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Director

January 14, 1999

Director, Division of Records and Reporting
Florida Public Service Commission
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980570-EU

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Greetings,

This letter is the City of Lakeland, Department of Electric Utilities, notification to the Florida Public Service Commission that the department has reviewed its Fuel Emergency Plan as required by PSC Order # PSC-98-1520-NOR-EU. The plan was revised in November 1998 and the plan is deemed to be adequate for this period.

A copy of the plan is enclosed.

Sincerely Yours,

R. G. Siegel, Manager Director
Department of Electric Utilities
City of Lakeland

XC Florida Reliability Coordinating Council

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00659 JAN 19 99

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LAKELAND ELECTRIC DEPARTMENT

FUEL

LONG - TERM ENERGY EMERGENCY PLAN

November, 1998

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LAKELAND ELECTRIC DEPARTMENT
LONG - TERM ENERGY EMERGENCY PLAN
FOR
FUEL SUPPLY SHORTAGE

I. INTRODUCTION

The uncertainty in fuel supply is beyond the control of prudent planning and has the potential for fuel shortages in both Lakeland Electric and the whole State. This could result in a long-term electrical energy deficiency, which would adversely affect all customers. Therefore, this emergency plan was developed which would enable Lakeland Electric to best cope with the energy shortage and thereby protect the health, safety and welfare of its customers during the period of deficiency.

II. PURPOSE

The purpose of this Plan is to establish a systematic and efficient means of anticipating, assessing and responding, in an appropriate manner, to a long - term energy emergency caused by a fuel supply shortage.

III. DEFINITION

An energy emergency exists when the utility has inadequate energy generating capability by reason of a fuel supply shortage and is thereby prevented from operating at required levels as established by its customers normal energy needs. An energy emergency differs from a short-term capacity emergency in that energy requirements cannot be met over an extended period. The period of advance warning and expected duration of an energy emergency is usually measured in terms of weeks or months, as opposed to hours or minutes for a short-term capacity deficiency.

IV. AUTHORITY

A. DECLARE EMERGENCY

	Activity	Person Responsible
1.	Regularly monitor fuel inventories and system load and publish weekly Fuel report.	Fuels Coordinator
2.	Alert the Managing Director to declare an energy emergency (See 4 below) any time fuel supplies appear to be in jeopardy due to availability of and/or quality constraints and it is probable that inventory levels will drop below desirable levels, as defined in Section V Step A.	Fuels Coordinator
3.	After an energy emergency is declared, or at the direction of the Manager authorized to declare an energy emergency, the following procedure will be followed in determining the fuel supply situation.	Fuels Coordinator
a.	Monitor and prepare short-term forecast of system load.	Supervisor of System Control
b.	Monitor and forecast fuel inventories. Coordinate fuel plans with the members of the Florida Municipal Power Pool	Fuels Coordinator
c.	Using the above data, run the Generation modeling program and provide the amount of each type of fuel expected to be used to the Fuels Coordinator. The estimated fuel consumption should be established on a daily basis for the first 30 days and then on a weekly basis for up to 75 days.	Supervisor of System Control
d.	Using the output of b and c above, prepare and distribute a daily or weekly report on the overall fuel supply situation	Fuels Coordinator

B. ENERGY EMERGENCY COORDINATOR

Activity	Person Responsible
1. After the emergency is declared the Energy Emergency Coordinator is required to Coordinate all activities involved in Implementing The Energy Emergency Plan.	Assistant Managing Director

C. IMPLEMENTATION PLAN

The persons listed below will assist the Energy Emergency Coordinator and be responsible for implementing the part of the plan listed by their title.

