

2015

EMERGENCY OPERATIONS PLAN
(EOP)

SEDGWICK COUNTY



ESF 3 – Public Works and Engineering

Coordinating Agency:

- Sedgwick County Public Works

Primary Agency:

- Sedgwick County Public Works
- Sedgwick County Environmental Resources
- City of Wichita Public Works

Support Agencies:

Federal Agencies

- Federal Emergency Management Agency (FEMA)
- U.S. Army Corps of Engineers (USACE)
- DOI Bureau of Reclamation (BOR)

State Agencies

- Kansas Division of Emergency Management
- Kansas National Guard
- Kansas Department of Agriculture - Division of Water Resources
- Kansas Department of Commerce
- Kansas Department of Health and Environment, Division of Environment
- Kansas Department of Labor
- Kansas Water Office
- Kansas Municipal Utilities

County Agencies

- Sedgwick County Geographic Information Services
- Sedgwick County Emergency Management
- Sedgwick County Purchasing Department

City Departments

- City of Wichita Environmental Health Department
- City of Andale Public Works
- City of Bentley Public Works
- City of Bel Aire Public Works
- City of Cheney Public Works
- City of Clearwater Public Works
- City of Colwich Public Works
- City of Derby Public Works
- City of Eastborough Government
- City of Garden Plain Public Works
- City of Goddard Public Works
- City of Haysville Public Works
- City of Kechi Public Works
- City of Maize Public Works
- City of Mount Hope Public Works
- City of Mulvane Public Works
- City of Park City Public Works
- City of Valley Center Public Works
- City of Sedgwick Public Works

Private Sector

- American Institute of Architects (AIA) - Kansas Chapter

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 3 is to provide resources of member agencies to support Public Works and Engineering needs in Sedgwick County.

B. Scope

1. ESF 3 addresses both emergency public works assistance and engineering support. Specifically, it discusses:
 - a. Infrastructure protection and emergency restoration;
 - b. Safety inspections and other assistance for first responders;
 - c. Engineering and construction services;
 - d. Debris management operations; and
 - e. Safety of public water supplies and wastewater treatment facilities.

II. Concept of Operations

A. General

1. ESF 3 is organized consistent with the Sedgwick County Emergency Operations Center (EOC), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Sedgwick County through the Sedgwick County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Sedgwick County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 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/or direct the use of 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.
5. Protective 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
- Placement, size, and fuel procurement strategy of water transfer pumps: City of Wichita
- Location and specification of sandbagging operations: West Yard Maintenance Facility, 4701 S. West St.

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

Effective October 13, 2004, Sedgwick County adopted a resolution (#183-2004) amending Chapter 13 of the Sedgwick County Code related to Floodplain Management for Sedgwick County, Kansas. The purpose of the chapter is to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions in specific areas. There are no critical infrastructures located within a 100-year floodplain in Sedgwick County.

6. Water Transfer Pumps: The Cheney substation supplies power to the Cheney reservoir pump station and is the sole line of supply of electricity. The Cheney pump station has 5-4,000 volt (135 amp) 1,000 HP pumps electronically controlled by the filter plant in Wichita (manual controls are on site). There are currently no backup generators for emergency power at the Cheney pump station in the advent of power loss. Three substations service the Wichita water (Hess) pump station, and two substations service the Wichita well field, all do not have backup generators in the event of power loss.
7. Sandbagging: Requests for sandbagging will be directed to Sedgwick County Emergency Management for delivery to the site(s) determined by public works. Sand will be acquired from city and county public works yards and hauled using government vehicles to the site(s). The respective public work department(s) will relay the location of sandbags via public information officers to the media for the public if they desire to get them for flood protection. Equipment will be made available for use to fill sand into sandbags on site.

B. Debris Management

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 be submitted to the Sedgwick County Emergency Manager or representative, who in turn will advise the Adjutant General's Department, Division of Emergency Management, of the situation. In the case of radiological or hazardous materials, the State Division of Emergency Management Technological Hazards Section will be notified also.

Sedgwick County Public Works is responsible for coordinating debris removal and disposal in the unincorporated areas of the County.

Detailed Damage Assessment

Subsequent to rescue and damage reporting operations, 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. The local capability to inspect the safety of structures (public and private) and where would structure assessment support come from includes the following:

- Public: Public Works Staff Engineers would inspect & determine structural integrity and safety of public structures.
- Support would come from other jurisdiction Public Works as well as KDOT.

