

**MADISON COUNTY EMERGENCY OPERATIONS PLAN
ANNEX G
PUBLIC WORKS/COUNTY MAINTENANCE**

Updated: January 29, 2009

Primary Agencies:	Maintenance
	Municipal Public Works
Support Agencies:	NC DOT
	Administration
	Emergency Management
	Others as required or requested

I. PURPOSE

The purpose of this annex is to provide essential Public Works/County Maintenance services during an emergency/disaster to reduce the impact of the emergency and also to provide shelter upgrading and limited debris removal in and surrounding local government facilities during disasters.

II. CONCEPT OF OPERATIONS

- A. In non-emergency periods, the role of Public Works/County Maintenance is confined to trash collection, landfill operations, building, ground and street maintenance, water utility service, equipment operations.
- B. During emergencies, the Public Works/County Maintenance function expands and coordination of Public Works/County Maintenance emergency operations is essential. Public Works/County Maintenance arranges for support services for emergency response agencies and coordinates with the private sector.
- C. Within the National Response Framework, Public Works is an emergency support function (ESF-3).

III. ORGANIZATION

- A. Organization
 - 1. The Public Works/County Maintenance Department is managed by the Towns of Hot Springs, Marshall and Mars Hill Public Works Superintendent and the County Maintenance Supervisor. During emergency situations operational control remains the same as during day to day activities; however, operations may then require twenty-four hour coverage.
 - 2. Public Works/County Maintenance must be prepared to assist in lengthy operations which start in response and continue through recovery and involve cleanup activities and return of resources.
 - 3. Records and reports regarding expenditures incurred during emergency response activities (e.g. personnel and equipment, time and supplies consumed) will be kept by each department as appropriate.
- B. Communications -The communications system will make maximum use of available radio and telephone communication resources.

Attachment 1
Preparedness/Response Checklist

- When requested or required, report to the Emergency Operations Center and serve in the Operations Group until relieved or the incident is terminated.
- Receive a situational briefing at the EOC. Ask questions and address concerns during the briefing.
- Advise the EOC of the availability of Public Works / County Maintenance response resources, including the number of personnel and/or equipment/services that may be available.
- Advise the EOC of the preparedness activities that have taken place to ensure adequate potable water supplies and generator power.
- Advise the EOC of any shortcomings or vulnerabilities county-owned properties may experience or have experienced that would cause extended loss of the use of the building/property.
- Develop plans and recommendations in the event of partial or total electrical failure at any county-owned vital facility.
- Develop mutual aid and resource agreements with surrounding counties and contractors.
- Implement mutual aid agreements as necessary.
- Brief your personnel regarding the current or impending situation based upon information received at the EOC briefing. Include in your briefing:
 - Current overall situation as relates to the emergency/disaster.
 - Maps of affected areas.
 - Current personnel status (i.e. is someone out on leave).
 - Safety.
 - Location of supplies if different from "normal" locations (i.e., emergency worker food supplies, fuel, etc.).
 - Security.
 - Advise personnel to log mileage of all vehicles used and the amount of time (in hours) that all equipment was used.
 - Work assignments including additional shifts if required.
 - Telephone numbers of key personnel.
- Establish and maintain communications with your personnel and/or Public Works (municipal) facilities as necessary for the duration of the emergency/disaster.
- Establish and maintain communications with the Emergency Operations Center for the duration of the emergency/disaster.
- Ensure personnel are advised to accurately record overtime and file reports with their immediate supervisor.
- Ensure personnel are advised to accurately record expense incurred in the performance of their duty and file reports with their immediate supervisor.

- Issue equipment or supplies (i.e., gloves, face shields, etc.).
- Ensure a tracking method is in place to track and record expenditures.
- Prepare reports regarding the overall system status as needed, required or requested and forward such reports to the County Manager and/or Emergency Management Coordinator for the duration of the emergency/disaster.
- Prepare or appoint personnel to prepare records and reports for personnel overtime, equipment use and expenditures. Forward these reports to the Finance Office or other department as directed by the County Manager.
- Carry out other functions related to your department as required or requested by the County Manager and/or Emergency Operations Center.