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CITY OF SPRINGFIELD EMERGENCY MANAGEMENT PLAN**21. ANNEX O: Public Works**

→ Lead Department: Public Works
→ Lead ICS Section: Operations

21.1 PURPOSE

The Public Works Department provides a flexible emergency response capability involving engineering, construction, repair, and restoration of essential public facilities and infrastructure. During a disaster event, the Public Works Department may provide support for heavy rescue operations and may play a key role in establishing multipurpose staging areas. Major responsibilities of the Public Works Department during a disaster event include operation of the major street arterial system, wastewater (sanitary) and storm water system, sanitary sewer pump stations and pressure mains, and traffic control system. Other responsibilities may include debris removal, contract repair of infrastructure, maintenance of fleet vehicles and equipment, maintenance of the communications systems, and ensuring operability of the Emergency Operations Center (EOC) and Emergency Command Center (ECC).

When a disaster event exceeds the resources of the Public Works Department, consultants and contracts will be utilized. Mutual aid may also be requested through the Oregon Public Works Mutual Aid Agreement.

21.2 SITUATION AND ASSUMPTIONS**21.2.1 Situation**

The City of Springfield is subject to a number of disaster circumstances that could occur locally and create a need for emergency Public Works services.

21.2.2 Assumptions

Public Works will have the lead role during an earthquake, severe weather (wind, ice/snow, flood/dam failure), non-hazardous material spills and pollutions incidents, and volcanic activity. Police and Fire Departments will have the lead role during air transportation accidents, civil disturbances, fire/conflagration, or hazardous materials incidents (fixed facility or transportation including rail, highway and pipeline), with Public Works assisting as requested.

Operating assumptions:

- During most natural disasters electricity, communications, and any/all other utility functions may be unavailable for an extended period of time;
- All available Public Works equipment and personnel will be available to assist with any declared disaster;
- A major disaster will affect the lives of many Public Works, City, and local response staff, preventing or limiting them from performing emergency response activities;
- Public Works will contract for services or request mutual aid when a disaster exceeds the resources of the department;
- Public Works will not respond to incidents outside the boundaries of the City unless:
 - ◆ incident command has been relinquished by another local jurisdiction and accepted by City departments; or
 - ◆ incident has the potential to extend into the city or would otherwise affect City property and systems; or
 - ◆ responding agencies request mutual aid through the Oregon Public Works Cooperative Agreement, or other mutual aid agreement.
- Public Works will participate as part of the Lane County Disaster Assessment Team by supporting road and bridge earthquake response.
- Public Works will assist Fire & Life Safety or Police on roadways and highways that are within city limits but not under City jurisdiction, e.g., county or state maintained highways, when those agencies do not respond to requests yet public health, safety and welfare are at risk;
- During a water or electric utility failure, Public Works staff will work with Springfield Utility Board (SUB) or other utility agencies to coordinate response activities to protect public health and safety;
- A flood may be caused by either a reservoir failure or heavy rain; in either event, there will be a warning period. Public Works will maintain, ready for use, an inventory of typical emergency supplies and equipment, such as sand bags, traffic control signs, barricades, dust masks, pumps, chain saws, generators, etc.

21.3 GENERAL PROCEDURES AND RESPONSIBILITIES

21.3.1 Incident Command System (ICS)

All emergency operations will be conducted using the Incident Command System. Public Works department staff may serve in a variety of roles including Incident Commander (IC), Public Information Officer (PIO), Safety Officer, Operations Chief, Finance Chief, and Public Works Branch Director. For more information about the Incident Command

System positions and responsibilities, refer to the Public Works Annex Organizational Chart, located on page 21-9. Position responsibilities may be found in the Field Operations Guides (FOGs) located at the EOC and the ECC.

21.3.2 Location of Emergency Response Activities

Depending on the nature of the disaster event, Public Works activities will be coordinated from the Emergency Operations Center (EOC), located in the Springfield Police Conference room.

In most instances Public Works emergency response will be limited to Public Works-specific emergency events, such as ice/snow, flooding, and windstorms. Generally, the ECC would be activated in a Public Works emergency event, or whenever Public Works crews are responding. If an emergency event is severe, or is the responsibility of another department, the EOC could be activated in addition to the ECC. In most instances, the EOC would not be activated without the ECC also being activated.

21.3.3 Activation of the Emergency Command Center (ECC)

The Public Works Director (or the Maintenance Manager or other designee of the Public Works Director) will determine when a disaster event is of significant proportions to activate the ECC. Once the ECC has been activated, all Public Works emergency activities are coordinated through the ECC.

21.3.4 Staffing

During an emergency event, staff may be required to report to the EOC or the ECC, depending on the nature of the incident. Staff will continue to utilize the ICS structure and may either have a layering of positions (similar ICS positions at the ECC) or appoint the Public Works Branch Director to the ECC Director position reporting to the Operations Chief in the EOC. The ICS system is flexible and will be adjusted during the event to fit the changing details of the event.

ECC Staffing:

The Public Works Maintenance Manager, or designee, will act as the ECC Director. When there is a disaster, and the Maintenance Manager is absent, Maintenance Supervisors will assume the Manager position in the ECC in the following order:

- 1) Maintenance Supervisor - Drainage
- 2) Maintenance Supervisor - Streets
- 3) Maintenance Supervisor - Sewers

The ECC will be responsible for handling and logging all calls related to Public Works, dispatching crews, and recording all activities. Personnel, equipment, materials, and

supplies will be tracked by ECC staff. Public Works employees will not respond to the incident scene unless requested to do so through the ECC. The ECC will track all employees that are dispatched to the incident scene, including time of dispatch, activities involved in, and time of return. The ECC will be responsible for scheduling employees into round-the-clock schedules during events lasting for a significant duration.

