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**(Name of Jurisdiction)**

**Emergency Operations Plan (EOP)**

**ESF 3 Annex**

**CPG 101 Template 2019**

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2019

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# ESF Coordinator and Support Agencies

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| --- | --- |
| **ESF Coordinator**  | **Support Agencies**  |
| (Public Works Director)**Primary Agency**(Public Works Department)  | (Water Companies)(Power Companies)(VOADs)(Forestry services)(Engineer services)(Municipal Utilities)(Transportation Department) |

# Introduction

## Purpose

1. To provide for the coordination and use of all county, public, private, and volunteer Public Works and engineering resources within (Name of Jurisdiction) during an emergency or a disaster situation.
2. To establish policy, procedures, and priorities for the control and restoration of transportation infrastructure, water resources, and sewer facilities and to provide for coordinating immediate and continued engineering resources, construction management, emergency contracting, and expertise following a disaster.
3. To provide an accurate assessment of damages, losses, and expenditures resulting from an emergency in order to determine the need for mutual aid, state and/or federal assistance and to conduct safety evaluations to protect the public health and welfare.

## Scope

ESF 3 Public Works operations encompasses a wide array of responsibilities which include coordinating restoration of essential services such as safe water and sewer systems, electricity, dams, public roads and essential public buildings. The (Primary Agency Name) assumes primary responsibility for the coordination of governmental and private partner public works resources.

# Concept of Operations

## General Concept

The ESF 3 Public Works Coordinator is responsible for the coordination of all ESF 3 administrative, management, planning, training, preparedness, mitigation, response and recovery activities to include developing, coordinating, and maintaining the ESF 3 Annex. All ESF 3 supporting agencies will assist in the planning and execution of the above.

The ESF 3 Public Works Coordinator has the overall responsibility for mission assignments and coordination of the available engineering and construction resources within the county.

State resources used in support of this plan will be committed on a mission type basis, when requested in accordance with the Georgia Emergency Operations Plan.

The ESF 3 Public Works Coordinator will coordinate with all supporting and other appropriate departments/agencies and organizations to ensure continual operational readiness during emergencies.

Each municipal Director of utilities is primarily responsible for public works and engineering operations within the limits of the municipality.

The combined municipal engineering resources and those within the county are available to the ESF 3 Public Works Coordinator. They become an integral part of the Public Works and Engineering Service. They also become an integral part of the resources available for use in the public interest, with due regard to local needs.

Public Works refers to those engineering and procurement activities required to provide or restore: emergency power supplies for critical facilities; water and sewer services, including emergency supply of potable water, temporary restoration of water supply and sewer systems, and providing water for firefighting; and emergency ice, snow, and debris removal.

Engineering activities include, but are not limited to, technical expertise regarding the structural safety of damaged buildings, bridges, and highways; restoration of transportation infrastructure; coordination of emergency repairs to public facilities; appropriate construction services (i.e. electrical, plumbing, soils, etc.), and emergency demolition or stabilization of damaged structures and facilities designated as hazards to public health and safety.

## ESF Responsibilities

### General

1. Maintain liaison with the County EOC.
2. Coordinate emergency information for public release through ESF 15.
3. Participate in planning meetings and exercises.
4. Ensure that all team members or support agencies maintain appropriate records of costs incurred during the event.

### Pre-Event Phase

#### Public Works & Engineering

1. Maintain normal day-to-day operations.
2. Develop plans and procedures to implement this plan and coordinate with each of the supporting departments and municipal utilities.
3. Develop a plan for manpower to sustain operations for multiple operational periods.
4. Maintain a current inventory of equipment and supplies, to include points-of-contact and telephone numbers, required to sustain emergency operations, including emergency power generators.
5. Establish operational needs for restoration of public works service during the emergency.
6. Develop and maintains list of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers, associated with public works and engineering functions.
7. Plan engineering, contracting, and procurement assistance for emergency debris, snow, or ice clearance, demolition, public works repair, and water supply and sewer restoration missions.
8. In coordination with local emergency management officials, develop policy for conservation, distribution and use of potable and firefighting water.
9. Maintain formal agreements and/or working relationships with city, state, and federal agencies having Public Works and Engineering responsibilities.
10. Coordinate with municipal, county, and state agencies in the development and maintenance of a priority restoration list on all essential/critical facilities and utilities.
11. In coordination with the Georgia Emergency Management and Homeland Security Agency (GEMA/HS), develop and participate in training and periodic test exercises.

