

Emergency Support Function (ESF) 3 Public Works and Engineering

Lead Coordinating Agency:	Escambia County Department of Engineering
Support Agencies:	Escambia County Road Department Escambia County Department of Solid Waste Management Escambia County Department of Building Inspections Escambia County Department of Planning and Zoning Volunteer Fire Departments City of Pensacola – Department of Public Works, City of Pensacola-Building Inspections Santa Rosa Island Authority (SRIA) Emerald Coast Utility Authority (ECUA) Gulf Power Escambia River Electric Cooperative Energy Services of Pensacola (ESP) Peoples Water Service Company Escambia County Neighborhood and Environmental Services Department (NESD), Marine Resources Division Town of Century Department of Gas and Water Okaloosa Gas District Farm Hill Utilities, Inc. Cottage Hill Water Service Molino Utilities Bratt Davisville Water Systems Walnut Hill Waterworks

I. Purpose

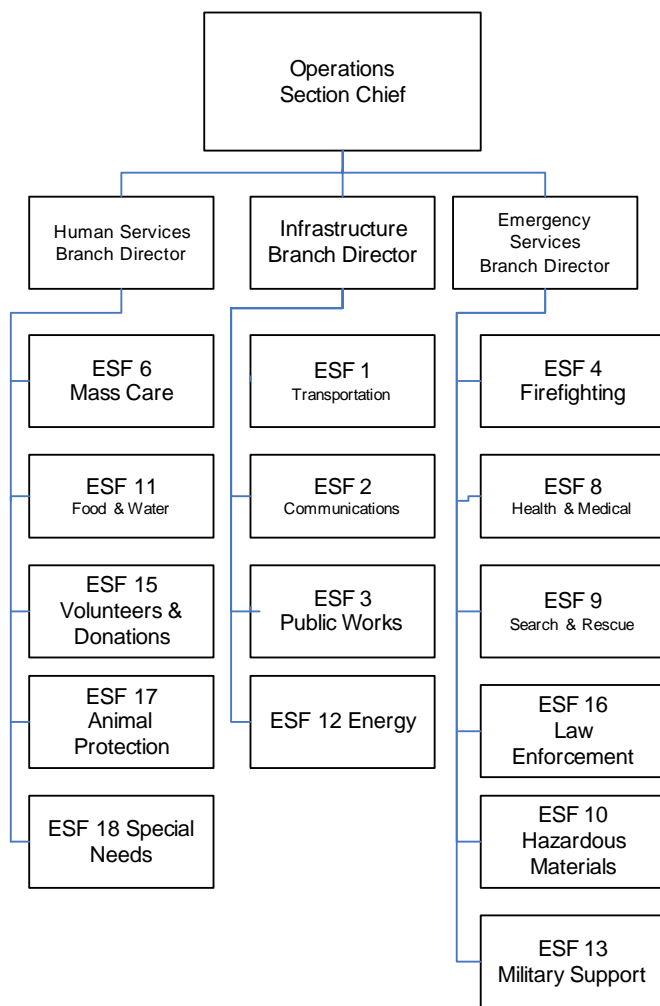
The purpose of Emergency Support Function 3 (ESF-3) is to provide Public Works and Engineering coordination in support of emergency events within Escambia County. ESF-3 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-3 is lead and coordinated by the Escambia County Engineering Department and directs/coordinates all aspects of public works and engineering. ESF-3 resources are used when individual agencies are overwhelmed and requests additional public works and engineering service assistance.

II. Concept of Operations

A. GENERAL

1. Emergency Support Function 3 is organized consistent with the Incident Command System and the Escambia County CEMP. This structure and system supports incident assessment, planning, procurement, deployment, coordination, and support operations to Escambia County through the Escambia County Emergency Response Team.

2. Procedures, protocols and plans for disaster response activities are developed by the Lead and supporting agencies to govern staff operations at the Escambia Emergency Operations Center and in the field. These are in the form of the CEMP, ESF Annexes, and Standard Operating Guidelines, which describe Emergency Support Function 3 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF-3 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF-3 will evaluate and analyze information regarding public works and engineering service requests for response, develop and update assessments of the impacted area, and undertake contingency planning to meet anticipated demands or needs.