Activity	Person Responsible
1. Expedite fuel procurement and coal transportation. Coordinate all fuel activities with the Florida Municipal Power Pool	Fuels Coordinator
2. Communicate with Department and City	Managing Director
3. Communicate with media and public	Public Information Officer
4. Communicate with Governmental organizations	Public Information Officer
5. Waive environmental restrictions	Manager of Environmental Compliance
6. Curtail Utility & Municipal use	Assistant Managing Director and Director of Power Production
7. Promote load conservation, voluntary and mandatory	Account Managers, Public Information Officer
8. Utilize load control	Supervisor of System Control
9. Curtail firm load	Supervisor of System Control
10. Modify system operation	Manager Electric System Control

V. THE EMERGENCY PLAN

When a long-term Energy Emergency Plan is declared, the following steps and actions may be taken so as to minimize the effect of the fuel shortage upon our customers.

Step A – After the Energy Emergency has been declared and the total fuel supply* has decreased to 50 days and a continued downward trend is anticipated, the following measures should be implemented and continued for the duration of the emergency.

1. Expedite Fuel Procurement
 - a. Oil – Request Lakeland Electric suppliers to locate and acquire any oil of the proper quality to meet both environmental and operational constraints.
 - b. Coal - Attempt to purchase available coal from any sources that meet both environmental and operational constraints.
 - c. Natural Gas – Request gas supplier to provide maximum amount of gas based on capacity of Lakeland Electric pipeline.
 2. Communicate with Department and City
 - a. Issue Newsletter bulletin that explains why the fuel shortage has occurred, provides an overview of the Emergency Plan and communicates details of Step A.
 - b. Provide daily update on telephone hot line.
 3. Communicate with Public and Media
 - a. Issue news release to the news media. It will explain why the fuel shortage has occurred, communicate actions Lakeland Electric is taking to deal with the problem and will provide specific conservation information to customers.
 - b. Provide daily briefings to media on status of emergency.
 - c. Promote load conservation by the public via advertisements that will provide customers with specific information on how to conserve electricity.
- * Refers to the fuel on the property and that already in the delivery "pipeline".
4. Communicate with Governmental Organizations
 - a. Coordinate with the Public Information Officer in notifying appropriate agencies.
 - b. Assist Manager of Environmental Compliance with Environmental Restrictions Waiver.

Step B – If the total fuel supply has decreased to the range of 50 to 36 days and a continued downward trend is anticipated, the following additional measures should be implemented.

1. Expedite Fuel Procurement
 - a. Oil – Suppliers of oil would be solicited by phone to determine types of oil available for purchase as well as quantity and delivery time. Will maximize on-site inventory.
 - b. Coal – Purchase any coal that is available and can be burned in Lakeland Electric Power Plants.
 - c. Natural Gas – Request gas supplier to obtain additional quantities of gas up to maximum capacity of Lakeland Electric pipeline.
2. Communicate with Department & City
 - a. Issue Newsletter bulletin that will update employees.
3. Communicate with Public and Media
 - a. Issue update news statement.
 - b. Continue advertisements telling customers how to conserve electricity.
4. Communicate with Governmental Organizations
 - a. Request legal authority from the proper governmental organization for the actions to be taken in the following steps.
 - b. Update appropriate governmental agencies.
5. Waive Environmental Restrictions – No new action required.
6. Curtail Utility & Municipal Use
 - a. Reduce energy use by at least 20%.
 - b. Discontinue the use of lunchroom kitchens, turn off 25% of exterior lights, turn off hot water heaters.
 - c. Reset and lock air conditioning thermostats and heating thermostats to 80° degree and 65° respectively.

