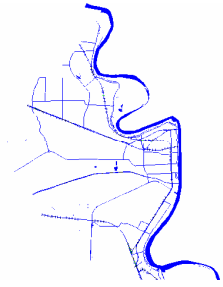


**WEST BATON ROUGE PARISH
OFFICE OF HOMELAND SECURITY
AND EMERGENCY PREPAREDNESS**



**EMERGENCY SUPPORT FUNCTION 3
PUBLIC WORKS AND ENGINEERING**

PUBLIC WORKS AND ENGINEERING

I. PURPOSE AND SCOPE

ESF 3 provides for the coordination of all available public works, public utilities, engineering and construction resources and expertise in an emergency or disaster. It provides for the identification, agreement, mobilization and coordination of available parish government, private industry and volunteer resources to provide essential services before, during and after emergencies and disasters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. West Baton Rouge Parish Public Works entities will provide all services associated with public works as referenced in this annex.
2. The requirement for emergency public works and engineering services expands directly in proportion to the magnitude of the disaster.
3. In all major emergencies the public works/utilities functions requirement will include, but not be limited to, providing water, electricity, natural gas, sanitation, sewerage, street maintenance, drainage and debris removal, to include a disposal site.

4. The parish government and its municipalities have public works/public utilities capabilities and can call on this resource in the event of a major emergency or disaster.
5. Utilities providers will restore utilities on a priority basis as per utility policy.
6. The parish government has communication and a good working relationship with both private and public utilities. All private utilities have parish government on their priority restoration list.
7. West Baton Rouge Parish has multiple utility districts within its boundaries.
8. Entergy and Pointe Coupee Electric provides electrical service.

B. Assumptions

Local government can handle most emergency situations. However, if local capabilities are exceeded, support will be requested from state and federal agencies.

III. CONCEPT OF OPERATIONS

A. General

1. The day-to-day public works, public utilities, and private utilities organizational structure will remain intact during a major emergency.
2. The parish government will use all local manpower, equipment, and materials as may be necessary to carry out its emergency functions.
3. During a serious emergency parish and municipal Public Works and Utilities will designate an EOC representative. This representative will be selected by the municipal and parish Public Works and Utilities, by the agency not or least effected by the emergency. Due to manpower shortages, in some cases; a representative may not be available.

4. The parish government will encourage the conservation of all utilities by employees and citizens during an impending, actual or post emergency.

B. Phases of Management

1. Mitigation

Each agency has internal procedures to ensure its safe operation. Each respected agency / department maintains equipment and facilities to ensure their operation.

2. Preparedness

- a. Maintain readiness of equipment and supplies.
- b. Keep roster of key personnel updated.
- c. Identify resources and keep resource list updated ensure a list is maintained in the Parish EOC.
- d. Conduct necessary training concerning internal emergency procedures and parish Emergency Operation Plan. **(NIMS III-B-2.)**
- e. If necessary, establish procedures to use private resources.
- f. Participate in parish and city emergency preparedness exercise. **(NIMS III-B-2.a)**
- g. If schedule allows, participate in monthly LEPC meetings. **(NIMS III-B-2.)**
- h. Entergy conducts yearly exercises and training seminars for its employees. **(NIMS III-B-2.)**

3. Response

- a. Utilities should take preparations to secure physical plant operations and equipment if response is initiated and threat is imminent.
- b. Effect emergency repairs as necessary.

- c. Provide support to other parish and city agencies if resources are available and assistance is requested.
 - d. Maintain communications with other parish utilities and departments.
 - e. Request state and other resources from the EOC if the need arises.
4. Recovery
- a. Initiate damage assessment as directed by parish and city leaders.
 - b. Ensure operation of equipment and physical plant services, make repairs and report damage and cost to the EOC.
 - c. If directed by Parish and City leaders, assist in the demolition of those structures considered unsafe for occupancy if legal and necessary.
 - d. Entergy has established mutual aid agreements with 5 utilities in the gulf south region. **(NIMS III-B-2e.)**
 - e. Electrical utilities will be restored on a priority basis, Hospitals, Public Utilities, Police Stations, Jails Large customers.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

- 1. The public works, public utilities, and private utilities organizational chart is shown as Appendix 1 of this annex.
- 2. The head of each municipality, business, commission, board, department and agency will retain control of assigned personnel and equipment.

3. Each agency identified in this plan will require periodic training and exercising of all employees to include NIMS. **(NIMS III-B2-b.)**
4. West Baton Rouge Parish has developed EOC Implementing Procedures for Public Works, which includes accounting for key personnel and their

B. Responsibilities

1. West Baton Rouge Parish Departments
 - a. HSEP is responsible for:
 - i. Coordination of emergency public works/utilities, and private utilities.
 - ii. Assist in the development of mutual aid agreements.
 - iii. Identification of private utility contacts.
 - iv. Development of a resource list.
 - v. Review and update of emergency plans.
 - vi. Development of emergency preparedness exercises.
 - vii. Maintain detailed reports/logs of entire emergency.
 - b. Parish and Municipal Water Departments will maintain a potable water supply plan.
 - c. Parish Contract Monitor (if available) is responsible for:
 - i. Coordination of parish's private company contracts during emergencies.
 - ii. Maintenance of own emergency operations plan, accounting for company contracts and their assignments.
 - iii. Situation reporting.

