

**STATE SUPPORT FUNCTION (SSF) ANNEX 3
PUBLIC WORKS AND ENGINEERING**

PRIMARY: Agency of Transportation; Vermont Division of Fire Safety (VDFS);

SUPPORT: Agency of Administration; Office of the Attorney General; Agency of Agriculture, Food and Markets; Agency of Natural Resources, Department of Forests, Parks & Recreation; Agency of Natural Resources, Department of Environmental Conservation; Department of Buildings & General Services; Department of Health; Department of Public Safety, Division of Emergency Management and Homeland Security; Department of Public Service; Office of The Adjutant General, VT National Guard; US Army Corps of Engineers; Civil Air Patrol

I. INTRODUCTION

- A. Public works refers to those engineering and procurement activities required to provide or restore: emergency power supplies for critical facilities; water and sewer services, including emergency supply of potable water, temporary restoration of water supply and sewer systems and providing water for firefighting.
- B. Engineering activities include emergency ice, snow and debris removal; post disaster evaluation of buildings and similar structures to determine safety and usability, evaluation of bridges and highways; restoration of transportation infrastructure; coordination of emergency repairs to public facilities; appropriate construction services (i.e., electrical, plumbing, soils, etc.), and emergency demolition or stabilization of damaged structures and facilities designated as hazards to public health and safety.
- C. The evaluation of electrical safety and restoration of electrical service for individual buildings is coordinated with SSF-12 (Energy). The preparedness, response, recovery and mitigation of electrical utility transmission lines and facilities are covered under SSF-12 (Energy).

II. MISSION

The mission of State Support Function 3 is to provide technical advice and evaluation, engineering services, contracting for or providing construction management and inspection, contracting for the emergency repair of water and wastewater treatment facilities when resources are available, potable water and ice, emergency power and real estate support to assist the State in meeting goals related to lifesaving and life-sustaining actions, damage mitigation, and recovery activities following a major disaster or emergency.

III. CONCEPT OF OPERATIONS

- A. SSF-3 consists of separate components for buildings & similar structures and public works or utilities, with separate agencies responsible for each component. The Vermont Division of Fire Safety is responsible for the coordination of all administrative, management, planning, training, preparedness, mitigation, response and recovery activities pertaining to buildings & similar structures, tents or other structures including temporary structures and emergency power supplies for all buildings and similar

structures. The Agency of Transportation is responsible for the coordination of all administrative, management, planning, training, preparedness, mitigation, response and recovery efforts pertaining to water and wastewater services, emergency supplies of potable water, water for firefighting services, highways and bridges, transportation infrastructure, emergency repairs to public facilities, emergency ice, snow and debris removal, construction services and emergency demolition of damaged structures and facilities. The Agency of Transportation and the Vermont Division of Fire Safety are jointly responsible for the coordination of all SSF-3 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the SSF-3 Annex and Implementing Procedures. All SSF-3 supporting agencies will assist the Agency of Transportation and the Fire Safety Division in the planning and execution of the above.

- B. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure continual operational readiness.
- C. In coordination with, and in support of, the State-Rapid Assessment & Assistance Team (S-RAAT), assess the situation (both pre- and post-event), and in coordination with local emergency management and public works officials, develop strategies to respond to the emergency.
- D. Public Works and Engineering Services
 - 1. The Department of Environmental Conservation will provide overall guidance concerning public water supply matters and will provide guidance for sewage treatment and disposal.
 - 2. The Agency of Transportation will provide overall guidance concerning structural safety of damaged bridges and roads and will provide guidance for the restoration of the transportation infrastructure.
 - 3. The Department of Public Safety, Vermont Division of Fire Safety will provide overall guidance concerning building safety and code enforcement matters associated with assessment of structures for occupation subsequent to an emergency or disaster that causes safety concerns to those structures.
 - 4. SSF-3 will coordinate with DEMHS and other SSF-3 support agencies to provide emergency power and the restoration of water and sewer services, debris management, potable water supplies and engineering activities as required.
 - 5. SSF-3 will cooperate and coordinate with other SSFs to ensure that state assets are deployed effectively and in response to appropriate priorities for the protection of the health, safety and welfare of state citizens.