7. Promote Load Conservation
 - a. Voluntary
 - 1) Request residential and commercial customers to cut back on nonessential usage and to adjust thermostat setting 5 degrees down from normal during a heating season and 4 degrees up from a normal setting during a cooling season.
 - 2) Request customers to temporarily discontinue use of indoor advertising devices, outdoor displays and flood lighting except that essential for safety and security.
 - 3) Request all customers to reduce their kilowatt hour usage by at least 15%.
 - a) Mandatory - Ban all nighttime sporting activities. Close all lighted parks, tennis courts, golf courses, etc. Also, eliminate nonessential outdoor flood lighting and restrict the use of outdoor advertising lighting.
8. Utilize Load Control - Increase cycle times of controlled water heaters, space heating, swimming pool pumps and air conditioners to one hour off every 1 to 4 hours.
9. Curtail Firm Load - No action required.
10. Modify System Operation
 - a. Modify unit dispatch to load units with obtainable fuels (other than No. 2 oil) first, and then load units burn the fuel in short supply. Coordinate all activities with the Florida Municipal Pool
 - b. Where possible cycle units fueled by short supply fuel off line and still allow the same demand and energy output, but at a better heat rate and consume less station service power.
 - c. Purchase energy from the market to replace self generation when feasible.

Step C - When the total fuel supplies have decreased to the range of 36 to 25 days and a continued downward trend is anticipated, the following additional measures should be implemented:

1. Expedite Fuel Procurement
 - a. Oil - Locate and purchase any oil available which would satisfactorily burn in Lakeland Electric power plants.
 - b. Coal - Locate and purchase any usable coal.

- c. Natural Gas - Request gas supplier to curtail deliveries to nonessential users to obtain additional quantities of gas up to maximum capacity of Lakeland Electric pipeline.
2. Communicate with Department & City
 - a. Issue Newsletter bulletin that will update employees.
3. Communicate with Public and Media
 - a. Issue updated news statement.
 - b. Continue advertising conservation.
4. Communicate with Governmental Organizations
 - a. Request legal authority from the proper governmental agency for the actions to be taken in the following steps.
 - b. Update governmental agencies.
5. Waive Environmental Restrictions - No new action required.
6. Curtail Utility & Municipal Use
 - a. Discontinue the use of air conditioning units serving large areas with a small number of people by moving the people.
 - b. Turn off at least 50% of all exterior lights.
 - c. Fill power plant bunkers during off peak times.
 - d. Implement water usage ban on nonessential uses including lawn sprinkling and car washing.
7. Promote Load Conservation
 - a. Voluntary
 - 1) Direct residential customers to further reduce energy consumption by stopping use of certain electrical services such as air conditioning, heating, hot water heaters, clothes dryers, dish washers, and other convenience devices and equipment.
 - 2) Conditioned offices and buildings other than critical services such as hospitals will be directed to lower thermostat settings to 65° during the heating season and raise thermostat settings to 80° during cooling season.

- 3) Commercial establishments, institutional facilities, public and private schools, office buildings and industrial plants will be directed to further reduce their consumption which may require a reduction in their operating hours.
 - 4) Encourage customer use of generation and alternate energy supplies.
 - 5) Request all commercial and industrial customers to reduce their kilowatt hour usage by at least 30%.
- b. Mandatory
- 1) In commercial establishments, ban all nonessential use of hot water.
 - 2) Elimination of window and display lighting.
 - 3) Ban all air conditioning and heating during non-use hours and in unoccupied areas of commercial establishments.
8. Utilize Load Control
- a. Increase cycle times to 2 to 4 hours off during every 2 to 6 hour period.
9. Curtail Firm Load – No action required.
10. Notify System Operations
- a. Reduce firm sales to other utilities to a minimum.
 - b. Implement emergency line ratings so as to increase import capability.
 - c. Purchase economy power against peaker prices when it will extend the availability of the fuel in short supply.
 - d. Purchase short term firm energy from the market, other than peaker energy, when it will extend the availability of the fuel in short supply.
 - e. Lower system distribution voltage 5 percent where it is possible to do so.

Step D – When the total fuel supply has decreased to a 25 to 15 day supply and a continued downward trend is anticipated, the following additional measures should be implemented.

1. Expedite Fuel Procurement
2. Investigate all possible fuel sources in search of any usable fuel.
3. Communicate with Department & City of Lakeland
4. Issue Newsletter bulletin. Emphasize that firm load customers will experience rotating blackouts and why.

