

## C. APPENDIX III: EMERGENCY SUPPORT FUNCTION 3 - PUBLIC WORKS AND ENGINEERING

**PRIMARY AGENCY:** Department of Transportation

**SUPPORT AGENCIES:** Water Management Districts, Department of Agriculture & Consumer Services, Department of Corrections, Public Service Commission, Department of Environmental Protection, Department of Health, Department of Management Services, Department of Military Affairs, Department of Labor & Employment Security, Department of Community Affairs, Division of Emergency Management

### I. INTRODUCTION

The purpose of Emergency Support Function 3 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs during an emergency/disaster situation.

Emergency Support Function 3 resources will be provided through the State of Emergency Operations Center when activated (i.e., level 1, 2, or 3).

ESF 3 may also obtain resources (human, technical, equipment, facility, materials, and supplies) through agency contractors, vendors, and suppliers. Resources may also be obtained from agency related local, State, regional, national, public, private associations, and/or groups.

Public Works and Engineering resources under the authority of Emergency Support Function 3 will be used to assist in the following:

- Debris clearance from multi-modal transportation infrastructure;
- The closure or repair of damaged segments of the multi-modal transportation infrastructure;
- Repair and restoration of damaged public systems (i.e., water, electrical, natural gas, sanitary sewage, storm water collection, generating, distribution systems, etc.);
- Demolish or stabilize damaged public and private houses, and structures to facilitate search and rescue and/or protect the public's health and safety;
- Develop and initiate emergency collection, sorting, and disposal routes and sites for debris clearance from public and private property;

- Determine the levels of damage to the following systems: transportation, water, electrical, natural gas, sewage, hazardous materials and hazardous waste sites (generation, distribution, collection, storage, and disposal);
- Provide personnel for several Field Operation's response teams and facilities (i.e., Rapid Impact Assessment, Forward State Emergency Response, Rapid Response, Damage Assessment, Damage Survey, Staging Areas, Disaster Field Office, Recovery Centers, and Joint Information Centers);
- Prioritize and initiate recovery efforts to restore, repair, and mitigate the impact of the public works and engineering needs listed above, and;
- Provide technical assistance to the State Emergency Response Team with respect to flooding, water management, structure integrity assessments, and impact assessments of infrastructure.

## II. CONCEPT OF OPERATIONS

### A. GENERAL

During an emergency or disaster, the Department of Transportation and Water Management Districts will assign personnel to the State Emergency Operations Center. Emergency Support Function 3 will respond directly to the Infrastructure Branch Chief who reports to the Operations Section Chief (see **Section IV. A. 2. Figure 2 of the Basic Plan**). In addition, Emergency Support Function 3 will:

1. Develop action plans to address the short and long term public works and engineering needs of the threatened and/or impacted area.
2. Develop and file situation reports with Emergency Support Function-5.
3. Meet public works and engineering resource requests through available or obtainable resources of support agencies, including resources that are available through mutual-aid agreements, compacts, and/or the Federal Emergency Management Agency.
4. Evaluate damage to infrastructure in the threatened and/or impacted area and, as appropriate, task personnel for response and recovery work.

### B. ORGANIZATION

1. Emergency Support Function-3 will be organized and operate as a team.

2. The Department of Transportation is the primary agency for Emergency Support Function 3.
3. The Department of Transportation as the primary agency must ensure that, through coordinated annual planning activities, all support agencies:
  - a. Participate in the review and revision of Appendix III to the State Comprehensive Emergency Management Plan and related State Emergency Response Team Standard Operating Procedures;
  - b. Attend and participate in meetings, training, conferences, and exercises, and;
  - c. Develop, test, and maintain manual or automated listings of the following:
    - i. Agency points of contact that are to be contacted by agency representative(s) assigned to Emergency Support Function-3;
    - ii. Agency available public works and engineering resources (from within the agency) such as types of equipment and equipment operators, and;
    - iii. Points of contact for agency obtainable public works and engineering resources (from agency contractors, vendors, etc.) such as equipment and equipment operators.
  - d. Coordinate Emergency Support Function-3 activities in the State Emergency Operations Center during periods of activation by:
    - i. Developing and maintaining the Emergency Support Function-3 duty schedule;
    - ii. Coordinating the receipt, evaluation, and mission requests from the threatened and/or impacted area, and;
    - iii. Developing situation reports and action plans to be submitted to Emergency Support Function-5.
4. Support agencies, including the Department of Transportation, must ensure that:

- a. Emergency personnel have access to their agency's available and obtainable resources;
- b. The status of committed and uncommitted resources is tracked during an activation of the State Emergency Operations Center;
- c. All personnel will participate in the evaluation and mission assignment of public works and engineering resource requests submitted to the State Emergency Operations Center, and;
- d. All personnel will support the development of situation reports and action plans for Emergency Support Function-5 during activation of the State Emergency Operations Center.

