

# EMERGENCY OPERATIONS PLAN

## ESF-3 Public Works

### **EMERGENCY SUPPORT FUNCTION 3**

#### **1. PURPOSE**

Although not normally subordinate to Public Works, accomplishment of the emergency operations missions of the staff and equipment of the below offices are the primary responsibility of DPW. For example, the City Engineer and Building Department are responsible for advising Public Works on emergency construction methods. Although titled Public Works, the tasks detailed in this section include portions of the disaster responses of:

- Parks, Recreation and Trees
- Livable Cities Initiative (LCI)
- Traffic and Parking
- Education

#### **2. SCOPE**

The Department of Public Works shall be the lead agency to assure that the City has access to all roads to enable emergency response vehicle and personnel to travel to all parts of the City that may be affected by the incident. They will assist as needed to ensure the restoration essential City services. This may be to act as a liaison between the City and outside agencies such as the water authority, United Illuminating, the Southern Connecticut Gas Company, American Telephone and Telegraph, or any other service provider to the City.

#### **3. ORGANIZATION**

The Director of the Department of Public Works, or anyone legally administering that office, has direct control over the department with the responsibility of assigning all personnel to their respective posts, shifts, details, duties or equipment making rules and regulations concerning department operations and the conduct of all officers and personnel thereof. The Director is responsible for the training, efficiency, safety and discipline of all personnel and for the care and custody of all property used by the department. The Director's authority shall be limited only by the Mayor during a declared emergency. The following line of succession will be followed if needed.

- Director
- Deputy Director
- Supervisor of Streets

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### 4. PLANNING

Public Works will insure the following pre-emergency actions are accomplished.

- Develop necessary internal disaster operations plans and SOPs.
- Develop procedures for the protection of essential equipment during an emergency.
- An inventory list of resources and equipment appropriate for use in special or critical operations during emergencies or disaster situations is attached.
- Maintain current internal personnel notification and recall rosters.
- Cooperate in pre-emergency training of department personnel in emergency management, shelter operations, etc.
- Develop and maintain a priority listing of critical facilities that may require immediate reinforcement, sandbagging or other physical protections.
- Establish procedures for decontamination of personnel, equipment, supplies, instruments and facilities in the event of a radiological or hazardous materials emergency.

### 5. OPERATIONS

On warning of a potential disaster or notification of an actual emergency, the senior Public Works official on duty or the first arriving official will insure the Director and appropriate members of the department are alerted. A close liaison with other City departments (fire, police, emergency management, etc.) will be maintained at all times and the Mayor will be kept appraised of all Public Works Department operations.

#### 5.1 INCREASED READINESS

If sufficient time is available for an increased readiness phase the following actions will be accomplished.

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- The Director will call together senior officers and other appropriate department personnel in order to brief them on the situation.
- Disaster responsibilities outlined in the City's Emergency Operations Plan and internal Public Works Department plans will be reviewed by all personnel.
- Preparations to alert all Public Works personnel to report for duty will be reviewed and readied for implementation.
- Supervisors will review individual responsibilities with all personnel.
- The operational condition of all equipment and vehicles will be thoroughly checked. All backup generators will be tested.
- A Public Works representative will be identified for assignment to the Emergency Operations Center.
- Levels of critical supplies such as fuel and sand will be checked and estimates of their adequacy submitted to the Emergency Operations Center.
- Perform appropriate protective measures for City facilities or moving vehicles to safe areas including indoor garages.
- Provisions will be made for the families of Public Works Department personnel on duty or reporting for duty.

### **5.2 EMERGENCY**

The following actions will be taken immediately to minimize the effects of the disaster on the community.

- **Compile damage assessments of the City, in particular any damage to utility services, streets, bridges and major structures, for forwarding to the Emergency Operations Center.**
- All personnel of the Public Works Department will be alerted for duty and given whatever guidance or instruction is required for the particular emergency.

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- Conduct immediate light rescue actions and prepare to assist the Fire Department in heavy rescue operations.
- Assist with emergency power, water, telephone service, and other utilities to critical City facilities to the greatest extent possible.
- Support restoration activities of the City's commercial utilities.
  - A Public Works Department representative will staff the Emergency Operations Center on a 24-hour basis.
- Selected routes within and from the City will be immediately cleared for use as evacuation routes.
- The state and surrounding communities will be contacted for possible mutual aid if necessary.
- Emergency operations will be conducted in the most efficient and expeditious manner in order to maximize survival of people and preserve property. All available manpower, equipment and other resources will be utilized.
- After the initial response, personnel and equipment resources will be assigned to allow for increased operations on a continuing twenty four-hour basis.
- Continually update an inventory of critical supply and materials resources and take all possible actions to maintain sufficient amounts for continued operations.
- Specific debris clearance, labor, sandbagging, etc. tasks will be accomplished in accordance with standing department procedures.
- Provide logistic support such as materials transportation for any necessary shelters, distribution points or reception centers, etc.
- The Incident Command System (ICS) will be used as the framework for all operations involving the coordination of Public Works efforts with other departments and agencies.
- Protect department records essential for continuing functions.