#### Damage Assessment

Identify and locate damage assessment teams and other engineer teams and plan for deployment anywhere within the jurisdiction.

### Response Phase

#### Public Works & Engineering

1. Upon notification from the (Name of Jurisdiction) Emergency Management Agency (EMA), activate ESF 3.
2. Evaluate available information concerning the nature and extent of the disaster situation and establish a program based on priority lists, for the restoration of essential facilities and utilities.
3. Evaluate status of current resources to support ESF 3 operations.
4. Identify water and sewer service restoration, debris management, and engineering requirements as soon as possible.
5. Establish priorities to clear roads, repair damaged water/sewer systems and coordinate the provision of temporary, alternate or interim sources of emergency power and water/sewer services.
6. Procure equipment, specialized labor, and transportation to repair or restore public works systems.
7. Coordinate with ESF 6 for shelter support requirements.
8. Coordinate with ESF 8 and ESF 11 for advice and assistance regarding disposal of debris containing or consisting of animal carcasses.
9. Coordinate with ESF 10 for advice and assistance regarding disposal of hazardous materials.
10. Coordinate with ESF 4 for advice and assistance regarding firefighting water supply.

#### Damage Assessment

1. At the onset of an emergency or disaster, notify department/agency heads and local governments and volunteer organizations to have damage assessment and safety evaluation personnel available to deploy to affected area(s) and pre-position as appropriate.
2. Provide damage assessment coordinators and support for joint state/federal teams into the affected area, as required.
3. Coordinate with ESF 12 for public utility damage assessment information.
4. Collect, evaluate, and send damage assessment reports to ESF 5 and other appropriate agencies.
5. Coordinate state and local damage assessment operations with related state and federal activities.
6. Prepare damage assessment documents in conjunction with GEMA/HS where appropriate for a presidential emergency or major disaster declaration when necessary.
7. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

### Recovery Phase

#### General

1. Continue to direct Public Works and Engineering Service operations.
2. In coordination with the GEMA/HS, develop long-range recovery plans and establish a list of priority tasks that need to be accomplished.
3. Ensure that ESF 3 team members or their support agencies maintain appropriate records of costs incurred during the event.

#### Public Works & Engineering

1. Maintain coordination with all supporting agencies and organizations on operational priorities for emergency repair and restoration. Coordinate, as needed, for debris management operations on public and private property.
2. Continue to monitor restoration operations when and where needed as long as necessary and until all services have been restored.

#### Damage Assessment

In conjunction with GEMA/HS, develop disaster project worksheets as required.

When ESF 3 Public Works is made aware of a threat or incident requiring the activation of this Annex, they will contact the Emergency Operations Center with all pertinent information.

When activated, the (Primary Agency Name) with assistance from supporting departments and agencies, assesses and responds to requests for assistance with management, maintenance, planning and technical support of transportation infrastructure and networks.

# Organization and Assignment of Responsibilities

The ESF 3 Public Works Coordinator is the (Primary Agency Position).

Within the County EOC, the ESF 3 Public Works Coordinator will serve a dual role as the ESF 3 Public Works Coordinator and the Primary Agency Emergency Coordinator.

## ESF Coordinator

ESF 3 Public Works Coordinator will ensure the following:

* Designate Primary and Alternate Emergency Coordinators. The designees shall represent the agency in an emergency or disaster and provide operational support in the EOC when requested.
* Sustain operational readiness through regular contact with primary and support agencies.
* Lead planning meetings and participate in exercises.
* Develop Standard Operational Guidelines (SOG) to support emergency and disaster operations.
* Develop, maintain, and distribute this Annex.
* Identifies and coordinates ESF staffing requirements appropriate to the emergency situation.
* Coordinate with EMA Director for training of staff that support ESF 3 Public Works.
* Coordinate operational support for ESF 3 Public Works support agencies.
* Monitor the public works infrastructure and act as the principle source of information for threats or incidents to the infrastructure.
* Identify, procure, prioritize, and track resources that are requested to support or are utilized for emergency or disaster operations.
* Conduct impact assessments within affected areas.
* Monitor restoration operations until services are restored.
* Provides damage assessment information to the EMA Director.
* Coordinates public information and provides updates for ESF 15 External Affairs.

