel distribution capabilities and employ trained personnel for a variety of fuel system services, and are willing, under certain conditions, to provide fuel, storage, equipment, and/or distribution services to the County in the event of an emergency; and

WHEREAS, the County and Fuel Providers have expressed interest in establishing an Omnibus Memorandum of Agreement to facilitate the creation and maintenance of an Emergency Fuel Reserve during times of emergency; and

WHEREAS, the County has a separate agreement with its fuel contractor to manage and administer the Emergency Fuel Reserve during major and catastrophic fuel supply disruptions.

NOW THEREFORE, in consideration of the agreements hereinafter set forth, the County and Fuel Providers agree as follows:

### TERMS AND CONDITIONS

#### I. PURPOSE

The purpose of this Omnibus Agreement is to establish a structure and process for creating and maintaining an Emergency Fuel Reserve in Washington County during

emergencies significantly disrupting fuel supply and availability for public safety, critical infrastructure and other emergency response and restoration operations.

## II. DEFINITIONS

- A. **Contact Person(s)** means the person or persons designated by the County and each Fuel Provider to coordinate actions pursuant to the terms of this Agreement.
- B. **Emergency** includes, but is not limited to, a human-caused or natural event or circumstances within Washington County causing or threatening loss of life, damage to the environment, injury to person or property, human suffering or financial loss, such as: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, infestation, civil disturbance, riots, acts of terrorism or sabotage, use of weapons of mass destruction or other act that causes the Board of County Commissioners to adopt an Emergency Declaration.
- C. **Emergency Contact Information Form** is the form to be submitted to the County Emergency Management Office by each Fuel Provider listing the names and 24-hour numbers of their Contact Person(s) or the phone number of a dispatch office staffed 24 hours-a-day that is able to reach the Contact Person(s).
- D. **Emergency Declaration** is a formal resolution approved by the Board of County Commissioners or the Board's delegate under Washington County Code (WCC) 8.36.040, placing the County under emergency operations and implementing emergency measures necessary to manage an incident or disaster. During a major or catastrophic fuel disruption, the declaration will establish an Emergency Fuel Reserve and activate an Emergency Fuel Management System.
- E. **Emergency Fuel Reserve** includes the types and quantities of fuel designated by the Board of County Commissioners in an Emergency Declaration to be controlled and allocated under the Emergency Fuel Management System. The declaration will identify specific type(s) and amount(s) of fuel reserves and establish compensation rates.
- F. **Emergency Fuel Management System** is a system which provides a framework for monitoring, controlling and allocating the Emergency Fuel Reserve during a major or catastrophic fuel disruption. The system is administered through a public-private partnership of fuel providers and users to minimize the impact of fuel shortages on critical response services and infrastructure activities.
- G. **Emergency Operations Center (EOC)** is the primary facility for management, coordination and support of County and countywide response and restoration activities during major emergencies. It establishes strategic goals for County and countywide efforts, manages resources and information, and coordinates with



local, regional and state agencies. The EOC is generally responsible for resource allocation decisions.

- H. **Fuel Provider** is a public, non-governmental or private entity or individual within Washington County that possesses fuel which is or may be available for allocation to the Emergency Fuel Reserve in support of public safety, critical infrastructure, and other disaster response and restoration operations.
- I. **Omnibus Agreement** means identical agreements executed in counterparts that bind the County and Fuel Providers to its terms and conditions.
- J. **Oil Price Information Service (OPIS)** provides real-time wholesale/rack and retail fuel prices for the refined products, renewable fuels, and natural gas and gas liquids (LPG) industries.

### III. PARTICIPATION

Participation in this Omnibus Agreement is voluntary and at the sole discretion of each Fuel Provider. The terms of this Agreement are not binding on the parties except when the Washington County Board of County Commissioners enacts an Emergency Declaration establishing an Emergency Fuel Reserve.

### IV. ROLE OF PARTICIPANTS

#### A. Washington County

1. Maintain a list of all Providers signatory to this Agreement along with their emergency contact information.
2. Develop procedures to implement this Agreement and establish an Emergency Fuel Reserve including guidelines and/or checklists to assist Fuel Providers with process implementation.
3. Conduct periodic exercises to validate the viability and effectiveness of this Agreement and the Emergency Fuel Reserve program.
4. Notify Fuel Providers by whatever means are available when the Board of County Commissioners declares an emergency and implements an Emergency Fuel Reserve.
5. Notify Fuel Providers of the fuel types and amounts to be established and maintained in the Emergency Fuel Reserve and the process the County and its fuel contractor will use to obtain fuel for the reserve from the Fuel Providers.
6. Compensate Fuel Providers for all fuel taken by the County to create and maintain the Emergency Fuel Reserve as well as for equipment and services requested by and provided to the County as outlined in Paragraph VII.

7. Work closely with all Fuel Providers to most effectively, efficiently, and equitably manage the Emergency Fuel Reserve.

