

EMERGENCY SUPPORT FUNCTION – 3

Public Works and Engineering

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| PRIMARY AGENCY: | Public Works Department |
| SUPPORT AGENCIES: | Fire Department |
| | Police Department |
| | Washington State Department of Transportation (DOT) |
| | Puget Sound Energy |

I. INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function 3 (ESF-3), Public Works and Engineering, is to provide guidance for the emergency coordination of public works and engineering services for debris removal, inspection of facilities for structural safety and interoperability and for issuing contracts for the demolition of unsafe structures and the temporary repair of essential facilities. ESF-3 includes emergency activities for solid waste, potable water supply, storm / surface water, wastewater, and aquifer management (including City wells).

B. SCOPE

1. The City of Redmond’s Public Works Department builds and maintains City roadways and bridges including signage and postings, signal and lighting systems, City sewer and storm drainage systems, and potable water supply. Public Works also provides inspections and permit functions, solid waste disposal and recycling services, and maintains facilities such as City buildings. Public Works coordinates emergency restoration of critical public facilities, including the temporary and permanent restoration of these systems after emergency incidents. Support includes technical evaluations, engineering analysis, construction management and inspection, and emergency public works contracting.
2. Public Works staff skills and abilities should be assessed in advance to identify who can be called on to provide support in other divisions in Public Works as needed.
3. A Public Works representative is sent to the City of Redmond Emergency Coordination Center (ECC) upon activation. When requested, other City departments are activated to provide support of personnel, equipment, and/or technical advice.
4. Public Works may also activate its Department Operations Center (DOC) to control and coordinate response activities at the department level.

II. POLICIES

- A. The City of Redmond provides public works services to our citizens, business owners, and all those who live, work and visit Redmond. The City is responsible for the lands, facilities and utilities under City jurisdiction. Response to private property problems is conducted when a City facility is causing a problem or when life or public health is threatened. Response outside of the City is facilitated through the City ECC, King County ECC, and/or mutual aid, on a case-by-case assessment.
- B. Incident response actions include steps to minimize or eliminate risk to endangered species covered under the Endangered Species Act Section 7 or to minimize risk to their habitats.
- C. For projects that normally require Environmental Reviews or permitting before final approval, some incidents may warrant that environmental review and permits be waived or orally approved as per the following:
 - 1. State Environmental Policy Act (SEPA - Environmental Review) WAC 197-10-180.
 - 2. Hydraulics Act (Hydraulics Permit) RCW 75.20.100.
 - 3. Forest Practices Act (Application for Forest Practices) RCW 76.09.060(2).
 - 4. Shorelines Management Act (Shorelines Permit) WAC 173-18, 20. Flood Control Zones by State (Permit for Improvement) RCW 86.16.180.
 - 5. Time-sensitive actions affecting archaeological/historical protected areas should be coordinated with the State Office of Archaeology and Historic Preservation.
- D. The Public Works Department may advise other public or private utilities operating under City, state or federal restrictions, or under any incident restrictions or operating policies established by City government.
- E. Permitting fees and normal inspection procedures stay in effect following an incident unless otherwise directed by the Mayor and City Council. This role has been transferred from Public Works to the Planning Department.
- F. The Public Works Department is responsible for initial inspection, repair, and operation of all City-owned facilities and conveyances and to those agencies where there are contractual agreements to manage facilities. The Planning Department also inspects public infrastructure that developers build.
- G. Public Works may receive State loans for the funding of some or all of its emergency projects per RCW 43.155.065 (Emergency Public Works Projects).

III. SITUATION

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

See the City of Redmond Basic CEMP for a description of potential emergency conditions (Mitigation Activities section) and vulnerable population information (Access and Functional Needs section).