- iv. Maintenance of detailed log of department operations.
- d. Parish and Municipal Public Works / Maintenance Departments are responsible for:
 - i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Emergency engineering and maintenance of roads and bridges.
 - iii. Situation reporting.
 - iv. Coordination with the Sheriff's Office, city police departments and Emergency Operation Center to facilitate traffic control and movement.
 - v. Assistance to other departments with rescue support.
 - vi. Assistance providing emergency transportation.
 - vii. Assistance in providing barricades as required.
 - viii. Assistance of other departments with emergency debris and clean-up operations.
 - ix. Maintenance of detailed log of department operations.
 - x. Assistance with damage assessment operations as part of survey teams.
 - xi. Providing status reports of field operations to the Emergency Operation Center.
 - xii. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.

- xiii. Assistance in providing shelter and food, if needed in the emergency, for public works employees in the field.
 - xiv. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - xv. Maintenance of an adequate supply of sand, sandbags, and public pick-up locations (Mostly located at Fire Stations or Schools).
 - xvi. Ensuring emergency power for all vital government facilities (buildings, drainage pumps, etc.).
 - xvii. Inspecting, designating, and demolishing hazardous structures.
 - xviii. Repairing and restoring essential services and vital facilities.
- e. Parish and Municipal Water Districts are responsible for:
- i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Situation reporting.
 - iii. Maintenance of detailed log of departmental operations.
 - iv. Providing department status reports to the Emergency Operation Center.
 - v. Assistance with damage assessment operations as part of survey teams.
 - vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.

- vii. Maintenance of essential department facilities and assistance in securing them against damage.
 - viii. Ensuring water supplies for all vital facilities.
 - ix. Repairing and restoring of essential services.
- f. Private and Municipal Natural Gas services are responsible for:
- i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Situation reporting.
 - iii. Maintenance of detailed log of department operations.
 - iv. Providing department status reports to the Emergency Operation Center.
 - v. Assistance with damage assessment operations as part of survey teams.
 - vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
 - vii. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - viii. Ensuring emergency supply if able to all vital facilities.
 - ix. Repairing and restoring essential services.

2. Private Utility Companies

- a. Entergy – Electricity

- i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Maintenance of updated parish maps.
 - iii. Situation reporting.
 - iv. Maintenance of detailed log of department operations.
 - v. Assistance with damage assessment operations as part of survey teams.
 - vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
 - vii. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - viii. Repairing and restoring essential services and vital facilities.
- b. AT&T Telephone Service
- i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Maintenance of updated parish maps.
 - iii. Situation reporting.
 - iv. Maintenance of detailed log of department operations.
 - v. Assistance with damage assessment operations as part of survey teams.
 - vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.

- vii. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - viii. Repairing and restoring essential services and vital facilities.
- c. Cable TV service
- i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Maintenance of updated parish maps.
 - iii. Situation reporting.
 - iv. Maintenance of detailed log of department operations.
 - v. Assistance with damage assessment operations as part of survey teams.
 - vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
 - vii. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - viii. Repairing and restoring essential services and vital facilities.
- d. Solid waste/debris clean-up
- i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Maintenance of updated parish maps.
 - iii. Coordination of solid waste/debris clean-up with public works/utilities and private contractors.

- iv. Maintenance of detailed log of department operations.
- v. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
- vi. Maintenance of essential departmental facilities and assistance in securing them against damage.

3. Damage Assessment Officer will:

Coordinate damage assessment activities with the public works/utilities, private utility functions, and Parish Contract Monitor in the recovery phase.

V. DIRECTION AND CONTROL

- A. (A) Representative(s) of the public works/utilities and private utilities operating from the Emergency Operation Center will coordinate the assignment of personnel and equipment. Representatives of Public works/utilities and private utilities will coordinate with the HSEP Director in setting priorities for resources and activities in the field, when necessary.
- B. Private Utilities will maintain their own direction and control.
- C. Mutual aid forces will operate under the direct supervision of their own supervisors. The HSEP Director will coordinate the call-up and deployment of mutual aid forces if requested to do so by Parish and Municipal Public Works / Utilities directors (superintendents).
- D. Volunteer and auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.
- E. Assisting military forces will work under the direct supervision of their own superiors, but will serve under direction of the senior public works official where they are deployed.

VI. CONTINUITY OF GOVERNMENT

(See Basic Plan, Section VI)

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. There is a tremendous need for public works services during emergencies. The Public Works/Utilities Directors will ensure that public works/utilities activities are administered in an orderly and efficient manner. The HSEP Director will give priority to requests by the public works administrator for additional resources and personnel to support public works activities.
2. The public works/utilities directors will ensure that procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.

