

ANNEX R

Department of Public Works

I. PURPOSE

The purpose of this annex is to establish for East Baton Rouge Parish an effective and workable procedure for the direction and control of public works, engineering equipment and manpower to support same.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The requirement for emergency public works and engineering services expands directly in proportion to the magnitude of the disaster.
2. In all major emergencies the public works function requirement will include, but not be limited to, providing sanitation, sewerage, street maintenance, street repair, drainage and debris removal.
3. East Baton Rouge Parish has public works efficacy and employs trained staff in their departments.

B. Assumptions

1. The assumption is made that the emergency can be handled by East Baton Rouge Parish Department of Public Works. If local capabilities are exceeded, support will be requested from state and federal agencies, as well as private industry.

III. CONCEPT OF OPERATIONS

A. General

1. The day-to-day East Baton Rouge Parish Department of Public Works organizational structure will remain intact during a major emergency.
2. East Baton Rouge Parish Department of Public Works will use all local manpower, equipment and material available to carry out their tasks.
3. The East Baton Rouge Parish Department of Public Works activities will be coordinated from the Emergency Operations Center (EOC).

B. Phases of Emergency Management

1. Prevention

- a. Keep public right-of-way free of obstruction and debris (trim trees and vegetation).
- b. Maintain structural integrity of canals and drainage structures.
- c. Keep canals and drainage structures free from debris, vegetation and obstructions.
- d. Maintain city-parish roads.

2. Mitigation

- a. Keep roster of key personnel updated.
- b. Identify resources and keep resource list updated.
- c. Conduct necessary training.
- d. Establish procedures to use private resources.

3. Preparedness

- a. Maintain readiness of equipment and supplies.
- b. Perform the following immediately before imminent storm:
 - 1.) Inspect and prepare known problem areas at bridges and drainage structures.
 - 2.) Maximize storage and transportation at sewage facilities.

4. Response

- a. Effect emergency repairs as necessary.
- b. Initiate damage assessment and make appropriate recommendations.
- c. Maintain communications with the EOC and provide support when requested.

5. Recovery

- a. Continue damage assessment.

- b. Conduct clean-up operations to include demolition of those structures considered to be unsafe for occupancy.
- c. Provide support to return to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

- 1. The public works organizational chart is shown as Appendix 1 of this annex.
- 2. ~~The head of each department and the~~ Mayor-President, **DPW Director and head of each DPW Division** will retain control of their assigned personnel and equipment.

B. Responsibilities

- 1. East Baton Rouge Parish **Mayor's** Office of Homeland Security & Emergency Preparedness (**MOSHEP**)
 - ____ a. Coordinate emergency public works activities with respective director/assistant director.
 - ____ b. Develop mutual aid agreements.
 - ____ c. Identify private contractors.
 - ____ d. Develop resource list.
 - ____ e. Review and update emergency plans.
 - ____ f. Develop emergency preparedness exercises.
- 2. Department of Public Works
 - ____ a. Maintain emergency operations plan for all public works divisions, accounting for key personnel and their assignments.
 - ____ b. Emergency engineering and maintenance of roads and bridges.
 - ____ c. Situation reporting.
 - ____ d. Maintain traffic movement and control through coordination with **the State Police, City Police and Sheriff's Office** delegate in the EOC.
 - ____ e. Assist other departments with rescue support.
 - ____ f. Provide barricades, as required.

- _____g. Assist other City-Parish Departments with emergency clean-up operations.
- _____h. Provide radio operators and the necessary radio equipment at the EOC.
- _____i. Maintain detailed log of all divisions operations.
- _____j. ~~Assist~~ **Perform** with damage assessment and develop complete log **including** ~~for~~ cost analysis with the Damage Assessment Officer.
- _____k. Maintain adequate amount of sandbags and sand for emergency operations.
- _____l. Maintain designated maps and status boards in the EOC.
- _____m. Maintain emergency equipment and ensure that all equipment is in good condition.
- _____n. Maintain essential departmental facilities and secure against damage.
- _____o. ~~Assist in damage assessment operations as part of survey teams.~~
Identify private contractors.
- _____p. ~~Assist with damage assessment and develop complete log for Damage Assessment Officer.~~

3. On-Scene Coordinator

- _____a. Upon arrival at any emergency situation, the On-Scene Coordinator reports to the Incident Commander at the Command Post.
- _____b. Reports are relayed back to the Department of Public Works Chief Coordinator in the EOC for necessary manpower and equipment to be brought in, as needed.
- _____c. Assistance would be in the form of traffic control, containment, safety and environmental health matters.

4. Field Operations Coordinator

- _____a. ~~The Field Operations Coordinator Will~~ **O**rganize and direct East Baton Rouge Parish Department of Public Works field activities.
- _____b. ~~The Field Operations Coordinator Will also~~ **I**mplement activities that are ordered by the Chief Coordinator.

5. Traffic Control Coordinator

- _____ a. ~~East Baton Rouge Parish Department of Public Works is~~ Responsible for the maintenance of all traffic signals within the Baton Rouge city limits and those signals not on state highways outside the city limits.
- _____ b. There are approximately ~~384~~ 500 traffic signals in East Baton Rouge Parish; ~~approximately 250~~ 203 of which belong to the Louisiana Department of Transportation and Development.
- _____ c. ~~The East Baton Rouge Parish Department of Public Works is also~~ Responsible for the maintenance of all traffic control signs and roadway markings on all streets and roadways other than State or U.S. Highways.
- _____ d. When emergencies occur, traffic control devices can be modified or repaired if malfunctioning. ~~East Baton Rouge Parish Department of Public Works Sign and Signal Division~~ The traffic engineering personnel will be responsible for this function.
- _____ e. ~~East Baton Rouge Parish Department of Public Works~~ Coordinate with Barricade Division to will barricade roads and to reroute traffic around traffic hazards or disaster sites.

