
*Preparing the Pumps-Fuel Advisory Committee
Fuel Management Workshop Exercise
2023 Exercise Series*

Situation Manual

March 30, 2023



The Situation Manual provides players the information they need to participate in this exercise. It includes an exercise overview, objectives and aligned capabilities, roles and responsibilities, logistics, schedule, and communications plan. All exercise participants may view this document.

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EXERCISE OVERVIEW

Exercise Name	<i>Preparing the Pumps-Fuel Advisory Committee #1</i>
Exercise Dates	March 30, 2023
Scope	This 90 minute workshop exercise, hosted virtually will provide Multnomah County, and our local fuel response partners, the opportunity to develop the Fuel Advisory Committee, a component of Emergency Support Function #12 and its capabilities.
Focus Area(s)	Response
Capabilities	Operational Coordination, Infrastructure Systems
Objectives	<ol style="list-style-type: none"> 1. MCEM will build awareness of the County Fuel Management Plan, specifically the Fuel Advisory Committee. 2. Multnomah County Fuel Response Partners will develop the expected decisions and recommendations made by the Fuel Advisory Committee when activated 3. Multnomah County Fuel Response Partners will revise the initial Fuel Advisory Committee participant list, and
Threat/Hazard	<i>None</i>
Scenario	<i>None</i>
Sponsor	Multnomah County Office of Emergency Management (MCEM)
Participating Organizations	A participants list can be found in Appendix B.
Point of Contacts	Robert Quinn, Training & Exercise Specialist – Exercise Director Multnomah County Emergency Management Robert.quinn@multco.us 503-307-4129

GENERAL INFORMATION

Exercise Summary

Preparing the Pumps-Fuel Advisory Committee Workshop #1 is the first component in the Multnomah County 2023 Fuel Management Series. This series is designed for Multnomah County to further develop, validate, and implement the existing Fuel Management Program. This Exercise Series includes the following events:

- *Preparing the Pumps-Fuel Advisory Committee Workshop #1* – March 30
- *Preparing the Pumps-Fuel Dispatch Center Workshop #1* – April 6
- *Preparing the Pumps-Fuel Advisory Committee Workshop #2* – TBD
- *Preparing the Pumps-Fuel Dispatch Center Workshop #1* – TBD
- *Preparing the Pumps-Fuel Point of Distribution Workshop #1* – TBD
- *Preparing the Pumps-TTX or FSE* – June 15

As part of the County Integrated Preparedness Plan (IPP), Infrastructure Systems has been identified as a key priority focus area for emergency management-related work through June 2024 (Fiscal Year '24). The further development of the County Fuel Management Plan, in collaboration with county-wide partners, allows us to take steps forward within this topic.

Plan Background

The County Fuel Management Plan was written in coordination with three (3) other regional partners to include: Clark County, Clackamas County, and Columbia County via grant funded support through the Urban Areas Security Initiative (UASI). This project built off the success of Washington County to develop their fuel management capabilities in mid-2010s, encouraging the other Portland Metropolitan Area counties to build theirs.

Although delayed by the COVID-19 pandemic, the four collaborating counties spent much of 2021 developing the outline and content of this plan. The supporting contractors assisted with hosting coordination and collaboration sessions, conducting research and interviews with local partners to build local fuel-related data, and completed much of the writing for the base plan. The final phase of the plan writing process ended in the spring of 2022, turning over full responsibility to the County governments.

In March 2022, Multnomah County hosted a Plan Seminar to share the Final DRAFT with local partners that were not engaged directly in the planning process, and request feedback. Following a two-week review period, the Office of Emergency Management updated the document to produce the Version 1 Final Plan.

Version 1 of the Plan then required further development and validation through exercise events, and in July 2022 Multnomah County hosted *Fuel Day*, a full-day exercise event that included two components:

1. *Prepare the Pumps-Refinement Tabletop Exercise (4 Hours)*
2. *Prepare the Pumps-Development Workshop Exercise (2 Hours)*

Fuel Day brought together 40 individuals from 18 organizations representing local, regional, and state partners. This Event was followed by an After-Action Report and Improvement Plan (AAR-IP) that transitioned into the Fuel Management Work Plan for the next 18 months.

In September 2022, the Regional Disaster Preparedness Organization (RDPO) hosted a regional tabletop exercise event as the final element of the Fuel Management project with supporting contractors. This exercise brought over 100 regional and state partners together to further refine and validate components of their Plan. As of December 2022 no AAR-IP has been developed, however those findings will be integrated with the County Fuel Management Work Plan.

Exercise Scenario

This workshop event does not require a scenario.

Exercise Objectives and Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for this exercise. The objectives are linked to Federal Emergency Management Core Capabilities, which are distinct critical elements necessary to achieve specific mission area(s). The objectives and aligned capabilities were guided by the Exercise Planning Team.

Exercise Objective	Core Capability
1. MCEM will build awareness of the County Fuel Management Plan, specifically the Fuel Advisory Committee.	Infrastructure Systems
2. Multnomah County Fuel Response Partners will develop the expected decisions and recommendations made by the Fuel Advisory Committee when activated	Operational Coordination & Infrastructure Systems
3. Multnomah County Fuel Response Partners will revise the initial Fuel Advisory Committee participant list,	Operational Coordination & Infrastructure Systems

Table 1. Exercise Objectives and Associated Capabilities

Workshop Products

1. Fuel Advisory Committee (FAC) Roles & Responsibilities Guidance: Module 2 will dig into the expected decisions and recommendations this Committee is responsible to make, and the discussions and findings from that discussion will build this guide that will be used by the FAC during its activation.
2. Fuel Advisory Committee (FAC) Participant List: Module 3 will further define who will play a role in the FAC during an activation. The findings from this discussion will update Section 4.3.1 of the Fuel Management Plan-V1 and provide a guide for the Fuel Group in ESF #12 to activate and oversee an FAC during a response.

