

CONSTRUCTION, ENGINEERING & DEBRIS MANAGEMENT BRANCH ANNEX

Priority at all times: *Maintain liaison with on-scene personnel and/or DOC and update other EOC Sections, Branches and Units as needed.*

INTRODUCTION

This Annex to the Kern County Operational Area (OA) Emergency Operations Plan describes the strategic response of the Construction, Engineering & Debris Management Branch of the Emergency Operations Center (EOC) to coordinate departmental construction and engineering resources and private contractors due an actual or potential emergency or disaster.

The Construction, Engineering & Debris Management Branch Coordinator is a member of the Kern EOC Operations Section and reports to the Operations Section Chief.

County entity which supports this function:

- *Public Works Department*

PURPOSE

The Construction, Engineering & Debris Management Branch Annex is an essential element of the Kern County Emergency Operations Plan (EOP), which establishes an emergency management organization and defines the Kern OA EOC functional responsibilities in response to an emergency event. The Branch described in this Annex is responsible for and expected to develop, implement, and test policies and Standard Operating Procedures (SOPs) that ensure necessary preparedness capabilities.

This document:

- Provides a basis for centralized coordination and information sharing of emergency operations and response efforts.
- Describes the Kern OA EOC functional responsibilities under the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS), both based on the Incident Command System (ICS). Refer to the Basic Plan for further detail on NIMS, SEMS, and ICS.

The attachment to this Annex provides a checklist of specific activities that support these functional responsibilities, as taken from the California Office of Emergency Services (CalOES) Crosswalk and the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.

- Supports the EOP's all hazards approach to emergency operations and the provision of services and assistance in the event of any emergency or disaster, regardless of the triggering event.

SCOPE

The Construction, Engineering & Debris Management Branch Annex provides guidance and includes appropriate actions to respond to the County's most likely and demanding emergency conditions. It does not supersede the established protocols for dealing with day-to-day emergencies but places emphasis on the unusual and unique emergency conditions that will require response beyond the ability of any one or set of organizations to respond.

WHOLE COMMUNITY APPROACH

The County of Kern is committed to achieving and fostering a whole community emergency management system that is fully inclusive of people with disabilities and others with access and functional needs. Further details on the County's Whole Community approach to emergency management, which includes the integration of inclusive emergency management practices, can be found in the Basic Plan.

GOALS AND OBJECTIVES

In all emergencies, the top priority of the County and emergency response personnel is to save lives, minimize injury to persons and damage to property, and to protect the environment.

The Construction, Engineering & Debris Management Branch:

- Coordinates the deployment of personnel, equipment, materials, and supplies in response to emergency incidents.
- Coordinates countywide assessment of critical infrastructure and key resources and develops strategies and priorities for emergency repair and restoration.
- Monitors the situation and coordinates to support resource deployment among Kern County Cities and Special Districts involved in the responding to the incident, as warranted.
- Establishes and maintains the Public Works Department Operations Center.
- Develops strategies and priorities for clearance and disposition of debris.
- Communicates with utilities to identify restoration schedules and to coordinate restoration activities if necessary.

CONCEPT OF OPERATIONS

The Construction, Engineering & Debris Management Branch will be activated by the EOC Director. The Branch establishes and maintains communications with on-scene personnel and/or the Department Operations Center for situational awareness of the incident and to develop response strategies. The following section summarizes the responsibilities of the Branch in an emergency event.

- *Whenever this Annex is activated, personnel are required to initiate and maintain Activity Logs in WebEOC (or hard copy ICS Form 214) to document their actions to facilitate and support cost recovery. (See Basic Plan Appendix 12.1 for hard copy)*

Preparedness

- Review the EOP, applicable department plans, Standard Operating Procedures and the materials contained in this Annex and maintain familiarity with the roles and responsibilities of the function.
- Participate in training, exercise, and post-exercise critiques conducted by Kern County Office of Emergency Services and other allied agencies.
- Procure the supplies and equipment necessary to protect the health and safety of field response personnel.

Initial Response

- Confer with Public Works Department Operations Center to determine priorities for commitment of personnel and resources.
- Compile damage assessments of critical infrastructure and key resources (e.g., priority transportation routes, critical facilities and utilities) and provide summary information to the Plan/Intel Section Situation Status Unit.
- Provide summary damage assessment data to the Kern EOC for submittal to CalOES as soon as possible with a goal of within 12 – 36 hours of disaster, or when conditions are safe to conduct inspections.
- Coordinate with the DOC on strategies and priorities for disaster route recovery and emergency repair and restoration of critical facilities and utilities.
- Coordinate flood fighting operations, when necessary.
- Compile data regarding type, location, and quantity of debris along critical transportation routes and coordinate strategies and priorities for clearance.
- Provide input to development of the EOC Incident Action Plan.