5. Communicate with Public and Media
6. Issue updated news statement explaining that firm load customers will experience rotating blackouts and why.
7. Communicate with Governmental Organizations
8. Request legal authority from the proper governmental agencies for the actions to be taken in the following steps.
9. Update appropriate governmental agencies. In particular, advise them of firm load curtailment and its impact on their activities.
10. Waive Environmental Restrictions - No new action required.
11. Curtail Utility & municipal Use
12. Eliminate all but critical air conditioning and heating such as that for computer facilities.
13. Use waivers obtained in (5) to eliminate stack gas scrubbing loads.
14. Promote Load Conservation
 - a. Voluntary - Request all commercial and industrial customers to reduce their kilowatt hour usage by at least 50%.
 - b. Mandatory - Reduce street and area lighting where possible.
15. Utilize Load Control - Increase off periods to 6 to 12 hours.
16. Curtail Firm Load
 - a. Place the Lakeland Electric firm load curtailment plan into operation. The implementation of this plan will result in the interruption of electrical service to our customers on a rotating basis. The periods of interruption to electrical service will be rotated among the service areas so that no one area will be without electricity for an unduly long period of time. Selection of the areas to be interrupted will be made by company operating personnel in the exercise of their judgement according to circumstances existing at the time of the emergency.
17. Whenever possible during such emergencies, the company will give priority for service to hospitals, vital military installations major airports, police and fire, critical telephone exchanges, TV stations, and water and sewer facilities where no emergency power source is available.

V. LONG-TERM ENERGY EMERGENCY PLAN SUMMARY

The following shows the additional measures to be taken for each step.

ACTION	50 to 75 Days* Emergency Declared STEP A	36 to 50 Days STEP B	25 to 36 Days STEP C	15 to 25 Days STEP D	10 to 15 Days STEP E
1. Expeditious Fuel Oil Coal Gas	Purchase any proper oil. Purchase any proper coal. Purchase additional gas.	Determine types of oil available. Purchase any satisfactory burnable coal.	Purchase any satisfactory burnable oil. Purchase EIR usable coal. Purchase maximum amount of additional gas.	Search for and purchase EIR usable fuel.	
2. Curtail Utility & Municipal User: Buildings and Power Plants	Curtail nonessential users. Reduce KWH's by 10%. Monitor usage weekly. Reduce water and sewer.	Reduce KWH's by 20%. Set thermostats to 65° to 80°. Cut off 25% of exterior lights. Cut off hot water heaters.	Further reduce A/C. Cut off 50% of exterior lights. Fix burners at off peak time.	Cut off all but critical A/C and heating.	
3. Promote Load Conservation Voluntary	Request 5% KWH reduction. Educate customers. Advertise conservation.	Request 15% KWH reduction. Adjust thermostats ± 5%. Cut out indoor & outdoor air. Cut out flood lighting as possible.	CEI: Request 30% KW Reduction. Set thermostats to 65° or 80°. Encourage alternate energy usage. Reduce operating hours if necessary. Residential: Stop using A/C, Heating, H. W. H., dryers, dish Washers, etc.	CEI: Request 50% KWH reduction.	

ACTION	50 to 75 Days* Emergency Declared STEP A	36 to 50 Days STEP B	25 to 36 Days STEP C	15 to 25 Days STEP D	10 to 15 Days STEP E
Mandatory		Ban night sports. Close lighted parks, etc. Ban nonessential flood and O. D. advertising lighting	Ban displays & window lighting Ban in commercial establishments a. A/C and heating during non-use hours and in unoccupied areas. b. Nonessential use of hot water.	Reduce street and area lighting where possible.	
4. Utilize Load Control	Use to reduce peaks Cycle 30 min. per hour	Cycle 1 hr. per 1 to 4 hrs.	Cycle 2 to 4 hrs. per 2 to 6 hours	Off 6 to 12 hrs. per time.	Implement Orderly shut Down of units
5. Modify System Operation	Stop non-firm sales to other utilities. Stop economy interch. sales	Modify unit dispatch. Cycle units off-line. Purchase out of state energy.	Reduce firm sales to a min. Use emergency line ratings. Purchase economy power against peaker prices. Purchase short-term firm Energy except peaker.	Purchase any Available energy.	Insure power avail. to Plants.
	Review maintenance Schedule. Place 75% of Spln. Res. On Step "O".				

