

**ESF 03 - Public Works and Engineering Annex,  
2015**

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- Coordinating Agency :** PA Department of General Services
- Primary Agency(ies) :** PA Department of General Services
- Support Agency(ies) :** PA Department of Health  
PA Turnpike Commission  
PA Department of Community and Economic Development  
PA State Police  
PA Public Television Network Commission  
PA Department of Human Services  
PA Office of the Budget  
PA Insurance Department  
PA Department of Agriculture  
PA Department of Transportation  
PA Infrastructure Investment Authority  
PA Game Commission  
PA Department of Conservation and Natural Resources  
PA Department of Corrections  
PA Office of Administration  
PA Department of Military & Veterans Affairs  
PA Public Utility Commission  
PA Fish & Boat Commission

## **I. Introduction**

### **A. Purpose**

1. To prescribe procedures and assign responsibilities for public works and engineering services required during and following a disaster emergency.
2. To oversee and coordinate the disaster emergency efforts of external engineering strike teams that are under contract to the Department of General Services.

### **B. Scope of Operations**

1. Emergency Support Function (ESF) #3, Public Works and Engineering assists the Pennsylvania Emergency Management Agency by coordinating and organizing the capabilities and resources of the state through the utilization of engineering contracts to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to respond to, and/or recover from an emergency or disaster.
2. ESF #3 is structured to provide the optimal efficiency and support for the changing requirements of an incident. The Department of General Services (DGS) is the primary agency for providing ESF #3 response resources and support, through consultation and coordination with PEMA. In the recovery phase, PEMA provides additional ESF #3

recovery resources and support by working with the Federal Emergency Management Agency (FEMA) to secure financial assistance under the FEMA Public Assistance (PA) Program. The PA Program provides supplemental Federal disaster grant assistance for debris removal and disposal; emergency protective measures; and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private non-profit organizations.

3. DGS will help support a 24/7 presence at the State Emergency Operations Center (SEOC) in the role of an Emergency Preparedness Liaison Officer during a major event. This EPLO will coordinate back to DGS Public Works and Engineering Deputate during an event.
4. Public Works and Engineering participate in post-incident assessments of Commonwealth assets to help determine critical needs and potential workloads.
5. Public Works and Engineering coordinate with PEMA and FEMA to identify the specific types of repair services needed and direct them to the appropriate service providers via the DGS emergency procurement website.
6. Public Works and Engineering will coordinate with PEMA and FEMA to identify the specific types of technical services needed, administer the emergency service contracts and assist in the deployment of such services during an emergency event. This will include engineering expertise, construction management, and contracting services in support of this Emergency Operations Plan.
7. Public Works and Engineering will coordinate with PEMA and FEMA to identify the specific types of private sector services needed to bring about the rapid restoration of infrastructure-related issues and thereafter administer the emergency service contracts on behalf of the private sector and assist in the deployment of such services during an emergency event.
8. Public Works and Engineering, under the direction of the Department of Homeland Security and in conjunction with PEMA Public Works, through its leadership and staff, participate in the planning of federal involvement when an incident or potential incident exceeds state and local government capabilities. ESF #3 also facilitates and coordinates support from Federal departments and agencies providing public works and infrastructure support assistance under their own authorities.

## **II. Situation and Assumptions**

### **A. Situation**

1. Damage to and disruption of public works, utilities and services often represents a major portion of the cost of a disaster.

## **B. Assumptions**

1. Public works and engineering capabilities are shared by government and public utilities. Public Works will integrate internal resources with those of the private sector.

## **III. Concept of Operations**

### **A. General**

1. As unmet public works/engineering service needs are developed and reported, PEMA will coordinate the response efforts among the various state departments/agencies assigned responsibilities under this ESF.

### **B. Organization**

1. Disaster emergency public works/engineering service operations will be carried out within the same organizational framework as non-disaster operations. It is critical that public works staff remain available for assessment at the DGS facility at 18th & Herr St., Harrisburg, or the State Emergency Operations Center to ensure public works/engineering service operations will be carried out within the same organizational framework as non-disaster operations. Strike team members will be provided through contracted services with the private sector.

