

**EMERGENCY SUPPORT FUNCTION (ESF) #3**  
**PUBLIC WORKS AND UTILITIES**

**I. PURPOSE**

The ability of local government to protect life and property in the City of Pacific during or after a disaster could well depend on how fast public roads and utilities are restored. This annex will organize Pacific Public Works resources in such a manner that they will be able to perform the many tasks that are essential to an effective emergency (disaster) response.

**II. SITUATION AND ASSUMPTIONS**

A. Situation

1. The City of Pacific is subject to types of hazards. The Public Works Department could be asked to perform a number of assignments in response to these hazards.
2. The ultimate responsibility for providing public works services rests with local government, but public utility companies play a major role.
3. The residents of Pacific receive their water from Pacific City Water and their electric services from Ameren Missouri. Spire gas provides natural gas service to parts of the City. The City of Pacific owns and maintains all sewers. Residential and commercial communications services are widely provided by Spectrum, AT&T, T-Mobile and other carriers. Waste Connections of Missouri has a contract with the City to collect trash/recycling for residents.

B. Assumptions

1. Should a major emergency occur the city's public works department might not have adequate resources to cope with the situation
2. Local private resources may be available in the city to assist in public works activities in time of emergencies. See Appendix 4 for a list of these resources.
3. Local private resources may not be adequate to supplement the public resources.
4. Outside resources may be available to assist should all the local resources become committed. County, State and Federal will respond when called upon.
5. When a disaster occurs, all public works equipment and personnel will be available for response and will report to the Public Works Commissioner.

**III. CONCEPT OF OPERATIONS**

A. Actions to be taken by operational time frame

1. Mitigation

- a. Develop emergency procedures and resource lists that include but are not limited to the following:
    - (1) Demolition and debris removal (Heavy equipment, tools, vendors/contractors, etc.)
    - (2) Road and bridge repair (tools, equipment, materials, vendors/contractors, etc.)
    - (3) Provision of utility service to critical facilities (Generators, fuel, heaters, vendors/contractors, etc.)
    - (4) Restoration of normal utilities (Names of contacts, emergency phone numbers, pagers, cell phones, etc.)
    - (5) Damage assessment assistance (County Highway, MoDOT, private sectors contractors and volunteers)
    - (6) Flood-control and snow removal (equipment, tools, materials and personnel)
    - (7) Garbage removal (dump sites, heavy equipment, pit and burn procedures, waste haulers, Mutual Aid)
    - (8) Sheltering of Public Works personnel and equipment.
  - b. Train personnel in damage assessment and emergency procedures.
  - c. Review all other annexes of this plan to clarify public works roles.
  - d. Establish and maintain regular contact with private resources that could provide support during an emergency.
  - e. Participate in drills, tests, and exercises to include critiques and follow-up actions.
  - f. Establish and maintain liaison with other local/county governments regarding mutual aid support.
  - g. Review communications procedures with the Chief of Police.
  - h. Inspect and maintain equipment on a regular basis.
  - i. Analyze equipment locations with regard to potential destruction from hazards.
  - j. Review and update appendices, plans, procedures, and checklists annually. Submit updates to the Emergency Management Director/Coordinator immediately.
  - k. Maintain current line of succession and departmental call-up lists.
2. Preparedness
- a. Declare “Alert Status” and begin call-up of department personnel, if necessary.

