
PUBLIC WORKS AND ENGINEERING

EMERGENCY SUPPORT FUNCTION 3

(ESF 3)

PRIMARY AGENCY: Lake County Public Works Department

SUPPORT AGENCIES: Lake County Engineering Division
Lake County Road Operations Division
Florida Department of Transportation
Lake-Sumter Metropolitan Planning Organization
Lake County Sheriff's Office
Lake County Public Safety Department
Florida Highway Patrol
Town of Lady Lake Department of Public Works
City of Fruitland Park Department of Public Works
City of Leesburg Department of Public Works
City of Tavares Department of Public Works
City of Mt. Dora Department of Public Works
City of Eustis Department of Public Works
City of Umatilla Department of Public Works
Town of Howey-In-The-Hills Department of Public Works
Town of Montverde Department of Public Works
Town of Astatula Department of Public Works
City of Minneola Department of Public Works
City of Clermont Department of Public Works
City of Groveland Department of Public Works
City of Mascotte Department of Public Works
St. Johns River Water Management
Lake County Water Authority

I. INTRODUCTION

A. Purpose

The purpose of this ESF (Emergency Support Function) is to provide Public Works and Engineering (ESF 3) support. To assist all other ESF agencies in needs related to protection of life and property prior to, during and immediately following an emergency and a non-emergency operation. The support provided will be engineering services, technical evaluation, inspection, damage assessment evaluation, debris removal and disposal, restoration of transportation facilities and flood control.

B. Scope

1. ESF 3, Public Works and Engineering support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, resolution of stormwater and flooding issues.
2. ESF 3 support activities include:
 - a) Emergency clearance of debris for reconnaissance of the damaged areas and passage of emergency personnel, supplies and equipment for lifesaving, life protecting, and health and safety purposes during the immediate response phase.
 - b) Temporary clearing, repair or construction of damaged emergency access routes necessary for the transportation of rescue personnel and supplies. These routes include roads, traffic signals, bridges and any other vital transportation facilities.
 - c) Emergency demolition of damaged structures and facilities designated by the state or local government as immediate hazard to public health and safety, or as necessary to facilitate the accomplishment of lifesaving operations.
 - d) Technical assistance and damage assessment.

II. CONCEPT OF OPERATIONS

A. General

ESF 3 is under the leadership of the Lake County Public Works Department. The Director of the Public Works Department will coordinate with the Executive Policy Group in the determination and declaration of a state of emergency. Following such a declaration, the Director will initially serve as the Public Works Department Operation Center (DOC) contact, identify which support agencies for ESF 3 are needed, and take the necessary steps to assure that the needed agencies are notified, or placed on alert. ESF 3 will respond to request for Public Works and Engineering assistance. These requests will concern emergency access routes, reinforcement or demolishing destroyed or damaged structures and flooding concerns to ensure safety.

When Lake County Public Works and local government resources and personnel are inadequate to handle an emergency, ESF 3 will notify the Lake County EOC Manager and advise him/her of the situation. The EOC will then request assistance from the State through the State Emergency Operation Center (SEOC) or other ESF support agencies.

B. Organization

1. Non-Emergency

The Board of County Commissioners (LCBCC) governs Lake County. The County Manager reports directly to the County Commissioners. The Director of the Public Works Department reports directly to the County Manager. The Division Managers of Engineering, and Road Operations, report to the Public Works Director.

2. Emergency Operations

The Lake County Board of County Commissioners is ultimately responsible for the safety of residents and property during emergency and non-emergency operations. Pursuant to Lake County Ordinance 1992-178, in the event of an emergency, the following line of succession of authority is established:

- a) Chairman of the Board of County Commissioners

- b) Vice-Chairman of the Board of County Commissioners
- c) The other County Commissioners in descending numerical order by the (3) remaining districts
- d) County Manager

Using the above line of authority, a declaration of emergency may be made. The Director of the Public Works Department (the Emergency Support Function for Public Works) will coordinate with the Executive Policy Group in the determination and declaration of a state of emergency. Following such declaration, the Director of the Public Works Department, through ESF 3, will serve as the Public Works Emergency Operations Center contact.