50 to 75 Days*
 Emergency Declared
 STEP A

36 to 50 Days
 STEP B

25 to 36 Days
 STEP C

15 to 25 Days
 STEP D

10 to 15 Days
 STEP E

9. Curtail Firm Load

Implement Firm Load Curtailment Plan*.

5. Waive Environmental Restrictions

Request Governor to suspend SIP of CAA.

4. Comm. With Governmental Organizations

*Coordinate with Public Affairs in notifying appropriate agencies. Assist with request to Governor.

Request legal authority for actions to be taken in this step. Update governmental Agencies.

2. Comm. With Dept. and City

Issue newsletter.

Issue updated newsletter.

Same as Step B.

Same as Step B.

Update appropriate agencies.

3. Comm. With Public and Media

Issue news release. Provide daily status Briefing. Promote load conservation.

Update news release.

Same as Step B.

Same as Step B.

Update appropriate

* Refers to total fuel supply in pipe line. Consideration is to be given to the "realistic days supply" which is defined as the "days supply" calculated as though there would be no fuels receipts, but then adjusted for realistic, expected fuel deliveries.

Step C

1. Turn off at least 50% of all exterior lights.
2. Discontinue the use of air conditioning units servicing large areas with a small number of people. This will involve the moving of some personnel.

Step D Eliminate all but critical air conditioning and heating, i.e., communication and computer facilities.

A. COMMERCIAL/INDUSTRIAL POWER SERVICES

Upon the declaration of a long-term energy emergency, the Customer Service Division, will be responsible for the following:

Step A - Account Managers shall contact all commercial and industrial customers (including interruptible load customers) and advise them of the fuel shortage and the need to curtail their load by 5% until further notice. They will also be advised of the potential for further curtailment if the fuel supply continues to diminish.

Step B - Account Managers shall contact commercial/industrial customers (including interruptible load customers) and advise them the fuel supply has diminished to a point which makes it necessary to request a further curtailment of 10% for a total at this point of 15% load curtailment until further notice. Also advise them of the specific conservation measures which should be taken as stated in Section VI C.

Step C - Account Managers shall contact all commercial and industrial customers (including interruptible load customers) and advise them the fuel supply has diminished to a point which makes it necessary to request a further curtailment of 15% for a total at this point of 30% load curtailment until further notice. Also advise them of the specific conservation measures which should be taken as stated in Section VI C.

Step D - Account Managers shall contact all commercial and industrial customers (including interruptible load customers) and advise them the fuel supply has diminished to a point which makes it necessary to request a further curtailment of 20% for a total at this point of 50% load curtailment until further notice. Also advise them of the specific conservation measures which should be taken as stated in Section VI C.

Step E - Account Managers shall contact all commercial and industrial customers (including interruptible load customers) and advise them of the continued need to maintain all load curtailment actions until further notice.

- d. Notify public daily through news media as to the status of the Utilities electric supply emergency and the extent to which the emergency plan is working.
 - e. Request all customers to curtail their load by 15%.
2. **Mandatory Measures:**
- a. A governmental ban on all nighttime sporting activities. Closure of all lighted parks, tennis courts, golf courses, etc.
 - b. Elimination of nonessential outdoor flood lighting, and restriction on the use of outdoor advertising lighting.