#### **B. Fuel Provider**

1. Submit an Emergency Contact Information Form to Washington County Emergency Management and update the form as changes occur.
2. Provide fuel inventory types and amounts, total storage capacity (by fuel type), and dispensing and distribution capabilities to the County EOC and the County's fuel contractor when an Emergency Fuel Reserve is established and when requested during the emergency.
3. Make fuel available for the Emergency Fuel Reserve as requested by the County.
4. Provide other fuel handling resources and services, including equipment, transportation, and personnel, to the County when requested and available to assist with Emergency Fuel Management System operations
5. Maintain accurate documentation of all fuel provided to or received from the Emergency Fuel Reserve as well as for all equipment and services provided.
6. Bill the County for fuel, equipment, and services provided consistent with Paragraph VII.
7. Work in coordination with the County, its fuel contractor, all other Fuel Providers, and other petroleum industry resource owners to equitably share fuel distribution and service opportunities during an emergency.

#### **V. ROLE OF COUNTY FUEL CONTRACTOR**

The emergency-related roles and responsibilities of the County's fuel contractor are spelled out in its contract with the County. Among other things, those roles and responsibilities include:

- A. Meet the requirements of a Fuel Provider articulated in Paragraph IV.B, above.
- B. Establish and maintain the Emergency Fuel Reserve as directed by the County, including:
  1. Acquire fuel from Fuel Providers;
  2. Transport, store, deliver, and dispense fuel;

3. Coordinate fuel acquisition and delivery plans and actions with the County EOC; and
  4. Track and document all transactions involving the Emergency Fuel Reserve to facilitate and support subsequent billing and cost recovery by Fuel Providers and the County.
- C. Operate and maintain the infrastructure needed to manage the Emergency Fuel Reserve based upon County direction.
- D. Work in coordination with the County, all Fuel Providers, and other petroleum industry resource owners to equitably share fuel distribution and service opportunities during an emergency.

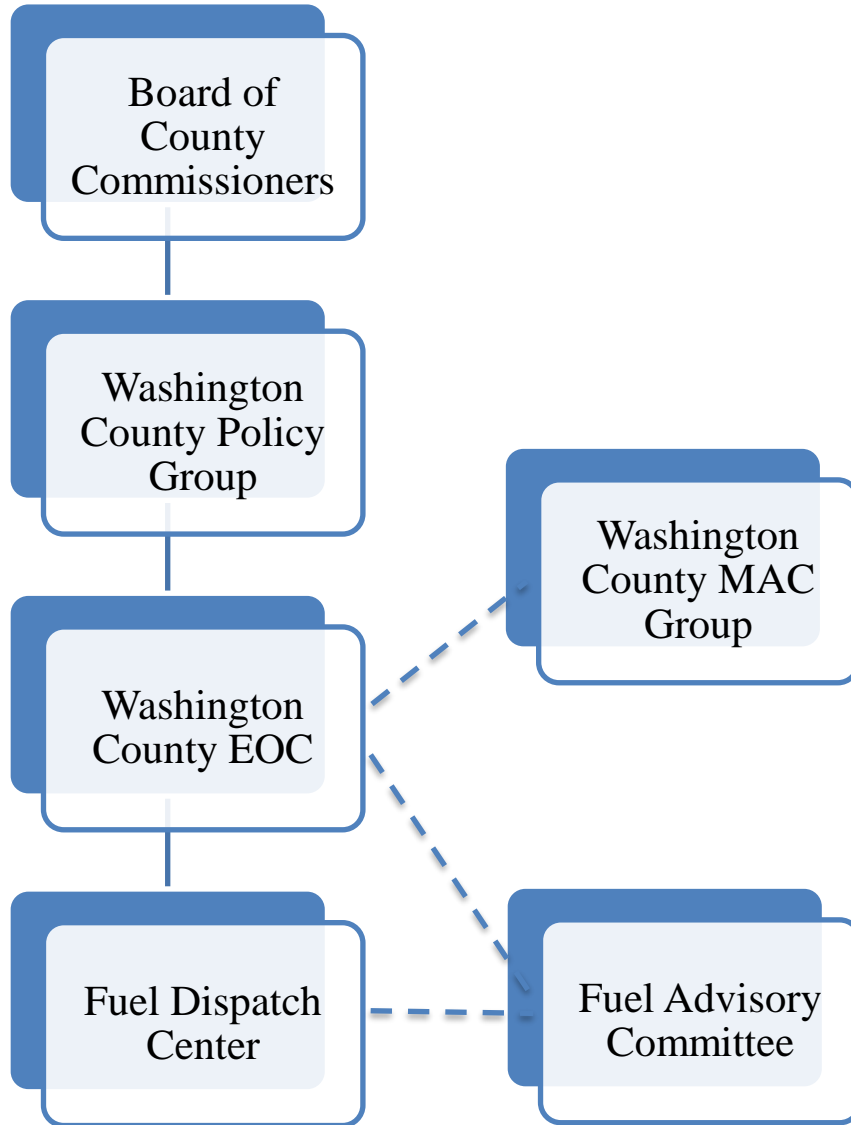
**VI. EFFECTIVE DATE AND TERMINATION**

- A. This Agreement is effective upon execution by the County and one or more Fuel Providers.
- B. A Fuel Provider opting to terminate its participation in this Agreement shall provide a written termination notice to Washington County Emergency Management. Notice of termination becomes effective upon receipt.