B. PLANNING ASSUMPTIONS

1. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Redmond will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
2. The national-standard National Incident Management Systems (NIMS) and Incident Command System (ICS) processes and procedures will be used for emergency management.
3. Available resources may become limited due to high demand in a large-scale incident.
4. All departments are required to support this ESF as necessary.
5. Activities related to emergency road repairs and closures, debris, snow, and ice clearance are addressed in ESF-1 Transportation. Access to the incident area is dependent upon the establishment of ground, air, and water routes. A rapid assessment of the event area is made in order to determine critical response issues and emergency response priorities. Response is coordinated through the Public Works Department Operating Center (PW DOC) and up through the City Emergency Coordination Center (ECC) for additional support depending on the size and complexity of the incident. Gathering and compiling of information and coordination of emergency assistance begins in the PW DOC and is also supported by the City ECC.
6. Support agencies perform tasks under their own authorities as applicable, in addition to tasks received under the authority of this Plan.
7. Previously inspected structures may require a re-evaluation should subsequent events occur after the initial incident, or if the results of the initial inspection were inconclusive.
8. Communication systems may be affected in the event of an incident. Alternate back-up systems should be established.
9. Critical City facilities are self-sufficient for at least seven days. The City will support the efforts of employees to communicate with their families and return home as needed.
10. Basic needs such as water, wastewater, refrigeration, and emergency electrical power may not be available due to loss of public services. This ESF is responsible for emergency restoration of these services and for the communication and coordination of this work with other ESFs during and after an emergency incident.
11. Federal funding for reimbursement of emergency response and recovery costs may be available; therefore, it is important that all costs incurred in responding and recovering from the emergency be documented.

12. City departments will perform tasks under their own authorities as applicable, in addition to tasks received under the authority of this Plan.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. The Public Works Department is responsible for the coordination of this ESF.
2. The Department is responsible for providing public works and engineering assistance, as resources permit, to meet city needs related to emergencies and disasters.

B. PROCEDURES

1. General

- a. Overall command and control for Public Works Maintenance and Operations is established at the City Maintenance & Operations Center (MOC).
- b. If an incident occurs during non-working hours or if the MOC is unusable, the Public Works employees are instructed to follow their department's internal Emergency Operations Plan regarding their reporting to work or to an alternate work site.
- c. When the immediate life safety needs of employees are met, personnel will assess the department, what resources are needed, and the department operational status. An initial status report will be sent to the City ECC concerning the status of employees, equipment, resources, and facilities.
- d. Emergency repairs of City owned facilities and structures will be a priority. Repairs will be based upon critical need as determined as follows:
 - 1) Buildings that house critical response units or staff
 - 2) Roads, streets or bridges that act as main evacuation routes
 - 3) Public facilities that serve or may need to serve as shelters
 - 4) Facilities providing essential services to the public (water, sewer, etc.)
 - 5) Facilities used or needed to provide for emergency public information
 - 6) Debris clearance in City right-of-way

2. Public Works Department

- a. Notify appropriate Public Works division(s).
- b. Identify support departments who may need to supply expertise to the Public Works Department.
- c. Establish communication with appropriate City Departments and the City ECC.

- d. Upon detection of a water supply or wastewater incident, make an internal assessment of the situation. If it is determined that the incident is of regional significance, inform the King County ECC of the situation through the City ECC.
- e. Maintain operations of the public water, water treatment, storage, pumping, and distribution systems.
- f. Coordinate with the Seattle Water Department to appropriate water purveyors and report to the City ECC.
- g. Maintain operations of the public sewer collection pumping systems and assist in meeting public sanitation needs and control sewage pollution to the environment.
- h. Communicate health and environmental issues to the City ECC.
- i. Address solid waste and debris management issues including:
 - Temporary debris storage sites
 - Mutual aid agreements
 - Review of available resources
 - Review of contracts already in place
 - Requirements of regulatory agencies
 - Monitoring data
 - Contamination implications (i.e. biomedical, radioactive)
 - Identifying locations/facilities that can accept contaminated waste.
- j. Maintain passable vehicular circulation on priority routes.
- k. Maintain operation of fuel equipment and ensure adequate fuel supply for City owned vehicles and equipment.
- l. Provide damage assessments for City property, water, sewer, street and City owned equipment.
- m. Provide for priority restoration of critical facilities.
- n. Provide information related to emergency public information through the City ECC regarding matters of public health and hazards related to damaged facilities.
- o. Provide for or contract for major recovery work, debris clearance, and/or services as appropriate.
- p. Coordinate repair operations with outside agencies as appropriate.
- q. Recommend emergency ingress/egress for responders, including access points to emergency responders.

C. PREVENTION AND MITIGATION ACTIVITIES

1. Review the Redmond Hazard Mitigation Plan (HMP) as a department and discuss implementation strategies.
2. Implement hazard mitigation in the development of policy, issuing of permits and the design and construction of City facilities, including water and sewer facilities and structures. This mitigation program will include the designation of methods to support emergency power sources for City wells, sewer pumping stations and fuel supplies necessary to Public Works operations.
3. Mitigate emergencies and disasters through engineering, building and land use codes, and inspections of buildings and structures.