Step C - Promote Load Conservation

1. **Voluntary Measures: Residential**
- a. Announce to the public that the Utility's electric emergency supply continues to worsen and that it is requesting its customers to control and cease use of certain electric energy consuming devices.
 - b. Direct residential customers to further reduce energy consumption by eliminating use of nonessential electrical services, such as electric hot water heaters, clothes dryers, dishwashers, air conditioning, heating and other convenience devices and equipment.
 - c. Notify customers daily through news media as to the status of the electric supply emergency and the extent to which the plan is working.
2. **Voluntary Measures: Commercial**
- a. Conditioned offices and buildings other than critical services such as hospitals will be directed to lower thermostat settings up to 65 degrees during the heating season and raise thermostat to 80 degrees during the cooling season.
 - b. Commercial establishments, institutional facilities, public and private schools, office buildings and industrial plants will be directed to further reduce their consumption which may require a reduction in their operating hours.
 - c. Encourage customer use of generation and alternate energy supplies.
 - d. Ask all commercial and industrial customers to curtail their load by 30%.
3. **Mandatory Measures: Residential - No new action required.**

4. **Mandatory Measures: Commercial**

- a. Elimination of window and display lighting.
- b. A ban on air conditioning and heating during non-use hours.
- c. A ban on air conditioning and heating in unoccupied areas.
- d. Ban on all nonessential hot water use. Exceptions: Medical facilities, educational facilities, and food establishments.

Step D -- Promote Load Conservation

1. **Voluntary Measures: Residential**

- a. Announce to the public that the electric supply continues to deteriorate and that the Utility's rotating feeder disconnect plan, which will interrupt electrical service, mainly to residential and small commercial customers for specified periods of time, will be implemented to achieve capacity and energy reduction as dictated by the electric supply emergency. This plan will allow for feeder disconnect as often as required to achieve desired results.

2. **Voluntary Measures: Commercial**

- a. Strict temperature control of HVAC systems.
- b. Ask all commercial and industrial customers to curtail their load by 50%.

3. **Mandatory Measures: Street and Area Lighting**

- a. Reduce exterior Municipal Street and Area Lighting Systems as practical within prudent guidelines.

Step E -- Residential/Commercial/Industrial Customer Action

- 1. Voluntary Measures - Continued observance of previous four steps.
- 2. Mandatory Measures - Rotating blackouts.

C. **Environmental Planning**

Upon the declaration of an energy emergency the Supervisor of Environmental Affairs will be responsible for the following actions:

Step A -- To obtain the most expeditious relief, so as to be able to burn available fuels having a higher content of sulfur, Lakeland Electric would petition the Governor of Florida. Following an open public meeting on the action, a Hearing Officer would issue a recommended order to the Governor which would form the basis for his decision on whether to petition the President for authority to suspend the State Implementation Plan (SIP) requirements of the Clean Air Act.

At the public hearing, the following information will most likely be required from Lakeland Electric.

1. The nature and extent of the energy emergency;
2. Current and projected unemployment impacts associated with the energy emergency;
3. Current and projected loss of necessary energy supplies for residential use associated with the energy emergency;
4. Alternative strategies including conservation, alternative fuels and power wheeling for emergency and the consequences of these strategies on unemployment and on residential energy supply;
5. Amount of energy savings expected to result from temporary suspension of portions of the implementation plan.
6. To the extent possible, pollutant emission levels both before and after the proposed temporary suspension of portions of the implementation plan; and
7. To the extent possible, preliminary assessment of the air quality and health effect impacts of the proposed temporary suspension of portions of the implementation plan.

D. Firm Load Curtailment Coordinator

Upon declaration of a long-term energy emergency the Supervisor of System Control will be responsible for the following:

Steps A, B, and C – Stay knowledgeable of actions taken and results obtained by Steps A, B, and C.

Step D – Place the Lakeland Electric firm load curtailment plan into operation. The implementation of this plan will result in the interruption of electrical service to our customers on a rotating basis. The periods of interruption to electrical service will be rotated among the service areas so that no one area will be without electricity for an unduly long period of time. Selection of the areas to be interrupted will be made by company operating personnel in the exercise of their judgement according to circumstances existing at the time of the emergency.

Whenever possible during such emergencies, the company will give priority for service to hospitals, vital military installations, major airports, police and fire, critical telephone exchanges, TV stations and water and sewer facilities where no emergency power source is available.