EOC Staffing:

When a disaster occurs resulting in the activation of the EOC, Public Works staff may be needed in both the Operations Room and the Policy Room of the EOC. Public Works staff may also already be operating from the ECC, located at Public Works Maintenance facility, 201 S. 18th Street in Springfield.

The Public Works Director will be assigned to the Policy Room in the EOC. During a disaster, when the Public Works Director is absent, managerial staff will assume this position in the Policy Room in the following order:

- 1) Maintenance Manager
- 2) Assistant PW Director
- 3) City Engineer

When the EOC is activated, the Maintenance Manager will be assigned to the Public Works Branch (part of the Operations Section of the ICS) in the Operations Room in the EOC. When the Maintenance Manager is absent, one of the Maintenance Supervisors will assume the Public Works Branch Director position in the Operations Room, in the following order:

- 1) Maintenance Supervisor - Drainage
- 2) Maintenance Supervisor - Streets
- 3) Maintenance Supervisor - Sewers

In the event of a disaster continuing for a significant duration, the City Manager (or designee), working with the Public Works staff, will establish schedules for other Public Works managers and supervisors to staff the ECC and the EOC.

The Public Works Director will work with the ECC Director to coordinate departmental activities and determine priorities for departmental resources.

21.3.5 Coordination and Resource Allocation

Public Works division managers will report to their normal work stations and notify the ECC upon arrival. Managers will be responsible for coordinating the activities of their respective divisions. The ECC Director may request other division managers to help staff the ECC and to act as a unified command depending on the nature of the disaster.

Allocating resources for competing demands will be determined by life, safety, and human welfare issues. Operation of the major street system for purpose of keeping key corridors open for rescue and restoration of key services will be of highest priority. High priority will also be given to operation of sanitary and storm water sewer systems and pump stations, the maintenance of Fleet vehicles, communication systems, and other equipment necessary for rescue and restoration of key services, and the maintenance of Police and Fire equipment.

Public Works staff will devote necessary resources to respond to any emergency situation. Contracts will be used to restore infrastructure when an event extends beyond the capabilities of the department. The existing Oregon Public Works Mutual Aid Agreement may also be utilized to assist with response.

21.3.6 Key Responsibilities

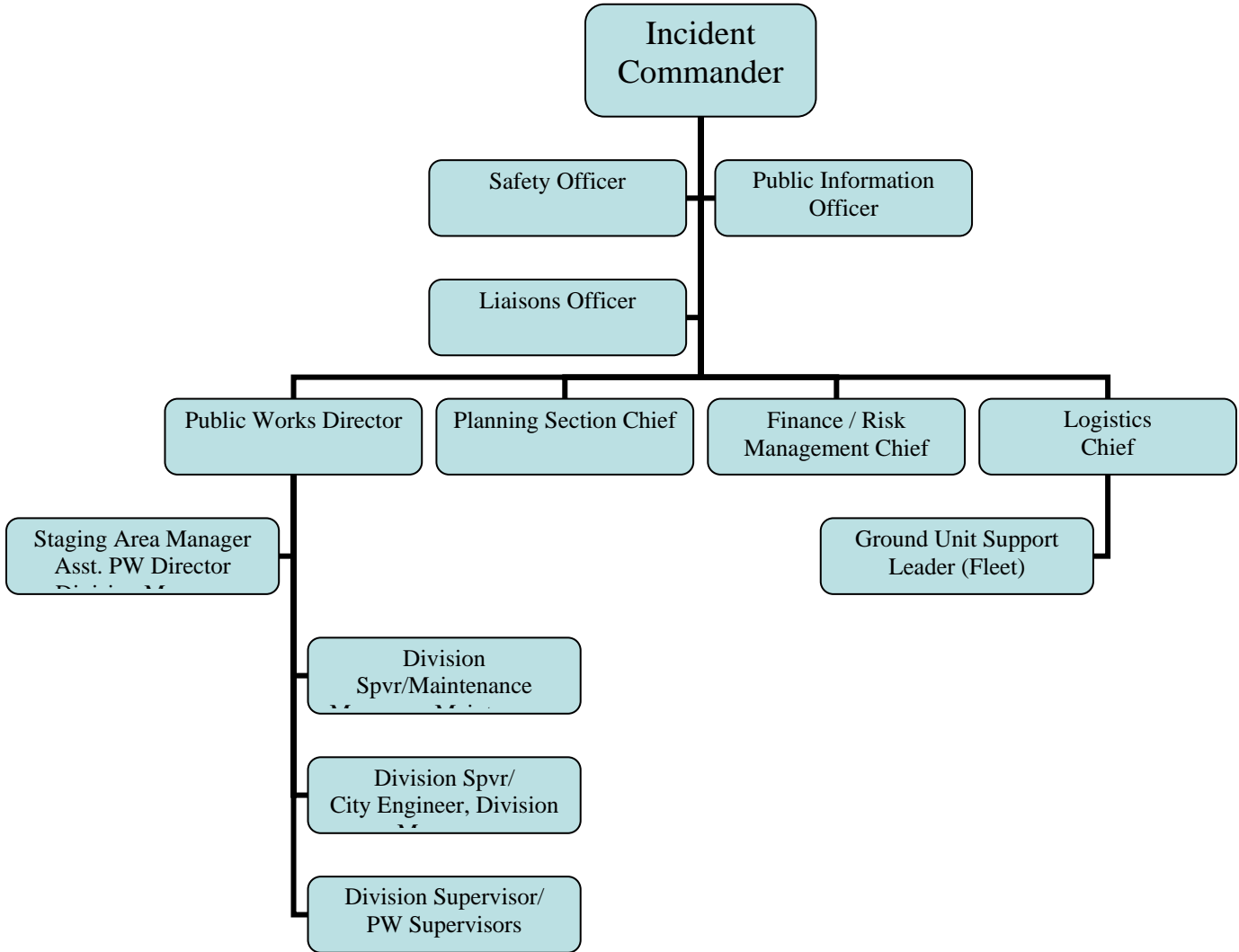
Key responsibilities for Public Works during a disaster are:

- Opening of emergency response routes for rescue and life saving operations;
- Restoring streets and managing street traffic, including traffic control devices;
- Restoring wastewater (sanitary sewer) and storm water system capacities;
- Restoration of related infrastructure;
- Restoring and operating sanitary sewer pump stations and pressure mains;
- Interfacing with utility providers to ensure timely restoration of services;
- Removal and disposal of debris from public right-of-ways and City property that was a direct result of a disaster event;
- Maintaining storm water flow;
- Clean-up, management, or mitigation of non-hazardous spills and pollution events;
- Environmental management and support to other City response teams;
- Administration of existing and development of new contracts to restore infrastructure and services;
- Keeping the City's Fleet operational and providing emergency fuel supplies and equipment necessary to provide for the public's safety, health, and well being will be given top priority during an emergency;
- Keeping the City's emergency generators operational;
- Coordinating with Police to assist in traffic control;

- Providing technical assistance through the Industrial Pretreatment and Pollution Prevention section of ESD during hazmat incidents (level of assistance is limited to qualifications of staff and equipment available);
- Providing mapping and engineering research.

21.3.7 Public Works Annex Organizational Chart

CHAIN OF COMMAND
Public Works Annex
Organizational Chart



21.4 PHASES OF EMERGENCY MANAGEMENT

21.4.1 Mitigation

→ Departments Involved: **City Manager’s Office, Fire & Life Safety, Police, Human Resources, Public Works, Development Services**

- Work with City Council to ensure ordinances are created to protect public works systems;
- Work with DSD to ensure new construction does not increase hazard or vulnerability threat; DSD will be liaison to County Planning Commission;
- Ensure that development within federally mapped areas of special flood hazard occurrences is in accordance with minimum standards of the National Flood Insurance Program;
- Require permits for all development, including fill, within the flood plain; new residential construction must be elevated so the finished floor is at least one foot above the base flood elevation; non-residential construction must be elevated or flood-proofed to at least one foot above the base flood elevation;
- Perform annual public outreach designed to increase awareness of local flood hazard; offer information on topics, including insurance requirements, permit requirements, retrofitting, and the natural and beneficial functions of a flood plain;
- Refuse to allow encroachments within mapped floodways unless a No-Rise Certification from a licensed engineer is submitted;
- Design new wastewater pump stations with strategically placed emergency overflow points to mitigate potential effects to public health and environment in the event of system failures;
- Design wastewater pump stations with emergency generator hook-ups, portable pump-around capacity, or secondary power feeds to prevent or mitigate overflows in the event of system failures;
- Regularly maintain all flood-carrying waterways to design capacity, and respond to complaints of dumping or debris that could create an obstruction;
- Develop mutual aid agreements with other agencies, including Springfield Utility Board and other utility providers.

21.4.2 Preparedness

→ Departments Involved:	Public Works
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- Develop mutual aid agreements and secure agreements with contractors where needed;
- Provide emergency operations training and exercises for staff; maintain the ECC ready for use; test use of ECC and EOC on annual basis; provide ICS refresher course as appropriate to maintain readiness;
- Utilize small emergency events, e.g., minor flooding, wind or snow storms to prepare for larger disaster events; conduct after-event briefings; modify systems and processes based on debriefing information;
- Train personnel in appropriate safety procedures, and the use of equipment and emergency procedures; provide annual training for operators of specialized emergency equipment, e.g., snow plows and sanders, emergency pumps and generators; maintain current list of qualified personnel for operation of sanders and snowplows;
- Ensure adequate numbers of operators are trained; maintain current list of qualified personnel for aerial lift trucks and chain saw operation;
- Keep ECC supplied with reference documents and forms, field operations guides, and ICS manuals, maps, etc.;
- Ensure equipment is maintained in good repair; secure equipment in safe locations when event is predicted;
- Ensure cones, barricades, stop signs, and other regulatory signs and emergency equipment and supplies are available; ensure materials and supplies are adequately stockpiled;
- Ensure sand supplies and deicers are stockpiled prior to winter season; keep suppliers informed of needs; ensure adequate sand is stockpiled prior to October 15 of each year;
- Coordinate communications procedures with EOC;
- Update Public Works emergency information notebook, snow/ice plan, traffic signal plan, wastewater collection and treatment system plans, supervisors emergency on-call book, City’s Emergency Plan as scheduled (at the minimum on an annual basis);
- Maintain emergency generators; conduct scheduled tests; ensure that emergency portable generators are staged at strategic locations or critical facilities;
- Maintain updated maps at EOC and ECC as per schedule;

