



Emergency Support Function #3
Public Works and Engineering
2024

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Approval Signatures

The undersigned have hereby reviewed and approved ESF #3 of the Outagamie County Emergency Response Plan:

County Board Chairperson

Date

Emergency Management Director

Date

Emergency Support Function #3 Public Works and Engineering

Purpose

This ESF describes how the County will assist the municipalities with providing public works services by assessing the damage to infrastructure and buildings; restoring and maintaining essential services; and providing technical assistance through specialized deployment of personnel, equipment, and supplies.

Scope

County, local and tribal governments are responsible for public works and infrastructure and have the primary responsibility for incident prevention, preparedness, response, and recovery to include clearing of debris, including county-wide planning for ESF #3 activities. When activated to respond to an incident, the agencies for ESF #3 develop work priorities in cooperation with the county, local and/or tribal government.

Most public and some private sector entities are responsible for the county/local infrastructure and are the leads for the rapid restoration of infrastructure-related services. In the EOC, this sector coordinates with the Highway Department and Recycling & Solid Waste on Incident Action Planning and other planning activities as appropriate and warranted.

ESF #3 coordinates directly with the following Emergency Support Functions:

- ESF 1: Evacuation and Transportation Resources
- ESF 2: Communications and Warning
- ESF 4: Firefighting
- ESF 5: Emergency Management
- ESF 7: Resource Support
- ESF 9: Search and Rescue
- ESF 10: Oil and Hazardous Materials Response
- ESF 12: Energy
- ESF 13: Public Safety and Security
- ESF 14: Long-Term Community Recovery

Policies

Federal:

The FEMA Public Assistance Program and Policy Guide (PAPPG) details the emergency declaration process; authorities; applicant, facility, work, and cost eligibility; and project requirement guidelines applicable to a declared disaster.

County, Local, and Tribal:

Local authorities are responsible for obtaining required permits (i.e. oversize/overweight highway permits), waivers (e.g. solid waste and hazardous waste management), and clearances related to ESF #3 support.

Private Sector:

Appropriate entities of the private sector are integrated into the planning and decision-making processes at all levels of government, but especially at the local jurisdiction level.

Concept of Operations

The County will support the municipalities by ensuring that the infrastructure in the community is safe for use after a major disaster or significant event, through demolition or repairs. Local building inspectors and qualified damage assessment teams will ensure building safety.

Outagamie County Highway Department and local public works and engineering personnel should identify mitigation opportunities to reduce future disaster damages and make recommendations as appropriate to the County-Wide All-Hazards Mitigation Plan. Educate the public on Attachment 1, Highway Condition Definitions to enable safe driving decisions.

During the recovery phase, all agencies are expected to support continuing operations with equipment and staff.

ESF #3 will be activated by Emergency Management or at the request of the Highway Department and/or Recycling & Solid Waste. When notified of ESF #3 being activated, primary and support agencies will assign personnel to the EOC.

Actions under ESF #3, emergency operations will coordinate with the County EOC.

The Highway Department performs ongoing maintenance for the WI DOT and includes the WI DOT in emergency repairs and rebuilding of state roads.

Note: All operations of the respective Public Works/Highway Departments are subject to their individual SOGs/SOPs and within the scope of their responsibility.

Primary and Supporting Agencies

Outagamie County

Primary Agencies

County Highway/Local Public Works
County Recycling & Solid Waste

Supporting Agencies

County Emergency Management/Local EM
County Development and Land Services
Utility Companies
Wastewater Facilities

State of Wisconsin

Primary Agency

Wisconsin Emergency Management (WEM)

Supporting Agencies

Department of Administration (DOA)
Department of Commerce
Department of Military Affairs (DMA)
Department of Natural Resources (DNR)
Department of Transportation (DOT)
Public Service Commission (PSC)

Likely Support Includes

- Provide support to the local entities with assessing damage to infrastructure
- Support the local entities with restoring and maintaining essential services (i.e. – electricity, fuel, water, light, sewage disposal)
- Support the local entities with emergency operations by providing specialized personnel, equipment, and supplies
- Procure private sector resources to support local entities with public works operations

Federal

Primary Agency

Department of Defense, US Army Corps of Engineers

Supporting Agencies

Department of Agriculture
Department of Commerce
Department of Health & Human Services
Department of Interior
Department of Labor
Department of Veterans Affairs
Environmental Protection Agency
Tennessee Valley Authority

Likely Support Includes

- Emergency debris clearance and disposal
- Temporary construction of emergency access routes
- Emergency restoration of critical public services and facilities
- Emergency demolition or stabilization of damaged structures and facilities
- Technical assistance, damage assessment, structural inspections
- Emergency contracting to support public health and safety
- Provide emergency power