## **IV. Responsibilities**

### **A. Coordinating Agency**

1. Department of General Services
  - a. Conduct emergency actions essential to the protection of Commonwealth property and resources and restoration of basic services and communicate activities to PEMA.
  - b. Prepare and maintain plans and procedures for Commonwealth public works and engineering activities, and provide needed services and activities including professional engineering assistance in preparing damage survey reports.
  - c. Collect and report to PEMA any information on major dangers or damages faced or suffered at facilities under jurisdiction of the department.
  - d. Conduct emergency actions essential to the protection of Commonwealth property and resources, or the maintenance or restoration of basic services at facilities under jurisdiction of the department.
  - e. Collect and report to PEMA any information on damage to installations and facilities under construction and under contract with the department.

- f. Provide needed public works and engineering services and activities in coordination with ESF #3.
- g. Coordinate ESF #3 recovery activities to the greatest extent possible, as requested by the State Recovery Task Force.
- h. Supply, as requested by PEMA, professional engineering assistance in preparing project worksheets that are a prerequisite to the preparation and filing for federal disaster assistance.
- i. After incident assessment provide direct technical support and advice on procurement of external consulting services for assessing the structural and fire safety of damaged buildings and lifelines (public works and utilities).
- j. Assist the State EOC Administration / Finance Cell and the Logistics Cell to support logistical and administrative support to response personnel deployed to the disaster site.

## **B. Support Agencies**

- 1. Office of Administration
  - a. Provide technical advice and assistance to PEMA and other departments/agencies to facilitate establishment or restoration of essential communications in a disaster.
  - b. Establish necessary communications capabilities at the alternate EOCs if conditions so dictate.
- 2. Department Of Agriculture
  - a. Supply technical advice and assistance, including laboratory services in the inspection and disposal of damaged or contaminated foodstuffs and commodities.
  - b. Supply technical advice and assistance in the alleviation of public health hazards, including actions associated with food or vector transmitted disease outbreaks and vector control activities.
  - c. Supply technical advice and assistance in the inspection and disposal of damaged or contaminated human or animal foodstuffs and commodities.
  - d. Conduct, in conjunction with the U.S. Department of Agriculture (USDA), the specialized damage survey and reporting required to support a state request for federal aid to residents of rural areas.
  - e. Coordinate with the USDA, Department of Health (DOH) and Department of Environmental Protection (DEP) for the collection of product samples and the disposition of damaged or contaminated feed/food products.
- 3. Office of the Budget

- a. Provide support to state agencies for the expeditious processing of purchases of commodities and services.
4. Department of Community and Economic Development
  - a. DCED will compile and interpret data from regional staff, Chambers of Commerce, county EMAs, Regional Development Agencies, etc., to assess the amount of damage to Commonwealth business and industry.
  - b. Coordinate temporary housing requirements, develop State Temporary Housing Plans and provide overall coordination of all temporary housing operations.
  - c. Develop and implement, as authorized, specialized disaster assistance programs for business, industrial and commercial organizations.
5. Department of Conservation and National Resources
  - a. Prepare and submit requests for Federal financial assistance for timber removal operations necessitated by major disasters as declared by the President and direct overall timber removal operations.
  - b. When requested, provide field teams for the purpose of taking water samples of public reservoirs, water intake points, water treatment plants, sewage treatment plants, ground water, and surface water for the purpose of analysis.
6. Department of Corrections
  - a. Assist in debris and wreckage removal if resources are requested and available under appropriate supervision.
7. Department of Environmental Protection (DEP)
  - a. Supply technical advice and assistance in the emergency protection of flood control structures and dams, evaluation of the integrity of such structures and repair or replacement of public water supply and sewage disposal systems and facilities.
  - b. Disseminate information on Federal financial assistance available to the operators of publicly-owned water supply and sewage disposal systems and solid waste facilities.
  - c. Supply technical advice and assistance in flood control and floodplain management pertinent to major disaster recovery plans and programs.
  - d. Provide technical personnel to evaluate damage to water control facilities.
  - e. Supply technical advice and assistance in the alleviation of hazards caused by mine subsidence.
  - f. Direct major waste disposal operations required as a result of a disaster occurrence.
  - g. Direct the clean-up and disposal of a release from an above or below ground storage tank or residue resulting from a hazardous material spill or release.