E. Damage Assessment

1. Local officials shall conduct an Initial Damage Assessment (IDA) to ascertain the dollar amount of damage to public property. The results of the IDA will be reviewed by DEMHS and VTrans to determine if a Preliminary Damage Assessment (PDA) will be requested from DHS, FEMA Region 1 to gather information to support a possible request by the Governor for a Presidential Declaration.
2. SSF-3 will support DEMHS in the direction and execution of PDA operations. PDA's may be performed by teams consisting of personnel from the Agency of Transportation, Vermont Division of Fire Safety, Agency of Natural Resources, DEMHS, FHWA, FEMA and local officials. The PDA teams may be augmented by representatives from the American Red Cross to assist in assessing damage to individual households.
3. For long term damage assessment activities following a significant disaster, maximum use will be made of supporting agency staff and other qualified volunteer organizations such as private businesses, insurance companies and associations to support operations in the field under the overall supervision of the Vermont Division of Fire Safety.

IV. SSF ACTIONS

The emergency operations necessary for the performance of the Public Works and Engineering Services function include but are not limited to:

A. Preparedness

1. General

Participate in state exercises and conduct, at least annually, an SSF-3 workshop, drill or exercise to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.

2. Public Works and Engineering

- a. Plan for the provision of potable water into the disaster area if local supplies become inadequate.
- b. In coordination with the S-RAAT and local emergency management officials, develop policy for conservation, distribution and use of potable and firefighting water.
- c. Identify and locate chemicals to maintain a potable water supply.
- d. Include in SSF-3 Standard Operating Procedures an alerting list, to include points-of-contact and telephone numbers, of agencies, counties, municipalities and organizations supporting public works and engineering functions.

- e. Maintain a current inventory of equipment and supplies, to include points-of-contact and telephone numbers, required to sustain emergency operations, including emergency power generators.
 - f. Establish operational needs for restoration of public works service during the emergency.
 - g. Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers, associated with public works and engineering functions.
 - h. Plan engineering, contracting, and procurement assistance for emergency debris, snow or ice clearance, demolition, public works repair, and water supply, and sewer missions.
 - i. In conjunction with VT National Guard, plan for use of state military resources to support SSF-3 operations.
 - j. Coordinate available data on buildings, structures and related risks with SSF-4 (Fire Services).
 - k. Organize and train a support unit of structural engineers to support operations of the Vermont Division of Fire Safety in post disaster building evaluation.
 - l. Develop and maintain a system to recognize the credentials of individuals who support SSF-3.
3. Damage Assessment

Coordinate the deployment of state damage assessment teams and other engineer teams into any area of the state.

B. Response

- 1. Public Works and Engineering
 - a. Identify water and sewer service restoration, debris management, potable water supply and engineering requirements as soon as possible.
 - b. Evaluate status of current resources to support SSF-3 operations.
 - c. Establish priorities to clear roads, repair damaged water/sewer systems and coordinate the provision of temporary, alternate or interim sources of emergency power and water/sewer services.
 - d. As needed, recommend priorities for water and other resource allocations.

- e. Procure equipment, specialized labor and transportation to repair or restore public works systems.
 - f. Coordinate with VT National Guard for use of state military assets.
 - g. Coordinate with SSF-6 (Mass Care, Emergency Assistance, Housing & Human Services) for shelter support requirements.
 - h. Coordinate with SSF-11 (Agriculture & Natural Resources) for advice and assistance regarding disposal of debris containing or consisting of animal carcasses.
 - i. Support SSF-4 (Search and Rescue USAR teams), with building evaluation.
 - j. Prioritize needs for post disaster building and structure evaluation as follows:
 - 1) Important Buildings (Critical Infrastructure): fire, rescue & police stations, hospitals or similar buildings that have surgery or emergency treatment facilities, emergency command centers and shelters, power generating and other electrical and communication centers
 - 2) Necessary Buildings: residential and buildings used for shelter, retail stores, gas stations and similar buildings that have goods or services necessary to the recovery effort, water and waste water facilities
 - 3) Other Buildings: all other buildings not related to the initial recovery effort
 - k. Conduct post disaster building and structure evaluations using Fire Safety Division operating procedures based on ATC-20.
 - l. Vermont Division of Fire Safety shall coordinate and track all SSF-3 evaluation teams and inspection results.
 - m. Plan for and establish relief resources to replace or rotate with committed resources for extended disaster operations.
 - n. Require that all supporting organizations maintain appropriate records for costs incurred during the disaster.
 - o. Coordinate restoration of electrical power for buildings with SSF-12 (Energy).
2. Damage Assessment
- a. At the onset of an emergency or disaster, notify department/agency heads and local governments and volunteer organizations to have damage assessment and safety evaluation personnel available to deploy to affected area(s) and pre-position as appropriate.

