

### **Emergency Support Function 3 Public Works and Engineering**

<b>ESF Coordinator:</b>	Mills County Emergency Management Agency (MCEMA)
<b>Primary Agencies:</b>	Mills County Engineer's Office/Secondary Roads Municipal Public Works and Utility Departments
<b>Support Agencies:</b>	Mills County - County and Municipal Government (all departments) Mills County Planning and Zoning Iowa Department of Transportation Private Sector Construction/Excavation Contractors and Suppliers

#### **I. INTRODUCTION**

##### **A. Purpose**

Emergency Support Function 3 (ESF-3), Public Works and Engineering, is to coordinate and organize the capabilities and resources of local government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support services to prevent, prepare for, respond to, and/or recover from an incident of countywide significance.

##### **B. Scope**

Activities within the scope of this function include:

1. Conduct pre- and post-incident assessments of public infrastructure for structural integrity and safety.
2. Provide emergency repair of damaged infrastructure and critical facilities.
3. Remove debris and wreckage.
4. Provide technical assistance including engineering expertise, construction management, and contracting.
5. Assist in preparing preliminary damage assessments and other recovery program documentation.

#### **II. POLICIES**

- A. Each unit of local government is responsible for its own public works infrastructure and has primary responsibility for incident prevention, preparedness, response, and recovery.
- B. When responding to an incident of countywide significance, primary agencies develop work priorities established by local government in coordination with Incident Command.
- C. The private sector is encouraged to participate in ESF-3, Public Works and Engineering as support agencies, incident action planning and other planning activities as

appropriate. The private sector is also an essential partner in the rapid recovery of infrastructure and related services.

- D. Mills County and municipal agencies provide services to public land, roads, bridges and facilities under their respective jurisdiction.
- E. Local authorities are responsible for obtaining emergency environmental and historical preservation waivers, legal clearances needed for disposal of materials and demolition activities for the protection of threatened public, and private improvements in their respective jurisdiction. Authorized representatives, contractors, and subcontractors legally employed to carry out necessary work on government property, have the right to collect for costs incurred to carry out necessary work that follows disasters, including administrative costs. This includes, but is not limited to, debris removal and the demolition of unsafe or abandoned structures.
- F. Primary and support agencies will ensure that a continuity of operations plan is in place to maintain essential services.
- G. Primary and support agencies will be encouraged to participate in drills and exercises to test existing plans and procedures.
- H. All county and municipal agencies will maintain, at the MCEMA/Emergency Operations Center (EOC) and Mills County Communications Center, up-to-date contact lists on essential personnel and resource typing information on their equipment.
- I. Primary and support agencies will participate in post-disaster briefings and development of an After Action Report.

### III. CONCEPT OF OPERATIONS

- A. General
  - 1. The Mills County Engineer's Office/Secondary Roads is the lead agency for the coordination of public works emergency operations for the county. The Engineer's Office will send a liaison to the EOC when activated, as needed and upon request.
  - 2. The Mills County Engineer's Office/Secondary Roads includes:
    - a. Administration
    - b. Roads Maintenance
    - c. Engineering/Surveying
    - d. Equipment and Vehicle Maintenance
    - e. Secondary Roads
    - f. Bridges
    - g. Flood Plain
    - h. Weed Commissioner
  - 3. During a disaster event, primary agencies may contract for inspection services, heavy equipment, and trained operators to supplement government services.

4. Primary agencies may provide support for heavy rescue operations and may play a key role in establishing multi-purpose staging areas and command posts.
5. In emergencies or disasters, the Mills County Engineer or designee works with other agency heads at the EOC or Incident Command Post to establish priorities for emergency engineering operations.
6. If the requirements of the situation exceed the capabilities of the local departments, additional personnel and equipment may be requested through mutual aid via Incident Command channels through the EOC.
7. Each local government with wastewater treatment and/or drinking water systems will provide for the operation and repair of those local systems. Damages will be reported through the local officials to the Mills County EOC as well as estimated repair time.

B. Organization

1. Each public works and engineering agency is a county or municipal agency reporting to elected representatives. Within each agency is an identified chain of command that oversees the operational portion of the agency.
2. In the event of an emergency or disaster that results in the activation of the EOC, the concept of the National Incident Management System (NIMS) and Incident Command System (ICS) will be used.

C. Procedures

1. Each organization under this ESF will follow its internal standard operating procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC or Incident Command Post as the circumstances dictate.

D. Phases of Emergency Management

1. Mitigation and Preparedness Activities
  - a. Maintain equipment in response ready condition.
  - b. Maintain current inventory of resources and typing according to NIMS resource standards to bring to the EOC, including personnel.
  - c. Continue to train and utilize NIMS/ICS and other operational procedures to effect full utilization of resources.
  - d. Develop and maintain standard operating procedures for emergency and disaster situations.
  - e. Develop and maintain mutual aid agreements with neighboring jurisdictions.
  - f. Develop and maintain emergency and disaster response policies, plans, and guidelines/procedures.