For more detailed information, refer to the Lakeland Electric Load Curtailment Procedures.

E. Fuels

Upon declaration of a long-term energy emergency the Fuels Coordinator will be responsible for the following:

1. Formulate emergency fuel procurement strategies, policies, and guidelines based upon analysis of internal and external variables impacting on Lakeland Electric's fuel operations; and update them as emergency conditions change.
2. Continuously monitor fuel market conditions in order to assess current market conditions and future trends; and report market information to management.
3. Assure constant fuels supply to generation plants in accordance with environmental and performance standards as long as possible under the constraints caused by the fuel emergency.
4. Investigate alternate sources of supply, in accordance with the procurement arrangements set forth by the emergency strategy, to allow the Utility to respond to changes in regulation, operating requirements, or market conditions.
5. Manage existing fuel inventories in a way that assures the most efficient use of fuels under the constraints caused by the fuel emergency.
6. Provide fuel and transportation availability information and forecast for planning and control of operations under the fuel emergency conditions.
7. Develop information, reports, and testimony relating to Lakeland Electric's emergency fuel procurement activities for management, customers, and governmental agencies.
8. If, during the emergency, a physical transfer of fuel should become practical or necessary due to some physical limitation of the electrical system, the bilateral transfers will be accomplished through mutual agreement between the utilities involved. The principle upon which these transfers will be based is that the original owner or procurer of the fuel shall be made whole in terms of the cost, quantity, and quality of fuel transferred as soon after the emergency as practicable.

F. Governmental Affairs

Upon the declaration of long-term energy emergency, Public Information Officer will be responsible for the following actions:

Step A

1. Coordinate with the Managing Director, those messages communicated to the Department & City and with media and public prior to the release of such communications to provide public officials with sufficient advance time to prepare proper responses for public inquiry.

2. Assist Manager of Environmental Compliance with governmental contact to waive Environmental Restrictions.
3. Notify selected public officials (see attached) of Energy Emergency. Relate message developed in 1) above. Advise of Utility Emergency Plan and Steps to be taken.

Step B

1. Contract appropriate city and county officials (including but not limited to school officials) to implement 7.b. (Mandatory Load Conservation) to prohibit nighttime sporting activities and to close lighted parks, tennis courts, golf courses, etc.
2. Update officials on public communications.

Step C

1. Contact local (city and county), state and federal agencies to implement 7.b curtailment of air conditioning and heating, nonessential use of hot water and elimination of window and display lighting.
2. Update public officials.

Step D.

1. Contact city and county to reduce street and area lighting (7. b.)
2. Advise public officials of firm load curtailment (9.) and its potential impact on their activities.

Step E.

1. Communicate all notices to governmental organizations on continuing basis.

G. Engineering Division and Marketing Group

Upon the declaration of long-term energy emergency, System-Planning-Division and Engineering Division and Marketing Group will be responsible for the following:

Step A – No action required.

Step B

1. Develop emergency line ratings for the lines requested by System Operations so as to allow maximum power transfer capability to Lakeland.
2. The Marketing Group will work with System Operations in negotiating a reduction of any long-term firm power sales to other utilities to a minimum when Step C is implemented.

Step C – Work with System Operations in negotiating a reduction of any long-term power sales to other utilities to zero when Step D is implemented.

Step E

Proceed with orderly shutdown of units as fuel is exhausted.

I. Public Affairs

Upon the declaration of a long-term energy emergency, the ~~Corporate Planning Division~~ Public Information Officer will be responsible for the following actions:

Step A

1. Communicate with Utility and Municipal employees.
 - a. Issue news release to the media. It will explain why the fuel shortage has occurred, communicate actions Lakeland Electric is taking to deal with the problem and will provide specific conservation information to customers.
 - b. Provide daily briefings to media on status of emergency.
 - c. Promote load conservation by the public via advertisements that will provide customers with specific information on how to conserve electricity.