C. Direction and Control: Agency Coordination

At some point following declaration of the State of Emergency, the Manager of the Engineering Division may represent the Director (and ESF 3) in the EOC. This person will relay information to, and take direction from, the Director. The Division Manager will also relay to the ESF 3 County-Wide Coordinator (the Division Director of Road Operations).

1. Public Works Director

Following a declaration of the Local State of Emergency, the Director or designee will continue to provide final EOC decisions to the Executive Policy Group. Circumstances and the necessity for damage assessment and/or communication will determine his location, following the initial EOC opening. The Director will coordinate with the EOC and the County Manager's office, the Board office and the other Department Directors.

2. County-Wide Director

The Road Operations Division Manager will serve in this capacity, assisted by the Roads Superintendent, who will coordinate with field contractors in the event it becomes necessary. This base of operation will be at the Public Works Department, Road Operations Division main office, located at 12901 County Landfill Rd., Tavares, Florida 32778. The Roads Superintendent may also be called upon to act as an area coordinator in the field, if it becomes necessary.

3. **Area Coordinators**

The Construction Inspection Section will assist as Area Coordinators. The Construction Inspectors will coordinate with their respective contractors and with the Road Superintendent in matters pertaining to equipment placement, etc. Each Area Coordinator will be assigned as needed in the event that disaster results become more focused in a particular area of the County.

4. **Governmental Coordinator**

The Administrative Assistant will serve as the governmental coordinator, acting as the Public Works interface with The Lake County Sheriff's Office, Lake County Fire Rescue Division, Lake EMS, Florida Department of Transportation (FDOT) and counterparts in adjacent counties. The Administrative Assistant will coordinate the activities of volunteer forces that are requested for service.

5. **Maintenance Area Supervisors**

Each Maintenance Area Supervisor will maintain an office watch at his/her respective maintenance barn (Leesburg, Umatilla and Minneola). Personnel in each maintenance area will assemble at their respective barns begin their "first push" routes as directed by the emergency. The Sign, Signals, & Striping Supervisor will maintain an office watch at the Traffic Operations facility located in Astatula and will begin "first push" routes.

6. **Stormwater Management Section**

The Stormwater Project Manager and Stormwater Inspectors as well as the GIS Analyst and the Stormwater Technician may be called on to assist the County-Wide Coordinator, with stormwater and flooding issues. The Stormwater Project Manager may be required to coordinate activities requiring interaction with the Federal Emergency Management Agency (FEMA) in the event that FEMA emergency relief is required.

7. **Survey Crews**

The survey crew will report to the Surveying Manager at the Public Works Building until given further notice by the Field Coordinator. Contingent duties may include working with the Stormwater Section in flooding areas by installing hubs at edges of standing water to enable visual monitoring of receding water levels of assisting with staffing for other functional areas. The Survey Crew may be required to provide maps of Lake County to assist Public Works and their support agencies personnel.

8. **Office Assistance**

The Public Works Command Center schedule will be followed. Phones will be monitored to assist the Field Coordinator. They will relay messages from the Emergency Operations Coordinator. The main office number, 483-9000 can be used for all incoming calls since it will roll over to other phone lines if it is busy.

D. Notification and Warning

1. **Primary Agency and Employees**

In the event of a potential threat, Lake County's Public Safety Department, Emergency Management Division is designated as the official warning point for Lake County. The Manager of Emergency Management is designated as the warning officer for Lake County. The 24-hour warning point will be the Emergency Communications and Operations Center and managed by Lake EMS. The primary and support agencies will be notified through their staff by the Emergency Management Division.

2. **Support Agencies**

The Director of ESF 3 (Public Works Department) will notify ESF 3 support agencies on an as needed basis. All departments will alert their personnel to ensure equipment and materials are available, secured and on standby. Support agencies and other contractors will be contacted to confirm available resources for possible use and activation, as necessary.