#### **C. NOTIFICATIONS**

1. The State Warning Point will notify the Emergency Support Function-3 primary agency, the Department of Transportation, when an area of Florida is threatened or has been impacted by an emergency or disaster event.
2. The Department of Transportation's designated personnel will report to the State Emergency Operations Center if so advised or requested by the State Warning Point.
3. As warranted by the scope of the event the Department of Transportation personnel will notify the appropriate support agencies who must report to the State Emergency Operations Center.
4. The support agencies designated to report to the State Emergency Operations Center will notify their agency emergency operations centers and/or agency State, regional, district, and local office emergency operations personnel of the impending or actual event.
5. The above notification process will be utilized if the event requires any combination of preparedness, response, recovery, or mitigation/redevelopment activities.

#### **D. ACTIONS**

Once activated in the State Emergency Operations Center, ESF 3 team members on duty will accomplish one or more preparedness, response, recovery, and mitigation/redevelopment actions. The following is a list of those actions:

1. Preparedness Actions

- a. Activate the "Notifications" sequence listed in Section II.C (Notification) above.
- b. Assign and schedule sufficient personnel to cover an activation of the State Emergency Operations Center for an extended period of time.
- c. Review, as necessary, each support agency's automated or manual listings of emergency contacts.
- d. Make contact with Emergency Support Function 3 counterparts in the threatened or impacted county(s) according to established procedures.
- e. Evaluate and task public works and engineering support requests.
- f. Plan and prepare the notification systems to support an emergency/disaster response. The systems should address evacuation orders (voluntary and mandatory), local emergency declarations (to include the impacts of local actions on the ingress into and impacted area) by public works and engineering personnel, equipment, and supplies.
- g. Generate in a timely manner, information to be included in State Emergency Operations Center briefings, situation reports, and/or action plans.
- h. Maintain appropriate records for time worked and costs incurred by Emergency Support Function-3 agencies during an emergency/disaster event.
- i. Evaluate the probability and time period of the response and/or recovery phases for the event.

## 2. Response Actions

- a. Evaluate and task the public works and engineering support requests for the threatened and/or impacted area.
- b. Plan and prepare the notification systems to support a deployment of a Rapid Impact Assessment Team, Forward State Emergency Response Team, Rapid Response Team, Preliminary Damage Assessment Team, and/or Damage Assessment Team.
- c. Plan and prepare the notification systems to support the requests and directives resulting from a Governor declared

- State of Emergency and/or request for a federal emergency and/or disaster declaration.
- d. Generate in a timely manner, information to be included in State Emergency Operations Center briefings, situation reports, and/or action plans.
  - e. Assign and schedule sufficient personnel to cover an activation of the State Emergency Operations Center for an extended period of time.
  - f. Maintain appropriate records of work schedules and costs incurred by Emergency Support Function 3 agencies during an event.
  - g. Evaluate the probability and time period of a recovery phase for the event. If a recovery phase is probable, start pre-planning for recovery actions.
3. Recovery Actions
- a. Evaluate and task the public works and engineering support requests for impacted areas.
  - b. Generate in a timely manner, information to be included in the State Emergency Operations Center briefings, situation reports, and/or action plans.
  - c. Plan and prepare the notification systems to support the establishment of staging areas, distribution sites, a Disaster Field Office, Recovery Centers, Joint Information Centers, the deployment of strike teams, mutual aid teams, and other local, State, and federal recovery facilities and emergency workers in the impacted area.
  - d. Plan and prepare for the arrival and coordination with the Federal Emergency Management Agency Emergency Support Function 3 personnel.
  - e. Assign and schedule sufficient personnel to cover an activation of the State Emergency Operations Center for an extended period of time.
  - f. Maintain appropriate records of work schedules and costs incurred by Emergency Support Function 3 agencies during an event.



In addition, some agencies may use an "inter-agency" emergency operation center that is below the "central" emergency operation center or clearinghouse.