- Maintain as-built records of City infrastructure;
- Maintain mapping information for public infrastructure; maintain inventory of basic emergency supplies, e.g., barricades, traffic control signs, dust masks, emergency lighting, pumps, chainsaws, etc;
- Ensure equipment is ready to respond to a pending disaster, such as aerial trucks, waterway monitoring equipment, brush chippers, and chainsaws;
- Review and analyze the relevant planning studies to ensure capability to identify impacts, project flooding areas, and identify potential evacuation areas;
- Ensure sand bags and sand are stockpiled; keep minimum supply of sand bags filled and ready for use.
- Provide first responder training for appropriate Public Works employees;
- Acquire and maintain resources for responding to hazardous materials incidents;
- Ensure environmental spill response team and vehicle will be available to assist with hazardous materials incidents;
- Check sanders and snowplows prior to winter season;
- Ensure snowplow and sander operators are properly trained, including refresher training as appropriate;
- Review and update sanding/snow priority routes, policies, and procedures on annual basis;
- Review ordinances/codes pertaining to snow/ice declaration and emergency routes when a storm is predicted;
- Maintain inventory of chainsaws and other safety related equipment;
- Schedule training classes to qualify chainsaw operators; maintain current list of employees qualified to operate chainsaws.

21.4.3 Response

➔ Departments Involved:	Public Works
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21.4.3.1 Activation and Notification:

- At the direction of the Public Works Director, Maintenance Manager, or designee, activate ECC; coordinate overall activities of Public Works at the direction of the IC. Appoint ECC supervisor to coordinate operations activities for PW to include the following as warranted.

- Notify Communications Supervisors at Central Lane 9-1-1, Springfield Fire & Life Safety, and Springfield Police when ECC is activated; request all Public Works calls be referred to the ECC;
- Notify the Wastewater Treatment Plant (Operations Console Operator) that the ECC is activated and again when the ECC is closed; request that all Public Works calls unrelated to wastewater or airport operation be referred to the ECC;
- Notify all Public Works staff, by general radio broadcast on Public Works Channel #1, that the ECC has been activated. Request that all calls be referred to the ECC. Provide similar notification when the ECC is being closed;
- Ensure that all Division Managers not already reporting for emergency response activities have been notified that emergency response activities are in progress.

21.4.3.2 Staffing:

- Initiate actions to ensure that all appropriate departmental resources are ready for response action; assign resources in accordance with Public Works priorities; consider implementation of the planning function of the ICS, if not already activated (decision to be made by the IC);
- Assign supervisors to be responsible for specific response functions and field reconnaissance in order to give updates to the ECC;
- Schedule shifts for departmental personnel to ensure round-the-clock coverage;
- Assign special work order numbers for activities eligible for state or federal funding reimbursement; consider implementation of Finance function of the ICS, if not already activated (decision to be made by the IC);
- Maintain liaison with SUB and other utility providers; coordinate joint Public Works/utilities strategy to restore service, including street repairs arising from repair of underground facilities; consider implementing the liaison's function of the ICS, if not already activated (decision to be made by the IC);
- Provide Public Information Officer with necessary information to compile news releases, media reports/conferences; maintain contact with media representatives;
- Assign personnel and equipment to assist Police and Fire & Life Safety with evacuations and traffic control; assist Fire & Life Safety with search and rescue operations as requested;

- Assign personnel to provide assistance to ECC staff and/or provide security for ECC operations located at 201 S. 18th St. in Springfield.

21.4.3.3 Documentation:

- Log incoming calls, coordinate responses, and document actions taken and activities of personnel dispatched to the incident sites;
- Maintain log of streets closed by disaster;
- Maintain log of damaged infrastructure;
- Assign specific staff responsibility for documentation; detailed notes, pictures and video are essential.

Special Considerations by Hazard:

Note: No plan can anticipate every disaster or emergency. Several types of events are described below, but the list is not inclusive of every type of event that may require an emergency response. Adaptive management, reliance on the ICS system, and a cooperative team effort will be utilized during all emergencies to present an effective and resilient response by the Public Works staff. Every response will stress safety, cooperation, responsibility, and service to the citizens of Springfield.

21.4.3.4 Earthquake

- Establish emergency response routes for rescue and life saving operations;
- Establish and coordinate damage assessment team;
- Restore damaged street and sewer systems;
- Evaluate bridges, sewer systems, pumping stations, radio towers, and City buildings for structural damage (See Debris Management Annex for more information on roles);
- Provide maintenance services for emergency response vehicles, equipment and emergency generators;
- Remove and dispose of debris from public right-of-way and City property.

21.4.3.5 Hazardous Materials Incident

- Public Works personnel are not trained to work with hazardous spills, and will act as support staff for Fire and Life Safety staff, or in an advisory role;
- Immediately isolate and secure area; keep all persons except emergency response personnel out of the area;
- Keep all personnel and spectators at a safe distance, i.e., upwind and uphill -- crowd control is the ultimate responsibility of Police and/or Fire & Life Safety;
- First employee on-scene will establish an on-scene command post in a safe area; command will be relinquished to a higher ranking employee or Fire & Life Safety personnel upon arrival;
- Obtain specialized equipment and supplies as requested; assist (under the guidance of the Springfield HAZMAT Team and to the extent staff is trained and employee safety is not jeopardized) with hazardous materials containment and diversion;
- Advise other responding units of safe approach routes and location of safe staging areas;
- Keep contaminated individuals isolated pending decontamination;
- Acquire and record information regarding incident and materials involved.

21.4.3.6 Severe Weather: Flood

- Keep storm water systems functioning to full capacity;
- Provide emergency pumping and diking;
- Clear debris that has washed into streets and public property;
- Coordinate with incident command to ensure appropriate public information is developed and disseminated.