- b. Provide damage assessment coordinators and support for joint state/federal teams into the affected area, as required.
- c. Coordinate with SSF-12 for public utility damage assessment information.
- d. Collect, evaluate, and send damage/impact assessment reports (incident related Essential Elements of Information) to SSF-5 and other appropriate agencies.
- e. Coordinate state and local damage assessment operations with related federal activities.
- f. Prepare damage assessment documents to be submitted to DEMHS where appropriate for a presidential emergency or major disaster declaration when necessary.

C. Recovery

1. General

- a. Anticipate and plan for arrival of and coordination with FEMA ESF-3 personnel in the SEOC and the Joint Field Office (JFO).
- b. Ensure that SSF-3 team members, their agencies, or other tasked organizations, maintain appropriate records of time and costs incurred during the event.

2. Public Works and Engineering

- a. Maintain coordination with all supporting agencies and organizations on operational priorities for emergency repair and restoration. Coordinate, as needed, for debris management operations on public and private property.
- b. Continue to monitor restoration operations when and where needed as long as necessary and until all services have been restored.
- c. Provide safety information for the public in coordination with SSF-14 (Public Information).
- d. Continue post disaster building and structure evaluation until all buildings and structures are not restricted for use and occupancy according to Vermont Division of Fire Safety operating procedures based on Applied Technology Council (ATC) procedures and standards.
- e. Continue coordination with SSF-12 (Energy), of the restoration of power on an individual building basis.
- f. Continue record keeping and data of operations and costs incurred.

3. Damage Assessment

In conjunction with FEMA, develop disaster project worksheets as required.

D. Mitigation

1. Support and plan for mitigation measures.
2. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

A. General: All SSF-3 primary and support agencies must maintain inventories and procedures to deploy the public works and engineering assets of their agency.

B. Agency of Transportation

1. Coordinate all SSF-3 administrative, management, planning, training, preparedness/mitigation, response and recovery activities pertaining to water and waste water services, emergency supplies of potable water, water for firefighting services, highways and bridges, transportation infrastructure, emergency repairs to public facilities, emergency ice, snow and debris removal, construction services and emergency demolition of damaged structures and facilities..
2. Identify, train, and assign personnel to staff SSF-3 in the SEOC.
3. Provide all available public works and engineering assets.
4. Coordinate state level public works & engineering damage assessment activities.
5. Support local jurisdiction public works & engineering damage assessment activities when resources are available. Local governments are responsible for their own public works and infrastructure and have the primary responsibility through all phases of emergency management.

C. Department of Public Safety, Division of Fire Safety

1. The coordination of all SSF-3 administrative, management, planning, training, preparedness/mitigation, response and recovery activities pertaining to buildings and similar structures, tents and other structures, including temporary structures and all emergency power supplies.

2. Identify, train, and assign Vermont Division of Fire Safety personnel to staff SSF-3 in the SEOC.
3. Coordinate and maintain records on related risks, inspection, evaluation and the safety status of buildings and similar structures,
4. Organize and train a support unit of structural engineers to support operations of the Vermont Division of Fire Safety under SSF-3.
5. Develop and maintain a system to recognize the credentials of individuals who support SSF-3.
6. Conduct post disaster building and similar structure evaluations, coordinate and track all evaluation teams.
7. Provide safety information for the public in coordination with SSF-14 (Public Information).

D. Agency of Administration

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
2. Provide damage assessment and personnel support.
3. Provide the Governor Authorized Representative (GAR) for Presidentially declared emergencies and major disasters.

E. Office of the Attorney General

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
2. Provide legal assistance including eminent domain and emergency demolition or stabilization of damaged structures and facilities.

F. Agency of Agriculture, Food and Markets

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
2. Provide inspectors and advise on agricultural debris removal.
3. Conduct damage assessment and provide information on agricultural facilities and properties.

