

# HARVEY COUNTY, KANSAS EMERGENCY OPERATIONS PLAN

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## ESF3-Public works and Engineering

### Planning Team

<b>ESF Coordinator</b>	Harvey County Public Works
<b>Primary Agency</b>	Newton Public Works
<b>Support Agency</b>	Harvey County Appraiser Harvey County Emergency Management Harvey County Extension Office
<b>State Agency</b>	Kansas Department of Health and Environment Kansas Department of Transportation Kansas Highway Patrol Kansas National Guard

### **Purpose**

Emergency Support Function (ESF) #3 provides guidance for the organization of public works and engineering resources to respond to and recover from emergency events causing damage to public buildings, roads, bridges, and other facilities that will have to be repaired, reinforced or demolished to ensure safety and allow for emergency response activities. Specifically, it addresses:

- Infrastructure protection and emergency restoration
- Safety inspections and other assistance for first responders
- Engineering and construction services
- Liaison with State and Federal resources
- Debris management operations

### Situation

Most disastrous events have the potential for causing extensive property damage. Harvey County is in an area considered highly susceptible to damage. In the event of a disaster, planned damage assessment procedures are essential for effective response and recovery operations.

### Assumptions

The prompt and accurate assessment of damage to public and private property following a disaster will be of vital concern to local officials. A rapid response will have a direct bearing on the manner in which recovery is affected in the county.

An extensive damage assessment is necessary to support requests or recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that could result in building codes and land use regulations that could reduce much of the structural damage that could result from future disasters.

### **Scope**

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Local Emergency Operations Plan (LEOP).

ESF #3 is a functional annex to the LEOP and to the extent possible, information contained in other sections of the LEOP will not be repeated in this document.

### **Policies**

ESF #3 applies to all agencies and organizations with assigned emergency responsibilities as described in the LEOP.

The ESF #3 Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in ESF #5 – Emergency Management.

County burn bans are to be reported to the Kansas Division of Emergency Management (KDEM) through the Harvey County Emergency Management office.

Cities may establish their own ordinances, provided those ordinances are not less restrictive than existing county regulations.

### **Concept of Operations**

#### **General**

Harvey County Public Works is designated as the coordinator for ESF #3. As ESF coordinator, Harvey County Public Works coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the ESF #3 support agencies.

The Incident Commander (IC) will assess the need for public works and engineering resources at the scene(s) and request that the EOC deploy available assets to support emergency operations. The ESF #3 Coordinator will work with the EOC Team to rapidly assess these requests and recommend appropriate actions.

Public works and engineering resources available to the County will be used as necessary to accomplish emergency tasks, including but not limited to:

- Ensuring the safety of emergency responders and victims
- Assessing damaged infrastructure
- Restoring and protecting critical roads and bridges
- Repairing critical public buildings, bridges and other infrastructure

County and city governments have very limited capabilities to provide emergency power and potable water.

#### **Initial Assessment**

Local government officials will conduct an initial damage assessment using all available resources (i.e. fire, police, etc.) as soon as possible following a disaster. Early identification of problems affecting the population will enable the Executive Staff to make prompt and efficient decisions concerning resources available and needed. This initial report will advise the State Emergency Management Division of the situation. In the case of radiological or hazardous materials, the Emergency Management Radiological section will be notified also.

#### **Detailed Damage Assessment**

Subsequent to rescue and damage reporting operation, a detailed damage assessment survey must be made to develop specific information on the severity and magnitude of the disaster. These damage assessment reports will be used by the state and federal government, as well as by private relief organizations, in formulating requests for assistance.

#### **Damage Assessment Coordinator**

The Harvey County Appraiser will serve as the Damage Assessment Officer. Specific responsibilities include,, but are not limited to, the following:

Establish point of contact with local officials (County Commissioners, Mayors, City Administrator, Chairman or City Council, etc.) determine approximate area affected.

Alert and activate damage assessment teams and provide team briefing on the following:

- Procedures, checklists, forms.

- Point of contact in the affected area.
- Specifics of the disaster.
- Schedule for receiving assessment information.
- Provide updated disaster information to Executive Staff.

Coordinate with Public Information Officer to keep public informed of hazardous conditions:

- Bridges
- Roads
- Buildings

Provide for posting unsafe building, roads, and bridges.

Coordinate with Executive Staff the priority of restoration of public facilities. Assist in preparation of damage assessment reports forwarded to the state.

### Damage Assessment Teams

Damage assessment survey teams will consist primarily of local government employees. When necessary, private sector personnel from the field of engineering, building trades, property assessment; other related areas will be used to supplement existing team members. During nuclear attack operations, radiological protection personnel will be a part of the survey team. When the need for specialized assistance occurs, such as hazardous materials accident, appropriate personnel will be added to the teams.