- h. Supply inspectors and offer technical support to public assistance (PA) coordination teams for PA project worksheet preparation and the completion and filing of PA project applications.
- i. Conduct subsequent inspections required by PEMA for the administration of public assistance and hazard mitigation programs and identify possible hazard mitigation projects.
- j. Direct the clean-up and disposal of the wastes resulting from a hazardous materials spill or release.
- k. Issue permits for the removal of debris and wreckage from Commonwealth waters.
- l. Provide advice, to include a proactive public information program, to affected jurisdictions regarding the collection, transportation and disposal of debris and waste, including hazardous wastes.
- m. Provide field teams for the purpose of taking water samples of public reservoirs, water intake points, water treatment plants, sewage treatment plants, ground water, and surface water for the purpose of analysis.
- n. Coordinate Federal augmentation of state sampling operations and analysis of contamination.
- o. Develop a decontamination and restoration plan for the approval of the SRTF, which includes the appropriate types of decontamination actions or activities to recover the area and establishes priorities for decontamination and restoration activities.
- p. Identify individuals or organizations that will carry out decontamination and restoration activities and determine their roles and responsibilities.
- q. Collect and report to PEMA and DGS any information on damage to and disruption of flood control, public water supply and sewage disposal systems and facilities.
- r. Collect and report to PEMA and/or DGS any information regarding hydrologic, environmental or waterway obstruction emergency conditions affecting Commonwealth rivers and streams; assist in operations associated with alleviation of such emergency problems.
- s. Assist in locating and approving disposal sites for debris clearance activities, identify locations and provide safety guidance for areas affected by hazardous materials, and ensure the protection and cleanup of these areas.
- t. Assist in managing and disposal of radiological contaminated debris. This may include coordinating and/or providing resources, assessments, data, expertise, technical assistance, monitoring, and other appropriate supporting resource available in the DEP regional offices or the DEP Bureau of Radiation Protection.
- u. Determine the suitability for human consumption of water from local sources.

- v. Assist with contaminated debris management activities by coordinating and/or providing resources, assessments, data, expertise, technical assistance, monitoring, and other appropriate support.
  - w. Provide professional engineering and geological expertise to supplement DGS staff.
  - x. Provide assistance to determine the environmental suitability to DGS of buildings for re-occupancy.
  - y. Provide staff to assist in the conduct of Damage Assessment.
8. Fish and Boat Commission
- a. Conduct, as requested by PEMA and/or DGS, special site surveys of conditions or problems at specified locations along waterways and at or in the vicinity of water impoundments.
  - b. Supply technical advice and assistance on matters relating to the proper conduct of disaster recovery projects on or along waterways or in the vicinity of water impoundments.
  - c. Establish and maintain river access control points as required.
9. Game Commission
- a. Conduct, as requested by PEMA and/or DGS, special site surveys of conditions at specified points, particularly in rural areas.
  - b. Provide four wheel drive vehicles, ATV's and/or manpower to respond to a disaster situation.
10. Department of Health
- a. In conjunction with the Department of Environmental Protection, provide technical advice on and assistance in the alleviation of public health hazards associated with actual or potential exposure to hazardous material releases.
  - b. Provide technical advice to county/municipal health departments, first responders, and other public health practitioners, as well as coordinate with county/municipal health departments and other state and federal agencies, in the clearance of disaster debris that may cause a threat to public health.
  - c. Provide guidance related to health problems associated with hazardous materials.
  - d. Support DEP in determining the suitability for human consumption of water from local sources.
11. Department of Insurance
- a. Supply, as requested by DGS, PEMA, and the State Recovery Task Force Chairman, such property damage information as may be available through insurance industry channels.

- b. Using input from the insurance industry channels, furnish the SRTF with professional advice and assistance in the evaluation of property damage information and reports.
- c. Provide a hotline, attend community meetings, and/or staff SEOC in order to assist disaster victims with matters related to insurance claims.
- d. Provide, as requested by DGS, PEMA and/or the SRTF, technical insurance information as it relates to public buildings and structures.