Extended Duration

- Coordinate the allocation of available resources to conduct priority route recovery and restoration of essential facilities on a countywide basis.
- Coordinate the activities of staff with other Operations Branches and with cities, special districts, and external Agencies as indicated.
- Participate in regular Section briefings and provide input to the EOC Incident Action Plan, consistent with the “**Planning P**” planning cycle. (See Basic Plan, Section 5.3)
- Plan for functional relief and staffing schedule.
- Continue communications and coordination link with utilities to facilitate restoration.
- Assign staff to assist at Local Assistance Center(s) and/or Disaster Recovery Center as needed.

- Coordinate debris clearance activities as required.
- Develop debris management plan for recovery phase.
- Consult with Operations Section Chief regarding any unresolved issues.

EOC Deactivation

- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- Provide Logistics Section Supply Staff with list of supplies to be replenished.
- Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.
- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- Provide input to the After-Action Report and Corrective Action Plan.
- Resume normal activities.

Recovery

- Coordinate implementation of debris management plan as indicated.
- Continue support for Local Assistance Center and/or Disaster Recovery Center for long term recovery, as needed.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.

ORGANIZATIONAL ROLES AND ASSIGNMENT OF RESPONSIBILITIES

Five emergency response levels defined by SEMS are activated as needed. SEMS is required to be used to reach consensus on how resources will be allocated in a major crisis affecting multiple jurisdictions or agencies, and for eligibility of State reimbursement for response related personnel costs.

At each response level the same five major ICS functions are employed to facilitate interagency communication and coordination: Command (in the field)/Management (in the EOC), Operations, Planning/Intelligence, Logistics, and Finance/Administration. Refer to the Basic Plan for greater detail on ICS and its integration with SEMS.

Field Level

Emergency response personnel and resources carry out tactical decisions and activities in direct response to the incident.

Local Level

The County manages the allocation and deployment of resources (personnel, equipment, materials, services) in response to incidents in the unincorporated areas of the county and in cities which have contracted for support for specified services. If the emergency event occurs in another jurisdiction (e.g., city or special district) the affected jurisdiction has primary responsibility and will activate its own emergency management response as feasible.

Operational Area Level

Kern County and its political subdivisions constitute the Kern Operational Area (OA) for emergency response purposes during multi-agency disaster events, or as needed to support another jurisdiction within the OA. Kern County, as a jurisdiction and as an organization, is charged with taking the lead communication and coordination role within the OA and with being the primary point of contact between the local government level and the regional level.

The Operational Area Operations Section Chief has overall responsibility for supporting mutual aid requests for resources under the jurisdiction of Kern County.

The Branch may also be asked to assist to establish, staff and operate a Local Assistance Center (LAC) and/or Disaster Recovery Center (DRC), a central location for individuals and businesses to obtain information on available disaster assistance programs.

Regional Level

Kern County is within the CalOES Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed in Kern County, the Inland Region may activate the Regional EOC (REOC) to provide support to local government including assistance with mutual aid resources under the Emergency Managers Mutual Aid (EMMA) Plan.

State and Federal Levels

Under certain conditions, state and/or federal agencies may deploy field response units to incidents in Kern County. Reporting and coordination with the Kern OA EOC follows the usual Field Level response.

Depending on the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, State OES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the Kern OA EOC to provide a direct coordination and communication link. These representatives will be assigned to the Agency Representative function in the EOC Management Section.

This Branch may be asked to assist the County's Disaster Recovery Coordinator in working with CalOES and FEMA to staff a local Disaster Recovery Center for individuals and businesses to register for disaster assistance and to receive information and resource materials.

Additional Resources

- Private contractors and firms support specific government operations on a daily basis. During disasters, their support is essential to an effective emergency response.
 - The *Associated General Contractors (AGC) of America* and the *Engineering and Grading Contractors Association (EGCA)* are directly available to any legally

constituted authority or authorities, undertaking emergency operations.