Step B

1. Communicate with Utility and Municipal employees.
 - a. Issue Newsletter bulleting that will update employees on actions taken to date, the results and that communicates details in Step B.
2. Communicate with public and news media.
 - a. Issue news statement about the continued downward trend in fuel supply. Statement will also explain Utility actions to solve the problem and will communicate conservation information as outlined in this Step.
 - b. Continue advertisements that provide customers with specific information on how to conserve electricity.

Step C

1. Communicate with Utility and Municipal employees.
 - a. Issue Newsletter bulleting to communicate details of Step C. Continue hotline.
2. Communicate with public and news media.
 - a. Issue news statement about the continued downward trend in fuel supply as outlined in this Step, communicate conservation information and steps Utility is taking to solve the problem.

- b. Continue advertising that communicates conservation information listed in this Step.

Step D

1. **Communicate with Utility and Municipal employees.**
 - a. Issue news statement about the continued downward trend in fuel supply and need to conserve. As outlined in this Step, announce that firm-load customers will experience rotating blackouts, why, and what the Utility is doing to solve this problem.
 - b. In addition to conservation information, advertising will also explain why rotating blackouts are occurring. Ads will point out that the outages are being distributed evenly among all customers, except for hospitals, fire, and police, etc.

Step E

1. **Communicate with Utility and Municipal employees.**
 - a. Issue Newsletter bulleting that communicates details in Step E.
2. **Communicate with public and news media**
3. **Issue news statement to explain the continued downward trend in fuel supply. Communicate Utility actions as outlined in this Step, and the need for customer conservation.**
 - a. Continue advertising that explains why rotating blackouts are occurring. Continue conservation ads.

J. System Operation

Upon the declaration of a long-term energy emergency, the Engineering and Operations Division will be responsible for the following actions:

Step A

1. Provide the Energy Emergency Coordinator with a short-term demand and energy forecast during the emergency.
2. Run the generation modeling program and provide the amount of each type of fuel to be used to the Fuels Coordinator. The estimated fuel consumption should be on a daily basis for the first 30 days and then on a weekly basis for up to 75 days. Update the estimate as required.
3. Utilize Load Control - Increase cycle times of individually controlled items to 30 minutes/hour cycled every hour in order to further reduce generation peaks, shoulder loads and conserve KWH use.

ENERGY EMERGENCY CONTACT LIST

NAME	TITLE	ENTITY	CONTACTS	NOTES
	State Warning Point	DCA Division of Emergency Management	Office 850-413-9900 850-413-9910 850-413-9911 Fax 850-488-7841	24 Hour Emergency Contact
Ken Wiley	General Manager	Florida Regional Coordinating Council	Office 813-877-5301 Fax 813-289-5846 Home 813-831-0280 Mobile 813-890-8344 Email kwiley@frcoc.com	
Linda Brousseau	Director of Reliability	Florida Regional Coordinating Council	Office 813-239-5844 Fax 813-289-5846 Home 727-593-0798 Mobile 727-415-7895 Email lbrousseau@frcoc.com	
Marty Mennes	Chair FRCC Operating Committee	Florida Power and Light	Office 305-422-5248 Fax 305-422-5022	
Chuck Harper	State Capacity emergency Coordinator	Florida Power Corporation	Office 727-384-7819 Fax 727-284-7865 Home 727-584-4906 Mobile 727-480-4426 Email charles_l.harper@fpc.com	
	Polk County Administrator	Polk county	Office 941-533-1161	
	Polk County Commission, Chairman	Polk County	Office 941-533-1161	
	Dept. of Environmental Regulation	State of Florida	Office 904-488-2988	
	Mayor	Polk City	Office 941-884-1375	
David Crum	Emergency Coordinator	Florida Public Service Commission	Office 850-413-8898 Fax 850-413-8897 Home 850-868-9350 Pager 800-226-7243 ID# 2742004 Email dcrum@psc.state.fl.us	