

ESF #3: PUBLIC WORKS AND ENGINEERING

Primary Department	Support Department	External Agencies
<p>Asst. Director of Facilities Phone: 406-447-6936 Cell: 406-594-3419</p>	<p>HC Facilities & Maintenance Department</p> <p>Executive Director of Operations Phone: (406) 447-6926 Cell: (617) 446-3691</p> <p>Director of Crisis and Emergency Management Phone: 406-447-6382 Cell: 406-461-0635</p>	<p>Local Law Enforcement Agencies</p> <ul style="list-style-type: none"> - Helena Police Department - Lewis & Clark Co. Sheriff's Office <p>City/County Agencies</p> <ul style="list-style-type: none"> - Helena-Lewis and Clark County Communications Center 3425 Skyway Drive Helena, MT 59602 - L&C Department of Disaster & Emergency Services - Helena City Public Works - L&C Co. Public Works - East Helena Public Works - L&C Public Health Dept. <p>State Agencies</p> <ul style="list-style-type: none"> - MT State Department of Disaster & Emergency Services - Montana Department of Transportation <p>Private/Public Sector</p> <ul style="list-style-type: none"> - MT Power - Fiber - Telephone - Construction/Utility Companies <p>UM Affiliate Campuses</p> <ul style="list-style-type: none"> - UM-Western Mike Brown 406-529-7948 - MT Tech Layne Sessions 406-475-2578

3.1 Purpose

- A) This ESF lists the internal and external departments responsible for public works infrastructure actions that may take place in an emergency.
- B) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support public works and infrastructure needs during an emergency or disaster.
- C) This ESF includes water, sewer, and electrical resources, including Power Plant, and individual repairs for both Helena College campus buildings.

3.2 Scope

- A) May include the following, but is not limited to:
 - 1) Infrastructure protection and emergency repair.
 - 2) Debris clearance and providing emergency ingress/egress to affected area(s).
 - 3) Assessing the extent of damage.
 - 4) Emergency restoration of critical public services and facilities.
 - 5) Repair and maintenance.
 - 6) Provide maintenance of the buildings and grounds and engineering-related support.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

3.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Helena College may periodically experience emergency and disaster situations that include both natural and human-caused incidents.
 - 2) See Helena College's All Threat/Hazard Annexes for a description of potential emergencies.
 - 3) Helena College does not have on-campus living or a designated food/catering service designed to provide meal services on a day-to-day basis. Both campus locations close and lock at designated times through the week.
 - 4) Appropriate local agencies, volunteers, and private sector resources should be used to assist public works and engineering activities during times of disaster.
 - 5) Debris clearance and road repairs should be given priority to support immediate lifesaving emergency response activities.
 - 6) Public works and engineering requests that cannot be met by Helena College personnel should be forwarded through the EOC.

3.4 Assumptions

- A) Access to disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

- B) Damage assessment of the disaster area will be required to determine potential workload.
- C) Assistance from State and Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
- D) Debris may include trees, rocks, dirt and sand, building materials, metal, garbage and sewage, damaged vehicles, various hazardous materials, tires, and personnel property. Hazardous materials will need special handling from appropriately trained and equipped teams.
- E) Following disasters that result in significant debris, existing disposal sites may not represent effective debris management solutions because of capacity limitations and continuous, regular solid waste management operations.
- F) College resources will be quickly overwhelmed.
- G) Communication systems may fail during a major incident.
- H) Backup systems will be available but may take time to activate.
- I) Shortfalls can be expected in both support personnel and equipment.
- J) State and federal assistance may not be immediately available.

3.5 Concept of Operations

A) General

- 1) The Emergency Operation Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) Organization

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC or ICP and use the EOP to activate and operate during an incident or event.

C) Notification

- 1) If ESF-3 needs to be activated the Emergency Manager or designee will contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Dean/CEO, Chief Information Officer, Executive Director of Operations, or the Director of Marketing, Communications, and Alumni Relations, are the point of contact for all emergency warning notifications.
 - (i) Helena College Regroup Emergency ALERT Notification System will normally be activated at their direction.
 - (ii) If life safety is in jeopardy, the Emergency Manager/Incident Commander can direct Helena College Regroup Emergency Notification ALERT System activation.
- 3) The Emergency Manager or designee will notify other key personnel as required.

4) Request for resources normally comes to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, requests should be sent to the on-scene Emergency Manager/Incident Commander for coordination between the Emergency Management Advisory Team and Incident/Unified Command.

