

PLEASANTS COUNTY EMERGENCY OPERATIONS PLAN
ANNEX L: PUBLIC WORKS

Related Federal ESFs	<ul style="list-style-type: none"> • ESF #3: Public Works and Engineering • ESF #12: Energy
Related State Annexes	<ul style="list-style-type: none"> • N/A
Purpose	<p>This annex outlines responsibilities for the utility providers, public works and transportation departments in Pleasants County, and to outline their functions and activities during periods of emergency.</p>
Primary Agencies	<ul style="list-style-type: none"> • Public Works Organizations <ul style="list-style-type: none"> City of St. Marys City of Belmont PSD's Solid Waste Authority
Support Agencies	<ul style="list-style-type: none"> • Electricity and Gas Providers • WV Division of Highways (WVDOH) • WV Emergency Management Division (WVEMD) • WV National Guard (WVNG) • US Army Corps of Engineers (USACE) • US Department of Energy (USDOE)

I. SITUATION AND ASSUMPTIONS

A. Situation

1. Several types of emergencies could occur, the response to which may involve public works organizations.
2. Coping with damage from snow/ice, windstorms, tornadoes, utility failure, terrorist attacks, fires and explosions, or cleaning up after a hazardous material spill will often require more personnel and equipment than the well-equipped public works department will have available.
3. During an emergency, certain demands may be placed upon public utilities, public works, and transportation services.
 - a. Public works may be called upon to repair roads, bridges, etc.
 - b. Transportation may be required to expedite an evacuation or transfer resources and supplies.
4. Throughout this annex, the terms “public works ‘unit’, ‘organization’, etc.” refers to the municipal street department, public service districts, electric and gas companies, and any contractors associated with these organizations.

B. Assumptions

1. All public works equipment and personnel will be available to cope with an anticipated disaster.
2. Without assistance, local public works departments will not have sufficient resources to manage a disaster.
3. Local contractors may have enough resources to supplement public works recovery efforts in any foreseen disaster.

II. CONCEPT OF OPERATIONS

A. General

1. Public works representative(s) in the EOC should coordinate resource needs to the Pleasants County Office of Emergency Services (PCOES) Director as the emergency warrants.
2. Large scale involvement by the public works sector is most likely to occur during incidents for which the EOC is activated.

3. In such an instance, participating public works personnel may contact the EOC to coordinate resource needs and other aspects of the public works response with other emergency personnel.
 4. During incidents that are being managed by an on-scene Incident Command System (ICS), the Incident Commander (IC), or another authorized command staff member, should contact Comm Center to request such activities as utility shut-offs in the affected area, materials and assistance for road closures, etc.
- B. When the forces of two (2) or more public works organizations are mutually engaged in activities resulting from an emergency, an official from the affected jurisdiction should maintain direction and control of public works units. This individual should make mission assignments to the leaders of the other departments that may be assisting in the response.
1. All activities at the incident should be done at the direction of the on-scene Incident Commander (IC) in accordance with response objectives.
 2. Communications between field public works units and a public works representative at the EOC may be direct or channeled through the Incident Command Post (ICP). The IC should determine which is appropriate and communicate instructions to public works leaders on-scene.
- C. Damage Assessment
1. Damage assessment personnel should work closely with public works organizations when developing initial and other damage assessment reports.
 2. Personnel affiliated with public works organizations should conduct “windshield damage assessments” of, at a minimum, the following:
 - a. Public buildings
 - b. Roads
 - c. Bridges
 - d. Other infrastructure
 3. Some buildings may require inspection to determine if they are safe or if they are damaged. Requests for inspectors may be made to the EOC or procured via existing agreements.

- D. Public works organizations may be requested to assist in debris removal from emergency sites.
1. Often, such equipment as dump trucks, backhoes, wheel loaders, etc. is requested.
 2. Public works officials should coordinate with the PCOES regarding disposal sites, etc.
 3. Other emergency services personnel (e.g., fire service, hazmat specialists, etc.) should be contacted if contamination is suspected. If these individuals are unavailable on-scene, they may be requested through the incident command post and/or EOC.
- E. Temporary Repairs and Restoration
1. Public works organizations are expected to make timely temporary repairs to critical facilities and other infrastructure essential to response and recovery operations.
 2. Generally, personnel with the PCOES and/or responders in the field should notify public works organizations of those facilities or systems that are considered “essential”.
 3. Major repairs to facilities should commence upon the conclusion of the recovery from the initial emergency.
- F. Federal Support
1. Emergency Support Function (ESF) #3 of the National Response Framework (NRF) provides federal public works and engineering support when an incident or potential incident overwhelms state and local capabilities or when other federal departments of agencies require such assistance while in response.
 2. As with all federal resources, local officials must request their use through state authorities (unless other arrangements have been made).
 3. If activated by the US Department of Homeland Security (USDHS), ESF #3 personnel report to the Joint Field Office (JFO) to prepare statements of work, provide cost estimates and completion dates for mission assignments, track ongoing mission assignments, determine resource requirements, assist local and state officials in the setting of priorities, and disseminating public works/engineering-related information to appropriate officials.
 - a. Priorities are developed jointly between federal, state, and local officials.