- g. Identify critical public services and develop plans identifying repair priorities in the event any of these become damaged.
  - 2. Response and Recovery Activities
    - a. Appoint a senior official to operate from the EOC or Incident Command Post to coordinate with other agencies, as necessary.
    - b. Personnel providing emergency assistance will use their chain of command and work within ICS.
    - c. Conduct emergency engineering services as appropriate and as outlined in departmental standard operating procedures.
    - d. Report hazardous conditions to Incident Command. After ensuring mitigation steps are taken, report hazardous conditions to the EOC.
    - e. Maintain records and document all expenditures during the emergency or disaster.
    - f. Support damage assessments to include physical inspections, data compilation and reporting.

#### IV. RESPONSIBILITIES

- A. Mills County Engineer's Office/Secondary Roads and City Public Works Departments
  - 1. Develop and review agency standard operating procedures, resource inventories, and other operational plans.
  - 2. Ensure that all personnel are trained to appropriate NIMS/ICS level.
  - 3. Promote attendance at training and exercise opportunities that support local/county emergency operations, including damage assessment training.
  - 4. Obtain the required waivers and clearances as related to the ESF and as appropriate.
  - 5. Make and inspect necessary emergency repairs of mains, pump stations, treatment plants, community systems, and domestic water supply systems.
  - 6. Conduct laboratory testing and plant operations to ensure wastewater regulation compliance.
  - 7. After all necessary permits and permissions have been obtained, coordinate demolition and disposal of appropriately identified facilities as immediate health and safety risks. Demolitions will be conducted in accordance with all local, state and federal laws and regulations governing such activities. Demolition of approved public and private properties that do not pose an immediate threat are discussed in more detail in ESF-14.

8. Coordinate additional signage and reader-board needs with Iowa Department of Transportation.
9. Ensure the ability to mobilize personnel and equipment for construction or repair of critical infrastructure and other public facilities.
10. Conduct emergency operations within their respective political subdivisions.
11. Work within the guidelines of mutual aid agreements.
12. Conduct damage assessments for public facilities and infrastructure. Report results of damage assessments to the MCEMA/EOC.
13. Provide, procure, and maintain equipment.
14. Document expenditures for auditing and reimbursement purposes and report to the EOC.
15. Identify deficiencies in plans and determine appropriate corrective action recommendations.

**B. Mills County Emergency Management Agency**

1. Manage the EOC to support ICS.
2. Act as liaison between local public works agencies and state or federal damage assessment teams, as appropriate.
3. Maintain awareness of local mutual aid agreements.
4. Coordinate the development of an After Action Report (AAR).
5. Collect and coordinate damage assessment information and recovery costs. This includes public and private infrastructure. Additional detail regarding this activity can be found in ESF 14, Recovery.

**C. Support Agencies**

1. Promote and support attendance at training and exercise opportunities that support local/county emergency operations.

**V. ATTACHMENTS**

ESF Attachment 3.1	Critical Infrastructure Map/Listing (public facilities, parks, fire stations, police stations, hospitals, public works yards, etc.)
ESF Attachment 3.2	Emergency Response Checklist – Public Works
ESF Attachment 3.3	Public Works Resources List (Public & Private)

**ESF Attachment 3.1****Critical Infrastructure Map and/or Listing**

The Homeland Security Strategy defines “key assets” as: individual targets whose destruction would not endanger vital systems, but could create local disaster or profoundly damage our Nation’s morale or confidence. Key assets include symbols or historical attractions, such as prominent national, state, or local monuments and icons. In some cases, these include quasi-public symbols that are identified strongly with the United States as a Nation.... Key assets also include individual or localized facilities that deserve special protection because of their destructive potential or their value to the local community.

**Critical Facilities**

Critical facilities are structures and infrastructure that a jurisdiction places a priority on protecting. Damage to these facilities can endanger life, put vulnerable populations at risk, and impact the delivery of vital services. Both the Mills County PDM Planning Committee and local planning groups identified countywide and community-specific critical facilities. Many critical facilities, typically transportation routes, hospitals/clinics, HAZMAT sites, etc, have overlapping importance for a county and municipality. These are listed under “Countywide” critical facilities. Community-specific critical facilities are listed under each incorporated jurisdiction.