- b. When advised of potential hazards, check status of:
    - (1) Field units
    - (2) Equipment (protection and readiness)
    - (3) Supplies
    - (4) Facilities
  - c. Review communications plans and procedures. Check status of communications systems. Coordinate with Police Department if alternate communications is necessary.
  - d. Relocate public works personnel and equipment, as necessary.
  - e. Maintain increased readiness status until the situation escalates or a stand-down order is given.
3. Response
- a. Activate necessary personnel to meet the situation.
  - b. Deploy personnel to identify affected areas.
  - c. Survey road conditions and report to EOC. Clear roads as necessary.
  - d. Close roads and construct barricades as directed.
  - e. Make recommendations to the EOC on:
    - (1) priority of repairs
    - (2) outside assistance required
  - f. Analyze and plot effected areas on EOC map(s).
  - g. Restore city facilities to continue emergency operations (partial demolitions, clearing debris, shoring, etc.)
  - h. Restore utility service to critical facilities as required, to include:
    - (1) turn-off threatened utilities
    - (2) contact/coordinate response by Public Utility Companies
    - (3) placement of temporary equipment and supplies, (i.e., emergency generators, portable latrines, emergency lighting, portable heaters, potable water, etc.)
  - i. Assist in search and rescue operations as required under the direction of the fire service.

- j. Provide support on a priority basis as determined by the EOC or the scene commander.
  - k. Document emergency work performed.
  - l. Assist in estimating total impact of the emergency.
4. Recovery
- a. Repair public works and other City buildings on a priority basis.
  - b. Provide potable water, sanitary facilities and other human necessities to the public.
  - c. Coordinate utility repairs by outside agencies.
  - d. Support decontamination and cleanup operations (i.e. wash downs, trash hauling, burn pits, etc.)
  - e. Advise elected officials on requesting County, State and Federal assistance.
  - f. Accompany/assist Federal and State damage assessment teams.
  - g. Participate in recovery operations until given the order to stand down.
  - h. Participate in after-action reports and critiques.
  - i. Make necessary changes in plans and procedures.
  - j. Recommend changes in planning, zoning and building codes to mitigate future disasters.

**IV. ORGANIZATION AND RESPONSIBILITIES**

During Emergency operations the Public Works Director for the City of Pacific is responsible for:

- A. Conducting shoring operations and debris removal from roads, bridges and governmental facilities. MoDOT shall also address their respective areas.
- B. Coordinating recovery of all public utilities. The gas, electric, telephone and water utility companies are responsible for actually restoring services to their customers.
- C. Providing personnel and equipment to assist in search, rescue, evacuation and other recovery operations.

**V. CONTINUITY OF GOVERNMENT**

The below list of succession is established with the focus and purpose of supporting the Public Works function.

- A. Public Works Commissioner
- B. Public Works Streets Supervisor

C. City Parks Commissioner

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. General**

1. The Public Works Commissioner will assign personnel and control operations from the EOC.
2. Outside resources needed to support the public works function will be requested by the Public Works Commissioner.
3. Outside resources will be under the control of their own supervisors but will be deployed by the EOC and directed by the Field Incident Commander.
4. The normal procedure for purchasing equipment and supplies can be circumvented by the Finance Director, or designee, but adequate records must be kept.
5. Normal procedures for hiring outside contractors can also be circumvented, but only when authorized by the City Administrator, or in his absence, the Chief of Police or the Mayor.