### *Public Damage Assessment*

Assessment of damage to public buildings (city or county government owned) is the responsibility of the City/County Engineer (or County Road Supervisor), and assessment of damage to the city streets will be accomplished by the City Street Department.

Damage assessment of county roads, bridges, and culverts will be accomplished by the County Engineer (or County Road Supervisor), and assessment of damage to the city streets will be accomplished by the City Street Department.

Public utilities (i.e. electricity, gas, water, sewers) will be assessed for damages by the City Utilities Department. Privately owned utility companies are considered essential community services. The companies will conduct their own damage assessment, which will be collected by the county.

### *Private Damage Assessment*

Damages sustained by private businesses and individuals will be determined by the Damage Assessment Officer in coordination with the Harvey County Emergency Management Department and volunteers from various organizations. The Red Cross will conduct an independent damage assessment survey to analyze the situation and determine human necessities. The results of their survey will be useful as a cross-check.

### *Agricultural Damage Assessment*

Assessment of agricultural damages will be accomplished by the County Extension Agent in coordination with the Agricultural Stabilization and Conservation Service (ASCS). All information will be forwarded to the Damage Assessment Officer and will be provided to the state through the State Department of Agriculture.

As needed, County/city public works departments will make emergency repairs to critical wastewater facilities, equipment and systems. Additionally, County/city public works departments will assist ESF #3 in the County EOC by providing assistance for debris removal & disposal activities, and by providing a "rapid assessment" of damage sustained to wastewater facilities, equipment and systems.

County/city public works departments will provide personnel and equipment for debris removal & disposal, temporary construction, etc.

### **Debris Clearance**

Public works and engineering resources available to the County will be used as necessary to accomplish emergency tasks, including but not limited to:

- Ensuring the safety of emergency responders and victims
- Assessing damaged infrastructure
- Restoring and protecting critical roads and bridges
- Repairing critical public buildings, bridges and other infrastructure

County and city governments have very limited capabilities to provide emergency power and potable water.

Debris and timber removal and disposal is normally the responsibility of and is accomplished by the legal owner of the property. However, in emergency situations or in the aftermath of a disaster, local government may need to assume this responsibility or assist the legal owner in discharge of this responsibility when in the public interest.

### Organization and Assignment of Responsibilities

#### *Local Government*

1. Determines what debris removal operations are necessary to save lives and protect public health and property.
2. They will provide necessary debris clearance agreements (unconditional authorization for removal of such debris or wreckage from public or private property and shall agree to indemnify the federal government against any claim arising from such removal) or secure such agreements from private property owners for debris removal operations.
3. They will be responsible for all costs generated by debris removal operations in the absence of a declaration of a State of Disaster Emergency by the Governor or a declaration of an Emergency or Major Disaster by the President.
4. They will designate suitable sites for disposal of nonhazardous materials.
5. They may assist in providing debris clearance agreements.
6. When the situation exceeds the capabilities of the local government, assistance may be requested from the state.
7. The Emergency Management Director will establish priorities which will include:
  - Removal of hazardous materials presenting a direct threat to life and health;
  - Removal of debris which could cause a more severe problem (flooding, bridge stress) if not removed;
  - Removal of debris to permit access to and from major activity center; and
  - Cleanup operations.
8. The Engineering Department will be primarily responsible for doing the cleanup work to maintain the integrity and usability of the transportation system and public and private property.

#### *State Government*

The Kansas Department of Health and Environment will designate sites for disposal of hazardous wastes. In selecting sites, pollution control and proximity to the source of material will be the primary criteria. All disposal sites must be approved by the department to avoid potential water pollution. The Kansas Department of Transportation may provide

manpower and equipment for debris removal upon request. Kansas Highway Patrol will assist city and county law enforcement agencies as needed and provide traffic control on state owned roads within the county. The Kansas National Guard may be requested by contacting the Kansas Division of Emergency Management to assist in cleanup work on public property through use of their manpower and equipment.

### DEBRIS REMOVAL PROCEDURES

Debris removal activities will be prioritized in the following order:

- Threats to Public Health & Safety – Debris as threat to lives, public health, and safety, including debris which obstruct passage of emergency vehicles and access to critical facilities
- Prevention of Damage – Debris posing the threat of significant additional damage to public structures (buildings, roads, etc.), or private property
- Speedy Recovery – Debris hindering the economic recovery of the impacted community
- Debris on Private Property – The property owner is responsible; most homeowner fire and extended coverage insurance policies have special coverage for debris removal and for demolition of heavily damaged structures; and, specific guidance with respect to debris pick-up may be provided to the public following disaster or emergency.
- Right of Entry – Should local governmental resources be used to remove debris from private property when it poses a hazard to public health or safety, a right of entry agreement will be executed with the property owner. The right of entry agreement shall include a waiver of liability for government workers and specify any known owner intent to rebuild, to ensure that the foundation and utilities are not damaged further during debris removal operations.