B. Logistics

1. Obtaining emergency supplies will be coordinated with the Public Works / Utility Representative (if available) in the Emergency Operation Center.
2. The public works/utilities director will request equipment, supplies, and personnel services necessary to support response and recovery work. Records of all purchases will be maintained.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The HSEP Director has the responsibility for coordinating revision of this annex, keeping attachments current.
- B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- C. All other agencies given responsibility in this plan, in coordination with the HSEP are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan)

B. References

1. Guide for All Hazard Emergency Operations Planning. (SLG) 101, 1996, Federal Emergency Preparedness Agency
2. Natural Disaster Recovery Planning for local Public Officials. MP-85. Washington: Federal Emergency Preparedness Agency, 1979.
3. National Incident Management System. United States Department of Homeland Security, 2005.

APPENDICES:

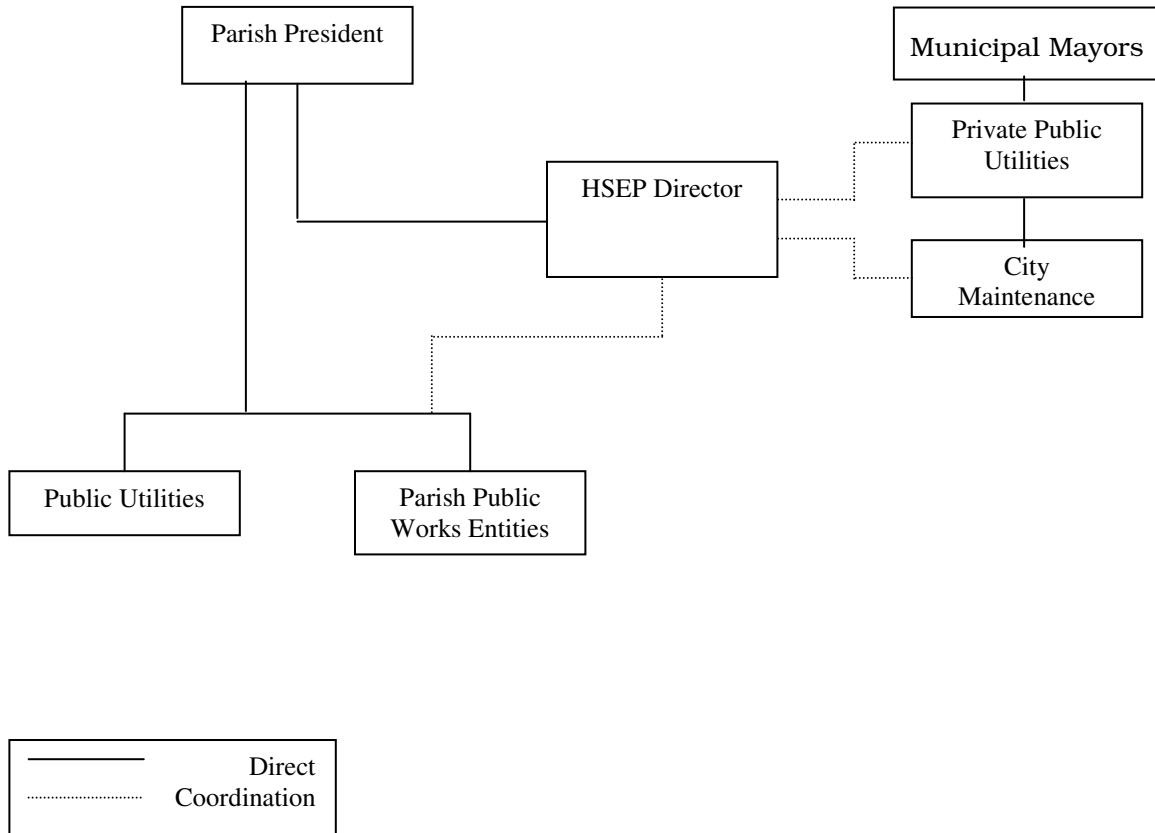
1. Organizational Chart
2. Responsibility Chart
3. Public Works Resources

TAB A	Parish resource list: on file in EOC
TAB B	Municipal resource list: on file in EOC
TAB C	Utility contact list: on file in EOC
TAB D	List of mutual aid agreements: on file in EOC
TAB E	List of contractors: on file in EOC
TAB F	List of equipment suppliers: on file in EOC
TAB G	List of materials suppliers: on file in EOC

4. Debris Management Plan

ESF-3 APPENDIX 1

PUBLIC WORKS/UTILITIES ORGANIZATIONAL CHART



ESF-3 APPENDIX 2

Responsibility Chart

<i>Agency support to the Public Works and Engineering Representative</i>	<i>Engineering Personnel and Equipment</i>	<i>Debris Removal</i>	<i>Debris Disposal</i>	<i>Coastal Restoration</i>	<i>Watershed Protection</i>
Parish Public Works / Maintenance Department	X	X	X		X
Municipal. Public Works / Maintenance	X	X	X		X
Water Districts	X				
Entergy	X				
Bell South	X				
DOTD	X	X	X	X	X

ESF-3 APPENDIX 3

Public Works Resources

TAB A	Parish resource list: on file in EOC
TAB B	Municipal resource list: on file in EOC
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ESF-3 APPENDIX 4

Debris Management Plan