2. **State Emergency Operations Center Mission Tasking** - When a request for assistance is received by Emergency Support Function 3, it is assigned to the agency or agencies that have the most appropriate resources and expertise to accomplish the task. No agency will be tasked more than another to ensure a balance in "mission" tasking. Such is necessary to maximize the use of all available resources.
3. **Field Operations** - Agencies of Emergency Support Function 3 will serve the State Emergency Response Team in Field Operations (i.e., the Forward State Emergency Response Team, Rapid Impact Assessment Team, Rapid Response Team, Preliminary Damage Assessment Team, Disaster Field Office operations, Recovery Center operations, intrastate and/or interstate mutual aid assistance, etc.). Since activation of these activities usually occurs early in an event, its activation sequence is noted in Section II.D.2., as activities to prepare for in the first hours of an event.
4. **Federal Resources** - Should Emergency Support Function 3 foresee or have a need for resources not otherwise available, action will be taken to secure such resources through the Federal Emergency Management Agency or some other federal source. Normally, an action to obtain a resource from a federal source is coordinated with/through the State Coordinating Officer and/or the Federal Coordinating Officer. However, if an Emergency Support Function agency has no recourse through the Federal Emergency Management Agency, that Emergency Support Function 3 agency may coordinate directly with the federal agency that can provide the needed federal resource. Since a need for federal resources may arise early in an event, the coordination of needed federal resources is noted in Section II.D.2., as an activity to anticipate, plan for, and prepare notification systems.
5. **Contracts and Contractors** - Resources that are available through Emergency Support Function 3 may best be obtained a contractor. This inherent understanding is based on the existence of the term "obtainable" and its definition in the Introduction section, Section I., of this Emergency Support Function 3 Appendix. The term "obtainable" is also used throughout the balance of the narrative text of this Appendix. Additionally, the inclusion of term "contracts and contractors" in the Financial Management, Section IV, of this Appendix reinforces the use and understanding of the term "obtainable."



6. **Mitigation and/or Redevelopment** - Emergency Support Function 3 does not have budgetary authority, or funds for mitigation or redevelopment needs that result from an emergency or disaster. Therefore, the primary and support agencies for Emergency Support Function 3 can only provide (as in-kind or matching) professional, technical, and administrative personnel and their use of related equipment to mitigation and redevelopment efforts that may follow an event. Such in-kind or matching resources can be used to support the review, investigation, contracting, and other professional, technical, and administrative tasks generally required for mitigation and/or redevelopment activities.

### III. RESPONSIBILITIES

#### A. PRIMARY AGENCY - DEPARTMENT OF TRANSPORTATION

1. Coordinate all Emergency Support Function 3 administrative, management, planning, training, preparedness, response, and recovery activities.
2. Assign Department of Transportation personnel to the Emergency Support Function 3 duty schedule in the State Emergency Operations Center.
3. Provide all available and obtainable public works and engineering resource support for the Emergency Support Function 3 mission to include public works and engineering equipment, personnel, and facilities that are listed in Section IV.C. of this Appendix.

#### B. SUPPORT AGENCIES

1. Water Management Districts
  - a. Assign Water Management District personnel to the Emergency Support Function 3 duty schedule in the State Emergency Operations Center.
  - b. Provide all available and obtainable public works and engineering resources for the support of Emergency Support Function 3 missions. The Water Management Districts will specifically provide public works and engineering equipment, personnel, and facilities listed in Section IV.C. of this Appendix.
  - c. Provide public works and engineering technical and specialty support and coordination.

2. Department of Management Services
  - a. Assign Department of Management Services personnel to the Emergency Support Function 3 duty schedule in the State Emergency Operations Center. This decision will be made only if there are no other Department of Management Services personnel assigned to another area in the State Emergency Operations Center or the Department of Management Services Emergency Operations Center.
  - b. Provide all available and obtainable public works and engineering resources for the support for the Emergency Support Function 3 missions. Department of Management Services resources that maybe used are listed in Section IV.C. 1-10 of this Appendix.
  - c. Provide public works and engineering technical and specialty support and coordination.
3. Department of Agriculture and Consumer Services
  - a. Assign Department of Agriculture and Consumer Services personnel to the Emergency Support Function 3 duty schedule in the State Emergency Operations Center. This decision will be made only if there are no other Department of Agriculture and Consumer Services personnel assigned to another area in the State Emergency Operations Center or the Department of Agriculture and Consumer Services Emergency Operations Center.
  - b. Provide all available and obtainable public works and engineering resources for the support of Emergency Support Function 3 missions. The Department of Agriculture and Consumer Services will specifically provide public works and engineering equipment, personnel, and facilities listed in Section IV.C. of this Appendix.
  - c. Provide public works and engineering technical and specialty support and coordination.
4. Department of Environmental Protection
  - a. Assign Department of Environmental Protection personnel to the Emergency Support Function 3 duty schedule in the State Emergency Operations Center. This decision will be made only if there are no other Department of Environmental Protection personnel assigned to another area in the State Emergency

Operations Center or the Department of Environmental Protection Emergency Operations Center.

