

COWLEY COUNTY, KANSAS EMERGENCY OPERATIONS PLAN

ESF3-Public works and Engineering

Planning Team

ESF Coordinator Cowley County Emergency Management

Primary Agency Cowley County Engineer's Department

Support Agency

- Beaver Township
- Bolton Township
- Cedar Township
- City of Arkansas City
- City of Atlanta
- City of Burden
- City of Cambridge
- City of Dexter
- City of Udall
- City of Winfield
- Cowley County Appraiser
- Cowley County GIS
- Creswell Township
- Dexter Township
- Fairview Township
- Grant Township
- Harvey Township
- Liberty Township
- Maple Township
- Ninnescah Township
- Omnia Township
- Otter Township
- Pleasant Valley Township
- Richland Township
- Rock Creek Township
- Salem Township
- Sheridan Township
- Silver Creek Township
- Silverdale Township
- Spring Creek Township
- Tisdale Township

Vernon Township
Walnut Township
Windsor Township

Purpose

This ESF Annex provides guidance for the organization of public works and engineering resources to respond to and recover from emergency events causing damage to public buildings, roads, bridges, and other facilities that will have to be repaired, reinforced or demolished to ensure safety and allow for emergency response activities.

It addresses critical resources and the cooperation that is necessary among public and private sectors to ensure the prompt and effective restoration of lifelines and services critical to the communities and unincorporated areas of Cowley County.

Specifically, it addresses:

- Infrastructure protection and emergency restoration
- Safety inspections and other assistance for first responders
- Engineering and construction services
- Liaison with State and Federal resources
- Debris management operations

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios as identified in the Cowley County Hazard Analysis with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Cowley County Emergency Operations Plan (CCEOP).

ESF #3 is a functional annex to the CCEOP and to the extent possible, information contained in other sections of the CCEOP will not be repeated in this document.

Policies

ESF #3 applies to all agencies and organizations with assigned emergency responsibilities as described in the CCEOP.

The ESF #3 Primary Agency and the support agencies are critical members of the EOC Team and will work within the EOC structure described in ESF #5 – Emergency Management.

County burn bans are to be reported to the Kansas Division of Emergency Management through the Cowley County Emergency Management office.

Cities may establish their own ordinances, provided those ordinances are not less restrictive than existing county regulations.

REFERENCES:

- 29 CFR 1910.120
- K.S.A. 12-16,117, "Rendering Assistance to Other Jurisdictions During Disasters"
- Cowley County Resolution No. 96-10, "Cowley County to render assistance within and outside the County"

Concept of Operations

General

Cowley County Emergency Management is designated as the coordinator for ESF #3. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the ESF #3 support agencies.

The Incident Commander(s) will assess the need for public works and engineering resources at the scene(s) and request that the EOC deploy available assets to support emergency operations. The ESF #3 Primary Agency (Cowley County Engineering Department) will work with the EOC Team to rapidly assess these requests and recommend appropriate actions.

Public works and engineering resources available to the County will be used as necessary to accomplish emergency tasks, including but not limited to:

- Ensuring the safety of emergency responders and victims
- Assessing damaged infrastructure
- Restoring and protecting critical roads and bridges
- Repairing critical public buildings, bridges and other infrastructure

The county could lack equipment, fund and materials to conduct emergency repairs and/or restoration of all essential streets, roads, highway and related bridges, overpasses and underpasses depending upon the extent and duration of a disaster or emergency situation. Other essential services may be severely restricted as well. For example, the county government has limited capabilities to provide emergency power for all but critical service locations such as the E-911 centers, radio transmission tower sites, the EOC and limited public shelters. The county has limited capabilities to provide potable water and will have to rely on out-of-county resources.

The County's Engineering Department, three Road Districts, Bridge Department, working in conjunction with requested resources in the way of personnel and equipment from townships and/or cities within Cowley County will maintain essential roads and streets in a condition to facilitate traffic movement.

As needed, each respective municipal jurisdiction will make emergency repairs to their lift stations and critical wastewater facilities, equipment and systems. Cowley County does not own or operate any lift stations or wastewater facilities. Additionally, all Public Works departments and Townships will assist ESF #3 in the Cowley County EOC by providing assistance for debris removal & disposal activities, and by providing a "rapid assessment" of damage sustained to wastewater facilities, equipment and systems.

Sanitation needs, such as trash removal is the responsibility of individuals and businesses in Cowley County. If portable toilets are required, the transportation, placement and removal of portable toilets will be handled through criteria outlined in **ESF #7 - Resources**.

The Kansas Disaster Assessment Team, through the Southcentral Regional Coordinator, will perform inspections on school buildings, recreational facilities and public buildings. The Cowley County Appraiser's Office will assist in these efforts.

