

## **APPENDIX A – FUEL OPERATIONS CONTINGENCY PLAN**

This Contingency Plan should be used to serve citywide fleet and equipment fueling operations.

### **Objective**

To provide fuels for City of Albany equipment during a power outage disabling commercial fueling facilities.

### **Criteria and Procedures for Activating the Plan**

A prolonged, localized power outage (duration over eight (8) hours) will cause activation.

### **Roles, Responsibilities, and Authority**

- A contact list for City of Albany personnel required to implement the Plan will be provided to the Commercial Card-Lock Fuel Facility Contractor.
- The City's Emergency Manager will be responsible for implementing the Contingency Plan and notifying appropriate City staff and the Fuel Contractor.
- The City of Albany Public Works Department will provide and set up the generator at the fuel site. The 15KW generator is located at Public Works Operations, 310 NE Waverly Drive, Building B, Albany, Oregon. An "Emergency Fueling Generator" plaque and detailed instructions will be attached to the generator. The generator trailer is painted orange for easy recognition.
- The City of Albany Police Department will provide security.

### **Priority Use - Fuel access will be given in the following priority order:**

1. – City of Albany Police and Fire
2. - Public Works and Parks & Recreation
3. – Mutual Aid Contractors
4. - Contractor's Vehicles
5. - General City of Albany Government

### **Procedures for Operating During or After System Failures**

**Generators** - Fueling pumps are to be run only when vehicles are waiting to be fueled. Generators will be available to power fuel pumps as needed throughout the duration of the emergency. Generators will run continuously until fuel supply needs to be replenished.

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**Pumps** - To prevent overloading the power supply, only one product pump can be operated at a time with only one product.

- Instructions to unlock the transfer switch and the keys will be provided at the location by the Contractor.
- A standardized cord will be stored with the generator. Cords are also stored at the site.
- A sign reading "Emergency Vehicle Fuel Only for Duration of Emergency" is stored with the generator. The police officer, or whoever is providing security on site, is responsible for signage.

**Hand Pump** – To enable emergency staff to have access to fuel at various City fueling stations.

### Resources Available to Support Emergency Operations at the Site

#### Personnel:

- One (1) City of Albany employee
- One (1) Contractor Employee

#### Equipment:

- One (1) City-owned generator and other equipment necessary to operate the pump
- One (1) emergency sign

Instructions: Written instructions for site operation.

### Criteria and Procedures for Returning to Normal Operations

- Restore electricity to the location.
- Shut down the pump.
- Disconnect the generator and return to its usual storage site. Return signs and emergency power cords to their storage locations.

### Other Fuel Arrangements

- Contractor must provide a phone number to City to contact Contractor's fuel tank trucks in case of an emergency. Phone calls must be answered 24/7/365.

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### **Estimated Cost of the Plan**

- The primary expense to prepare the facilities to hook up a generator will be at the Contractor's expense.
- The primary expense of the generator will be at the City of Albany's expense.
- Fuel pricing will remain at the rate provided in the Price Proposal of the City Fuel Services and Products agreement.

### **Plan Updates and Testing Frequency**

- Testing the fuel location's operation under auxiliary power will be conducted a minimum of every three (3) years, and immediately after the award and execution of a contract to a Contractor to provide commercial card-lock fuel, bulk fuel and product delivery services to the City of Albany. City staff will arrange a time to test the Fuel Operations Contingency Plan on an annual basis with department representatives, preferably in early fall. A representative of the fuel provider shall be available during the testing of the fuel location's operation under auxiliary power.

### **Post-Emergency Plan**

The Emergency Manager or designee will meet with personnel after plan implementation and testing has occurred to determine whether changes in the plan are necessary for interagency coordination. If revisions to the plan are made, the Emergency Manager will incorporate the revisions and make distribution.

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### Generator Back-Up System Instructions in the Event of a Power Failure

This is aligned with current fuel provider; may be subject to change.

1. Plug cord into transfer switch receptacle and twist clockwise to lock. When properly locked, you should not be able to pull plug straight out of the receptacle.
2. Plug the other end of the cord into the 30-amp 125/240-volt receptacle on the generator. Twist the plug clockwise to lock it into position.
3. Start the generator and let it run for a minimum of two (2) minutes to fully warm up.
4. Pull the transfer switch handle down to the lowest position labeled "Generator Power". The computers for the gas pumps are then receiving power and must have a minimum of two (2) minutes to start up and be ready for use. Utilize the card access unit closest to the transfer switch.
5. Use the unleaded regular or diesel pump, and only one product at a time. The premium fuel pump is not connected to the generator and will not work.

**NOTE: USE ONLY ONE PRODUCT AT A TIME. USING TWO PRODUCTS AT THE SAME TIME WILL OVERLOAD AND STALL THE GENERATOR REQUIRING A RESTART FROM STEP 3 OF THESE INSTRUCTIONS.**

6. After fueling is complete, wait two (2) minutes to allow the computers to process the transaction.
7. Return the transfer switch to the "city power" position, turn off the generator and unplug the cord from the switch and generator by twisting the plugs counterclockwise.

**NOTE: This application requires at least a 15,000-watt generator with a 30-amp 120/240-volt, twist-lock receptacle.**

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City of Albany Fire Chief

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Contractor Name/Signature

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Date

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Date