**VII. PAYMENT FOR FUEL SUPPLIES AND SERVICES**

- A. Compensation rates for fuel provided to the Emergency Fuel Reserve will be established at the time the reserve is established. Providers will be compensated based on Oil Price Information Service (OPIS) rates (plus profit margin) existing at the time the County declares an emergency and establishes an Emergency Fuel Reserve.
- B. Compensation rates for equipment, services and personnel provided to the County in support of Emergency Fuel Management System operations will be negotiated at the time of the request.
- C. The County will pay each Fuel Provider for all valid and invoiced costs associated with the provision of fuel for the Emergency Fuel Reserve and for fuel handling equipment, services and personnel within sixty (60) days of receipt of the invoice. Each Fuel Provider may, in its sole discretion, elect to extend the repayment deadline upon written request of the County.

Tab 2 – Emergency Fuel Management System



This Page Left Blank Intentionally

## Tab 3 – Projected Emergency Fuel Consumption

### 1 Estimated Fuel Emergency Consumption

- Process used to arrive at an estimated fuel emergency consumption rate 2.5 x normal consumption.
  - Normal consumption assumed at 65% of operating capacity.
  - Emergency operations based on 85% operating capacity (1.3 factor).
  - Normal operations are 8 hours/day (24 for LE/fire/EMS).
  - Emergency operations based on 20-24 hours/day (2.0 factor).
  - Normal operations are 5 days/week (7 for LE/fire/EMS).
  - Emergency operations based on expanded operations (.8 factor).
  - Total factor increase 4.1
  - Assume consumption formula is 60% accurate x 4.1 factor = 2.46 (2.5).
  - During emergency operations, apply a 2.5 factor to normal fuel consumption.

### 2 Normal Fuel Consumption

- Reported weekly fuel consumption during normal operations (July 2003 survey results).

	Diesel	Gas
• Emergency Services	2,546	11,565
• Other High Priority Services	7,485	7,337
• Total weekly consumption	<u>10,031</u>	<u>18,902</u>
• Emergency Operations factor	<u>x2.5</u>	<u>x2.5</u>
	25,077	47,255

### 3 Projected Fuel Consumption

- Projected weekly fuel consumption for survey participants during an emergency.
  - Diesel 25,000 gallons
  - Gasoline 48,000 gallons

**NOTE:** Projection does not include private sector fuel consumption and emergency generator operations.

This Page Left Blank Intentionally

## **Tab 4 – Critical Facilities Back-up Power Capabilities**

(Maintained separately)



This Page Left Blank Intentionally

**Tab 5 – Fuel Points of Distribution**

<b>Name Address</b>	<b>Contact Person Phone</b>	<b>Fuel Access/ Backup Power</b>	<b>Restricted Access</b>	<b>Storage Capacity (gallons)</b>
ODOT Facility Hwy 26 at Manning		Yes: Diesel Generator	Fencing on three sides w/steep hill in back	Diesel: 15,000 Unleaded: 2,000
City of Forest Grove 2551 23 <sup>rd</sup> Ave Forest Grove, OR		Yes: Diesel Generator	Fencing and access control system	Diesel: 6,000 Unleaded: 10,000
Bretthauer Oil Co 453 SW Washington Hillsboro, OR		Yes: Diesel Generator	Security camera	Diesel: 22,000 Unleaded: 11,000
Tualatin Valley Water District SW 170 <sup>th</sup> & Merlo Beaverton, OR		Yes: Diesel Generator	Fencing, security camera and access control system	Diesel: 8,000 Unleaded: 12,000
TriMet SW 158 <sup>th</sup> & Merlo Beaverton, OR		Yes: Diesel Generator	Fencing	Diesel: 40,000
Pacific Pride Cardlock 6750 SW 110 <sup>th</sup> Beaverton, OR		No	No	Diesel: 12,000 Diesel: 15,000 Unleaded: 12,000 Super: 12,000
Pacific Pride Cardlock 15055 SW 72 <sup>nd</sup> Tigard, OR		No	No	Diesel: 12,000 Unleaded: 12,000 Plus: 10,000 Super: 10,000
City of Tualatin Herman Rd & 108 <sup>th</sup> Tualatin, OR		Yes: Diesel Generator	Fencing	Diesel: 2,000 Unleaded: 20,000