## Primary Agency Assignment of Responsibilities

* Provides overall guidance concerning water supply matters, sewage treatment, and sewage disposal in conformance with regulatory requirements and with an overriding consideration for the protection of public health.
* Conducts regular ESF 3 Public Works meetings and conference calls.
* Maintains ongoing contact with ESF 3 Public Works primary and support agencies.
* Ensures that ESF 3 Public Works Primary and Support Emergency Coordinators maintain operational readiness by taking required training courses.
* Acts as a liaison between ESF 3 Public Works and ESF 15 External Affairs.
* Directs requests for assistance to the appropriate ESF 3 Public Works support agencies.
* Directs unmet requests for assistance to ESF 5 Emergency Management.
* Ensures essential needs for water are identified, along with measures for the conservation, distribution, and use of water.
* Develops policies for conservation, distribution, and use of water.
* Establishes and enforces sewage treatment and disposal standards.
* Establishes priorities to repair damaged water and sewer systems, and coordinates the provision of temporary, alternate, or interim sources of water and sewer service.
* Offer technical assistance to Dam owners.
* Identifies supporting products and services such as casing, pipes, pumps, valves, generators, cables, staff, and transportation to facilitate industry response.
* Implements requirements for water priorities and allocations.
* Assists water suppliers with obtaining specialized personnel, equipment and transportation to repair or restore water systems.
* Provides technical assistance on water and sewer systems.
* Monitors repair and restoration of water and sewer systems.
* Processes resource requests for mutual aid, state, and federal public works and engineering assistance by providing recommendations of assistance from support agencies, and presenting the most feasible recommendations to the EMA Director for possible mission assignment.
* Removes or assists in the removal and disposal of debris, as appropriate, to provide emergency access to disaster areas or to assist in eliminating health and safety problems associated with debris.
* Provides, as necessary, technical expertise and personnel to save lives; protect health and safety; assist with clearance of debris in damaged areas; temporarily designate or construct access routes (roads, streets, bridges, ports, waterways, airfields and facilities) necessary for rescue personnel; provides technical assistance and evaluation for demolition of unsafe structures; provides engineering services, construction management and inspection services; and initiates emergency contracting as necessary.
* Maintains financial records on personnel, supplies, and other resources utilized, and expenditure reports for EMA Director, or designee.

## Support Agency Assignment of Responsibilities

**(Support Agency)**

* List associated duties.

**(Support Agency)**

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* List associated duties.

# Direction, Control, and Coordination

## Information Collection and Dissemination

ESF 3 Public Works will report all activities to the ESF 5 Emergency Management Situation Unit for inclusion in the development of incident action plans and situational reports. All public information reports regarding ESF 3 Public Works activity will be coordinated with ESF 15 External Affairs.

In addition to the EOC, ESF 3 Public Works may provide personnel to field operations established in (Name of Jurisdiction), including but not limited to: Joint Field Offices (JFO), Joint Information Centers (JIC), Disaster Recovery Centers and any other incident facility established to meet operational demands for each particular incident requiring the activation of the EOP.

## Communications

The ESF 5 Emergency Management Planning Section will provide planning assistance to all ESFs listed in the EOP. All ESFs will strive to develop operationally ready SOGs for inclusion in the EOP. ESF 3 Public Works will meet as necessary to develop, review and refine SOGs that discuss specific operational processes and procedures.

## Administration, Finance, and Logistics

In conjunction with ESF 7 Resource Support, ESF 3 Public Works will develop, review, refine and maintain lists of all resources currently available and under the control of the primary or support agencies listed in this plan. The development of these lists may be completed by several organizations and professional groups, which currently operate within this ESF. These resource lists should be compliant with the resource typing standards outlined in the National Incident Management System (NIMS).

Resource requirements will be primarily determined by Incident Commanders, working with the Emergency Operations Center. Resource requests flow from the Incident Commander to the EOC, and may be forwarded to the State Operations Center (or through the GEMA/HS Field Coordinator) as required. Existing local resources, intrastate mutual aid, donations, Voluntary Organizations Active in Disasters and Non-Governmental Organizations (NGO) provide the initial source of personnel, vehicles, equipment, supplies and services to fulfill resource requests.

# Plan Development and Maintenance

## Development and Maintenance

ESF Annexes will be updated as required and when events or exercises identify a needed change. All other maintenance will be conducted in accordance with the base plan.

# Authorities and References

(This section should describe the legal basis for emergency operations and contain references to important documents the plan supports, such as the jurisdiction-level emergency operations plan. The following is sample language.)

## Legal Authority

### Refer to Base Plan for Federal and State Authorities.

### Local

1. Insert applicable local ordinances.

## References

### Refer to Base Plan for Federal and State References.

### Local

1. Insert applicable local references.

### Volunteer

1. Insert applicable local volunteer references and agreements.