Exercise Timeline

Agenda Item	Timeframe
Introduction & Welcoming	0900 – 0905
Seminar Module 1: Plan Overview & Fuel Advisory Committee Responsibilities	0905 – 0930
Workshop Module 2: FAC Expected Decisions & Recommendations	0930 – 0945
Workshop Module 3: FAC Participants Revised	0945 – 1025
Process Learning Session (Hot Wash)	1020 – 1030
End Exercise	1030

Table 2. Workshop Agenda

SEMINAR OVERVIEW

- A. MCEM Plan Overview: This segment of the Seminar will have the County Emergency Management Team present the current Plan for general awareness and foundational education. This overview will cover the entire Plan, with the priority being 4.3.1 - Fuel Advisory Committee content.
- B. Washington County FAC Use: The second part of this Seminar will have Washington County share their experience preparing and using a FAC.

WORKSHOP DISCUSSION QUESTIONS

Module 2-Objective #2 Actions (Decisions & Recommendations)

Below are the three decisions and recommendations as outlined in the 2022 Fuel Management Plan-V1:

1. Prioritization of fuel for public sector operations,
2. Detailing messaging on fuel capacity/crunch, needed restrictions, and related messaging, and
3. Making recommendations for limiting fuel use or commandeering fuel supply of external partners.

Questions

- General questions or comments regarding the initial three (3)?
- What other decisions and recommendations should/could this advisory committee address during a fuel impact?
- Does this group have the authority to make these decisions?
 - If not, how can we work to ensure this Committee does?

Module 3-Objective #3 Actions (Participants Revision)

Below are the participant groups as determined in the 2022 Fuel Management Plan-V1:

- ESF #12 Fuel Group Lead (chair)
- Multnomah County fleet services
- Municipal government fleet services
- County fuel contractor representative
- Municipal fuel contractor representative
- Large fuel supply company representatives
- County-wide first responder (law enforcement, fire department, EMS)
- Utility representation (power, water, wastewater, communications)
- Public transit representative
- Business representative
- Health/Medical representative (hospital, urgent care, dialysis)
- Highway/Road representative (County DLUT, city public works)
- Airport representative (Port of Portland)
- Social services representative (County, non-profit)

Questions

- Are there major partners or voices missing who would benefit the decisions and recommendations set out in Module 2?
- Who from each of the categories should be a part of this FAC?
 - Considering a realistic number of voices in this group.

POST-EXERCISE ACTIVITIES

After-Action Process

As this is a workshop exercise event, there will be no After-Action Report and Improvement Plan (AAR-IP). Post-exercise, the MCEM will lead an After-Action Process to update the current FAC-related content and content in the County Damage Assessment Plan Version 1. This process will use the following timeline:

- Workshop Process Learning Session (Day Of): At the conclusion of the workshop discussions, the Lead Facilitator will lead a Process Learning Session to allow participants to discuss operational strengths and areas for improvement related to their the Fuel Advisor Committee. Findings from this Session will be directly integrated into the DRAFT workshop product that will be distributed to all participants.
- DRAFT Workshop Product Share (7-10 Days): The MCEM will share the DRAFT workshop product developed during this time with all participants for a 7-10 day revision period. This revision period is meant for those that engaged in the conversation to review the developed product to ensure the necessary content was captured and detail where gaps remain.
- Final Workshop Product Shared (21-30 Days): The MCEM will share the final workshop product with the participants no more than 30 days following the event that will include updates from the revision period and a Strike Team-specific action plan.

PARTICIPANT INFORMATION AND GUIDANCE

Players Instructions

Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise.

Before the Exercise

- Review the Workshop Situation Manual and send any questions to the lead point of contacts listed on page 2.
- Sign in upon arrival to the exercise event, registration will take place via the chat, please include: name and organization.

During the Exercise

- This exercise is used as a work session to develop processes, tools, and action items – the Exercise Planning Team encourages open dialogue and collaboration to put these products together for each organization.

After the Exercise

- Participate in the Hotwash with the Lead Event Facilitator.
- Review the processes and/or products developed during the workshop time with your organization, and determine the next steps to prepare for the remainder of this series (if participating).

APPENDIX A: EXERCISE PARTICIPANTS

Participating Organizations
Multnomah County
<ul style="list-style-type: none"> • Office of Emergency Management (MCEM)
<ul style="list-style-type: none"> • Department of County Assets (DCA) – Facilities
<ul style="list-style-type: none"> • Department of County Assets (DCA) – Fleet Services
<ul style="list-style-type: none"> • Department of Community Services (DCS)
Community Partners
<ul style="list-style-type: none"> • City of Portland – Fleet
<ul style="list-style-type: none"> • City of Gresham
<ul style="list-style-type: none"> • City of Wood Village
<ul style="list-style-type: none"> • City of Troutdale
<ul style="list-style-type: none"> • Sauvie Island Fire Department
<ul style="list-style-type: none"> • Corbett Fire Department
<ul style="list-style-type: none"> • Port of Portland
<ul style="list-style-type: none"> • Portland General Electric (PGE)
<ul style="list-style-type: none"> • Pacific Power
<ul style="list-style-type: none"> • TriMet
State & Regional Partners
<ul style="list-style-type: none"> • Washington County Emergency Management
<ul style="list-style-type: none"> • State of Oregon Department of Energy

Table 3. Exercise Participants