6. Logistics Coordinator

- _____ a. ~~Logistics Coordinator~~ Shall provide information on the availability, location and assignment of Public Works equipment. He will also designate when and/or where it may be necessary to move specialized equipment in and out of an affected area during an emergency.
- _____ b. ~~Logistics Coordinator~~, Shall provide a complete and up-to-date list of contract vendors that are able to supply whatever equipment needed for any type of emergency situation, where private equipment is found necessary to support any emergency operations,

7. Utilities Coordinator

- _____ a. ~~The Utilities Coordinator's responsibility will be to~~ Restore the wastewater system or any component to immediate service as quickly and efficiently as ~~humanly~~ possible.
- _____ b. ~~Utilities Coordinator will~~ Coordinate the assistance from various East Baton Rouge Parish Department of Public Works divisions, as well as private utility companies (electric, water, etc.) within East Baton Rouge Parish.
- _____ c. ~~With the combined cooperation and coordination of both East Baton Rouge Parish Department of Public Works and~~ Coordinate with

private utility companies, ~~the Utilities Coordinator will be able to~~ provide technical assistance to the EOC.

8. Solid Waste Coordinator

- _____ a. ~~The Solid Waste Coordinator's main responsibility is to~~ Coordinate the disposal of all trash including all illegal dumping in our right-of-ways within the city limits.
- _____ b. ~~Solid Waste Coordinator, derived from the East Baton Rouge Parish Department of Public Works Waste Management Division, will~~ Organize the qualified personnel and necessary equipment for emergency operations.
- _____ c. ~~Solid Waste Coordinator will~~ Verify that East Baton Rouge Parish Department of Public Works has the capability of using ~~use of~~ specific ~~compactor-sites for~~ staging and disposal of ~~trash debris~~.

9. Structures Coordinator

- _____ a. ~~The Structures Coordinator, Superintendent of East Baton Rouge Parish Department of Public Works Building Maintenance Division~~ Coordinates the maintenance of approximately 95 buildings that are owned or leased by the City-Parish Government.
- _____ b. ~~The Building Maintenance Division has~~ Provide electricians, carpenters, plumbers, heating and air-conditioning mechanics and custodial workers ~~who~~ to perform the maintenance in these buildings.
- _____ c. ~~When a crisis arises, these crafts will be coordinated by the Structures Coordinator to~~ Construct temporary housing, if needed.
- _____ d. ~~Structures Coordinator will also~~ Organize the repair of structures that could be used as temporary Emergency Response Team Headquarters.

10. Damage Assessment Officer

- _____ a. ~~Damage Assessment Officer, representative of East Baton Rouge Parish Department of Public Works, with the Director of East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness will~~ Coordinate damage assessment activities and operation functions in the recovery phase.

11. Other Governmental Agencies and Private Companies

- _____ a. Other governmental agencies and private companies may provide assistance, as needed, in their respective fields.

V. DIRECTION AND CONTROL

- A. Representatives of East Baton Rouge Parish Department of Public Works operating from the EOC and the Mayor-President will retain control of assigned personnel and equipment. The East Baton Rouge Parish Department of Public Works representatives, along with the Director of ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP** will set priorities for resources and coordinate activities of the various forces.
- B. Mutual aid forces will operate under the direct supervision of their own supervisors. The Baton Rouge Fire Department Communications and Director of ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP** will coordinate the call-up and deployment of mutual aid forces. The Mutual Aid System in East Baton Rouge Parish is the Baton Rouge Area Mutual Aid System (BRAMAS).
- C. Volunteer and auxiliary forces will work under the supervision of the East Baton Rouge Parish Department of Public Works Department Director/Assistant Director in the jurisdiction where they are deployed.
- D. ~~Assisting~~ **Military** forces will work under the direct supervision of their own superiors; but, will serve under the direction of the East Baton Rouge Parish Department of Public Works Director/Assistant Director where they are deployed.

VI. CONTINUITY OF GOVERNMENT

- A. See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. Administration
 - 1. There is a tremendous need for public works services during emergencies. The East Baton Rouge Parish Department of Public Works Coordinators will ensure that their activities are administered in an orderly and efficient manner. The Director of ~~the East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP** will give priority to requests by the public works and public utilities directors for additional resources and personnel to support activities.
 - 2. The East Baton Rouge Parish Department of Public Works Director/Assistant Director will ensure that procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.

B. Logistics

1. Obtaining emergency supplies will be coordinated with the Supply Coordinator in the EOC.
2. Logs of all activities and records of all purchases will be maintained by each department.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The East Baton Rouge Parish Public Works Director and the Director of ~~East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ **MOHSEP** will review, exercise, and update the annex periodically.

The East Baton Rouge Parish Department of Public Works Director maintains the Standard Operating Procedures for Public Works.

IX. AUTHORITIES AND REFERENCES

A. Authority

See Basic Plan.

B. References

1. Standards for Local Civil Preparedness. CPG 1-5. Washington: FEMA, 1980.
2. Disaster Operations: A Handbook for Local Governments. CPG 1-6. Washington: FEMA, 1981.

APPENDICES TO ANNEX R

- 1.) Organizational Chart
- 2.) Manpower and Equipment Inventory