This Page Left Blank Intentionally

## Tab 6 – Fuels Tax Licensees in Washington County (ODOT – 6/1/2016)

LICENSEE NAME	DBA	CONTACT	ADDRESS	CITY	STATE	ZIP CODE
ALBINA HOLDINGS INC	ALBINA FUEL CO		801 MAIN ST	VANCOUVER	WA	98660--3133
AMERICAN ENERGY INC	AMERICAN ENERGY INC		PO BOX 6869	BEND	OR	97708--6869
ARS FRESNO LLC	ARS FRESNO LLC		2204 EL CAMINO REAL STE 314	OCEANSIDE	CA	92054--6306
ASSOCIATED PETROLEUM PRODUCTS INC	ASSOCIATED PETROLEUM PRODUCTS INC		PO BOX 1397	TACOMA	WA	98401--0000
BP WEST COAST PRODUCTS LLC	EXCISE TAX DEPT		WL3-1906A	HOUSTON	TX	77094--0000
BRETTTHAUER OIL CO	BRETTTHAUER OIL CO		PO BOX 1299	HILLSBORO	OR	97123--1299
CAIN PETROLEUM INC	CAIN PETROLEUM INC		4512 SW KELLY AVE	PORTLAND	OR	97239--0000
CAPITAL CITY COMPANIES INC	CAPITAL CITY COMPANIES INC		PO BOX 7168	SALEM	OR	97303--0000
CARSON OIL CO INC	CARSON OIL CO INC		PO BOX 6030	PORTLAND	OR	97228--6030
CHEVRON USA INC	CHEVRON USA INC		PO BOX 6007	SAN RAMON	CA	94583--0807
COSTCO WHOLESALE CORP	COSTCO GASOLINE		PO BOX 35005	SEATTLE	WA	98124--3405
DAVID B LAWRENCE	LAWRENCE OIL CO		PO BOX 449	ST HELENS	OR	97051--0000
EPIC AVIATION	EPIC AVIATION		PO BOX 12249	SALEM	OR	97309--0000
EXXONMOBIL OIL CORP	TAX DEPT		PO BOX 4541	HOUSTON	TX	77210--4541
FITZ ENTERPRISES INC	STAR OILCO		232 NE MIDDLEFIELD RD	PORTLAND	OR	97211
FRED MEYER STORES INC	FM FUEL STOP		PO BOX 1648	HUTCHINSON	KS	67504--1648
HATTENHAUER DISTRIBUTING CO	HATTENHAUER DISTRIBUTING CO		PO BOX 1397	THE DALLES	OR	97058--0000
IDEMITSU APOLLO CORPORATION	IDEMITSU APOLLO CORPORATION		1831 16TH STREET	SACRAMENTO	CA	95811--0000

**Washington County EOP**

**FA V – Emergency Fuel Management**

LICENSEE NAME	DBA	CONTACT	ADDRESS	CITY	STATE	ZIP CODE
IPC USA INC	IPC USA INC		20 PACIFICA STE 650	IRVINE	CA	92618-- 0000
JACKSONS FOOD STORES INC	JACKSONS FOOD STORES INC		3450 E COMMERCIAL CT	MERIDIAN	ID	83642
JUBITZ CORP	JUBITZ FLEET SERVICES		PO BOX 11264	PORTLAND	OR	97211-- 0000
MANSFIELD OIL CO OF GAINESVILLE INC	MANSFIELD OIL CO OF GAINESVILLE INC		1025 AIRPORT PARKWAY SW	GAINESVILLE	GA	30501-- 0000
MARC NELSON OIL PRODUCTS INC	MARC NELSON OIL PRODUCTS INC		PO BOX 7135	SALEM	OR	97303-- 0000
MCCALL OIL AND CHEMICAL CORP	MCCALL OIL AND CHEMICAL CORP		5480 NW FRONT AVE	PORTLAND	OR	97210-- 0000
MERRITT NO 1 INC	MERRITT NO 1 INC		PO BOX 18297	SALEM	OR	97305-- 0000
NGL CRUDE LOGISTICS LLC	NGL CRUDE LOGISTICS LLC		1331 LAMAR ST STE 1650	HOUSTON	TX	77010-- 0000
NORTHWEST DEALERCO HOLDINGS	NORTHWEST DEALERCO HOLDINGS		29501 CANWOOD STREET #200	AGOURA HILLS	CA	91301-- 0000
PACIFIC NORTHWEST PETROLEUM INC	PACIFIC NORTHWEST PETROLEUM INC		15786 SW UPPER BOONES FERRY RD	LAKE OSWEGO	OR	97035-- 0000
PACWEST ENERGY LLC	PACWEST ENERGY LLC		3450 E COMMERCIAL CT	MERIDIAN	ID	83642-- 0000
PBF HOLDING COMPANY LLC	PBF HOLDING COMPANY LLC		1 SYLVAN WAY SECOND FLOOR	Parsippany	NJ	07054
PETROCARD SYSTEMS INC	PETROCARD SYSTEMS INC		730 CENTRAL AVE SO	KENT	WA	98032-- 0000
PETROLEUM TRADERS CORPORATION	PETROLEUM TRADERS CORPORATION		7120 POINTE INVERNESS WAY	FORT WAYNE	IN	46804-- 0000
PHILLIPS 66 CO	PHILLIPS 66 CO		P O BOX 7000	BARTLESVILLE	OK	74005-- 0000
PINNACLE PETROLEUM INC	PINNACLE PETROLEUM INC		7911 PROFESSIONAL CIRCLE	HUNTINGTON BEACH	CA	92648-- 0000
POUNDER OIL SERVICE INC	POUNDER OIL SERVICE INC		PO BOX 153	CORBETT	OR	97019-- 0000