21.4.3.7 Severe Weather: Ice/Snow

- Refer to Emergency Ice/Snow Plan for priority routes and policies;
- Maintain log of streets plowed and sanded;
- Log all incoming requests for service, streets plowed and sanded; contact Lane Transit District (LTD) to determine routes with potential trouble; work with School District 19 to determine transportation issues.

The following position descriptions are intended for use by Public Works staff in an emergency event. Depending on the nature of the event and the decisions made by individuals staffing the event, all or some of these positions may be filled. These descriptions are intended to provide a quick reference to your responsibilities in these roles. Remember that the functions associated with any of these roles need to be met, even if no one is assigned to fill that role. Some specific positions, such as the Public Information Officer and Finance Chief, are associated with other Annexes. Please reference each specific Annex for more details on your role.

21.4.4 Incident Commander

Position:	Incident Commander
Responsible Department/Division	Public Works/See Staffing Under General procedures and responsibilities
Emergency Supervisor (title):	
Reports to (location):	ECC or EOC, as directed
Applicable ICS Section:	Command

The IC will:

- Size up incident situation;
- Identify and establish strategic goals and objectives; develop Incident Action Plan;
- Initiate Incident Command System; develop an appropriate organizational structure and delegate functions;
- Brief staff;
- Name the incident;
- If assuming command from a previous Incident Commander, obtain briefing and Incident Briefing Form (ICS Form 201) from prior IC;
- Insure appropriate planning process takes place;
- Approve request for additional resources and requests for release of resources;
- Manage incident organization;
- Insure Command and General staff coordination;
- Approve and authorize implementation of Incident Action Plan;
- Authorize release of information to news media;
- Approve plan for demobilization;
- Determine if Unit Logs (ICS 214) are to be completed for the incident; if so, maintain Unit Log.

All functions not delegated by the IC are the responsibility of the IC.

21.4.5 Safety Officer

Position:	Safety Officer
Responsible Department/Division	Public Works
Emergency Supervisor (title):	Incident Commander
Reports to (location):	ECC or EOC, as directed
Applicable ICS Section:	Command

The Safety Officer will:

- Obtain briefing from IC.
- Assign safety assistants as needed.
- Identify hazardous situations associated with the incident.
- Identify potentially unsafe situations.
- Access the appropriate use of personal protective equipment and equipment safety devices.
- Assess the appropriate incident control perimeters.
- Assess safe placement of apparatus and equipment.
- Assess possible structure failure.
- Assess the danger of building utilities.
- Assess physical condition of on-scene personnel.
- Consider need for on-scene Technical Specialist, i.e., advise IC.
- Check with Division and Group Supervisors for tracking of their assigned personnel and safety aspects of their operation.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within incident area.
- Determine safe areas for media and VIPs.
- Participate in planning meetings.
- Review Incident Action Plans.
- Maintain Unit Log (ICS Form 214), as required.

21.4.6 Public Information Officer

Position:	Public Information Officer
Responsible Department/Division	City Manager
Emergency Supervisor (title):	Incident Commander or Lead PIO
Reports to (location):	As Directed
Applicable ICS Section:	Command

See the Emergency Public Information and Alert & Warning in the City’s Emergency Plan.

The Public Information Officer (PIO) will:

- Notify and alert Public Works division managers and Public Affairs Manager when disaster has been declared;
- Provide public information, as needed and assigned, including a list of media phone numbers for the EOC or ECC, as appropriate for the incident;
- Obtain briefing from the IC;
- Establish single incident information center whenever possible;
- Prepare initial information summary as soon as possible after arrival;
- Obtain approval for release of information from the IC;
- Release news to media and post information in command post and other appropriate locations;
- Maintain control of media and VIPs;
- Coordinate media entry into incident perimeter with Safety Officer;
- Provide safety clothing for media and VIPs;
- Contact the jurisdictional agency to coordinate public information activities;
- Observe the constraints on the release of information imposed by the IC;
- Attend planning meetings to update information;
- Respond to any special requests for information;
- Provide liaison between media and incident personnel;
- Maintain Unit Log (ICS Form 214), as required.

21.4.7 Liaisons Officer

Position:	Liaisons Officer
Responsible Department/Division	Public Works
Emergency Supervisor (title):	Incident Commander
Reports to (location):	ECC or EOC, as directed
Applicable ICS Section:	Command

The Liaisons Officer will:

- Obtain briefing from IC;
- Provide a point of contact for assisting and/or cooperating agency representatives;
- Identify agency representatives from each agency including communications link and location;
- Respond to request from incident personnel for inter-organizational contacts;
- Monitor incident operations to identify current or potential inter-organizational problems;
- Provide input on use of agency resources if no resource use advisors are assigned;
- Cooperate fully with IC and General Staff on agency’s involvement at the incident;
- Oversee the well-being and safety of agency personnel assigned to the incident;
- Insure that all agency resources have completed check-in;
- Maintain Unit Log (ICS form 214), as required.

21.4.8 Operations Section Chief

Position:	Operations Section Chief
Responsible Department/Division	Public Works
Emergency Supervisor (title):	Incident Commander
Reports to (location):	ECC or EOC, as directed
Applicable ICS Section:	General/Operations

The Operations Section Chief will:

- Obtain briefing from IC;
- Develop operations portion of Incident Action Plan;
- Brief and assign operations personnel in accordance with Incident Action Plan;
- Supervise tactical operations;
- Determine need and request additional resources;

- Review suggested list of resources to be released and initiate recommendations for release of resources;
- Assemble and disassemble strike teams/task forces assigned to Operations Section;
- Ensure coordination between Operations and other Command and General staff;
- Report information about special activities, events and occurrences to IC;
- Maintain Unit Log (ICS Form 214), as required.