**Countywide**

Facilities essential to the welfare of the entire population, especially following a hazard event:

Mills County Courthouse/Emergency Mgmt. (also houses EOC and Comm. Center)	Mills County Sheriff’s Office/Jail
Glenwood Police Dept. (Alternate EOC)*	Mills County Communications Tower
Mills County Engineer’s Office/Fueling Station	Oak Township Fire Station

Transportation Systems:

Interstate 29	US Highway 34
US Highway 59	US Highway 275/221 <sup>st</sup> Street
BNSF Railroad Line	US 34/BNSF Bridge (2)
US 34/West Nishnabotna Bridge	Missouri River/Highway 370 Bridge
BNSF/Missouri River Bridge	Missouri River/US Highway 34 Bridge
Interstate 29 Bridges/Overpasses (3)	

Utility Systems/HAZMAT Sites:

Glenwood Wastewater Treatment Plant	Loess Hills Landfill
Pacific Junction Farm Service	Vinton Fertilizer (Pacific Junction)
Bunge Corporation	Farm Service Co. (Malvern)
AgriLand - Malvern	Farm Service Co. (Silver City)
Qwest Communications (Glenwood)	Feed Energy - Pacific Junction
Qwest Communications (Malvern)	Henderson Farm Service
Natural Gas Pipeline of America	United Suppliers - Pacific Junction
Glenwood Water Treatment Plant	

Other Vulnerable Population Centers:

Glenwood Resource Center	Glen Haven Nursing Home
Linnwood Estates Assisted Living Facility	Park Place Nursing Home
Manor of Malvern Nursing Home	Hospice with Heart
Mills County Fairgrounds	Mid-America Motorplex
Glenwood Lake Park & Campground	On With Life (Rehabilitation center)

Vinton Campground	Loess Hills Estates
Mills County YMCA	
East Mills Community School District (Malvern)	East Mills Community School District (Nishna Valley)

**Emerson**

Facilities essential to the welfare of the entire population, especially following a hazard event:

City Hall/Library	Community Building
Fire Station	

Transportation Systems:

King Street	County Highway 34
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Utility Systems/HAZMAT Sites:

Water Treatment Facility	Water Wells
Water Tower	Viner's Hazardous Waste Facility
Warning Siren	

Other Vulnerable Population Centers:

Business District	Churches (3)
Bass Park	

**Glenwood**

Facilities essential to the welfare of the entire population, especially following a hazard event:

City Hall	Library
Fire Station	Post Office
Public Schools (2 elementary, 1 middle school, 1 Sr. High)	Police Station

Transportation Systems:

Locust Street	County Highway 385
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Utility Systems/HAZMAT Sites:

Pump Station	Sulfuric Acid Facility
Water Towers (5)	GRC 10,000 Gallon Propane Tank
Mid-American Power Grid (1 mile NE of town)	

Other Vulnerable Population Centers:

Glen Haven Rest Home	Wood Glen Apartments
Churches (9)	Glenwood Heights Apartments
North Glen Apartments	Loess Hills Apartments
Glenwood Lake Park	Senior Center
American Legion Hall	Lynn Wood Estates

**Hastings**

Facilities essential to the welfare of the entire population, especially following a hazard event:

City Hall	Fire Department
Public School (1 elementary)	

Transportation Systems:

County Highway M16	
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Utility Systems/HAZMAT Sites:

Water Wells	Water Treatment Facility
Water Tower	Scoular Elevator

Other Vulnerable Population Centers:

City Park	
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**Henderson**

Facilities essential to the welfare of the entire population, especially following a hazard event:

City Hall/Community Center/Library	Fire Department
<u>Transportation Systems:</u>	
County Road M21	County Road H12
<u>Utility Systems/HAZMAT Sites:</u>	
Heartland Coop	Wastewater Lagoon
Water Tower	Telephone Building
Water Wells	
<u>Other Vulnerable Population Centers:</u>	
City Park	Business District

**Malvern**

Facilities essential to the welfare of the entire population, especially following a hazard event:

City Hall	Rescue Unit Building
Fire Station	Medical Clinic
Community Center	Public School (1 Jr./Sr. High)
<u>Transportation Systems:</u>	
County Road L66 (Main Street)	
<u>Utility Systems/HAZMAT Sites:</u>	
Water Treatment Plant	Power Grid
Wastewater Treatment Plant	Swimming Pool
Water Tower	Qwest Building (phone switching terminal)
Heartland Coop	Casey's General Store (gas station)
Agriland	
<u>Other Vulnerable Population Centers:</u>	
Business District (Main Street)	City Park

**Pacific Junction**

Facilities essential to the welfare of the entire population, especially following a hazard event:

City Hall	Fire Station
Community Hall	Ambulance Building
Post Office	
<u>Transportation Systems:</u>	
County Highway L31	
<u>Utility Systems/HAZMAT Sites:</u>	
Water Treatment Plant	Lift Station/Pump Station
Wastewater Treatment Plant	Heartland Coop
Phone Service Building	
<u>Other Vulnerable Population Centers:</u>	
Whistlestop Park	P.J. Memorial Park
Churches (2)	

