

**TABLE OF CONTENTS**

**14. ANNEX H ..... 14-1**

**14.1 PURPOSE..... 14-1**

**14.2 SITUATION AND ASSUMPTIONS..... 14-1**

    14.2.1 SITUATION ..... 14-1

    14.2.2 ASSUMPTIONS ..... 14-1

**14.3 GENERAL PROCEDURES AND RESPONSIBILITIES..... 14-2**

    14.3.1 FACILITIES ANNEX ORGANIZATIONAL CHART ..... 14-2

**14.4 PHASES OF EMERGENCY MANAGEMENT ..... 14-4**

    14.4.1 MITIGATION..... 14-4

    14.4.2 PREPAREDNESS ..... 14-4

    14.4.3 RESPONSE ..... 14-4

**CITY OF SPRINGFIELD EMERGENCY MANAGEMENT PLAN****14. ANNEX H: Facilities**

→Lead Department: Public Works/Maintenance  
→Lead ICS Section: Logistics

**14.1 PURPOSE**

The Facilities Unit function provides for flexible emergency response including the design, repair, restoration, and operation of City facilities. During a disaster event, the Facilities Unit may play a key role in establishing site command posts, staging areas, and other temporary facilities. The Facilities Unit would also be in a lead role in relocating City staff from damaged buildings to secure sites. The Facilities Unit and Fleet Unit will coordinate operation and maintenance of all generators that may be used.

**14.2 SITUATION AND ASSUMPTIONS****14.2.1 Situation**

The City of Springfield is subject to disaster events that would create a need for emergency Facilities Unit to respond. A major incident, such as an earthquake, would likely result in damage or destruction of City facilities that house emergency response operations, such as Police, Fire & Life Safety, and Public Works. Emergency response operations may need to be relocated to other facilities or may need temporary on-site command posts.

**14.2.2 Assumptions**

- A disaster event will likely result in damage to City facilities, which may require the relocation of key staff, services, and resources;
- During most natural disasters, electricity will be unavailable for an extended period of time;
- All Facilities Unit equipment and personnel will be available to assist with any disaster;
- A major disaster will affect the lives of many City (including Facilities Unit) and local response staff, preventing or limiting them from performing emergency response activities;
- Facilities Unit will contract for services when a disaster exceeds the resources of the department.

**14.3 GENERAL PROCEDURES AND RESPONSIBILITIES**

During a disaster event, the Facilities Unit Leader will normally be the Public Works Maintenance Division Manager. The Facilities Unit Leader will coordinate priorities for repair and restoration of any damaged City facilities with the Logistics Chief and Incident Commander.

Highest priority for available facility resources would generally be the following:

- City Hall EOC;
- Backup EOC/ECC;
- Police and Fire Department facilities;
- Radio Communication facilities;
- Fleet facilities/fueling sites;
- Public Works Response Operations;
- Regional Wastewater Treatment Plant.

During most major disaster events, there is a total or partial loss of power for some period of time. Coordination with Fleet for operation of generators at critical response operations facilities will be a high priority.

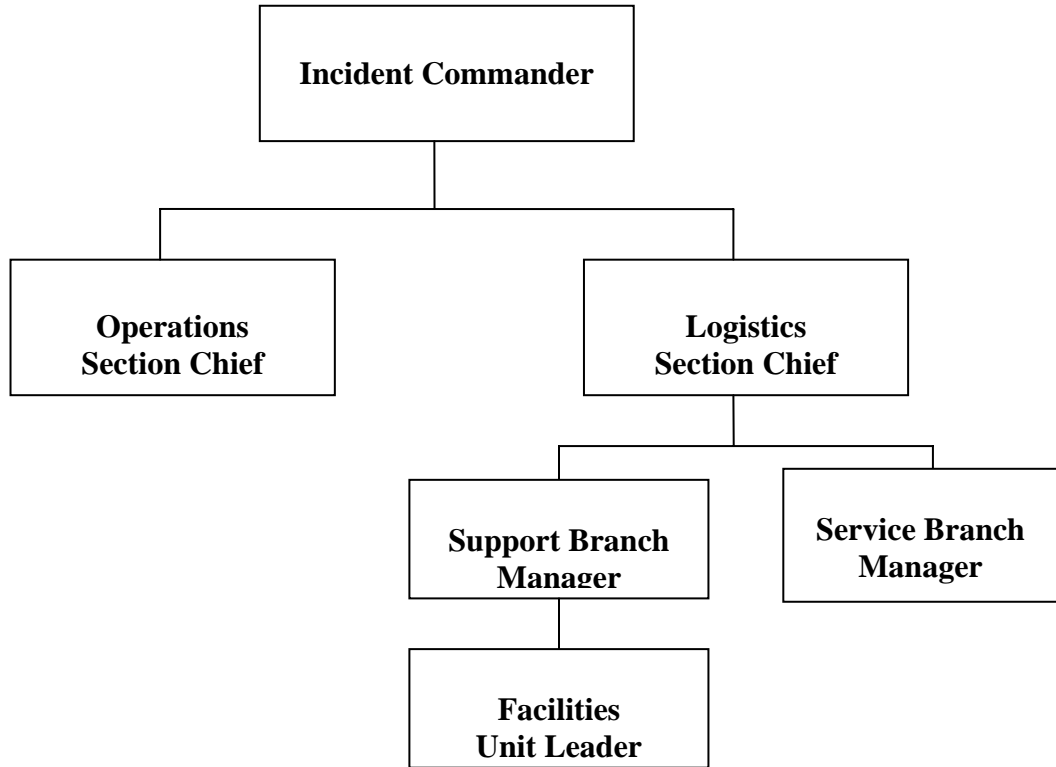
Field command posts may be established as bases of operations for emergency response during disaster events. Facilities Unit will assist with set-up and operation of field command posts as necessary.