- b. ESF #3 personnel in the JFO relay incident-related reports and information to ESF #5 personnel working in higher-level federal multi-agency coordination systems.
 - c. ESF #3 may deploy from the JFO to a unified command post, if needed and appropriate for the situation, to assist in coordinating public works/engineering needs.
 - d. ESF #3 may also deploy to a Regional Response Coordination Center (RRCC) if a JFO has not been established or while waiting for a JFO to be established. From this location, ESF #3 personnel will likely coordinate upcoming federal public works/engineering assignments and actions.
4. Local and state governments are responsible, at all times, for their own public works and infrastructures. Federal resources can only support their operation.
 5. While local entities are responsible for the maintenance of their own critical infrastructure systems, US Department of Energy (USDOE) personnel may deploy under ESF #12 to restore critical infrastructure or energy systems, which may include coordination with local public works officials.

III. ROLES AND RESPONSIBILITIES

A. Roles

1. During emergencies, public works units support the emergency response as outlined above.
2. Public works units work within their specialty (i.e., road maintenance, building maintenance, water system, wastewater system, electric lines, gas lines, etc.) in accordance with incident objectives developed by the on-scene command staff.

B. Responsibilities

1. Primary Agencies
 - a. Public Works Organizations
 - i. Monitor normal services and ascertain damage.
 - ii. Perform maintenance on regular systems based on a priority based (as communicated by incident command and/or the EOC).
 - iii. Assist, as available, with debris clearance efforts.
 - iv. Coordinate heavy equipment, as needed.
 - v. Obtain portable power equipment for vital services.

- vi. Provide traffic signs, barricades, and cones, as needed.
 - vii. Ensure that utilities are shut off or reduced to evacuated areas, but that essential facilities have utilities available to remain in operation.
 - viii. If Pleasants County is being utilized as a reception area, ensure that adequate water, sanitation, and sewer services are available.
 - ix. If necessary, increase the frequency of regular garbage and sanitation pickups.
 - x. Monitor the restoration and decontamination of utilities, if necessary.
2. Support Agencies
- a. Water Providers
 - i. Restores water service during emergencies.
 - ii. Repairs damage to the water distribution system caused by emergency incidents.
 - b. Electricity Providers
 - i. Restores electric service during emergencies.
 - ii. Coordinates, as necessary, with local emergency management personnel and/or on-scene command.
 - iii. Maintains a list of the county infrastructure.
 - iv. Repairs damage to the electric system caused by emergency incidents.
 - c. Natural Gas Providers
 - i. Restores gas service during emergencies.
 - ii. Coordinates, as necessary, with local emergency management personnel and/or on-scene command.
 - iii. Repairs damage to the natural gas distribution system caused by emergency incidents.
 - d. WV Division of Highways
 - i. Coordinates damage repair and, if necessary, inspections of state roadways.
 - ii. Assists in the movement of supplies and equipment.
 - iii. Assist, as available, with debris clearance efforts
 - iv. Report damage estimates to SEOC.
 - e. WV Emergency Management Division
 - i. Receives local resource requests.
 - ii. Coordinates state resources in response to an incident from the State EOC (SEOC).
 - iii. Requests federal resources from the SEOC, if necessary.

- f. WV National Guard
 - i. If appropriate, assists in public works activities through heavy equipment support.
 - ii. Deliver requested materials and equipment from State
- g. US Army Corps of Engineers
 - i. Coordinates ESF #3 activities.
 - ii. Implements the ESF #3 Field Guide as necessary.
- h. US Department of Energy
 - i. Coordinates ESF #12 activities.
 - ii. Assists in the restoration of critical infrastructure systems.

IV. DIRECTION AND CONTROL

- A. Pursuant to the National Incident Management System (NIMS), Pleasants County should provide general guidance for the public works function and, when necessary, approve requests for state and/or federal resources.
- B. If large-scale debris removal operations are necessary, the Incident Commander may establish a “Debris Removal Group” under the Operations Section to coordinate debris removal and disposal.
 - 1. Debris removal may require assistance from local contractors or the State.
 - 2. Storage of debris will be determined by Solid Waste Authority.

V. CONTINUITY OF GOVERNMENT

- A. Public works resources are generally deployed via a call-out system.
- B. Lines of succession for individual public works organizations should be detailed in departmental Operating Guidelines (OGs).
- C. The public works position in the EOC is filled on an as-needed basis. As such, pre-determined lines of succession cannot be developed.

VI. ADMINISTRATION AND LOGISTICS

- A. Administration

1. Documentation of all work done at work sites should be in the form of Situation Reports (SITREPS) and include man-hours committed, equipment hours, materials and supplies consumed, and any damages incurred.
2. Before entering or clearing private property, emergency officials should encourage the landowner to sign a right of entry and/or debris removal agreement.
3. All documentation and agreements should be forwarded to the PCOES Director within 10 days of the conclusion of response operations.

B. Logistics: Any resource request from higher levels of government should be made in accordance with NIMS types and categories, where applicable.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The PCOES Director should review this annex periodically to determine the need for changes.

VIII. LIST OF APPENDICES

Appendix 1: Debris Management

Appendix 2: Emergency Generator Forms