### **B. Communications**

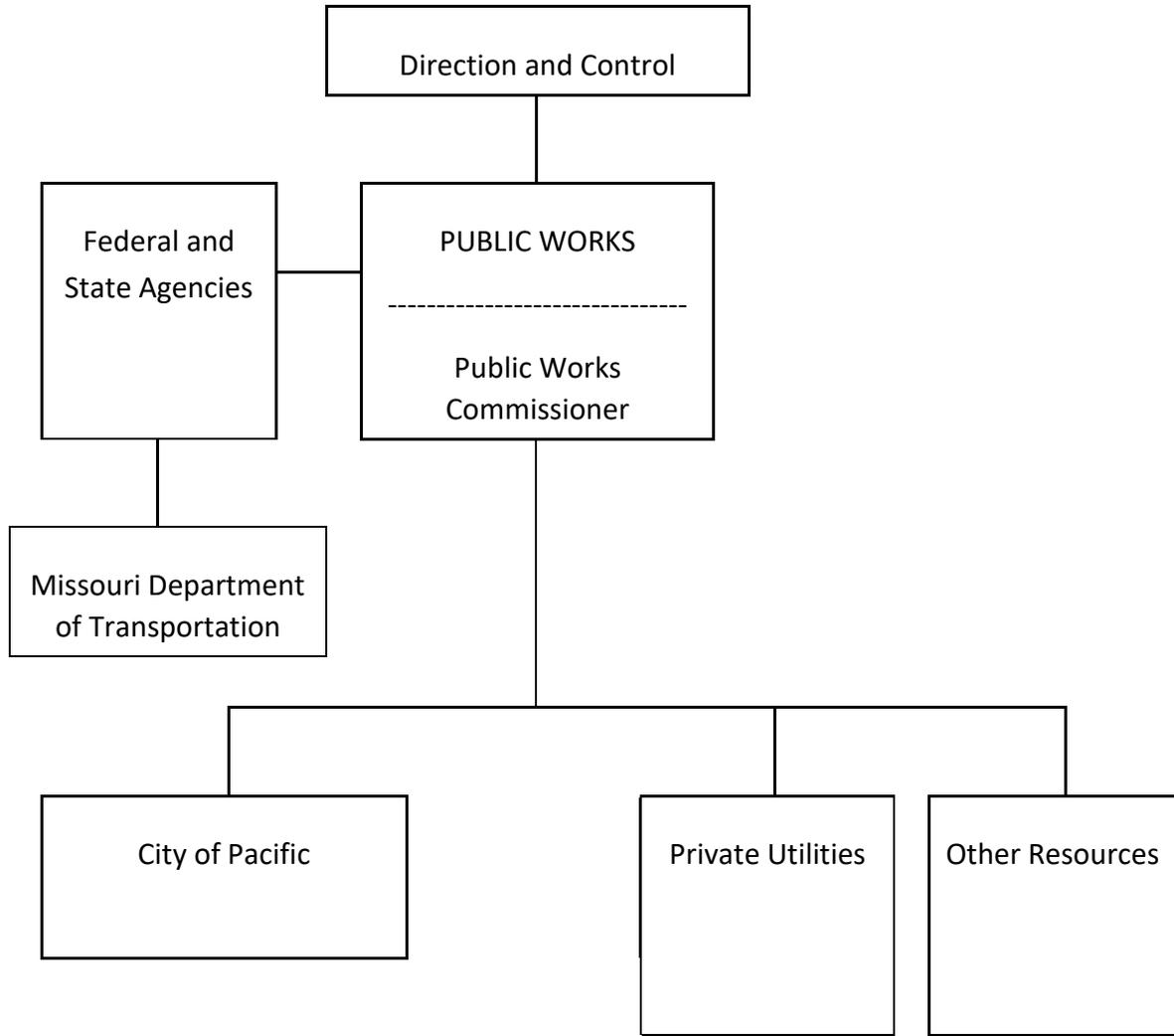
1. The Public Works radio base station will be manned during all EOC operations and shall serve as the primary dispatch center for Public Works operations.
2. The Public Works Department will utilize its own portable radio and cellular phone equipment.
3. The EOC and the Police Department may be called upon to provide additional communications support, as outlined in Annex B.

## **VII. APPENDICES**

1. ESF3 Conceptual Functional Diagram
2. Parks and Recreation Department Resources
3. Planning & Code Enforcement Resources
4. Public Works and Utilities Resources Serving Pacific
5. SOG for Emergency Repairs

**Appendix 1 To ESF3**

**PUBLIC WORKS FUNCTIONAL DIAGRAM**



<p>City Public Works</p> <p>Streets</p> <p>Water</p> <p>Wastewater/Sewer</p> <p>Engineering</p> <p>Parking</p> <p>Parks and Recreation</p> <p>Planning &amp; Code Enforcement</p>		<p>Natural Gas</p> <p>Electric</p> <p>Telephone</p> <p>Sanitation</p> <p>Public Water Supply Districts</p>	<p>Contractors</p> <p>Architects</p> <p>Engineers</p>
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**Appendix 2 To ESF3**

**PARKS AND RECREATION DEPARTMENT RESOURCES**

The Parks and Tourism departments are responsible for maintaining parks and recreation facilities/services for the City of Pacific.