During an event that causes damage to City facilities, such as an earthquake, Facilities Unit staff will assist the building official(s), as requested, in performing damage assessment and determining whether buildings are safe to occupy or must be posted as unsafe to occupy.

**14.3.1 Facilities Annex Organizational Chart**

See the organizational chart on the following page.

**CHAIN OF COMMAND**  
**Facilities Annex**  
*Organizational Chart*



**14.4 PHASES OF EMERGENCY MANAGEMENT**

**14.4.1 Mitigation**

**→ Departments Involved: Development Services**

- Ensure design for remodels of City of Springfield public building and any new construction are to current earthquake standards and meet the full range of security and emergency operation requirements;
- Ensure safety features and barriers are designed into building construction to reduce the affects of sabotage, terrorist acts, and/or vandalism;
- Ensure that security systems designed into new facilities and remodel projects are appropriate for the facility.

**14.4.2 Preparedness**

**→ Departments Involved: Development Services**

- Ensure emergency response management and supervisor staff complete basic ICS training and a 4-hour refresher every two years;
- Ensure emergency response management staff participate in training exercises;
- Maintain emergency generators, conduct scheduled tests, and ensure emergency portable generators are staged at strategic locations or critical facilities;
- Provide damage assessment training and certification for appropriate staff (FEMA ATC 20 damage assessment)

**14.4.3 Response**

**→ Departments Involved: Development Services, Public Works**

<b>Position:</b>	<b>Division Manager, Building Safety; PW Maintenance</b>
<b>Responsible Department/Division:</b>	<b>Building Safety; PW Maintenance Division</b>
<b>Emergency Supervisor (title):</b>	<b>Support Branch Manager</b>
<b>Reports to (location):</b>	<b>Facilities Management</b>
<b>Applicable ICS Section:</b>	<b>Logistics</b>

- Assist with setup and operation of on-site command posts when needed;

- High priority will be given to maintenance and operation of facilities support systems at EOCs, remote site command posts, and locations of emergency operations;
- Ensure (in conjunction with Fleet) operations of emergency power (generators, UPS systems), at City facilities, with priority given to facilities providing emergency response;
- Maintain list of City-owned facilities and associated as-built records;
- Maintain log of damaged City buildings;
- Evaluate City buildings for damage;
- Assist building official(s) with closing and denying access to City buildings not safe to occupy;
- Perform necessary repairs to restore City buildings to operational status. Fire Stations, Public Works Maintenance, and Police Facilities will be high priority;
- Assist with relocation efforts of staff misplaced due to damaged facilities;
- Provide in-house or contractual cleanup and repair of City buildings, during recovery phase, following a disaster event;
- Contract with vendors for building repairs beyond Facilities staff capabilities;
- Maintain security system in appropriate City-owned facilities;
- During ice/snow conditions, clear public sidewalks adjacent to City-owned parking lots and facilities as crew and personnel become available; keep City building roofs clear of heavy snow accumulation during severe storms.

---

Annex H, Facilities .....	14-1	Operations	
Assumptions		City Facilities .....	14-1
Facilities.....	14-1	Preparedness	
Chart		Facilities.....	14-4
Facilities Annex .....	14-2	Public Works	
Development Services .....	14-4	Response Operations.....	14-2
Disaster		Public Works, Maintenance.....	14-1
Cleanup.....	14-5	Purpose	
EOC		Facilities.....	14-1
Backup .....	14-2	PW, Maintenance	
City Hall.....	14-2	Division Manager .....	14-5
Facilities .....	14-4	Radio	
Division Manager .....	14-2	Communication.....	14-2
Unit Leader .....	14-2	Repair of Facilities.....	14-5
Fleet		Response	
Command Posts .....	14-2	Facilities.....	14-5
Facilities.....	14-2	Restoration	
Fueling Sites .....	14-2	City Facilities.....	14-1
Logistics .....	14-1	Situation	
Mitigation		Facilities.....	14-1
Facilities.....	14-4	Wastewater Treatment Plant.....	14-2