Sites selected for temporary debris staging & reduction will be on public property with sufficient acreage to handle anticipated needs. Selection criteria will include minimum noise impact, adequate traffic flow and environmental considerations.

Decisions on an ultimate disposal site (or sites) will be based upon the type(s) of debris involved, the proximity of existing public or private landfills, and any restrictions or capacity limits on their use.

Public Works will assist with sanitation needs, as required, including trash removal, transportation and placement of portable toilets.

Public Works personnel are trained only to the Awareness Level as prescribed by 29 CFR 1910.120. They can assist HAZMAT Response teams in a support capacity, but not to exceed the extent of their training.

Public Works will perform inspections on school buildings, recreational facilities and public buildings.

### TRANSPORTATION

Once landfills, temporary staging areas and/or reduction sites are determined, transportation routes to these facilities will be included in debris disposal announcements to the public. Considerations for route selection will include truck size, length of haul, traffic patterns, road conditions and facility access. Designated routes for hazardous materials, if any, will be included.

### BURNING DEBRIS

Timely information will be provided to the public on the magnitude of the situation, as well as the sequence of debris

removal & disposal operations. Public officials and environmental groups should be briefed on the burning methods used, how the systems work, environmental standards, and associated health issues and risks.

### ILLEGAL DUMPING

Incidents of illegal dumping or the locations of illegal dump sites should be reported to the law enforcement agency in that jurisdiction.

### DEBRIS SITE RECOVERY

Prior to returning temporary debris staging & reduction sites to their previous use, all federal, state and local environmental requirements must be met:

- Removable of Debris
- Sites must be cleared of all foreign materials introduced as a result of the incident
  - Environmental Assessment
- An environmental assessment or audit may be conducted by the Environmental Department, Kansas Department of Health & Environment and/or the Environmental Protection Agency to establish the need for a testing or monitoring program. This assessment should be done on ash, soil, ground & surface water
  - Environmental Restoration
- Contamination may occur from petroleum spills at staging & reduction sites, or runoff from the debris piles, burn sites, and ash piles assessment reports from the cities, consolidate this information and report it to the ESF #3 Coordinator in the County EOC.

County/city public works departments maintain a listing of Public Works Department owned equipment and trained operators including equipment, personnel and supplies. Harvey County Purchasing Department maintains lists of local contractors and equipment rental businesses, including those qualified to remove hazardous materials, substances or wastes, asbestos and lead-based paint.

### **Organization**

The Harvey County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #3.

The ESF #3 team members are critical members of the EOC Team and will work within the EOC structure as described in ESF #5 – Emergency Management.

Harvey County Road & Bridge is responsible for coordinating public works activities and resources in the unincorporated areas of the county. In the incorporated areas, the cities are responsible for this coordination, with the county providing secondary support if needed and available.

Harvey County Road & Bridge is responsible for coordinating debris removal and disposal in the unincorporated areas of the county. For the incorporated areas, the cities are responsible for this coordination, with the county providing secondary support if needed and available. In emergency situations, where limited local resources may require centralized coordination & prioritization, ESF #3 will assume this responsibility in the County EOC.

Current listings of local resources available for debris removal and disposal must be maintained.

### **Notifications**

The Emergency Management Department will notify the Harvey County Road & Bridge Director or designee, of County EOC activations and request that a representative report to serve as the ESF #3 Coordinator. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

### **Actions**

#### **Preparedness**

- Maintain this ESF Annex, as well as supporting guidelines and operating procedures.
- Review all portions of the LEOP to ensure proper coordination of public works and engineering activities.
- Ensure public works and engineering personnel receive appropriate emergency operations training.
- Establish contact with private resources that could provide support during an emergency.
- Participate in emergency training and exercises.

#### **Response**

- Provide public works and engineering support on a priority basis as determined by the County EOC and the Incident Commander.
- Provide representative to the County EOC as requested.
- Inspect damage to streets, bridges, and public buildings.
- Support decontamination as necessary.
- Clear roads to facilitate emergency operations.
- Close roads and construct barricades as directed.
- Make recommendations on priority of repairs.
- Request outside assistance from surrounding jurisdictions and the private sector as required.
- Conduct other specific response actions as dictated by the situation.

#### **Recovery**

- Continue to repair infrastructure and buildings on a priority basis.
- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Participate in after-action reports and critiques.
- Make necessary changes in this ESF Annex and supporting plans and procedures.
- Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.

#### **Prevention**

- Participate in hazard identification process and identify and correct vulnerabilities in the public works system.

