

Public Works and Engineering Emergency Support Function

Primary Coordinating Agency: South Bend Department of Public Works

Support Agencies:

- ❑ Mishawaka Department of Public Works
- ❑ St. Joseph County Department of Public Works
- ❑ New Carlisle Public Works
- ❑ Walkerton Public Works
- ❑ Lakeville Public Works
- ❑ North Liberty Public Works
- ❑ Notre Dame Utilities/Engineering
- ❑ American Electric Power (Owner of Hydro Electric Dams)

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to a natural or man-made event, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	Public Works Agencies
2	Investigate new technology and procedures for use in completing the Public Works and Engineering Emergency Support Function.	Public Works Agencies
3	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
4	Identify areas where public education programs are needed.	St. Joseph County Emergency Management Agency
5	Identify Public Works and Engineering Emergency Support Function leads/supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	Jurisdictional Public Works Agencies
6	Identify sources of hazard-specific needs, resources, and equipment.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
7	Inspect levees and dams throughout the County on an annual basis.	Jurisdictional Public Works Agencies & Engineering
8	Inspect bridges throughout St. Joseph County on an annual basis.	St. Joseph County Engineer & Jurisdictional Public Works Agencies
9	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	Jurisdictional Public Works Agencies
10	Identify Emergency Support Function-specific training requirements.	Jurisdictional Public Works Agencies

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Public Works and Engineering Emergency Support Function and its support agencies to operate efficiently.	Jurisdictional Public Works Agencies
2	Develop and conduct hazard awareness training and exercise programs for personnel performing public works and engineering duties under the Public Works and Engineering Emergency Support Function, including training on record keeping.	Jurisdictional Public Works Agencies, St. Joseph County Emergency Management Agency, & Law Enforcement, Hazardous Materials & Health and Medical Emergency Support Functions
3	Develop and maintain roster of the Public Works and Engineering Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
4	Develop and maintain equipment and resource lists.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
5	Obtain detailed maps of County jurisdictions.	Jurisdictional Public Works Agencies
6	Ensure that copies of all necessary Public Works and Engineering Emergency Support Function emergency manuals, plans, procedures, and other reference materials are located at the Public Works and Engineering Emergency Support Function station in the County Emergency Operations Center.	Jurisdictional Public Works Agencies & St. Joseph County Emergency Management Agency
7	Maintain small portable generators.	Jurisdictional Public Works Agencies
8	Provide guidance on State and Federal public works regulations.	Jurisdictional Public Works Agencies
9	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the St. Joseph County Emergency Operations Center or in the field.	Jurisdictional Public Works Agencies & Communications and Warning Emergency Support Function

√	Preparedness Task	Resource
10	Ensure that provisions for backup power to lift stations have been made.	Jurisdictional Public Works Agencies

Response

√	Response Task	Resource
1	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Jurisdictional Public Works Agencies
2	Obtain status report on County activities, once in the Emergency Operations Center.	Jurisdictional Public Works Agencies & St. Joseph County Emergency Management Agency
3	Collect information concerning Public Works and Engineering Emergency Support Function field activities.	Jurisdictional Public Works Agencies
4	Assist in the development of an incident action plan.	St. Joseph County Emergency Management Agency & Information and Planning Emergency Support Function
5	Provide traffic control resources to the Law Enforcement Emergency Support Function as needed.	Jurisdictional Public Works Agencies
6	Coordinate with the Law Enforcement Emergency Support Function on the decision to close roads or establish detours. Notify effected response agencies of road closings.	Jurisdictional Public Works Agencies & St. Joseph County Emergency Management Agency
7	In the event of evacuation coordinate with the Transportation Emergency Support Function for preplanned or new routes.	Jurisdictional Public Works Agencies & Public Information Emergency Support Function
8	Provide technical assistance as requested.	Jurisdictional Public Works Agencies
9	Provide engineering expertise, equipment, contractors, contract equipment, traffic control, and barricades, as needed.	Jurisdictional Public Works Agencies
10	Secure dump trucks for use in an emergency, as needed.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function

√	Response Task	Resource
11	Assist in clearing roads and bridges where necessary.	Jurisdictional Public Works Agencies
12	Provide chainsaw crews and loader/dump truck crews for debris removal and road clearing.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
13	Coordinate requests from local authorities for Public Works and Engineering Emergency Support Function resources.	Resource Support Emergency Support Function & St. Joseph County Emergency Management Agency
14	Provide situation reports of Emergency Support Function activities to the Emergency Operations Center supervisor.	Information and Planning Emergency Support Function
15	Provide assistance in the identification of alternate solid waste disposal sites throughout the County.	Jurisdictional Public Works Agencies
16	Attend meetings for periodic situation updates.	Jurisdictional Public Works Agencies
17	Document incoming and outgoing notifications.	Jurisdictional Public Works Agencies
18	Maintain record of actions taken.	Jurisdictional Public Works Agencies
19	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management & Contracted Employee Assistance Programs
20	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency & Resource Support Emergency Support Function
21	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	St. Joseph County Emergency Management Agency & Information and Planning Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Ensure personnel for Public Works and Engineering Emergency Support Function agencies have been decontaminated, if applicable.	Firefighting & Hazardous Materials Emergency Support Functions
2	Inspect bridges, overpasses, and railroad/highway intersections for structural integrity after a disaster.	Jurisdictional Public Works Agencies
3	Provide assistance in the repair of dams and flood levies/bridges, as needed.	Jurisdictional Public Works Agencies
4	Coordinate local relief efforts for the removal of debris, as needed.	Jurisdictional Public Works Agencies
5	Collect and inventory all equipment used during incident and ensure that the equipment is decontaminated as needed.	Jurisdictional Public Works Agencies & Hazardous Materials Emergency Support Function
6	Provide guidance on State and Federal regulations.	Jurisdictional Public Works Agencies
7	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Jurisdictional Public Works Agencies
8	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
9	Prepare appropriate After-Action Reports.	Jurisdictional Public Works Agencies
10	Coordinate with the Public Information Emergency Support Function in developing a public information strategy for reassuring the public that the water system and water is safe for use and drinking.	Local Water Companies & St. Joseph County Health Department
11	Develop plans and procedures for reconstruction and restoration of affected essential sites and infrastructures.	Jurisdictional Public Works Agencies
12	Perform site inspection to determine structural integrity of buildings as needed.	Jurisdictional Public Works Agencies, Engineering, & Building Inspector

√	Recovery Task	Resource
13	Coordinate with the Public Information Emergency Support Function in developing a public information strategy for reassuring the public that the affected areas are safe for re-entry and habitation.	Jurisdictional Public Works Agencies, Engineering, & Building Inspector

LETTER OF AGREEMENT

The St. Joseph County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to county residents impacted by a disaster or emergency requiring local, state and possibly Federal assistance. The plan assumes that a disaster or emergency overwhelms the day to day capability of local governments.

The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Public Works and Engineering Emergency Support Function**.

Primary Coordinating Agency
Public Works and Engineering ESF
South Bend Department of Public Works