- The *Structural Engineers Association of California (SEAOC)* has many volunteers who may be made available to support governmental efforts directed towards damage assessment and determining the serviceability of damaged buildings. Through the Association, other types of engineers (civil, mechanical, electrical, safety, etc.) may be obtained.
- The *Concrete Sawing and Drilling Association of California (CSDAC)* may provide assistance in heavy-duty rescue operations.
- Local franchised solid waste haulers and trucking companies will be available to provide assistance in collecting and transporting debris.
- Volunteer agencies play an important role in responding to disasters of all types and levels. These agencies respond on a countywide basis and will liaison with the Kern OA EOC to provide direct communication and coordination.
- Other Governmental Agencies

Local

- *Aging and Adult Services*
 - Activates response to receive requests for transportation assistance to shelter sites from persons within the evacuation area.
- *General Services*
 - Provides equipment, supplies and logistical support.
- *Human Resources*
 - Assists in the provision of volunteer resources as needed and appropriate to support mass shelter operations.
- *Kern County Superintendent of Schools*
 - Coordinates with Department of Human Services and the American Red Cross to utilize school facilities that may serve as shelter location sites.
- *Local Law Enforcement Agencies*
 - Provides security at shelters and transportation as needed.

State

The State Construction & Engineering Coordinator has overall responsibility for coordinating statewide construction and engineering operations and resources. The State agencies listed here have varied capabilities and responsibilities for providing or coordinating support.

- *California Conservation Corps*
 - Provides personnel to support emergency debris clearance operations.
 - Provides work crews for flood fighting and other related support.

- *California Highway Patrol*
 - Assesses damage to streets and highways.
 - Closes dangerous routes.
 - Removes obstructing vehicles.
 - Implements strict traffic control into and around impacted areas.
 - Assists CalTrans with route recovery priorities.
- *Department of General Services (Office of the State Architect)*
 - Responsible for clearance of debris from state-owned buildings, sewers and water systems.
- *Department of Transportation (CalTrans)*
 - Assesses damage to State highways.
 - Establishes route recovery priorities.
 - Removes debris.
 - Makes repairs and establishes detours to restore highway transportation on selected routes.
 - Assists local agencies, as required.
 - Assists the California Highway Patrol with traffic regulation.
- *Department of Water Resources*
 - Provides flood protection, flood control and related support.
 - Removes debris from and continues to operate the state's flood control works and the State Water Project.
- *California National Guard*
 - When directed by the Governor, provides assistance in emergency clearance of debris and rubble from roadways, bridges and other essential facilities.
- *CalOES*
 - Coordinates debris clearance performed by State agencies.
 - Provides guidance to local jurisdictions and State agencies in the preparation and submission of applications for Federal grants for emergency debris clearance.
 - Receives, processes and forwards applications for the Federal grants for cost of debris clearance.

Federal

- *U.S. Army Corps of Engineers*
 - Assists in flood emergency preparation, flood fighting and flood control.
 - Assists with emergency debris clearance, demolition and emergency repair or replacement of roads.

INFORMATION COLLECTION AND DISSEMINATION

Kern County uses WebEOC (an Internet-based collaborative communications system) as the County's communication and documentation platform for sharing elements of the emergency incident. This allows the County to maintain a common operating picture, situational awareness and information coordination throughout the OA during an emergency. Individuals staffing positions in the EOC are required to submit Situation Reports and updates through WebEOC on a schedule to be determined at the time of the incident.

The County is also using MS Teams to collaborate, share, and distribute knowledge as well as to conduct meetings during incident management. Using Teams, a large group can interface quickly to establish a common operating picture of the ongoing incident. The platform allows for multi-department planning and is readily available throughout the County and across jurisdictional lines.

ANNEX DEVELOPMENT AND MAINTENANCE

This document is an Annex to the Kern County Operational Area Emergency Operations Plan. As such, the policies, procedures, and practices outlined in the Kern County EOP govern this Annex. Kern OES coordinates the maintenance and update of this Annex as needed. The Record of changes, approval, and dissemination of the Kern County EOP also apply to this Annex.

FUNCTIONAL CHECKLIST

The following section provides a checklist of tactical actions for the Construction, Engineering & Debris Management Branch Coordinator to assist those who report to the EOC in the event of an emergency.

It is expected that the Public Works Department which supports this Branch has developed Standard Operating Procedures which further detail how the applicable tactical actions will be accomplished.

The attached checklist supports the Emergency Operations Plan (EOP) and is consistent with the activities prescribed in the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.2.