**Washington County EOP****FA V – Emergency Fuel Management**

<b>LICENSEE NAME</b>	<b>DBA</b>	<b>CONTACT</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
POWELL DISTRIBUTING CO INC	POWELL DISTRIBUTING CO INC		PO BOX 17160	PORTLAND	OR	97217--0000
RAINIER PETROLEUM CORP	RAINIER PETROLEUM CORP		19501 S SANTA FE AVE	RANCHO DOMINGUEZ	CA	90221--0000
SAFEWAY INC	SAFEWAY INC		PO BOX 29096 MS6518	PHOENIX	AZ	85038--9096
SEI FUEL SERVICES INC	SEI FUEL SERVICES INC		PO BOX 711	DALLAS	TX	75221--0711
SHELDON OIL CO INC	SHELDON OIL CO INC		2801 3RD ST	TILLAMOOK	OR	97141--2500
SHELL TRADING US CO	SHELL TRADING US CO		PO BOX 4525	HOUSTON	TX	77210--4525
SOUTHERN COUNTIES OIL CO LTD	SC FUELS		PO BOX 4159	ORANGE	CA	92863--4159
SPACE AGE FUEL INC	SPACE AGE FUEL INC		PO BOX 1429	CLACKAMAS	OR	97015--1429
STEIN OIL CO INC	STEIN OIL CO INC		13001 CLACKAMAS RIVER DR STE 200	OREGON CITY	OR	97045--0000
SUMMIT NATURAL ENERGY CORP	SUMMIT NATURAL ENERGY CORP		PO BOX 349	CORNELIUS	OR	97113--0000
TARR ACQUISITION LLC	TARR LLC		PO BOX 12570	PORTLAND	OR	97212--0570
TAUBER OIL CO	TAUBER OIL CO		PO BOX 4645	HOUSTON	TX	77210--0000
THE JERRY BROWN CO INC	THE JERRY BROWN CO INC		PO BOX 41390	EUGENE	OR	97404--0000
TRUMAN ARNOLD COMPANIES	TRUMAN ARNOLD COMPANIES		PO BOX 1481	TEXARKANA	TX	75504--0000
TYREE OIL INC	TYREE OIL INC		PO BOX 2706	EUGENE	OR	97402--0000

<b>LICENSEE NAME</b>	<b>DBA</b>	<b>CONTACT</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
UPS FUEL SERVICES INC	UPS FUEL SERVICES INC		1335 NORTHMEADOW PARKWAY STE 119	ROSWELL	GA	30076--0000
VP RACING FUELS INC	VP RACING FUELS INC		PO BOX 47878	SAN ANTONIO	TX	78265--0000
WESTERN PETROLEUM CO	WESTERN PETROLEUM CO		605 NORTH HIGHWAY 169 STE 1100	PLYMOUTH	MN	55441--0000
WHEELER FUEL DISTRIBUTING INC.	WHEELER FUEL DISTRIBUTING INC.		PO Box 39	WHITE SWAN	WA	98952
WILCO FARMERS INC	WILCO FARMERS INC		PO BOX 258	MT ANGEL	OR	97362--0000
WILSON OIL INC	WILCOX AND FLEGEL FUEL		PO BOX 69	LONGVIEW	WA	98632--0000
WORLD FUEL SVCS INC	WORLD FUEL SVCS INC		ATTN TAX DEPT	MIAMI	FL	33178--0000
WSCO PETROLEUM CORP	WSCO PETROLEUM CORP		2929 NW 29TH AVE	PORTLAND	OR	97210--1705

## Tab 7 – Gasoline Inventory/Storage Data

TYPE FUEL	OPERATOR	LOCATION	STORAGE CAPACITY (RANGE)	AVG QUANTITY ON-HAND (RANGE)	TANK LOCATION*	DATABASE Ref #
Gasoline	Bretthauer Oil Co	Hillsboro	100,000-250,000	50,000-100,000	U	131
Gasoline	Bretthauer Oil Co	Hillsboro	50,000-100,000	50,000-100,000	U	133
Gasoline	Bretthauer Oil Co	Beaverton	50,000-100,000	10,000-50,000	U	135
Gasoline	COSTCO	Aloha	50,000-100,000	50,000-100,000	U	152
Gasoline	COSTCO	Hillsboro	50,000-100,000	50,000-100,000	U	153
Gasoline	Star Oil Co	Tigard	10,000-50,000	10,000-50,000	U	27
Gasoline	Stein Oil Co	Tualatin	10,000-50,000	5,000-10,000	U	31
Gasoline	City of Tualatin	Tualatin	10,000-50,000	10,000-50,000	U	57
Gasoline	TV Water Dist	Beaverton	10,000-50,000	5,000-10,000	U	69
Gasoline	Twin Oaks Airpark	Hillsboro	10,000-50,000	5,000-10,000	A	71
Gasohol	WSCO Petroleum	Tigard	10,000-50,000	10,000-50,000	U	99
Gasoline	AG West Supply	Hillsboro	10,000-50,000	10,000-50,000	A	111
Gasoline	Carson Oil Co	Beaverton	10,000-50,000	10,000-50,000	U	127
Gasoline	Frontier Comm.	Tigard	10,000-50,000	10,000-50,000	U	178
Gasoline	Frontier Comm.	Beaverton	10,000-50,000	10,000-50,000	U	189
Gasoline	Frontier Comm.	Tigard	10,000-50,000	10,000-50,000	U	191
Gasoline	Frontier Comm.	Cornelius	10,000-50,000	10,000-50,000	U	195
Gasoline	MKT Hillsboro II LLC	Hillsboro	10,000-50,000	10,000-50,000	U	257
Gasoline	Petrocard	Forest Grove	10,000-50,000	10,000-50,000	U	284
Gasoline	Petrocard	Beaverton	10,000-50,000	10,000-50,000	U	286
Gasoline	Petrocard	Tigard	10,000-50,000	10,000-50,000	U	288