Identify opportunities to lessen the effects of future emergencies or disasters and make them known to all City departments or other organizations that could be impacted.

D. PREPAREDNESS ACTIVITIES

1. General Activities:

Ensure personnel and equipment are protected from the effects of incidents by:

- a. Developing Incident Action Plans based on operational objectives.
- b. Establishing Continuity of Operations Plans (COOPs) and mutual aid agreements to carry out City and department essential functions.
- c. Participating in incident planning and exercise activities throughout the year.
- d. Becoming familiar with area specific hazards and risks.

2. Public Works

- a. Develop policies and procedures for incident response and recovery for public works activities.
- b. Develop a continuity plan in accordance with the City's COOP plan for departmental services recovery and restoration.
- c. Ensure that field personnel have training, proper protection and equipment necessary for response to an incident.
- d. Closely monitor equipment related to the proper functioning utilities and systems.
- e. Provide regular training to staff for home and work incident preparedness.
- f. Ensure that adequate emergency supplies and equipment are available for division staff.
- g. Maintain liaison with City departments, Washington State Department of Transportation, Puget Sound Energy, and other organizations.
- h. Work with neighboring jurisdictions and water districts to establish mutual aid and inter-local agreements.

- i. Provide and participate in training, drills, and exercises in support of this ESF.
- j. Provide employees with emergency response policies and procedural materials, such as this ESF and the City ECC Emergency Operations Plan (EOP).

E. RESPONSE ACTIVITIES

1. Activate the Department Operating Center (DOC) and Emergency Coordination Center (ECC) if necessary.
2. Organize, provide, and assist in damage assessments of City buildings, water, waste water, drainage, roads, bridges, utility systems, and equipment.
3. Identify emergency routes in and out of the City and provide recommendations on traffic routes during an incident.
4. Coordinate and provide for the placement of traffic control signs and barricades for road closures, detours and potential road hazards. Provide operational control of signals and flashers under City jurisdiction.
5. Monitor for contamination of water systems and maintain the operation of public wastewater collection and pumping systems, assist in meeting public sanitation needs, and control wastewater pollution to the environment.
6. Communicate emergency information through the ECC regarding matters of public health, safety, and environmental hazards.
7. Provide and/or contract for construction equipment, supplies, and personnel.
8. Perform and/or contract recovery work to restore damaged facilities.
9. Coordinate with support agencies and neighboring jurisdictions to supply requested services and resources.
10. Provide advice and assistance with debris clearing, emergency protective measures, and emergency disposal procedures.

F. RECOVERY ACTIVITIES

1. Continue with recovery activities including the reconstitution of the Department's essential functions and services.
2. Additional resources or assistance may be obtained through existing mutual aid agreements.
3. Any requests for external agency personnel, equipment or materials should be coordinated through the City ECC.
4. Additional resources or assistance may be obtained through contracts with private firms.
5. Coordinate with private utilities/businesses responsible for electricity, natural gas, telephone, cable and waste management through the City ECC as necessary.
6. Maintain operations or repairs of the public water storage, pumping, and distribution

systems.

7. Provide documentation of costs incurred for the incident actions of Public Works activities.
8. Implement mitigation processes as required to support essential services.
9. Resume normal working activities.
10. Create After-Action Reports and Lessons Learned Reports.

V. RESPONSIBILITIES

The Public Works Department is responsible for emergency response and recovery for damage to the City's transportation system, public utilities and City-owned buildings, and for providing debris removal and engineering assistance to meet the City of Redmond's needs.

VI. FURTHER MATERIALS FOR REFERENCE

1. City of Redmond Public Works Emergency Operations Plan
2. Operational Disaster Debris Management Plan (draft)
3. Established mutual aid agreements between the City of Redmond and outside entities. Mutual aid agreements should establish supplemental public works assistance. Assistance is obtained from the private sector as provided for by RCW 38.52.390 via the ECC.
4. City of Redmond Hazard Mitigation Plan (HMP) and King County Regional Hazard Mitigation Plan (KCRHMP). See the Resources section of the Redmond CEMP Basic Plan or the Emergency Plans page in the Public Safety section of www.redmond.gov for links.
5. Refer to primary and supporting departments' plans for further information supporting this ESF.