### **Direction and Control**

The ESF #3 Public Works and Engineering Coordinator in the County EOC will:

- Coordinate all responding public and private Public works and engineering resources and work with the EOC Team to ensure required emergency tasks can be accomplished.
- Assess the need for outside public works and engineering resources to support emergency operations and request assistance as needed.
- Serve as liaison with private contractors and if necessary, with State and Federal public works and engineering resources.
- Work with those responsible for damage assessment to ensure that appropriately trained personnel are deployed



- to assess damage to all roads, bridges, public buildings and other potentially affected infrastructure.
- Ensure public works and engineering personnel deployed to the disaster scene(s) are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
  - Work with the Support Agencies and private contractors to facilitate debris clearance, collection, reduction and disposal.

Direction and control will be coordinates from the EOC for damage assessment activities. Damage surveys will be forwarded to the Kansas Division of Emergency Management if the county is requesting state or federal aid. The assessment teams will be dispatched to survey the affected areas and report to the coordinator. Information regarding private utility damage will be collected by the utilities. Damage information from other sources will be brought to the attention of the city and county engineering department. All significant damage information will be forwarded to the EOC.

Repairs on public facilities will begin as soon as possible. Priority will be given to facilities which are crucial to disaster response operations.

### Responsibilities

#### All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the County EOC to assist with ESF #3 activities.
- Provide ongoing status reports as requested by the Public Works and Engineering Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the State and Federal government.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Accomplish other emergency responsibilities as assigned.

#### Essential Organizations

A list of those public facilities designated as being vital to disaster operations is kept on hand at the EOC.

#### Public Assistance

Local government is considered the first line of response for public assistance because it can respond immediately to a disaster situation. State and federal agencies will provide direct assistance when local government and other resources available to the community are not able to handle necessary emergency work. Damage assessment of public facility damage and needs is essential to receiving state and federal assistance. The public works, tax appraiser, utilities personnel, and engineering personnel will compile damage assessment reports for their jurisdictions. The engineering staff will then compile these reports into a summary document. Two categories of emergency work are identified below. Details concerning eligibility criteria for emergency work under these categories are covered in FEMA'S Eligibility handbook, DR and R-2.

*Category A-Debris Removal.* Priority is given to debris and wreckage clearance immediately necessary to save lives, protect public health and safety, or to provide access for restoring essential public services. Other debris removal that can be justified in the public interest is accomplished as resources become available.

*Category B-Emergency Protective Measures.* Such emergency work is immediately necessary to save lives to protect public health and safety, or to protect property. Category B also includes special types of work as follows:

### Emergency Transportation

Service may be provided in the disaster-affected area for persons who as a result of a major disaster have lost access to a place necessary in order to meet emergency needs.

### Permanent Work

This includes assistance to repair, restore, reconstruct, or replace eligible facilities as they existed immediately prior to the disaster.

### Local Government

Will provide necessary debris clearance agreements (unconditional authorization for removal of such debris or wreckage from public or private property, and shall agree to indemnify the federal government against any claim arising from such removal) or secure such agreements from private property owners for debris removal operations.

Will be responsible for all costs generated by debris removal operations in the absence of a declaration of a State of Disaster Emergency by the Governor or a Declaration of an Emergency or Major Disaster by the President.

### [Link to Primary and Support Agency Responsibilities](#)

## **Administration and Support**

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### Release of Assessment Information

Private appraisers, insurance adjusters, and others may obtain damage assessment reports from the authorized coordinator with consent of the local authorities only. Such information will be limited to that necessary to assist them in expediting the adjustment of claims. Accurate information will be provided to the State EOC for necessary release of federal agencies.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### Records and Reports

#### *Survey Team Report*

Each damage survey team will collect field data. These reports will be forwarded to the EOC.

#### *Damage Assessment Information*

Personnel in the EOC will compile damage reports and then compile a summary document.

#### *Initial Incident Report*

This report must be filed, without exception, within 12 hours from the time of the unusual event. It is designed to provide the Kansas Division of Emergency Management with basic damage information about a disaster situation. (Form F1)

### Damage Assessment Summary

The Damage Assessment Summary is a compilation of the Public Property Damage Forms, (F2, F2.1) and the Individual, Home and Business, (F3, F3.1). Obviously the type of damage discovered (i.e. Public Property and/or Individual, Home and Business) will dictate whether one form or several need to be completed. The Damage Assessment Summary must be filed within 72 hours of the event. It delineates the dollar amount of damage and the percent of insurance coverage.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from County and local jurisdiction funds.

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## **Attachments**

- Map depicting landfills and potential temporary debris storage and reduction sites

**Maintained by Public Works**

- List of public works and engineering resources

**Maintained by Public Works**

- Suppliers

**Maintained by Public Works**

- Services/contracts

**Maintained by Public Works**

- Equipment

**Maintained by Public Works**

- Actions By Timeframe

**[LINK TO CHECKLIST](#)**