Damage Assessment Officer

- The Sedgwick 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 of City Council, County Emergency Manage, etc.) to 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 Relations Director to keep public informed of hazardous conditions in regards to bridges, roads and buildings.
- Coordinate with the Bureau of Public Services/Public Works Departments for posting unsafe building, roads and bridges.
- Coordinate with Executive Staff the priority of restoration of public facilities and tracking those facilities as possible hazard mitigation projects.
- Coordinate with local volunteer historical societies, as well as the Kansas State Historical Society and the Bureau of Public Services, if appropriate, for the possibility of restoring or demolishing buildings in the State or National Historic Registries.

- 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, and other related areas will be used to supplement existing team members. During radiological incidents/accidents, radiological protection personnel will be a part of the survey team. When the need for specialized assistance occurs, such as a 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 County Bureau of Public Services or the City of Wichita Public Works Department. Assessment of damage to public building in other cities within the County will be the responsibility of the assigned department(s) of the cities affected.
- Damage assessment of county roads, bridges and culverts will be accomplished by the County Bureau of Public Services. The City of Wichita Public Works Department and the assigned department(s) of other cities within the County will be responsible for the assessment of damage to city streets.
- Public utilities (i.e., electricity, gas, water, sewers) will be assessed for damages by the affected utilities. Privately owned utility companies are considered essential community services. The companies will conduct their own damage assessment, and the information 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 Sedgwick 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 crosscheck.

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.
- County/city public works departments 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.
- County/city public works departments will perform inspections on school buildings, recreational facilities and public buildings.

C. Continuity of Operations, Repair, and Restoration.

Debris Clearance

General Responsibilities

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. Role landfills will be determined by type of debris present. They are private C&D landfills therefore only construction type material can be taken there. Sedgwick County Environmental Resources is the agency responsible in removing hazardous material debris and hazardous material waste. Actions that will be taken to condemn, demolish and dispose of structures that present a safety hazard to the public: Per MABCD policy. The agencies likely to be used to provide technical assistance on the debris removal process are the KDHE; Department of Agriculture; State Fire Marshal; KDEM. Sedgwick County Public Works is the agency responsible for the repair/restoration of local roads, bridges, and culverts in unincorporated area; municipal public works departments will be responsible for their own incorporated areas.

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. 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. 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. Will designate suitable sites for disposal of no hazardous materials.

5. May enter into debris clearance agreements.
6. When the situation exceeds the capabilities of the local government, assistance may be requested from the state.
7. The Sedgwick County Emergency Manager will coordinate the establishment of priorities, which will include:
 - a. Removal of hazardous materials presenting a direct threat to life and health;
 - b. Removal of debris that could cause a more severe problem (flooding, bridge stress) if not removed;
 - c. Removal of debris to permit access to and from major activity center;
 - d. Cleanup operations.
8. The Bureau of Public Services and the Public Works Departments will be primarily responsible for doing cleanup on public property.

State Government

1. 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.
2. The Kansas Department of Transportation may provide manpower and equipment for debris removal upon request.
3. Kansas Highway Patrol will assist city and county law enforcement agencies as needed and provide traffic control on state owned roads within the county.
4. The Kansas National Guard may be requested, by contacting the Kansas Division of Emergency Preparedness, 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 obstructs 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
- 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.

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 and 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. In Sedgwick County, an air curtain destructor can be used on burning brush with proper set-back distances.

Illegal Dumping

Incidents of illegal dumping or the locations of illegal dump sites should be reported to the

law enforcement agency in that jurisdiction. Sedgwick County Environmental Resources provides a form for the Townships Public Works to fill out, and then Environmental Resources is charged for the disposal. Environmental Resources is the main contact for disposal options and current agreements.

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 and 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. The Sedgwick County Purchasing Department and Sedgwick County Public Works Department maintain 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 Sedgwick County 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.

The Sedgwick County Public Works 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.

The Sedgwick County Public Works 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.