\*A = Aboveground tank    U = Underground tank

*Data and reference #'s extracted from Juve\_WACounty\_Fuel\_08212014 report provided by the Oregon State Fire Marshal's Office and available for cross-reference in the Emergency Management Cooperative Office*



This Page Left Blank Intentionally

### Tab 8 – Diesel Inventory/Storage Data

TYPE FUEL	OPERATOR	LOCATION	STORAGE CAPACITY	AVG QUANT. ON-HAND	TANK Above/Under	DATABASE Ref #
Diesel #2	Bretthauer Oil Co	Hillsboro	250-500,000	250-500,000	U	130
Diesel	Verizon Business	Hillsboro	100-250,000	100-250,000	U	80
Diesel	Tri-Met	Beaverton	50-100,000	10,000-50,000	U	53
Diesel	Raz Transportation	Tigard	10,000-50,000	5,000-10,000	A	9
Diesel #2	Resers Fine Foods	Beaverton	10,000-50,000	5,000-10,000	U	10
Diesel	Sheldon Oil Co	Banks	10,000-50,000	10,000-50,000	A	17
Diesel	Stein Oil Co	Tualatin	10,000-50,000	5,000-10,000	U	30
Diesel #2	Stimson Lumber	Gaston	10,000-50,000	10,000-50,000	A	32
Diesel	Tata Comm.	Hillsboro	10,000-50,000	10,000-50,000	U	41
Diesel #2	Tektronix Bldg 28	Beaverton	10,000-50,000	10,000-50,000	A	43
Diesel	Tigard Sand & Grvl	Tualatin	10,000-50,000	10,000-50,000	A	49
Diesel	Tokyo Ohka Kogyo	Hillsboro	10,000-50,000	200-500	A	52
Diesel	Tualatin Valley Wtr	Beaverton	10,000-50,000	5,000-10,000	U	68
Diesel	UPS	Tualatin	10,000-50,000	5,000-10,000	U	76
Diesel #2	VIAWest Inc	Hillsboro	10,000-50,000	10,000-50,000	A	82
Diesel	WA County (Jail)	Hillsboro	10,000-50,000	10,000-50,000	U	86
Diesel	Westside Rock	Cornelius	10,000-50,000	1,000-5,000	A	93
Diesel	Xerox	Beaverton	10,000-50,000	10,000-50,000	A	101
Diesel	AT&T	Beaverton	10,000-50,000	10,000-50,000	tank in bldg	115
Diesel	Baker Rock Res.	Beaverton	10,000-50,000	10,000-50,000	A	119
Diesel #2	Banks School Dist	Banks	10,000-50,000	10,000-50,000	U	123
Diesel	Carson Oil Co	Beaverton	10,000-50,000	10,000-50,000	U	126
Diesel	Bretthauer Oil Co	Hillsboro	10,000-50,000	10,000-50,000	U	134
Diesel	Coffe Lake Quarry	Sherwood	10,000-50,000	10,000-50,000	steel drum	146
Diesel #2	Gaston School Dist	Gaston	10,000-50,000	5,000-10,000	U	200
Diesel	Grimms Fuel Co	Tualatin	10,000-50,000	10,000-50,000	U	207
Diesel	Intel Corp	Aloha	10,000-50,000	10,000-50,000	A	225
Diesel	Intel Corp	Hillsboro	10,000-50,000	10,000-50,000	A	226
Diesel #2	Intel Corp	Hillsboro	10,000-50,000	10,000-50,000	A	227
Diesel	Kaiser Permanente	Hillsboro	10,000-50,000	10,000-50,000	U	235
Diesel	Lakeside Indust.	Hillsboro	10,000-50,000	10,000-50,000	A	242
Diesel	Pacific Fibre	Cornelius	10,000-50,000	5,000-10,000	A	275
Diesel	PAPÉ Material	Tigard	10,000-50,000	5,000-10,000	U	279
Diesel	Penske Truck	Wilsonville	10,000-50,000	10,000-50,000	steel drum	281
Diesel	Permapost Product	Hillsboro	10,000-50,000	10,000-50,000	A	282
Diesel	Petrocard	Forest Grv	10,000-50,000	5,000-10,000	U	283
Diesel	Petrocard	Beaverton	10,000-50,000	10,000-50,000	U	285
Diesel	Petrocard	Tigard	10,000-50,000	10,000-50,000	U	287