Responsibilities and Tasks

Primary Agency: County Highway Department

Mitigation and Preparedness Phase

- ☐ Maintain contact lists for response
- ☐ Maintain internal/external SOPs/SOGs
- ☐ Train staff on ESF procedures
- ☐ Maintains liaison with County support agencies and private sector service providers
- ☐ Develops and maintains a database of technical assistance services which can provide support during emergencies or disasters, including contact and notification lists and procedures, as practical
- ☐ Local agreements

Response Phase

- ☐ Send a representative to the EOC
- ☐ Survey damage to public roads, bridges, culverts and infrastructure. Develop and make recommendations to alleviate problems
- ☐ Prioritize and coordinate work based on the levels of service, as predetermined by WI DOT and the County Highway Department
- ☐ Act as the lead coordinator and contact with public and private utility representatives for the EOC unless being done at the local level
- ☐ Coordinate with the local jurisdictions on restoration and maintenance of essential services (i.e. – electricity, fuel, water, gas, wastewater, sewage disposal) across the affected county area
- ☐ Clear or barricade roads as requested by Law Enforcement, Emergency Management, or authority having jurisdiction. V-plows or other equipment will be used in initial clearing of roads for public safety.
- ☐ Coordinate with Law Enforcement to maintain evacuation routes, identify potential problems, and ensure safety along those routes
- ☐ Generate in a timely manner, information to be included in EOC briefings, situation reports, and/or action plans
- ☐ Coordinate mutual aid and private contractors with the County Highway Department, the Incident Commander, and the EOC
- ☐ If needed, identify qualified contractors based on past services, capability, and available equipment. Also utilize neighboring county resources since costs are negotiated ahead of time.
- ☐ Assist with search and rescue operations as directed

- ☐ Provide snow removal by plowing the State Highways, County Highways, then town and local roads
- ☐ Oversee flood control activities in coordination with the EOC. Note information regarding sandbagging in Attachment 5.
- ☐ Provide refueling and full maintenance of vehicles if requested
- ☐ Utilize message board system for emergency public announcements
- ☐ Maintain appropriate fiscal detail records of work and costs incurred by ESF #3 agencies during an event, especially costs and management details of initial debris management activities (ESF #7). Review FEMA's Schedule of Equipment Rates to see approved cost of equipment usage.
- ☐ Assist with the Preliminary Damage Assessment (PDA) and disaster declaration process as requested

Recovery Phase

- ☐ Participation in needs and damage assessment immediately following the event
- ☐ Coordinate with the WI DNR and County Recycling & Solid Waste for debris removal and disposal
- ☐ Continue to maintain, clear and repair the infrastructure system until normal operations are restored
- ☐ Reassess the situation and reassign or dismiss County Highway and contractor resources as necessary
- ☐ Compile and document disaster damages and related costs, and report them to County Emergency Management
- ☐ Participate in the debriefing and After Action Report (AAR)

Responsibilities and Tasks

Primary Agency: Local Public Works

Mitigation and Preparedness Phase

- ☐ Maintain contact lists for response

Response Phase

- ☐ Coordinate with the Highway Department in the County EOC unless your jurisdiction has a local EOC open
- ☐ Survey damages to municipal infrastructure, buildings, and equipment in disaster areas. Develop and make recommendations to alleviate problems.
- ☐ Provide repair to water and sewer systems
- ☐ Assist utility companies with emergency service if requested
- ☐ Assess damages to water utility facilities and coordinate with the health department on decontamination of water and water testing
- ☐ Locate potable water supply as needed
- ☐ Refer to Wastewater Utilities List in Attachment 4 for contact information

Recovery Phase

- ☐ Participate in the debriefing and After Action Report (AAR)

Responsibilities and Tasks

Primary Agency: County Recycling & Solid Waste

Mitigation and Preparedness Phase

- ☐ Maintain contact lists for response, including distribution list of waste haulers in the County mass notification system
- ☐ Maintain Responsible Unit (RU) scope of service agreement

Response Phase

- ☐ Activate the Debris Management Plan
- ☐ Maintain resource recovery best practices in debris and garbage operations
- ☐ Using appropriate debris monitoring tracking reports and methods, track the amount of debris being left at the landfill in case of Presidential Declaration

Recovery Phase

- ☐ Participate in the debriefing and After Action Report (AAR)

Responsibilities and Tasks

Supporting Agency: County Emergency Management/Local EM

Mitigation and Preparedness Phase

- ☐ Maintain contact lists for response

Response Phase

- ☐ Maintain contact and coordinate operations with public and private utility representatives
- ☐ Communicate known outage information to responsible utility service providers for the restoration of essential services

Recovery Phase

- ☐ Compile and document disaster damages and report them to WEM
- ☐ Assist with the Preliminary Damage Assessment (PDA) and disaster declaration process as requested
- ☐ Participate in the debriefing and After Action Report (AAR)

Responsibilities and Tasks

Supporting Agency: County Development & Land Services

Mitigation and Preparedness Phase

- ☐ Maintain contact lists for response

Response Phase

- ☐ Using GIS map the closed roads and damaged bridges, culverts, and water utility plants for the EOC and field personnel