3. **General Preparation**

Mobilization preparation will be made to ensure rapid deployment of resources. A full and comprehensive briefing of all personnel in each of the areas of responsibility will be conducted as to individual tasks to be performed by assigned personnel. This briefing is to take place at the earliest possible opportunity after the emergency has been declared and response is directed by the Director of the Public Works Department through ESF 3. It is the ESF 3 responsibility to ensure that the emergency and associated response plan details are clearly communicated to all employees within their area of supervision. Equipment and materials inventories will be secured.

- a) All vehicles will be fueled to full capacity. Under direct orders of the Director of ESF 3, vehicles may be taken home by designated personnel. Fueling facilities should be "topped off."
- b) All water coolers will be filled with fresh water.
- c) First aid kits will be checked for availability, content and condition.
- d) All chain saws will be fueled and made ready. In the event of a category 3 or worse storm event, these chain saws will be distributed to specific individuals and stored in vehicles taken home of designated personnel.
- e) All personnel working in the field have been issued hard hats and safety vests to wear. Define length of work shifts and provide for relief, meals, etc., for work crews.
- f) Construction inspectors will determine what equipment is readily available from private contractors that would be useful in the tasks at hand. Plot where this equipment is located throughout the County and itemize and prioritize work task for field crews.
- g) Debris will be pushed to the side of roadways to open the roads to traffic. In the event of an event of longer duration, we will employ the services of a debris removal contractor (see ESF 20 for more details).

- h) All radio traffic will be strictly limited to disaster related issues.
- i) Prepare an emergency personnel roster with assignments, and provide training.
- j) Ensure resource inventories are current and confirm agreements with support agencies and contractors.

III. EMERGENCY SUPPORT FUNCTIONS

A. Response Action

1. Levels of Preparedness

- a) Preparatory - Year Round Elements
 - (1) Public information (“When an emergency comes...”)
 - (2) Detailed planning
 - (3) Emergency personnel rosters and assignments
 - (4) Training of emergency personnel
 - (5) Ensure resource inventories are current
 - (6) Confirm agreements with agencies, contractors, etc.
 - (7) Prepare to escalate to next stage of alert
- b) Phase I - Watch Phase Elements
 - (1) Fueling facilities should be “topped off”
 - (2) Notify personnel to assigned duties and locations
 - (3) Prepare to activate Emergency Operation Center
 - (4) Test communications
 - (5) Set up public information
 - (6) Fuel vehicles
 - (7) Review plans

(8) Prepare to escalate to next stage of alert

c) Phase II - Warning Phase Elements

(1) Mobilize personnel

(2) Activate Emergency Operation Center

(3) Establish emergency communications

(4) Secure facilities and equipment

(5) Pre-position equipment for emergency operations and rescue

(6) Conduct only necessary emergency operations

(7) Provide public instructions

(8) If needed, activate evacuation plans

(9) Notify the Facilities Management Division if assistance is needed to secure Public Works building or other equipment

(10) Prepare to escalate to next stage of alert

d) Phase III - Impact Phase Element

1) Conduct emergency operations with due regard for safety of personnel

2) Begin situational and damage assessments

3) Determine need for additional resources

4) Alert support agencies for possible stage departure

5) Prepare to lower activity to recovery phase

e) Phase IV - Recovery Phase Element

(1) Focus emergency operations on rescue

(2) Repair vital facilities

- (3) Emphasize public's safety
- (4) Provide assistance to disaster victims
- (5) Begin clearing debris
- (6) Open or repair major roadways or any other vital transportation structures for emergency operations
- (7) Address stormwater and flooding issues