Debris removal and disposal is associated with nearly every disaster. A major disaster can generate an enormous volume of debris in a short period of time. Hazardous materials or hazardous wastes may also be generated as a result of a disaster. These types of waste require specialized removal, neutralization, disposal and remediation procedures in accordance with Federal, State and local laws, regulations and ordinances. Public Works personnel are trained only to the Awareness Level as prescribed by 29 CFR 1910.120. They can assist HAZMAT Response

teams in a support capacity, but not to exceed the extent of their training.

Once landfills, temporary staging areas and/or reduction sites are determined, transportation routes to these facilities will be included in debris disposal announcements to the public. Considerations for route selection will include truck size, length of haul, traffic patterns, road conditions, and facility access. Designated routes for hazardous materials, if any, will be included.

Timely information will be provided to the public on the magnitude of the situation, as well as the sequence of debris removal & disposal operations. Public officials and environmental groups should be briefed on the burning methods used, how the systems work, environmental standards, and associated health issues and risks.

Incidents of illegal dumping or the locations of illegal dump sites should be reported to the law enforcement agency in that jurisdiction.

Debris removal activities will be prioritized in the following order:

- Threats to Public Health & Safety
 - Debris as threat to lives, public health, and safety, including debris which obstructs passage of emergency vehicles and access to critical facilities
- Prevention of Damage
 - Debris posing the threat of significant additional damage to public structures (buildings, roads, etc.), or private property
- Speedy Recovery
 - Debris hindering the economic recovery of the impacted community
- Debris on Private Property
 - The property owner is responsible - Most homeowner fire and extended coverage insurance policies have special coverage for debris removal and for demolition of heavily damaged structures - Specific guidance with respect to debris pick-up may be provided to the public following disaster or emergency
- Right of Entry
 - Should local governmental resources be used to remove debris from private property when it poses a hazard to public health or safety, a [right of entry agreement](#) will be executed with the property owner. The right of entry agreement shall include a waiver of liability for government workers and specify any known owner intent to rebuild, to ensure that the foundation and utilities are not damaged further during debris removal operations

The Cowley County Transfer Station is located at 23857 81st Road Winfield, KS 67156. It is geographically located east of Strother Field, which is south of Winfield and north of Arkansas City. A map of the [TRANSFER STATION](#) and surrounding area is included in this ESF. The Cowley County Transfer Station also has a Construction and Demolition Landfill (C&D). The life expectancy of the C&D landfill is approximately 12 years and a remaining capacity of 430,000 cubic yards with room for expansion. No hazardous materials are permitted at the Cowley County Transfer Station with the exception of household hazardous wastes that are accepted during all operating hours.

Sites selected for temporary debris staging & reduction will be on public property with sufficient acreage to handle anticipated needs. Selection criteria will include minimum noise impact, adequate traffic flow and environmental considerations.

Decisions on an ultimate disposal site (or sites) will be based upon the type(s) of debris involved, the proximity of existing public or private landfills, and any restrictions or capacity limits on their use.

Prior to returning temporary debris staging & reduction sites to their previous use, all federal, state and local environmental requirements must be met:

- Removable of Debris
 - Sites must be cleared of all foreign materials introduced as a result of the incident
- Environmental Assessment
 - An environmental assessment or audit may be conducted by the Environmental Department, Kansas Department of Health & Environment and/or the Environmental Protection Agency to establish the need for a testing or monitoring program. This assessment should be done on ash, soil, ground & surface water
- Environmental Restoration
 - Contamination may occur from petroleum spills at staging & reduction sites, or runoff from the debris piles, burn sites, and ash piles assessment reports from the cities, consolidate this information and report it to the ESF #3 Coordinator in the County EOC.

Cowley County/city public works departments maintain a listing of Public Works Department owned equipment and trained operators including equipment, personnel and supplies. The Cowley County Engineering Department and Emergency Management Agency maintain lists of local contractors and equipment rental businesses, including those qualified to remove hazardous materials, substances or wastes, asbestos and lead-based paint.

Organization

The Cowley County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #3.

The ESF #3 team members are critical members of the EOC Team and will work with within the EOC structure as described in ESF #5 - Emergency Management.

The Cowley County Engineering Department, in conjunction with the Cowley County Townships are responsible for coordinating debris removal and disposal in the unincorporated areas of the county. For the incorporated areas, the cities are responsible for this coordination, with the county providing secondary support if needed and available. In emergency situations, where limited local resources may require centralized coordination & prioritization, ESF #3 will assume this responsibility in the Cowley County.

Current listings of local resources available for debris removal and disposal must be maintained.