D) Direction, Control and Authority to Act

1) The Incident Command System (ICS) is used by Helena College personnel when responding to emergencies and disasters. During the emergency, responders will report to the designated Incident Commander at the Incident Command Post.

2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

(i) Do **not** call the Helena-Lewis and Clark County Communication Center unless you have critical information to report.

E) Actions

1) Preparedness

(i) Maintain an inventory of available resources including personnel within their departments.

(ii) Develop and maintain SOPs for emergency and disaster situations.

(iii) Develop and maintain mutual aid agreements with neighboring jurisdictions, such as Helena High School and Bryant Elementary Schools.

(iv) Coordinate emergency planning activities and information with neighboring jurisdictions and the ESF Coordinator.

(v) Maintain and test communication systems.

(vi) Assure that personnel are trained in emergency responsibilities.

(vii) Establish contact with private resources that could provide support during an emergency and discuss what will be expected during an incident.

(viii) Participate in any exercises, as appropriate.

(ix) Develop and maintain a list of possible resources that could be requested in an emergency.

(x) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.

(xi) Develop procedures to document costs for any potential reimbursement.

2) Response

(i) Determine safest course of action (lockdown, shelter-in-place, evacuation)

(ii) Obtain, prioritize, and allocate available resources.

- (iii) Prepare to make an initial damage assessment.
- (iv) Activate the necessary equipment and resources to address the emergency
- (v) Assist in assessing the degree of damage to the college.
- (vi) Identify private contractors and procurement procedures.
- (vii) Prioritize debris removal.
- (viii) Inspect buildings for structural damage.
- (ix) Post appropriate signage to close buildings.
- (x) When requested by the Emergency Manager or designee, responding personnel will report to the Incident Command Post before being assigned tasks.
- (xi) Coordinate emergency information for public release through EOC, Emergency Manager & Dean/CEO.

3) Recovery

- (i) Prioritize and implement the restoration of critical college facilities and services, including but not limited to electricity, potable water, sanitary sewers, storm water systems, heating, and telephone service.
- (ii) Coordinate assistance as needed by the Incident Commander/Emergency Manager or Emergency Management Advisory Team, as appropriate.
- (iii) Continue to repair infrastructure and buildings on a priority basis.
- (iv) Provide information concerning dangerous areas or other existing problems.
- (v) Provide liaison activities between local agencies and federal damage assessment teams, as appropriate.
- (vi) Establish control measures related to emergency solid waste disposal.
- (vii) Participate in after-action reports and critiques.
- (viii) Ensure that ESF-3 team members document disaster and restoration cost for possible federal reimbursement.

4) Mitigation

- (i) Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- (ii) Follow planning, zoning, and building codes to prevent or lessen the effect of future disasters.
- (iii) Participate in hazard identification process and identify and correct vulnerabilities within the public work system.

(iv) Regularly maintain equipment to ensure it is in good running order.

3.6 Responsibilities

A) Primary Department

1) Serve as the lead agency for ESF-3, supporting the response and recovery operations after activation of the EOC.

2) Develop, maintain, and update plans and procedures for use during an emergency.

3) Identify, train, and assign personnel to staff ESF-3 when College EOC is activated.

(i) At a minimum, the National Incident Management System ICS-100 and IS-700 online classes should be completed by assigned personnel.

4) Provide personnel for internal and external Preliminary Damage Assessment teams.

5) Coordinate with support agencies to supply services and resources through the EOC and provide initial damage assessment on Helena College facilities.

6) Have available a list of public works and engineering related assets available to support recovery and coordinate this information with the EOC.

7) Develop procedures/guidelines to obtain private sector support as required.

8) Maintain records of expenditures and document resources utilized during recovery.

9) Participate in drills and exercises to evaluate local communications capability.

B) Support Departments

1) Develop, maintain, and update plans and procedures for use during an emergency.

2) Identify, train, and assign personnel to staff ESF-3 when University EOC is activated.

(i) At a minimum, the National Incident Management System ICS-100 and IS-700 online classes should be completed by assigned personnel.

3) Support the primary department as needed.

4) Help repair and re-establish essential services, coordinate the mobilization of personnel and equipment, and conduct critical infrastructure inspections as appropriate.

5) Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.

6) Participate in drills and exercises to evaluate local communications capability.

7) Maintain records of expenditures and document resources utilized during recovery.