**Silver City**

Facilities essential to the welfare of the entire population, especially following a hazard event:

City Hall	Library
Fire Station	Post Office
<u>Transportation Systems:</u>	
County Road L55	



Utility Systems/HAZMAT Sites:

Water Treatment Plant

Lift Station/Lagoons

Qwest Building (phone switching terminal)

Heartland Coop

Other Vulnerable Population Centers:

American Legion Hall

Wabash Trace Nature Trail

Centennial Park

**ESF Attachment 3.2  
Emergency Response Checklist – Public Works and Engineering**

<b>Emergency Response Checklist – Public Works &amp; Engineering</b>	
<b>Emergency Management Phase</b>	<b>Actions</b>
<p><b><u>Mitigation</u></b> Activities designed to prevent or lessen the effects of a hazard.</p>	<p>___ Participate in hazard identification process and identify and correct vulnerabilities in the public works system.</p>
<p><b><u>Preparedness</u></b> Activities designed to improve Readiness capabilities.</p>	<p>___ Maintain this ESF Annex, as well as supporting guidelines and operating procedures.</p> <p>___ Review all portions of the EOP to ensure proper coordination of public works and engineering activities.</p> <p>___ Ensure public works and engineering personnel receive appropriate emergency operations training. (NIMS/ICS)</p> <p>___ Establish contact with private resources that could provide support during an emergency.</p> <p>___ Participate in emergency training and exercises.</p>
<p><b><u>Response</u></b> Activities designed to save lives, protect property and contain the effects of an event.</p>	<p>___ Provide public works and engineering support on a priority basis as determined by the EOC and the Incident Commander(s).</p> <p>___ Provide representative to the EOC as requested.</p> <p>___ Inspect damage to streets, bridges, and public buildings and provide this information to the Mills County EMA/EOC.</p> <p>___ Support decontamination as necessary.</p> <p>___ Clear roads to facilitate emergency operations.</p> <p>___ Close roads and construct barricades as directed.</p> <p>___ Make recommendations on priority of repairs.</p> <p>___ Request outside assistance from surrounding jurisdictions and the private sector as required.</p>

	<ul style="list-style-type: none"> <li>___ Assist in emergency operations as described in ESF #9 – Search and Rescue.</li> <li>___ Conduct other specific response actions as dictated by the situation.</li> </ul>
<p style="text-align: center;"><b><u>Recovery</u></b>                  Activities designed to ensure continued public safety and return the community to pre-disaster levels.</p>	<ul style="list-style-type: none"> <li>___ Continue to repair infrastructure and buildings on a priority basis.</li> <li>___ Continue all activities in coordination with the EOC based on the requirements of the incident.</li> <li>___ Participate in after-action reports and critiques.</li> <li>___ Make necessary changes in this ESF Annex and supporting plans and procedures.</li> <li>___ Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.</li> </ul>

**ESF Attachment 3.3  
Public Works Resource List (Public & Private)**

**GOVERNMENTAL**

- A. Mills County
  - Building Maintenance (Courthouse) ..... 527-3146
  - Conservation Board ..... 527-9685
  - Central Maintenance Garage ..... 527-4166
  - County Satellite Facility (Malvern) ..... 624-8049
  - County Satellite Facility (Emerson) ..... 824-7339
  - County Engineer.....527-4873
  
- B. City of Glenwood
  - Public Works Director..... 527-4598
  - Street and Sewer Superintendent.....527-4598/4941
  - Traffic Superintendent ..... 527-4598
  - Waste Water Plant Superintendent..... 527-4941
  - Chief Building Official (City Clerk)..... 527-4717
  - Roadway debris (mud, limbs, etc.) ..... 527-4598
  - Sewer Backups
  - Sewer backup (after hours)..... 527-4941
  - Downed Traffic signs ..... 527-4598
  - \*Traffic signals not working
  - Infrastructure questions ..... 527-4598
  - Special transit applications (City Clerk)..... 527-4717
  - Street lights burned out..... 527-4598
  
- C. Small cities and towns: The Public Works Director or the City Foreman can be reached at the following numbers in the respective community. For additional information see the Community Resource Information Data Sheets ESF-7, Resource Management.
  - 1. Emerson
    - City Clerk.....824-7866
  
  - 2. Hastings
    - City Clerk.....624-9021
  
  - 3. Henderson
    - City Clerk..... 825-5151
  
  - 4. Malvern
    - City Clerk..... 624-8282
  
  - 5. Pacific Junction
    - City Clerk..... 622-8157
  
  - 6. Silver City
    - City Clerk..... 525-1090

**TELEPHONE AND UTILITY COMPANIES**

For more information about Telephone and Utility companies for each community, consult the Community Resource Information Data Sheets for that community in ESF-7, Resource Management.