CONSTRUCTION, ENGINEERING & DEBRIS MANAGEMENT BRANCH

EMERGENCY ACTION CHECKLIST

Priority always: *Maintain liaison with DOC and update other EOC Sections, Branches and Units as needed.*

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a potential response strategy for your function, based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.
- Assess the availability and condition of resources:
 - Determine the amount of equipment available for dispatch within or outside the County:
 - Determine vehicle suitability for conditions.
 - Establish a list of OA resources and typing available.
 - Determine department logistics needs:
 - Feeding and lodging requirements.
 - Anticipate potential re-supply needs.
 - Emergency power.
 - Establish operational fuel needs.
- Preposition equipment in strategic locations to meet expected needs.
- Coordinate Emergency Public Information with the Joint Information Center (JIC) Manager as appropriate.

Initial Response

- Report to EOC, check-in and obtain briefing from the Operations Section Chief:

- Location, magnitude and scope of event
 - Area(s) of County impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- ❑ Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. (See Basic Plan Appendix 12.1 for hard copy)
 - ❑ Compile status, damage and situation reports from Public Works Department Operations Center, confer regarding priorities for damage surveys, and identify any assistance needed. Request or arrange for assistance, as necessary.
 - ❑ Compile the status of transportation routes into and within the affected areas.
 - ❑ From Plans/Intel Section of the EOC, review major incident reports and additional operational information that may pertain to or affect Construction, Engineering & Debris Management Branch operations. Share this information with DOC, other Operations Branches, cities and special districts, as indicated.
 - ❑ Based on the initial EOC Incident Action Plan, and in concert with the DOC, prepare objectives, assignments and schedule for the Construction, Engineering & Debris Management Branch. Advise Operations and Plans/Intel Section Chiefs.
 - ❑ Survey all utility systems to identify systems that have been disrupted and anticipated restoration schedule.
 - ❑ Confer with the Operations Section Chief regarding utilities status and to determine if a representative from one or more utilities should respond to the Kern OA EOC to establish a direct communications and coordination link. Advise utility(ies) of decision.
 - ❑ Advise DOC and Situation Status Unit of Plans/Intel Section regarding utility status and restoration schedule.
 - ❑ Compile damage survey findings on all critical public and private facilities and structures from DOC and establish emergency repair and restoration priorities and schedule for public facilities.
 - ❑ Compile data on type, location, and quantity of debris to be cleared and coordinate with DOC on priority for clearing and disposal of debris.

Extended Duration

- ❑ Plan for functional relief and staffing schedule.
- ❑ Share information with other Sections, Branches and Units as needed.
- ❑ Participate in regular Section briefings and provide input to the EOC Incident Action Plan, consistent with the “**Planning P**” planning cycle. (See Basic Plan, Section 5.3)
- ❑ Compile requests for assistance from cities and special districts and confer with the DOC

regarding the availability of the required resources. Submit requests for mutual aid as needed to the EOC Director to coordinate with Kern OES.

- Ensure that copies of all status and damage reports are forwarded to the Plans/Intel Section.
- Provide the Operations Section Manager and the Plans/Intelligence Section of the Kern EOC with an overall summary of Construction, Engineering & Debris Management Branch operations periodically during the operational period or as requested.
- Ensure that all Utilities, Debris Management, and Construction/Engineering Status Reports, as well as the Initial Damage Estimation, are completed and maintained in the WebEOC system.
- Assign staff to assist at Local Assistance Center(s) (LAC) and/or Disaster Recovery Center (DRC) as needed.
- Refer all contacts with the media to the Kern OA Joint Information Center (JIC) Manager.
- Ensure that all fiscal and administrative requirements are coordinated through the Public Works DOC.
- Prepare objectives for the Construction/Engineering Branch Coordinator for the subsequent operational period and submit to the Operations Section Chief prior to the end of the shift and the next action planning meeting.
- Brief relief staff at shift change of all ongoing activities, Branch objectives for the next operational period, and any other pertinent information.

EOC Deactivation

- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- Provide Logistics Section Supply Staff with a list of supplies to be replenished.
- Complete required forms, reports and logs and submit to Plans/Intel Section Documentation Unit.
- Submit Expenditure Tracking and Timekeeping forms to the Finance/Admin Section.
- Provide input to the After-Action Report and Corrective Action Plan.
- Resume normal activities.

Recovery

- Continue support for Local Assistance Center and/or Disaster Recovery Center as needed.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.