ICS: ESF 3 – Public Works and Engineering

B. ORGANIZATION

Emergency Support Function 3 falls under the Infrastructure Branch, as depicted in Figure 4 above. The key emergency functions that fall under ESF 3 can be grouped into five functional categories:

1. Damage Assessment
2. Restoration of Critical Facilities and Infrastructure
3. Building Inspection and Stabilization
4. Restoration of Transportation
5. Debris Management

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff are integrated with the Escambia County Engineering Department staff to provide support that will provide for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will oversee resource prioritization and allocation from support agencies through the Infrastructure Branch Director.
- c. During the response phase, ESF-3 will evaluate and analyze information regarding public works and engineering service requests. Also, ESF- 3 will develop and update assessments of the public works and engineering services status in the impacted area and undertake contingency planning to meet anticipated demands and needs.
- d. Escambia County Engineering Department develops and maintains the overall Emergency Support Function 3 Standard Operating Procedures that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall CEMP.

C. ALERTS/NOTIFICATIONS

1. Upon activation of the CEMP, the Department of Public Safety will notify the point of contact for Emergency Support Function 3 through multiple methods.
2. The Lead ESF 3 Coordinating Agency representative or designee will coordinate all activities of ESF-3.
3. Upon instructions to activate ESF-3, The Lead Coordinating Agency will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by ESF-3 are grouped into phases. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-3 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, may assume direct operational control of provided services.

ESF-3 will maintain lists of essential employees who because of their expertise and nature of assigned responsibilities are “on call” throughout all phases of a major disaster operation.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Public Works and Engineering response capabilities may include planning, training, orientation sessions, and exercises for ESF-3 personnel.
- b. Prepare and maintain standard operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- c. Coordinate the development and presentation of training courses and exercises for ESF-3 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- d. Participate in all-hazards exercises involving ESF-3
- e. Assign and schedule sufficient personnel to implement ESF-3 tasks for an extended period of time.
- f. Coordinate the maintenance of lists of ESF-3 assets that can be deployed during an emergency.
- g. Identify anticipated resource shortfalls.
- h. Address planning issues on an on-going basis to identify response zones and potential staging areas.
- i. Coordinate planning with ESF-3 support agencies and other emergency support functions to refine Public Works and Engineering operations.
- j. Develop and implement emergency response activities for Public Works and engineering strategies.
- k. Maintain liaison responsibilities with support agencies.
- l. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- m. Annually update and maintain inventory of the personnel, vehicles and equipment to be used during the preparation, response and recovery phases of an emergency or disaster.
- n. Prepare and maintain a list of personnel to ensure that the 24-hour staffing needs are met to facilitate the restoration of vital infrastructure.
- o. Maintain a list of construction contractors and engineering firms with active County contracts who would be available for infrastructure repairs.

2. RESPONSE ACTIONS

- a. Coordinate ESF-3 in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC.

- c. Participate in EOC briefings, and provide input to the Planning Section to assist in the preparation of the Incident Action Plans and Situation Reports.
- d. Implementation of Impact Assessment Teams (as required) to determine post-storm impact to Infrastructure Services functional group resources and ability to perform Continuity of Operations of essential functions.
- e. Mutual Aid procedures to assist with supporting issues related to a terrorist event.
- f. Pre-position response resources when it is apparent that public works and engineering resources will be necessary. Relocate public works and engineering resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- g. Monitor and direct/coordinate public works and engineering resources and response activities.
- h. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- i. Coordinate with support agencies, as needed, to support emergency activities.
- j. Request State resources through the logistics section; coordinate all resources into the affected areas from designated staging areas.
- k. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.
- l. Prioritize and implement emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment, and supplies in areas affected by an emergency or disaster.
- m. Provide life-safety services as required and appropriate.

3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Coordinate and complete damage assessment for public and private infrastructure and structures. Coordinate with GIS/Planning Section to map damage assessment results and provide data to the Finance Section for potential declaration documentation.
- c. Support the Finance Section in the initiation of financial reimbursement process for these activities when such support is available.
- d. Prioritize and implement the clearing, repair or reconstruction of transportation facilities (i.e., streets, roads, bridges, ports, waterways, airfields) necessary to restore transportation capabilities.
- e. Implement Debris Management Plan.
- f. Provide damage assessment data to the Planning Section for inclusion into the incident action plan.
- g. Prioritize and implement the restoration of critical public facilities and services, including but not limited to: electricity, potable water, sanitary

sewer, storm water systems, natural gas, and telephone service.

- h. Prepare a prioritized list and perform the demolition or stabilization of damaged public structures and facilities, which pose an immediate hazard or safety risk to the public health.
- i. Coordinate and assist other ESFs (Emergency Support Functions) within the Escambia County EOC (Emergency Operations Center).
- j. When requested through Escambia County's EOC, provide assistance to other local governments through existing inter-local agreements.