*Data and reference #'s extracted from Juve\_WACounty\_Fuel\_08212014 report provided by the Oregon State Fire Marshal's Office and available for cross-reference in the Emergency Management Cooperative Office*

This Page Left Blank Intentionally

**Tab 9 – Jet Fuel/Avgas Inventory/Storage Data**

<b>Jet Fuel</b>						
<b>TYPE FUEL</b>	<b>OPERATOR</b>	<b>LOCATION</b>	<b>STORAGE CAPACITY (RANGE)</b>	<b>AVG QUANTITY ON-HAND (RANGE)</b>	<b>TANK LOCATION*</b>	<b>DATABASE Ref #</b>
Jet Fuel	Global Aviation	Hillsboro	50,000-100,000	10,000-50,000	A	204
Jet Fuel	Hillsboro Aviation	Hillsboro	10,000-50,000	5,000-10,000	A	211
Jet Fuel	Lifeguard Ambulance	Hillsboro	10,000-50,000	10,000-50,000	A	244
Jet Fuel	Aerovertigo Inc	Hillsboro	5,000-10,000	5,000-10,000	U	109
Jet Fuel	Aero Air	Hillsboro	5,000-10,000	1,000-5,000	U	108
Jet Fuel	Teufel Products	Hillsboro	500-1,000	500-1,000	A	45
<b>Avgas</b>						
<b>TYPE FUEL</b>	<b>OPERATOR</b>	<b>LOCATION</b>	<b>STORAGE CAPACITY (RANGE)</b>	<b>AVG QUANTITY ON-HAND (RANGE)</b>	<b>TANK LOCATION*</b>	<b>DATABASE Ref #</b>
100LL	Hillsboro Aviation	Hillsboro	10,000-50,000	5,000-10,000	A	210
AVGAS	Aero Air LLC	Hillsboro	500-1,000	200-500	U	107
*A = Aboveground tank    U = Underground tank						

*Data and reference #'s extracted from Juve\_WACounty\_Fuel\_08212014 report provided by the Oregon State Fire Marshal's Office and available for cross-reference in the Emergency Management Cooperative Office*

This Page Left Blank Intentionally

Tab 10 – ODOE Fuel Request Form

Fuel Request Form

All sections must be completed to ensure timely processing of fuel requests



<p><b>1. DATE/TIME:</b> _____ / _____ AM/PM</p> <p><input type="checkbox"/> Initial <input type="checkbox"/> Update</p>	<p><b>2. IDENTIFY PRIORITY USER:</b> <i>Check appropriate box</i></p> <p><input type="checkbox"/> ESF Primary State Agency <input type="checkbox"/> County Emergency Management Agency <input type="checkbox"/> Federally-Recognized Tribal Government</p>
<p><b>3. NAME OF ESF PRIMARY STATE AGENCY (include ESF #), COUNTY, OR TRIBE:</b></p>	
<p><b>4. REQUESTER NAME/TITLE:</b></p>	<p><b>5. REQUESTER CONTACT INFORMATION:</b></p> <p>Email: Work: Mobile: Satellite: Other:</p>
<p><b>6. REASON FOR FUEL REQUEST:</b></p>	
<p><b>7. FUEL TYPE AND QUANTITY</b></p> <p><input type="checkbox"/> Unleaded Gasoline _____ gallons <input type="checkbox"/> Diesel _____ gallons <input type="checkbox"/> Jet Fuel _____ gallons <input type="checkbox"/> Aviation Gas _____ gallons <input type="checkbox"/> Propane _____ gallons <input type="checkbox"/> Other: _____ gallons</p>	<p><b>8. FUEL DELIVERY SCHEDULE:</b></p> <p><input type="checkbox"/> One Time Delivery (<i>Specify when needed</i>): Date: _____ Time: _____ am/pm</p> <p><input type="checkbox"/> Recurring Deliveries Start Date: _____ Time: _____ am/pm Specify preferred schedule (<i>daily, every other day, etc</i>):</p>
<p><b>NOTE:</b> Ability to meet fuel requests is determined by event conditions, availability of fuel, access to impacted areas, and state/regional response priorities.</p>	
<p><b>9. FUEL POINTS OF DISTRIBUTION (FPOD)</b></p>	
<p style="text-align: center;"><b>FPOD 1</b></p>	
<p><b>Name/Type of FPOD</b> (<i>airport, public works, motor pool, other</i>)</p> <p><b>Address:</b></p>	<p><b>FPOD Contact Information (24/7):</b></p> <p>Name/Title: Mobile: Work: Email:</p>

This Page Left Blank Intentionally

## Tab 11 – Public Information Templates

(TBD)



## Tab 12 – Regulatory Waivers

The oil industry operates under various regulations to ensure safe operations, environmental quality, and fair market competition. These same regulations could also impede the rapid restoration of the petroleum supply and distribution system in the aftermath of an emergency resulting in a long-term or severe fuel shortage. Lifting environmental and safety requirements temporarily after a catastrophic event could ensure timely deliveries of fuel and other disaster relief supplies to impacted communities.