- b. Provide all available and obtainable public works and engineering resource support for the Emergency Support Function 3 mission to include: Emergency survey, surveillance, sampling, testing, and monitoring of hazardous materials, hazardous waste generation, distribution, collection, storage, and disposal sites, the public works and engineering personnel and crews, water and sewage pumping, treatment, distribution, and collection systems, in coordination with Labor and Employment Security, and the Human Resource Services, to ensure the public health, safety, and integrity of such systems;
  - c. Provide all available and obtainable public works and engineering resources for the support of Emergency Support Function 3 missions. The Department of Environmental Protection will specifically provide public works and engineering equipment, personnel, and facilities listed in Section IV.C. of this Appendix, and;
  - d. Providing public works and engineering technical and specialty support and coordination.
4. Department of Corrections
- a. Assign Department of Corrections personnel to the Emergency Support Function 3 duty schedule in the State Emergency Operations Center. This decision will be made only if there are no other Department of Corrections personnel assigned to another area in the State Emergency Operations Center or the Department of Corrections Emergency Operations Center.
  - b. Provide all available and obtainable public works and engineering resource support for the Emergency Support Function 3 mission. The Department of Environmental Protection will specifically provide public works and engineering equipment, personnel, and facilities listed in Section IV.C. of this Appendix, and;
  - c. Providing public works and engineering technical and specialty support and coordination.
5. Public Service Commission
- a. Assign Public Service Commission personnel to the Emergency Support Function 3 duty schedule in the State Emergency

Operations Center This decision will be made only if there are no other Public Service Commission personnel assigned to another area in the State Emergency Operations Center or the Public Service Commission Emergency Operations Center.

- b. Provide all available and obtainable public works and engineering resource support for Emergency Support Function 3 missions to include:
  - i. Providing a liaison for the Florida public and private electric, natural gas, water, sewage, and communications industry and utility coordinating groups;
  - ii. Obtaining initial and updated damage reports for utility infrastructure, emergency repair/restoration plans from the appropriate coordination group;
  - iii. Obtaining initial and updated reports of utility coordination groups' activation of intrastate and interstate mutual aid agreements;
  - iv. Obtaining utilities work accomplished, utilities restored, and projected utilities restoration status reports from/through the coordination groups, and;
  - v. Public works and civil engineering engineers, technicians, specialists, managers, supervisors, and technical and specialty support and coordination.

6. Department of Health

- a. Assign Department of Health personnel to the Emergency Support Function 3 duty schedule in the State Emergency Operations Center. This decision will be made only if there are no other Department of Health personnel assigned to another area in the State Emergency Operations Center or the Department of Health Emergency Operations Center.
- b. Provide all available and obtainable public works and engineering resource support for Emergency Support Function 3 missions to include:
  - i. Emergency survey, surveillance, sampling, testing, and monitoring of water and sewage pumping, treatment, distribution, and collection systems, in coordination with Department of Environmental Protection, to ensure the public health and safety integrity of such systems;

- ii. Emergency survey, surveillance, sampling, testing, and monitoring of the public works and engineering personnel and crews, in coordination with Labor and Employment Security and Department of Environmental Protection, to ensure the safety and health of such persons;
  - iii. Emergency survey, surveillance, sampling, testing, and monitoring of hazardous materials and hazardous waste generation, distribution, collection, storage, and disposal sites, in coordination with Department of Environmental Protection, to ensure the public health and safety integrity of such sites, and;
  - iv. Public works and engineering technical and specialty support and coordination.
7. The Department of Military Affairs
- a. Assign Florida National Guard personnel to the Emergency Support Function 3 duty schedule in the State Emergency Operations Center.
  - b. Provide all available and obtainable public works and engineering resource support for Emergency Support Function 3 mission. The Department of Military Affairs will specifically provide public works and engineering equipment, personnel, and facilities listed in Section IV.C. of this Appendix, and;
  - c. Provide public works and engineering technical and specialty support and coordination.
8. The Department of Labor and Employment Security
- a. Assign Department of Labor and Employment Security personnel to the Emergency Support Function 3 duty schedule in the State Emergency Operations Center. This decision will be made only if there are no other Department of Labor and Employment Security personnel assigned to another area in the State Emergency Operations Center or the Department of Labor and Employment Security Emergency Operations Center.
  - b. Provide all available and obtainable public works and engineering resource support for the Emergency Support Function 3 missions to include:
    - i. Emergency survey, surveillance, sampling, testing, and monitoring of the public works and engineering

personnel and crews, in coordination with Department of Health and Department of Environmental Protection, to ensure the safety and health of such persons, and;