Notifications

The Emergency Management Department will notify the County Engineer, or designee, of County EOC activations

and request that a representative report to serve as the ESF #3 Coordinator. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

Actions

Preparedness

- Maintain this ESF Annex, as well as supporting guidelines and operating procedures.
- Review all portions of the CCEOP to ensure proper coordination of public works and engineering activities.
- Ensure public works and engineering personnel receive appropriate emergency operations training.
- Establish contact with private resources that could provide support during an emergency.
- Participate in emergency training and exercises.

Response

- Provide public works and engineering support on a priority basis as determined by the County EOC and the Incident Commander(s).
- Provide representative to the County EOC as requested.
- Inspect damage to streets, bridges, and public buildings.
- Support decontamination as necessary.
- Clear roads to facilitate emergency operations.
- Close roads and construct barricades as directed.
- Make recommendations on priority of repairs.
- Request outside assistance from surrounding jurisdictions and the private sector as required.
- Conduct other specific response actions as dictated by the situation.

Recovery

- Continue to repair infrastructure and buildings on a priority basis.
- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Participate in after-action reports and critiques.
- Make necessary changes in this ESF Annex and supporting plans and procedures.
- Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.

Prevention

- Participate in hazard identification process and identify and correct vulnerabilities in the public works system.

Direction and Control

The ESF #3 Public Works and Engineering Coordinator in the County EOC will:

- Coordinate all responding public and private Public works and engineering resources and work with the EOC Team to ensure required emergency tasks can be accomplished.
- Assess the need for outside public works and engineering resources to support emergency operations and request assistance as needed.
- Serve as liaison with private contractors and if necessary, with State and Federal public works and engineering resources.
- Work with the those responsible for damage assessment to ensure that appropriately trained personnel are deployed to assess damage to all roads, bridges, public buildings and other potentially affected infrastructure.

- Ensure public works and engineering personnel deployed to the disaster scene(s) are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Work with the Support Agencies and private contractors to facilitate debris clearance, collection, reduction and disposal.
- Participate in hazard identification process and identify and correct vulnerabilities in the public works system.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the Cowley County EOC to assist with ESF #3 activities.
- Provide ongoing status reports as requested by the Public Works and Engineering Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the State and Federal government.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Accomplish other emergency responsibilities as assigned.

Cowley County Engineer

The Cowley County Engineer is responsible for the coordination and supervision of all county public works operations not covered by the Townships within the boundaries of the county's jurisdiction. These responsibilities can be broken down into the following sections:

Pre-Emergency

- Rendering assistance to the Incident Commander as requested to mobilize and coordinate operations
- Call back of essential personnel
- Contact resources for availability
- Subsequent to a disaster, assess potential structural damage of roads and bridges for integrity for the movement of heavy equipment
- Treat roads as necessary to prevent accidents
- Barricade non-essential roads to control traffic flow

During Emergency

- Restore traffic routes, providing priority service to roads and streets designated as primary or support routes
- Making emergency repairs on streets, bridges and other structures
- Establishing detour routings
- Providing barricades for traffic control points; assist in traffic control as requested
- Removing debris and transport to selected sites for disposal
- Implementing existing standard operating procedures, such as snow removal plans and supports to facilitate law, fire and search/rescue operations
- During a flood situation, provide assistance in sandbagging operations, emergency dike repair and clearance

- of floating debris obstructing free water flow
- Provide protection for water supplies and sewage systems from the effects of hazardous materials

Post-Emergency

- Assure that hazardous material identification and protection training is provided to all Public Works personnel
- Assist with damage assessment to essential transportation routes, bridges and public buildings
- Make recommendations for changes to building codes as required

Townships

- Treat roads as necessary to prevent accidents
- Barricade non-essential roads to control traffic flow
- Restore traffic routes, providing priority service to roads and streets designated as primary or support routes
- Establish detour routings as necessary
- Provide barricades for traffic control points; assist in traffic control as requested
- Assist with damage assessment to essential transportation routes and bridges

City Public Works Departments

- Treat roads as necessary to prevent accidents
- Barricade non-essential roads to control traffic flow
- Restore traffic routes, providing priority service to roads and streets designated as primary or support routes
- Establish detour routings as necessary
- Provide barricades for traffic control points; assist in traffic control as requested
- Assist with damage assessment to essential transportation routes and bridges
- Assure that hazardous materials identification and protection training is provided to all Public Works personnel
- Make recommendations for changes to building codes as required

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Disaster Emergency issued by the Board of County Commissioners or State Disaster by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The Cowley County Engineering Department will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Cowley County Emergency Management Director.

Attachments

- **List of public works and engineering resources**

[Cowley County Resources](#)

- **Suppliers**

[Heavy Equipment Contractors](#)

- **Actions By Timeframe**

[LINK TO CHECKLIST](#)