21.4.9 Staging Area Manager

Position:	Staging Area Manager
Responsible Department/Division	Public Works
Emergency Supervisor (title):	Operations Chief
Reports to (location):	ECC or EOC, as directed
Applicable ICS Section:	General/Operations

The Staging Area Manager will:

- Obtain briefing from the Operations Section Chief (or IC);
- Establish staging area layout;
- Determine any support needs for equipment, feeding, sanitation, and security; order through Logistics;
- Establish check-in function of unassigned resources as appropriate; maintain check-in/out status;
- Post areas for identification and traffic control;
- Request maintenance services for equipment at staging area as appropriate;
- Respond to requests for resource assignments;
- Obtain and issue receipts for radio equipment and other supplies distributed and received at the staging area;
- Report resource status changes to Planning Section (Resources Unit);
- Maintain staging area in orderly condition;
- Demobilize staging area in accordance with incident demobilization plan;
- Maintain Unit Log (ICS Form 214), as required.

21.4.10 Public Works Branch Director

Position:	Public Works Branch Director
Responsible Department/Division	Public Works
Emergency Supervisor (title):	Operations Section Chief
Reports to (location):	ECC or EOC, as directed
Applicable ICS Section:	Operations

The Public Works Branch Director will:

- Obtain briefing from Operations Chief;
- Develop tactical alternatives for the Operations Chief;
- Assign specific work tasks to division/group supervisors;
- Supervise branch activities;
- Review branch operations to assess effectiveness;
- Attend Planning Meetings at the request of the Operations Chief;
- Perform branch operational planning;
- Report to Operations Chief when Incident Action Plan is to be modified, additional resources are needed, surplus resources are available, or when hazardous situations or significant events occur;
- Supervise resources in any designated assembly;
- Maintain Unit Log (ICS Form 214), as required.

21.4.11 Division Supervisor/Maintenance Division

Position:	Division Supervisor/Maintenance Division
Responsible Department/Division	Public Works/Maintenance Division
Emergency Supervisor (title):	PW Branch Director
Reports to (location):	ECC or as directed
Applicable ICS Section:	Operations

The Division Supervisor of the Maintenance Division will:

- Obtain briefing from Branch Director or Operations Chief;
- Maintain inventory of basic emergency supplies, e.g., sand bags, barricades, traffic control signs, dust masks, emergency lighting, pumps, chain saws, etc;
- Ensure equipment is ready to respond to a pending disaster, e.g., snow plows and sanders for storms;

- Coordinate activities of Maintenance Division with ECC; assign personnel and equipment as requested by the ECC; assign field supervisors as requested by ECC;
- Restore infrastructure according to Public Works priorities (e.g., life safety, prioritize routes for basic transportation and sewer systems operations);
- Report damaged infrastructure exceeding capabilities to Logistics to obtain contractual services or mutual aid;
- Provide emergency locations for City facilities, such as sewer mains and traffic signal/lighting infrastructure;
- Coordinate with Police and Fire & Life Safety personnel, as necessary, to establish detour and traffic control signs and barricades as assigned by the ECC;
- Assist Police with traffic control and re-routing at key intersections using City resources or contractor resources when the event exceeds departmental resources;
- Assign electrical and traffic control crews to clear fallen street lights, signal poles, and lines from streets; utilize liaison with SUB to establish “make safe” teams to address Public Works priorities and assist SUB with their priorities;
- Coordinate with ECC to assist Fire & Life Safety and Police personnel with evacuation, transportation, and perimeter security as needed;
- Ensure operation of Emergency Traffic Control Plan (ETCP) during times of City-wide electrical outages; coordinate operation of the ETCP with Police personnel;
- Provide assistance restoring traffic control system during disaster events (e.g., technical assistance, flaggers, generators, signal repairs); work with Logistics staff as appropriate.

Civil Disturbances

- Monitor traffic control facilities in public right-of-ways for possible damage or necessary repairs.

Hazardous Materials Incident

- Determine points from which contaminants could enter the wastewater or storm water systems.
- Determine possible extent and impact of system contamination;
- Coordinate blockage of entry points into the wastewater and storm water systems and/or the containment or diversion of contaminated effluents in the system;
- Notify Operations Console operator at the wastewater treatment plant if a spill of hazardous materials has entered the wastewater system;

Severe Weather: Ice/Snow

- Keep sand and de-icer suppliers informed of needs;
- Clear sidewalk access ramps and intersection walks, as needed in the core area, as crews and equipment become available;
- Clear public sidewalks adjacent to City-owned parking lots and facilities as crews and equipment become available;
- During extended snow storms, remove excessive amounts of plowed snow in the core area as resources become available;
- Begin sand removal immediately upon conclusion of the storm. Priorities for removal are the same as placement priorities (some streets under county and state jurisdiction are added for clean-up only); document sand pick-up activities;

Volcanic Activity

- Mobilize crews and begin ash removal following stoppage;
- Clean city streets;
- Establish stations to monitor ash fallout throughout city; keep ECC posted as to depth;
- Barricade arterial streets in preparation for no parking during cleaning activities;
- Remove ash and haul to disposal sites using necessary plowing, sweeping and flushing procedures required for depth and type of ash;
- After arterial streets have been cleaned of ash and restored to normal vehicle movement, assist residents in cleaning residential streets.