A. The City of Pacific has the following Parks and Recreational facilities including:

1. Adams Garden
2. Blackburn Park
3. Great Rivers Greenway
4. Jensen’s Point Scenic Overlook
5. Liberty Field Park
6. Pacific Community Park
7. Red Cedar Inn

City Park Inventory			
Park / Facility	Approx. Acreage	Classification	Facilities
Blackburn Park / ADAM's Garden	14	Neighborhood Park	1 Portable Restroom 2 Parking Areas 2 Memorials
Community Park	124	Metropolitan Park	4 Tennis Courts 4 Pavilions / 1 Gazebo 3 Bridges 3 Restrooms 2 Playgrounds 2 Baseball Fields 1/2 Mile Unpaved Trail 1 Basketball Court 1 Fitness area with 12 Stations 1 Dog Park
Liberty Field	31	District Park	3 Soccer Fields 2 Multi-play Fields 1 Restrooms / Concession 1 Asphalt and 1 Gravel Parking Area 1 Rodeo Arena 1 Pavilion 1 Paved Trail (7/10ths of a mile)
Jensen's Point Park	3	Neighborhood Park	1 Gazebo / Overlook Feature 1 Trail 1 Asphalt Parking Area
<b>Total</b>	<b>172</b>		

**Appendix 3 To ESF3**

**PLANNING & CODE ENFORCEMENT RESOURCES**

1. Domestic Animals – City of Pacific Police Department Code Enforcement Officer
2. Ordinance Violations – City of Pacific Police Department Code Enforcement Officer
3. Planning – City of Pacific Building Inspector (includes Floodplain Manager)
4. Debris Removal – City of Pacific Public Works Department Commissioner

## Appendix 4 To ESF3

### PUBLIC WORKS AND UTILITIES RESOURCES SERVING PACIFIC

A. Municipal Public Works:

City of Pacific Water, Sewer, Streets and Residential Departments (636) 257-2163.

B. Electric:

Ameren Electric, Emergency number (800)681-7911 or (800)552-7583.

C. Natural Gas:

Spire Energy, (800) 887-4173.

D. Telecommunications (not a comprehensive listing):

Local landline carriers include:

ATT (800) 288-2020

Spectrum (833) 224-6603

Local long-distance carriers include:

AT&T (800) 555-8111 or (800) 526-2000

MCI (800) 368-6911

T-Mobile/Sprint (800) 531-4646

Area cellphone carriers include:

Verizon (800) 837-4966

T-Mobile/Sprint (800) 937-8997

E. Commercial Sanitation (Trash Hauling):

Commercial Sanitation services are offered by the following private companies:

Midwest Waste 636-583-8393

Waste Management 800-989-2783

Solid Waste Solutions 636-629-2400

CWI of Missouri 800-844-3151

Hueffmeier Trucking 636-271-9855

F. Missouri Department of Transportation 888-275-6636 (Sunset Hills, MO)

## Appendix 5 To ESF3

### SOG FOR EMERGENCY REPAIRS

- A. The public works organization in each community will have its own specialized priorities for emergency repairs. Part B below consists of general guidelines for such repairs following a disaster.
- B. Guidelines:
  - 1. Clear debris and make repairs to streets and bridges that are impeding rescue crews and equipment (lifesaving).
  - 2. Restore services to critical and essential facilities (EOC, nursing homes, hospital, temporary shelters, etc.).
  - 3. Repair streets and bridges which have isolated people.
  - 4. Restore services to schools and businesses.
  - 5. Make any necessary repairs to expedite recovery.
- C. THESE ARE JUST GENERAL GUIDELINES. EACH DISASTER WILL HAVE A DIFFERENT SET OF CIRCUMSTANCES SO EACH PROBLEM MUST BE CONSIDERED ON A CASE-BY-CASE BASIS AND PRIORITIES ESTABLISHED AT THAT TIME.