Recovery Phase

- ☐ Participate in the debriefing and After Action Report (AAR)

Responsibilities and Tasks

Supporting Agency: Utility Companies

Mitigation and Preparedness Phase

- ☐ Maintain contact lists for response

Response Phase

- ☐ Assess all damage to infrastructure and prioritize restoration of essential facilities
- ☐ Provide/restore electric, telephone and gas service to all service customers
- ☐ Maintain all utility lines in good order
- ☐ Refer to ESF #12 and Attachment 6 for contact numbers and additional information on electric and gas utilities

Recovery Phase

- ☐ Participate in the debriefing and After Action Report (AAR)

Responsibilities and Tasks

Supporting Agency: Wastewater Facilities

Mitigation and Preparedness Phase

- ☐ Maintain contact lists for response

Response Phase

- ☐ Provide update to the local Incident Commander or EOC on facility status
- ☐ Assess all damage at facilities and restore services to essential facilities
- ☐ Refer to Attachment 2 – Wastewater Facilities List and Attachment 3 – Wastewater Treatment Plants Map for contacts and reference

Recovery Phase

- ☐ Participate in the debriefing and After Action Report (AAR)

Attachment 1 – WisDOT Highway Condition Definitions

- **Travel Not Advised** - A proactive measure to advise motorists to refrain from traveling due to current conditions.
 - Collaboration Between: WisDOT Regional Staff, Sheriff and County Commissioner (coordination statewide when required).
 - Triggers for consideration:
 - Quickly deteriorating road conditions
 - Rate of snowfall and projected weather forecast (i.e., drop in temperatures)
 - Poor/limited visibility
 - Ability of public safety (including tow services) to respond to incidents
 - Ability of county resources to maintain plowing operations
 - Multiple incidents occurring (i.e., vehicles in the ditch)
 - Major incidents that cause significant roadway blockage/closures
 - Example: Travel is not advised due to snow covered roadways and whiteout conditions.
 - Should be used at a countywide level at a minimum.
 - Caution against overuse - this term should only be utilized in extreme conditions.
- **Travel Restricted** - A proactive measure to restrict access to a segment of the highway by closing select on-ramps (historically referred to as a soft closure). The mainline would remain open.
 - Collaboration Between: WisDOT Regional Staff, Sheriff and County Commissioner; advise the DTSD Administrator's and DSP Superintendent's offices
 - Example: Plowing operations are unable to keep up with snowfall and travel is being restricted.
- **Highway Closed** - A proactive measure for a hard closure.
 - Collaboration Between: WisDOT Regional Staff, Sheriff and County Commissioner; advise the DTSD Administrator's and DSP Superintendent's offices
 - Example: Closure due to flooding or a bridge out.

Attachment 2 – Wastewater Facilities List (Internal use only)

This portion is blank due to confidential information.

Attachment 3 – Wastewater Treatment Plants Map

This portion is blank due to confidential information.

Attachment 4 – Water Utilities List (Internal use only)

This portion is blank due to confidential information.

Attachment 4 - Water Utilities List (Internal Use Only)

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This portion is blank due to confidential information.

Attachment 5 – Sandbagging

Policy:	Sandbagging Resources and Flooding
Responsibility:	Outagamie County Emergency Management and local Fire Departments
Purpose:	A set procedure for requesting sandbags, sand, and other resources for local jurisdictions and their citizens.

Procedures:

1. Emergency Management, as is financially feasible, will maintain a supply of sandbags. If a jurisdiction is susceptible to flooding, it is encouraged that the community maintain their own supply of sandbags and other supplies.
2. Emergency Management does not have the capability to distribute sandbags directly to the citizens because of logistical issues.
3. The fire department and/or the city/village/town local Emergency Management Coordinator should contact Outagamie Emergency Management when flooding is predicted/imminent to request a supply of sandbags. Local fire departments are the main contact for residents requesting sandbags.
4. If the local jurisdiction prefers a different contact for distribution of sandbags, arrangements must be made with County Emergency Management.
5. The County Emergency Management will provide empty sandbags to the local jurisdiction at either no cost or at-cost depending on the supply needed and flooding situation.
6. In situations when sandbags are being distributed at cost, the local jurisdiction may collect the cost from the citizens.
7. Sand may be obtained from either local jurisdictional public works departments or purchased from the Outagamie County Highway Department.
8. County Emergency Management will coordinate the delivery of sand with the Outagamie County Highway Department.

9. If volunteers are needed for community sandbagging, County Emergency Management may recruit Community Emergency Response Team (CERT) members, as able and available.

10. Outagamie Highway will annually inspect the filled sandbags for their condition.
Note: See Debris Management Plan, Debris Disposal General Guidelines for guidance on disposal of sandbags.

Attachment 6 – Gas and Electric Utility Contact List (Internal use only)

This portion is blank due to confidential information.