21.4.12 Division Supervisor/Wastewater Treatment Plant

Position:	Division Supervisor/Wastewater Treatment Plant
Responsible Department/Division	Public Works/Wastewater Treatment Plant
Emergency Supervisor (title):	PW Branch Director
Reports to (location):	WWTP or as directed
Applicable ICS Section:	Operations

The Division Supervisor of the Wastewater Treatment Plant will:

- Make protection of public health, property, and environment, from effects of wastewater bypasses or overflows created by disaster events, top priority. Report overflows and bypasses to DEQ or Oregon Emergency Response System as required

by permit and state regulations; evaluate risk to public health and property associated with wastewater overflows and direct appropriate public notification procedures;

- Keep ECC posted about power failures and damages to wastewater treatment facilities, pump stations, and force mains; coordinate restoration work with ECC; keep ECC posted about additional resource needs;
- For power outages affecting wastewater lift stations throughout regional metropolitan area, use portable generators to supply temporary power to pump stations or provide alternative pumping to convey wastewater from collection system to main interceptors;
- Wastewater Operations (Operations Console function) will coordinate efforts with local electric utilities to restore power to pump stations as soon as possible; Coordinate contact with utilities through Liaisons function;
- In the event of structural damage to treatment facilities or force mains, work with contractors to get repairs made quickly; set up portable pumps and pipelines to pump around breaks in lines (or divert flows to other parts of the collections system); use portable pumps to pump around lift stations without power (or provide an alternative power source). If these means fail, use tanker trucks to haul wastewater from lift stations to main interceptors or initiate controlled overflows when necessary to protect property and minimize public exposure; work with Maintenance Division if downed trees, snow, ice, or other circumstances prevent access to wastewater treatment facilities;
- Work with PIO to provide input on public notification activities that are necessary and appropriate to minimize public exposure to untreated wastewater;
- The WWTP-Industrial Monitoring Section may provide assistance in identification of potentially hazardous materials (to the extent that their involvement is allowed by their training and equipment), e.g., assist in determining risk to infrastructure and the environment; assist in locating and controlling source of hazardous or undesirable materials entering sanitary or stormwater systems; advise fire service of need to prevent contamination of sewer or drainage system; assist in identification of materials; facilitate distribution of samples to appropriate laboratories for analysis; coordinate between Wastewater Division and on-scene parties, coordinate control and follow-up activities with commercial or industrial sources that are permitted under the pretreatment program.

21.4.13 Division Supervisor/Engineering Division

Position:	Division Supervisor/Engineering Division
Responsible Department/Division	Public Works/Engineering Division
Emergency Supervisor (title):	PW Branch Director
Reports to (location):	ECC or as directed
Applicable ICS Section:	Operations

The Division Supervisor/Engineering Division will:

- Secure professional services contracts regarding damage assessment and necessary repairs through Logistics function;
- Prepare specialized mapping as directed during event;
- Provide technical analysis/damage assessment of the public infrastructure including roads, bridges, and sewers; coordinate technical analysis with Maintenance Division and SUB regarding signals, lighting, and other utilities within the right-of-way;
- Coordinate repair of damaged infrastructure through Logistics, or other departments/divisions as appropriate;
- Provide flood hazard assessment and monitoring;
- Assist in evaluation of evacuation areas and relocation sites;
- Assist ISD in maintaining computer system use during event (may include location of underground facilities, technical assistance for GIS system, etc.);
- Assist in evaluation of debris impact on infrastructure and alternatives for short-term repairs to assure on-going response to an event;
- Coordinate City damage assessment activities with other departments and agencies (See 21.4.6).

21.4.14 Planning Section Chief

Position:	Planning Section Chief
Responsible Department/Division	Public Works/All Divisions
Emergency Supervisor (title):	Incident Commander
Reports to (location):	ECC, EOC, or as directed
Applicable ICS Section:	General/Planning

The Planning Section Chief will:

- Obtain briefing from IC;
- Organize and staff section as appropriate;
- Ensure resources are tracked;
- Compile and display incident status summary information;
- Assemble information on alternative strategies;
- Identify and utilize personnel familiar with incident areas as advisors or to staff appropriate positions;
- Provide periodic predictions on incident potential and develop contingency plan (e.g., worst case scenario);

- Supervise preparation of Incident Action Plan, if a written plan is to be provided;
- Advise General Staff of any significant changes to incident status;
- Identify need for use of specialized resource(s);
- Provide incident traffic plan;
- Insure coordination between Planning Section and other Command General Staff;
- Prepare recommendations for release of resources (to be submitted to the IC);
- Assemble Strike Teams/Task Forces not assigned to Operations;
- Disassemble Strike Teams and Task Forces;
- Maintain Unit Log (ICS For 214), as required.

21.4.15 Logistics Section Chief

Position:	Logistics Section Chief
Responsible Department/Division	Public Works/All Divisions
Emergency Supervisor (title):	Incident Commander
Reports to (location):	ECC< EOC, WWTP, or as directed
Applicable ICS Section:	General/Logistics

The Logistics Section Chief will:

- Obtain briefing from IC;
- Organize and staff section as appropriate.
- Identify services and support requirements for planned and expected operations;
- Coordinate and process requests for additional resources;
- Ensure effective communications capabilities internal and external to the incident;
- Estimate future service and support functions;
- Ensure coordination between Logistics and other Command General Staff;
- Participate in preparation of Incident Action Plan;
- Brief Unit Leaders and Branch Directors;
- Notify Resources Unit of Logistics Section units activities including names and locations of assigned personnel;
- Ensure that the Incident Communication Plan is prepared;
- Prepare service and support elements of Incident Action Plan;
- Participate in demobilization plan, as required by the Planning Section;

- Ensure general welfare and safety of Logistics Section personnel;
- Maintain Unit Log (ICS Form 214), as required.