4. MITIGATION ACTIONS

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

1. ESF-3 complies with the Escambia County CEMP.
2. ESF 3 will operate under the ICS system as supported by the CEMP and ESF-3. ESF 3 will coordinate all activities through the Infrastructure Branch Director and the Operations Section Chief.
3. ESF 3 Lead Agency will coordinate all activities of ESF 3 in cooperation with the support agencies.
4. ESF 3 will coordinate damage assessment for all public and non-profit infrastructure.
5. Each supporting agency under ESF will be responsible for their own organizations infrastructure damage assessments. ESF 3 will coordinate and facilitate the acquisition of damage assessment data with the other organizations and jurisdictions under ESF 3 to compile the data and provide it to the Finance Section for inclusion in the Countywide damage assessment.
6. Other County Departments outside of ESF 3 will coordinate damage assessment information and figures through the Finance Section for inclusion in the countywide data compilation.
7. As a Department, County Engineering Department will complete the damage assessment for County owned drainage and transportation systems. This information will be coordinated through ESF 3 and the accumulated package of damage assessment information, which will be provided to the Finance Section for potential declaration documentation.
8. As a Department, Building Inspections will do a Countywide Individual damage assessment that will identify individual business and home damages and coordinate that information through ESF 3. This information will be coordinated through ESF 3 and the accumulated package of damage assessment information, which will be provided to the Finance Section for potential declaration documentation.

9. ESF 3 will also facilitate the acquisition of the City's I.A. damage assessment information to include with data and then provide the summarized data both to GIS and the Finance Section immediately following an event.
10. All other eligible organizational damage assessments again, will be completed by those organizations, but that data will be coordinated and facilitated by and through the Finance Section directly.
11. A staffing directory and the ESF-3 Standard Operating Procedures, its accompanying Appendices, Annexes and Standard Operating Procedures are maintained by the Lead Coordinating and support agencies and updated as required.
12. ESF 3 will operate in support of the EOC operations to provide any support to any other ESF operation as needed, required, or appropriate through resource requests.

F. RESPONSIBILITIES

1. LEAD COORDINATING AGENCY – ESCAMBIA COUNTY ENGINEERING DEPARTMENT

- a. Serve as the lead agency for ESF 3, supporting the response and recovery operations after activation of the EOC and the secondary agency with respect to the Disaster Assessment Team.
- b. Will coordinate damage assessments for public and private infrastructure with all supporting agencies and report damage assessment information to the Finance Section.
- c. Attend and document all EOC briefings to better disseminate any important information or actions to their staff and support agencies. This representative or their alternate should be prepared to provide status reports on all actions under the public works function (ESF 3) at each EOC briefing.
- d. Coordinate with first responders, ESF 4, 8, 9, 10 & 18, and the Road Department in setting priorities for road clearing to better assist ESF 9 (Search & Rescue) and their emergency response personnel.
- e. Coordinate the recovery efforts of support agencies under ESF 3 and the efforts of other ESFs under this plan.
- f. Assist other local governments under existing or future Mutual Aid Agreements made between Escambia County and representatives of the local governments as coordinated through ESF 5 (Information & Planning).
- g. Maintain a listing of construction contractors and engineering consulting firms with active County contracts who would be available to assist with infrastructure repairs. Maintain an alternate list of contractors and engineers who do not have active County contracts, but who have expressed interest in assisting.
- h. Negotiate and administer design contracts with consulting engineering firms for the repair of storm water management systems and the transportation infrastructure, as required.
- i. Coordinate with County Purchasing in awarding and administering construction contracts for the repair of storm water management systems and the transportation infrastructure.

- j. Provide documentation on utilization of manpower, equipment, and costs directly related to emergency operations by the Planning and Engineering Department. This documentation should be provided to the representative under ESF 7 (Resource Support) for official record keeping.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Transportation)

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the ESF-3.
- b. **Escambia County Road Department (ECRD)**
 - Identify and train the staff of the ECRD in emergency and disaster response procedures. There will be a minimum of one ECRD representative at the EOC during full level activation.
 - The ECRD representative will attend and document all EOC briefings to better disseminate any important information or actions to their staff. This representative or their alternate should be prepared to provide status reports on all actions taken by Escambia County Road Department personnel under ESF 3 at each EOC briefing.
 - Evaluate the initial damage assessment received from the damage assessment teams to participate in setting priorities for road clearing to better assist ESF 9 (Search & Rescue) and their emergency response personnel.
 - Provide in-house repair and construction services, as resources are available, after clearing and stabilization phases are complete.
 - As a part of ESF 3, assist other local governments under existing or future Mutual Aid Agreements made between Escambia County and representatives of the local governments as coordinated through ESF 5 (Information & Planning).
 - Develop, maintain, and update annually an inventory showing the location of personnel, equipment, and supplies on hand to accomplish recovery of the transportation infrastructure of Escambia County.
 - Assist the ESF 3 process to facilitate and compile relevant damage assessment information from all support agencies and provide to the Finance Section.
- c. **Escambia County Department of Solid Waste**
 - Identify and train the staff of the Escambia County Department of Solid Waste in emergency and disaster response procedures. There will be a minimum of one Escambia County Department of Solid Waste

representative at the EOC during full level activation.