- ii. Acquisition and administration of Job Training Partnership Act reserve funds for the employment of persons in/from the impacted area for public works and engineering work, especially debris clearance and other such non-skilled and semi-skilled activities.
  - c. Provide public works and engineering technical and specialty support and coordination.
9. Department of Community Affairs
- a. Assign Department of Community Affairs personnel to the Emergency Support Function 3 duty schedule in the State Emergency Operations Center.
  - b. Provide all available and obtainable public works and engineering resources for the support of Emergency Support Function 3 missions. The Department of Community Affairs, through the Division of Emergency Management will coordinate the acquisition of public works and engineering resources of intrastate/interstate mutual-aid and compact agreements and the Federal Emergency Management Agency.
10. Emergency Support Functions 1 through 16
- a. Provide all available and obtainable public works and engineering resources for the support of Emergency Support Function 3 missions. The 16 other State Emergency Response Team emergency support functions will aid Emergency Support Function 3 by providing:
  - b. Notification of the availability of the equipment, personnel, and support services listed Section IV.C. of this Appendix for public works and engineering missions, and;
  - c. Notification of the availability of any public works and engineering technical and specialty support or assistance.

#### **IV. FINANCIAL MANAGEMENT**

##### **A. DOCUMENTATION OF INCURRED COSTS**

1. Each Emergency Support Function 3 agency that has an automated financial management system will utilize that system to capture the incurred costs of available and contracted resources used during the preparedness, response, recovery, and mitigation/redevelopment activities of an emergency, disaster, or exercise.
2. All agencies that do not have an automated financial management system will utilize its normal financial management procedures to capture and document incurred costs. All automated financial management systems that are used to document incurred costs must comply with applicable agency, State, and federal guidelines, rules, standards, and laws. This understanding is based on the knowledge that any reimbursement of incurred costs must be auditable.

**B. NOTIFICATION OF INCURRED COSTS**

1. All agencies that have an automated financial management system must use the companion procedures and forms necessary for notification of and authorization for incurring costs.
2. All agencies that do not have an automated financial management system will use its normal financial management procedures and forms necessary for notification of and authorization for incurring costs.
2. All agencies understand that their automated financial management system, or normal financial management, procedures and forms necessary for notification of and authorization for incurring costs must be in compliance with applicable agency, State, and federal guidelines, rules, standards, and laws.

**C. PUBLIC WORKS AND ENGINEERING EQUIPMENT AND FACILITIES POOL**

The following is the public works and engineering equipment, personnel, and facilities pool of all Emergency Support Function 3 agencies from which certain and specific resources are referenced and assigned as the responsibility of each Emergency Support Function 3 agency identified herein:

1. Trucks and/or trailers of various types, sizes, and combinations with drivers/operators;
2. Front-end loaders, bulldozers, and excavators of various sizes and types, to include rubber-tired and tracked, with operators;
3. Cranes, bucket trucks, and pole trucks of various types and sizes, with operators;

4. Heavy equipment transporters, trucks, trailers, vans, and vehicles, with drivers, to transport the public works and engineering equipment, equipment support and service vehicles, and personnel listed herein;
5. Electrical generators, welding machines, cutting torches and tanks, work lights, pumps with and without pipe and hose, and work boats and work barges, of various types and sizes;
6. Skilled and semi-skilled carpenters, low and high voltage electricians, masons, plumbers, pipe fitters, welders, general construction personnel, and debris clearing personnel, with trade safety equipment and hand and power tools;
7. Public works and civil engineering engineers, technicians, specialists, managers, and supervisors;
8. Mobile and non-mobile repair facilities, equipment, and personnel to be used for repairs to various types of public works and engineering equipment;
9. Parking and storage areas to be used for the staging, parking, and storage of various types of public works and engineering equipment; and
10. Mobile and non-mobile motor pool and service facilities, equipment, and personnel to be used for refueling and servicing various types of public works and engineering equipment.