G. Agency of Natural Resources, Department of Environmental Conservation

1. Identify, train, and assign personnel to staff SSF-3 during periods of activation.
2. Provide emergency survey, surveillance, sampling, testing, and monitoring of water and sewage pumping, treatment, distribution, and collection systems to ensure public health and safety integrity of such systems.
3. Provide technical assistance concerning the disposal of waste materials, including household hazardous waste and debris containing or consisting of animal carcasses.
4. Provide damage assessment information regarding the above.

H. Agency of Natural Resources, Department of Forests, Parks & Recreation

1. Identify and assign personnel to maintain contact with SSF-3 during periods of activation.
2. Provide all available public works and engineering assets. ** Shouldn't this be a part of Department of Environmental Conservation??
3. Provide damage assessment assistance and coordination for forested areas.

I. Department of Buildings and General Services

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
2. Be prepared to provide personnel and equipment to support SSF 3 operations related to state buildings and facilities.
3. Provide damage/impact assessment regarding state facilities information to SSF-5.

J. Department of Health

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
2. Be prepared to provide personnel and equipment to support SSF 3 operations related to hospitals and health care facilities..
3. Provide damage/impact assessment regarding hospitals and health care facilities information to SSF-5.

K. Department of Public Safety

1. Division of Emergency Management and Homeland Security
 - a. Make notifications of supporting agencies as requested by the lead agency.

- b. Provide communications and equipment to support operations in the SEOC.
 - c. Provide information to SSF-3 concerning Threat Condition Levels.
 - d. Provide coordination for the implementation of protective actions or measures related any change in Threat Condition level.
- L. Department of Public Service
- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.
 - 2. Provide damage/impact assessment information for public utilities to SSF-5.
 - 3. Provide public utility restoration information and estimates to SSF-5.
- M. US Army Corps of Engineers
- 1. Identify, train, and assign personnel to staff SSF-3 during periods of activation.
 - 2. Provide all available public works and engineering assets.
- N. VT National Guard
- 1. Coordinate with the Agency of Transportation for use of state military assets.
 - 2. Maintain a database of all state military assets that could be used for SSF-3 operations.
 - 3. Provide available military resources when requested to support SSF-3 operations.

US Army Corps of Engineers

Train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-3 during periods of activation.

Provide available resources when requested to support SSF-3 operations..

O. Civil Air Patrol

- 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-3 during periods of activation.
- 2. Maintain and distribute to VTrans an Alert Roster for mission requests and coordination.

3. Provide aerial reconnaissance and photographic flights for damage assessment.
4. Provide light transport flight for movement of personnel and supplies.
5. Provide fixed, mobile and airborne communications.
6. Provide supplemental communication for building and structure evaluation teams.

VI. FEDERAL INTERFACE

- A. This annex is supported by the National Response Framework ESF-3, Public Works and Engineering. Activities within the scope of Federal ESF-3 include:
 1. Participation in pre-disaster activities, such as pre-positioning assessment teams and contractors, and deployment of other advance elements.
 2. Participation in needs/damage assessment immediately following a disaster.
 3. Emergency clearance of debris to enable reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, property protection, and health and safety.
 4. Removal and disposal management of debris from public property.
 5. Provision of expedient emergency access routes, which includes repairs to damaged streets, bridges, ports, waterways, airfields, and other facilities necessary for emergency access to disaster victims.
 6. Emergency restoration of critical public facilities, including the temporary restoration of water supplies and wastewater treatment systems.
 7. Emergency demolition or stabilization of damaged structures and facilities designated by state or local governments as immediate hazards to public health and safety; or as necessary to facilitate lifesaving operations (temporary protective measures to abate immediate hazards to the public for health and safety reasons until demolition is accomplished).
 8. Emergency contracting to support public health and safety, such as providing for potable water, ice, power, or temporary housing.
 9. Technical assistance; including inspection of private residential structures and commercial structures.
 10. Provision of emergency power to public facilities.
- B. A Federal ESF-3 representative may to the SEOC as a part of the Incident Management Assistance Team (IMAT) and a supplemental ESF-3 cell will also deploy which will

evolve into the ESF-3 cell after the JFO is established. Normally, FEMA will provide representatives to the state damage assessment teams.

- C. SSF-3 will coordinate with Federal ESF-3 to obtain federal assistance as required.

TAB A TO SSF ANNEX 3 (SSF-3)

**TAB B TO SSF ANNEX 3
INCIDENT COORDINATION TEAM (ICT)
ACTIVATION & IMPLEMENTING PROCEDURES – SSF-3**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.