- Manage all debris disposal activity.
- Approve of sites for open burning or air curtain incineration (Department of Solid Waste Management from the Florida Department of Environmental Protection). The Escambia County Debris Management Plan is incorporated herein by reference.
- Keep the ESF 5 (Information & Planning) and ESF 14 (Public Information Officer) at the EOC informed of the status (i.e., opened or closed) of each site, location, types of debris taken and hours of operation. Provide public service announcements to be released by ESF 14 at the EOC. Post all activated reduction and burn sites advising the public of dates and times of operations.
- Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement.

e. **Escambia County Department of Building Inspections**

- Identify and train staff through the Training Officer at the EOC to perform damage assessments under the control of the Damage Assessment Team Chairperson during exercises and EOC activations.
- Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement.
- Direct the Damage Assessment Team in all preliminary damage assessment activities.
- Identify personnel to be trained through the Training Officer at the EOC in damage assessment methodology.
- The Chairperson will provide the Director of Engineering at the EOC initial damage assessment information as soon as possible so priorities for emergency debris clearance can be directed to assist ESF 9 (Search & Rescue).
- Assist and provide unassigned personnel as needed to the disaster recovery centers or shelters.
- Inspect and enforce regulations regarding any un-permitted activity and/or un-licensed contractors.

g. **City of Pensacola – Department of Public Works**

- Identify to the ESF 3 representative all critical transportation routes and water supplies requiring immediate clearing and restoration in order to save lives and property within the jurisdictional City Limits of Pensacola.
- Provide equipment and personnel for clearing of prioritized transportation routes within the City of Pensacola, to allow emergency personnel and equipment to rescue and respond to an affected area.
- Provide documentation on utilized manpower, equipment, and costs

directly related to emergency operations to their City representative, for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate Public Worksheet from Federal or State governments.

h. Town of Century –Department of Gas and Water

- Identify to the ESF 3 representative all critical transportation routes and water supplies requiring immediate clearing and restoration in order to save lives and property within the Town Limits of Century.
- Provide equipment and personnel for clearing of prioritized transportation routes within the Town of Century, to allow emergency personnel and equipment to rescue and respond to an affected area.
- Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the City's representative, for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate Public Worksheet from Federal or State governments.

i. Santa Rosa Island Authority (SRIA)

- Identify to the ESF 3 representative all critical transportation routes and water supplies requiring immediate clearing and restoration in order to save lives and property within the jurisdiction of SRIA.
- Provide personnel within the jurisdiction of SRIA, to assist emergency personnel and equipment to rescue and respond to an affected area.
- Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate Public Worksheet from Federal or State governments.

j. Emerald Coast Utility Authority (ECUA)

- Provide the PIO at the EOC with information on the pick up times to be provided in public service announcements.
- Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement.

k. Department of Growth Management

- Coordinate the Flood Insurance Program for FEMA.

l. Other Utility Companies

- Advise the ESF 3 representative of the status of restoration of utility services within service areas.
- Have one representative available to respond to questions and provide information at EOC briefings. Maintain one representative from each utility company until each is deactivated by the EOC. Provide damage

assessment information to the Damage Assessment Team Chairperson so the Public Works representative can prioritize recovery operations.

- Provide adequate manpower to restore their particular utility.
- Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to their representative for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate D.S.R. from Federal or State governments.

m. The Florida Department of Transportation

- Identify to the ESF 3 representative all critical State transportation routes requiring immediate clearing and restoration in order to save lives and property.
 - Provide equipment and personnel for clearing of the prioritized transportation routes, which will allow emergency personnel and equipment to rescue and respond to an affected area.
 - As the primary State of Florida agency for ESF 3, FDOT will coordinate the State's ESF 3 operations with the County's ESF 3.
- n. Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to their State representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate Public Worksheet from Federal or State governments.

G. FINANCIAL MANAGEMENT

1. ESF-3 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

a. REFERENCES AND AUTHORITIES

- State ESF-3 annex
- Florida Statutes, Chapter 376, Pollutant Discharge and Prevention and Removal
- Florida Statutes, Chapter 380, Land and Water Management
- Escambia County Debris Management Plan, Department of Solid Waste Management (November, 2005)