12. Department of Military and Veterans Affairs

- a. Assist in emergency road clearing, debris removal and other basic and essential disaster relief operations.
- b. If available, and as situations warrant, provide civil engineering capabilities that can provide vertical construction and operate heavy equipment to support heavy construction and repairs.
- c. If necessary, commandeer or utilize, as directed by the Governor and requested by PEMA, any private, public or quasi-public property. Such action is subject to any applicable requirements for compensation under Title 35.

13. Pennsylvania Emergency Management Agency

- a. Coordinate the supply of essential manpower, equipment and materials assistance for state, county and municipal emergency operations.
- b. Coordinate a current list of contractors having the capability to accomplish emergency repairs or restoration of vital utilities and facilities which have been destroyed or damaged.
- c. Draft emergency proclamations and state requests for Federal disaster and emergency declarations and associated Federal assistance.
- d. Assure that the following information on the area surrounding the emergency is available:
  - 1) Population affected.
  - 2) Environmental conditions, e.g., rural/urban, agricultural, recreational, etc.
  - 3) Accessibility of site for communications and emergency response personnel.
  - 4) Alternate routes available to the traveling public.
  - 5) Canals, storm drains, surface water and groundwater sources.
  - 6) Weather conditions at the site.
  - 7) Pennsylvania Infrastructure Investment Authority (PENNVEST)
  - 8) Provide guidance and information, as necessary, on the PENNVEST program to applicants in cooperation with the Public Assistance Officer at the DFO.

#### 14. Pennsylvania State Police

- a. Collect and report to PEMA information on major or significant disaster effects and problems including facts relating to human deaths and injuries, loss of electric power, highway traffic disruption, maintenance of law and order and unusual occurrences or dangers.

#### 15. Public Utility Commission

- a. Assist in providing essential information regarding the priority movement by regulated transportation utilities of materials and equipment required in a disaster.
- b. Supply technical advice and assistance in the emergency operation of public utility systems and facilities and the supply of services.
- c. Maintain liaison with all utility companies to assure that maintenance or repair work is carried out to meet the most urgent needs of the community.
- d. Assist in facilitating the movement of essential utility personnel to respond to disruptions or outages of utility facilities by providing information to the utilities on roadway conditions and aiding in the processing of any necessary utility (or utility contractor) vehicle waivers, permits or exemptions.
- e. Monitor the restoration of gas, electric and telephone services and make all necessary arrangements with the appropriate elements of the private sector for service restoration.
- f. Collect and report to PEMA any information on major damage to and disruption of public utility systems, facilities and services including, particularly, prolonged disruptions of utility services.
- g. Conduct special onsite surveys of utility service conditions and identify problems within specified areas.
- h. Provide engineers to supplement DGS staff in the event of an emergency disaster.

#### 16. Public Television Network Commission

- a. Provide, as requested by PEMA and/or DGS, emergency communications support in a disaster.

#### 17. Department of Human Services

- a. Supply professional architectural and engineering staff and services to supplement DGS staff in the evaluation of structures during a disaster emergency.
- b. Provide equipment operators to assist with debris management.

#### 18. Department of Transportation

- a. Supply professional engineering assistance or technical advice to PEMA, county, and municipal governments prior to the filing of applications for Federal assistance in:
- b. Repairing and replacing county and local roads

- c. Conducting highway and bridge damage surveys
- d. Reporting work and activities
- e. Inspecting completed project work
- f. Identify Federal Highway Administration funded routes
- g. Provide, to the greatest extent possible, department equipment with operators or other employees capable of assisting in emergency and recovery operations.
- h. Collect and report to DGS and/or PEMA any available information on major disruptions of and damage to primary transportation systems.
- i. Coordinate emergency waivers for responding vehicles.

19. Turnpike Commission

- a. Collect and report to DGS and PEMA any information on damage to and disruption of Commission installations, facilities and services.
- b. Supply to DGS, as requested, assistance with the emergency transport of personnel and materials to points on or in the immediate vicinity of the turnpike.