21.4.16 Ground Support Unit Leader

Position:		Ground Support Unit Leader
Responsible Department/Division	Public Works/Maintenance Division--Fleet and Radio Communication	
Emergency Supervisor (title):	Logistics Section Chief	
Reports to (location):	ECC or as directed	
Applicable ICS Section:	General/Logistics	

The Ground Support Unit Leader will:

- Obtain briefing from Support Branch Director or Logistics Section Chief;
- Organize staff and unit as appropriate;
- Arrange for and activate fueling, maintenance and repair of ground resources;
- Requisition maintenance and repair supplies (e.g., fuel, spare parts);
- Maintain inventory of support and transportation vehicles;
- Provide transportation services;
- Collect information on rented equipment;
- Maintain incident roads;
- Implement traffic plan developed by Planning Section;
- Support out-of-service resources;
- Notify Resource Unit of all status changes on support and transportation vehicles;
- Maintain Unit Log (ICS Form 214), as required.

21.4.17 Fleet Maintenance Leader

Position:		Fleet Maintenance Leader
Responsible Department/Division	Public Works/Maintenance Division--Fleet and Radio Communication	
Emergency Supervisor (title):	Ground Unit Support Leader or Logistics Chief	
Reports to (location):	Fleet Facility or as directed	
Applicable ICS Section:	General/Logistics	

The Fleet Maintenance Leader will:

- See Ground Support Unit Leader description above;

- Prepare appropriate equipment for predicted emergencies, e.g., snow equipment, sewer cleaners, chain saws or ash removal equipment;
- Prioritize and provide emergency repairs for vehicles and equipment necessary to protect public health, safety, and welfare;
- Maintain liaison with ECC Director and coordinate Fleet maintenance requirements as necessary (major events may require 24 hr/7day continuous fleet operations);
- Maintain radio communication equipment and backup Communications Center; ensure provisions are made for adequate fuel supplies;
- Ensure (in conjunction with Public Works Facilities) operation of emergency power (generators, Uninterruptible Power Supply (UPS) systems) at City facilities with priority given to facilities providing emergency response;
- In the event Fleet resources are extended beyond capacity, provide for contractual repairs;
- Maintain Unit Log (ICS Form 214), as required.

21.4.18 Finance & Risk Management Section Chief

Position:	Finance & Risk Management Section Chief
Responsible Department/Division	Public Works/All Divisions
Emergency Supervisor (title):	Incident Commander
Reports to (location):	ECC, EOC, or as directed
Applicable ICS Section:	General/Finance & Risk Management

The Finance and Risk Management Section Chief will:

- Obtain briefing from IC;
- See Finance/Risk Management Annex in the City of Springfield Emergency Plan;
- Identify financial requirements for planned and expected operations;
- Organize and staff section as appropriate;
- Attend planning meeting to gather information on overall incident strategy; provide financial and cost analysis input;
- Work with Logistics, as needed, to procure resources;
- Ensure that all obligation documents initiated at the incident are properly completed;
- Initiate, maintain and ensure completeness of documentation needed to support claims for injury and/or property damage;
- Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligations;

- Ensure coordination between Finance and other Command General staff;
- Determine need for commissary operations;
- Maintain daily contact with agency’s administrative headquarters on financial matters;
- Brief agency administration personnel on all incident-related business management issues needing attention;
- Participate in demobilization planning;
- Maintain Unit Log (ICS Form 214), as required.

21.4.19 Public Works Administration

Position:	Public Works Administration
Responsible Department/Division	Public Works/Administration
Emergency Supervisor (title):	Varies
Reports to (location):	ECC, EOC, or as directed
Applicable ICS Section:	Varies

Administration staff can serve in a variety of roles, including Public Information Officer, Finance & Risk Management Officer, Logistics Chief, and Planning Chief. Please see specific role descriptions for more information. Administrative staff may provide the following assistance:

- Assist Records Management Unit in securing federal financial aid through FEMA;
- Be familiar with federal requirements necessary to qualify for financial aid as a result of disaster;
- Assist with documentation tracking and expenditure tracking;
- Provide assistance with procurement of materials and supplies.

21.5 RECOVERY

→ Departments Involved: Public Works

Public Works recovery efforts will:

- Evaluate loss and damage to City equipment, infrastructure, condition of personnel and other pertinent data;

- ECC will coordinate street reopening as streets are cleaned, barricades are removed, and traffic control devices are returned to normal operation;
- Assess damage to traffic control signs, signals, striping, and street lights, including coordinating repairs with SUB;
- Assess damage to public trees and landscape and prioritize clean-up and repair work;
- Restore wastewater systems; clean up and decontaminate any contaminations caused by wastewater overflows;
- Coordinate with utility providers for timely restoration of service (restoring electricity to traffic control systems and pump stations will be high priority);
- Clean debris from right-of-ways, airport runways and City of Springfield property immediately following an emergency;
- Complete all documentation reports necessary for records and reimbursement;
- Review and enter data collected by the monitoring system;
- Compile all costs associated with the event and work with designated Finance Chief (appointed by the IC) to obtain state and federal reimbursement; work with Central Services/Finance staff as appropriate;
- Evaluate operations and information collected during response in order to make any necessary improvements and revisions to City Emergency Plan.

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