2. Initial Actions

- a) Commit identified and available resources to pre-planned, established priorities related to the responsibilities of ESF 3.
- b) Commit necessary resources to specific, identified emergency of life-threatening areas coordinated through the EOC and other support agencies. Road Operation Crews begin clearing roadways of debris to allow for the passage of equipment, personnel and supplies into affected areas.
- c) Damage assessment will be conducted.
- d) ESF 3 agencies will establish communications with their field personnel and ensure that they are ready for a timely response.
- e) ESF 3 will coordinate with their support agencies to establish priorities and develop strategies for initial response.
- f) Pre-positioning of resources will be established when it becomes apparent what materials, equipment and personnel will be needed.
- g) Priorities will be established for roadway and other vital transportation facilities regard to debris removal and repair to allow access to damage areas, allow for emergency life-saving operations and access to vital facilities.

3. Continuing Actions

- a) ESF 3 will provide personnel for damage assessment.

- b) Coordinate available personnel, equipment, construction materials and resources with request from the EOC.
- c) Debris removal and repairs will begin to allow access into the disaster areas. ESF 3 will coordinate the cooperative efforts of the ESF 3, support agencies, local governments and public utility companies.
- d) Reassess priorities to address the most critical infrastructure needs and develop strategies.
- e) Track resources that are committed to specific missions, for re-deployment if necessary.
- f) Restage resources as appropriate.
- g) Continue to monitor flood and stormwater drainage damage, and reassess priorities to address the most critical needs and develop new strategies if needed.
- h) Stockpiles of debris will be temporarily located in designated locations throughout the County.

B. Recovery Actions

1. Initial Actions

- a) Upon request from the EOC, ESF 3 will provide personnel, equipment and materials to assist in recovery.
- b) ESF 3 will reassess damaged areas and develop strategies to restore transportation needs, life-saving emergency situations, damage to infrastructures, and stormwater issues.
- c) Hauling of debris to the landfill will resume when possible.

2. Continuing Actions

- a. Support services will continue for personnel and equipment in disaster areas.
- b. Damage assessments will continue with priorities shifting accordingly.
- c. The ESF 3 will continue to coordinate with ESF 3 support agencies and the EOC in establishing priorities and support and support the missions with personnel and equipment.
- d. Coordinate with local governments in the accomplishments of off system work and damage assessments.

IV. RESPONSIBILITIES**A. Primary Agency**

1. As the primary agency for ESF 3, the Lake County Public Works Department will coordinate the ESF 3 support agencies in directing resources and prioritizing needs in the areas of debris removal, restoring access, damage assessment and other areas related to Public Works.
2. The resources of the department will be deployed and utilized in coordination with ESF 3 support agencies and local governments.
3. The resources of the department will support the other ESF tasks as needed, in accordance with established priorities.
4. The resources of the department will be responsive to, and support directions from the Emergency Operation Center (EOC).
5. The resources of the department will maintain accurate records of all expenditures and obligations for all labor, equipment, materials, fuel and other financial resources used throughout the event.

B. Support Agencies**1. Lake County**

All Lake County Departments assigned with support responsibilities under this annex will coordinate with Public Works (ESF 3 Primary Agency) in determining priorities and allocating equipment and personnel.

2. Municipalities

All municipalities in Lake County are responsible for conducting operations within their jurisdiction to include debris clearance and removal, damage assessment and emergency restoration of critical public facilities. Municipalities unable to complete ESF 3 activities independently, should pre-identify (to the extent possible) areas in which they will need county and / or state assistance. Request for assistance will be directed to ESF 3 through the municipal liaison at the Lake County EOC during a disaster.

3. State

The Florida Department of Transportation (FDOT) is the primary agency for ESF 3 at the State level. FDOT will be responsible for debris clearance and removal, damage assessment and emergency restoration of State owned and operated facilities in Lake County. FDOT will coordinate priorities and areas of overlapping authority with ESF 3 (Public Works), in the EOC.

4. Additional Support Agencies

Additional support from agencies in the private sector may be called upon by ESF 3 to assist in stabilizing an area such as repairing power lines, removal of debris from railroad tracks, or restoring communications.