- **Biofuel Blending** – Oregon requires a minimum amount of biofuels to be blended into all gasoline and/or diesel sold within the state. This requirement could impede the delivery of fuel supplies from states without biofuel blending requirements.
- **Clean Fuel Supply** – Producers and importers of fossil-based transportation fuels are required to comply with the Oregon Clean Fuel Standards to reduce the overall carbon content of fuel used in Oregon. This requirement could impede the delivery of fuel supplies coming from states with lesser standards.
- **Dealer License** – Oregon requires a carrier to pay a fee and obtain a Distributor’s License to transport motor fuel within the state. Temporarily waiving this fee and license requirement may help speed fuel delivery to the disaster area.
- **Diesel Fuel Penalty** – The federal government imposes a 24.4 cents-per-gallon tax on diesel fuel sold for on road use. Meanwhile dyed diesel fuel used for farming purposes and home heating are not subject to the tax. If the dyed diesel fuel was used for on road purposes, the federal government would require that use to be reported and the tax paid accordingly. Temporarily waiving this penalty would allow use of available supplies of dyed diesel fuel for emergency use.
- **Driver Qualification, Load, and Inspection** – Federal and state laws set standards for a driver’s physical fitness, level of fatigue, fluency in English, cargo and cargo inspection, and vehicle maintenance and repairs. Temporarily waiving these requirements may be necessary to increase the pool of available drivers.
- **Hazmat Specifications** – Federal and state laws set strict specifications for the transportation of gasoline including the types of vehicles, shipping papers, and placarding. Temporarily waiving these specifications may be necessary if there is a shortage of available fuel-carrying vehicles.
- **Hours of Service** – Federal and state laws set standards on how many hours a truck driver can be on duty and drive in a given day and week. Temporarily waiving these standards may be necessary to get needed fuel delivered.
- **Importer/Exporter License** – State law requires fuel importers and exporters to pay a fee and obtain a license from the state to move fuel across state lines. Without these licenses, the fuel merchant cannot legally buy gasoline from one state and move it to another. Temporarily waiving this fee and license

requirement may be necessary to bring fuel from nearby states into the disaster area.

- International Registration/International Fuel Tax Agreement – The International Registration Plan (IRP) is an agreement among states of the U.S. the District of Columbia, and the provinces of Canada providing for payment of commercial motor carrier registration fees. To operate in multiple states or provinces, motor carriers must register in their base jurisdiction (state or province). The International Fuel Tax Agreement (IFTA) is an agreement among states to report fuel taxes by interstate motor carriers. Temporarily waiving this requirement may be necessary to bring fuel from Canada or nearby states into the disaster area.
- Jones Act – The Merchant Marine Act (Jones Act) prohibits foreign-built, foreign-owned, or foreign-flagged vessels from carrying goods and commodities between U.S. ports. To get adequate fuel supplies into the disaster area without delays, foreign vessels may need to be used to deliver fuel between U.S. ports.
- Oxygenated Fuel Emergency – State law requires the use of oxygenated fuels during winter months in certain designated areas that are not meeting carbon monoxide (CO) ambient air quality standards. Temporarily waiving this requirement may be needed to use fuel in the disaster area that would otherwise not be permitted.
- Reid Vapor Pressure (RVP) – RVP is a common measure of the volatility of gasoline. Many states allow a variance, up to 1 lb. RVP from current standards for gasoline blended with ethanol. This requirement could impede fuel supplies from other states without RVP requirements from entering into the disaster area.
- Ultra-Low Sulfur Diesel – Federal and state law require a cleaner fuel with a maximum 15 parts per million sulfur specification for vehicles and equipment. Temporarily waiving this requirement may be necessary if fuel that doesn't meet these requirements is otherwise available.
- Vapor Recovery and Fuel Transfer, Loading and Storage Waivers – Federal and state law require fuel terminal loading and unloading systems and tank trucks that transport fuels to use specified vapor recovery equipment and comply with other vapor control requirements. Vapor recovery requirements vary from state to state. Some states also establish vapor control requirements for various fuel transfer, loading and storage operations. Temporarily waiving this requirement may be necessary to deliver some fuel into the disaster area.
- Vessel Movement Control – The U.S. Coast Guard has authority to control vessel traffic through the enactment of safety and security zones. Delivery of fuel by water may necessitate implementing such zones.
- Weight Limits and Other Road Restrictions – All states set weight restrictions on the maximum weights allowable for trucks that travel on roadways. In addition, local governments set weight limits and impose other restrictions for vehicles using locally maintained roads. Temporarily modifying these restrictions may be necessary for the emergency delivery of fuel.

*Note:* Appendix G in the Oregon Fuel Action Plan provides more details about specific fuel waivers and the federal and state agencies responsible for lifting the waivers.

## Tab 13 – Fuel Inventory Survey Form

(TBD)

## Tab 14 – Incident Action Checklist

(TBD)