D. Direction and Control

1. The ESF 3 Coordinating Agency is Sedgwick County Public Works which is appointed by the Sedgwick County Emergency Management, in coordination with local planning partners. The staff serving as ESF 3 Coordinator is appointed by and located in the Sedgwick County Public Works. When ESF 3 support is necessary, the ESF 3 Coordinator coordinates all aspects of ESF 3.
2. The ESF 3 system operates in two levels: 1) Sedgwick County EOC; and 2) Field operations.
3. During emergency activations, all management decisions regarding public works and engineering for Sedgwick County are made at the Sedgwick County EOC by the ESF 3 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Sedgwick County EOC assist the incident commander in carrying out the overall mission.
4. In accordance with a mission assignment from ESF 3, and further mission tasking by a local primary agency, each support organization assisting ESF 3 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 3. Mission operational control may be delegated to the field by the Sedgwick County EOC.

E. Organization

1. County
 - a. During an activation of the Sedgwick County EOC, support agency staff is integrated with the Sedgwick County Public Works staff to provide support that will provide for an appropriate, coordinated and timely response.
 - b. During an emergency or disaster event, the Sedgwick County EOC, Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.
 - 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 anticipate demands and needs.
 - d. Sedgwick County Public Works develops and maintains ESF 3 and accompanying Appendices, Annexes and Standard Operating Guidelines 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 Emergency Operations Plan.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Division of Emergency Management in coordination with Kansas Department of Transportation is the designated lead agency for State public works and engineering services and will provide a liaison to facilitate requests for public works and engineering service resources to local EOCs.
- b. During an emergency or disaster event, the primary and support agencies of ESF 3 at the State of Kansas EOC will report to the Infrastructure Services Branch Chief who reports to the Operations Section Chief under the overall direction of the SEOC Manager.
- c. During the response phase, ESF 3 will evaluate and analyze information regarding public works and engineering service needs requests. ESF 3 will develop and update assessments of the public works services situation and status and undertake contingency planning to meet anticipated demands and needs.
- d. The Kansas Division of Emergency Management in coordination with the Kansas Department of Transportation develops and maintains ESF 3 and accompanying Appendices, Annexes and Standard Operating Guidelines 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 EOP.

F. Alerts and Notifications

1. The Sedgwick County Public Works and/or Sedgwick County Emergency Management will notify the County Warning Point (Sedgwick County Emergency Communications) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Sedgwick County Emergency Communications) , will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 3 when Sedgwick County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 3 will be activated or placed on standby upon notification by the Sedgwick County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 3. If additional support is required, the ESF 3 coordinating and primary agencies may jointly manage ESF 3 activities.
4. Upon instructions to activate or placement of ESF 3 on standby, Sedgwick County Public Works will implement procedures to notify all ESF 3 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

G. Actions

Actions carried out by ESF 3 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-3 tasks.
2	Identify who is responsible for initial notification of ESF-3 personnel.
3	Identify responsibilities for liaison roles with State and adjacent county transportation officials.
4	Develop standard operating guides and checklists to support ESF-3 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-3 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Identify established pre-disaster contracts.
11	Identify critical infrastructure within the 100 year flood plain.
12	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Designate personnel to coordinate ESF-3 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-3 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF 3.
5	Inspect damage to streets, bridges, and private and public buildings.
6	Assist in clearance of debris from roads to facilitate emergency operations.
7	Coordinate with ESF-1 to facilitate closing roads and constructing barricades.
8	Perform priority repairs of local roads, bridges, and culverts.
9	Perform priority repairs to local water and wastewater systems.
10	Assist in the restoration of gas, electric, and communications services.
11	Request outside assistance from surrounding jurisdictions and the private sector as required.
12	Designate personnel to provide technical assistance on the debris removal process.
13	Coordinate with ESF 10 on hazardous material debris removal.

Overall Actions Assigned to All Members <i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-3 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Continue to repair infrastructure and buildings on a priority basis.
7	Provide personnel to support damage assessment teams.
8	Coordinate with damage assessment teams to condemn, demolish, and dispose of structures that present a safety hazard to the public.
9	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members <i>Mitigation Actions for ESF 3 - Public Works and Engineering</i>	
1	Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.
2	Identify critical facilities and recommend mitigation activities to those facilities.
3	Participate in the hazard identification process and identify and correct vulnerabilities.
4	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
5	Provide ESF-3 representative for update of mitigation plan.

III. Responsibilities

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order. No Responsibilities have been assigned at this time.

IV. Financial Management

- A. ESF 3 is responsible for coordinating with Sedgwick County Purchasing Department to manage ESF 3 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

- C. Expenditures by support entities will be documented by those entities and submitted directly to the Sedgwick County Purchasing Department or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

Sedgwick County Debris Management Plan

AUTHORITIES

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. § 5121, et seq