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- Provide necessary logistical support (food, water, batteries, emergency power and lighting, fuel, etc.) for Public Works personnel responding to the emergency.
- Coordinate debris removal, repair and damage assessment of state roads within the City with the State Department of Transportation.

### **5.3 RECOVERY**

Immediately following the emergency, actions will be taken to return the City to near normal conditions. The following recovery operations are the responsibility of the Police Department.

- Continue logistics activities at shelter facilities remaining in operation.
- Continue logistical support to department personnel continuing to work in the disaster area.
- Continue staffing the Emergency Operations Center until recovery activities no longer require it.
- Continue debris removal operations.
- Continue to support the Police Department's animal control in disaster areas of the City.
- Provide necessary information for the City's requests for disaster financial assistance.
- Initiate any necessary reorganization, re-staffing or equipment replacement necessary to return the Public Works Department to full pre-disaster capability.

### **5.4 COMBINED OPERATIONS**

Other departments of the City have disaster responsibilities that place them in personnel and equipment of these departments into the overall Public Works operation. Personnel, materials, and equipment may be available from the outside agencies listed to support the disaster operations of the City.

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- Municipal public works departments with mutual aid agreements with the City.
- The Connecticut Department of Transportation.
- Connecticut Army and Air National Guard units.
- Local construction contractors and trade unions.
- The Federal Emergency Management Agency (FEMA).
- The United States Coast Guard.

### **5.5 COMMAND AND CONTROL**

- The Public Works Director, or anyone legally administering the office, will exercise complete authority over all Public Works operations in the City in accordance with the directions of the Mayor and the mission assignments contained in the City of New Haven Emergency Operations Plan. The Director will make such temporary assignments as are necessary to support emergency operations.
- When New Haven Public Works Department personnel are assigned on a mutual aid basis in another community, operational control will be exercised by the authority at the scene of emergency.
- At all times, the Director of the New Haven Public Works Department will maintain the authority to cease mutual aid support and recall New Haven personnel.
- Certain emergencies, such as hazardous materials spills, may occur at a point straddling the City's boundaries. The Public Works Director is responsible for any necessary coordination with other involved departments to insure completion of any assigned emergency tasks.

### **6. HOST COMMUNITY OPERATION**

The Director of Public Works, or designee, is in charge of the Public Works Department's emergency response operations and will coordinate assigned activities with those of the OEM Director.

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### Responsibilities:

- Receives notification of an incident at the Millstone Nuclear Power Station or the Haddam Neck Plant by a radio or telephone call from the NHPSAP.
- Verifies receipt of notification by voice recognition or, if necessary, a return telephone call.
- Reports to the New Haven EOC at the OEM (Hall of Records) to be briefed on the situation.
- After receiving authorization from the Mayor, the Director places the appropriate Public Works personnel on standby, and directs them to report to their duty stations.
- Maintains communications with Public Works personnel by radio or telephone.
- Supports the Fire Department in decontamination activities.
- Supports emergency response activities as described Attachment 1 - *New Haven Agency Responsibility Matrix*, in this section.
- Participates in drills and exercises coordinated by DEMHS.

## 7. DEBRIS REMOVAL

### 7.1 GENERAL

The following guidelines apply to the removal of debris in order to restore emergency access and open areas for City and utility restoration efforts.

- Provide safety barricades and flagmen as necessary to maintain normal pedestrian and vehicular traffic flow in accordance with current safety standards and local Police Department requirements.
- Remove all structural debris from roads. To the greatest extent possible, this shall be accomplished by labor and equipment in a manner that will not disturb the present condition of adjacent structures.
- Preserve all pipe stems to underground tanks and identify the locations.

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- Dispose of all materials in approved areas.
- Access and egress of contractor and mutual aid equipment to the disaster area will be controlled by the Police Department.
- As a final action, clean the streets, sidewalks in the affected area.

### **7.2 SAFETY**

Expected hazards and minimum precautions to be taken during debris removal will be reviewed with contractors, mutual aid units and all City workers prior to the commencement of debris removal. Safety briefings will be repeated as necessary as workers and shifts change. As appropriate under Incident Command System guidelines, a safety officer will be appointed for any debris removal operations.

## **8. ADMINISTRATION**

### **8.1 RECORDS**

- Public Works will maintain accurate records of all actions taken, personnel overtime records, funds expended, and materials or supplies obtained by purchase or other methods.

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<b>ResourceDefinitionName</b>	<b>ResourceDefinitionType</b>	<b>ActualResourceName</b>	<b>AvailabilityStatus</b>	<b>ResourceOwnerTeamName</b>	<b>HowToRequest</b>	<b>POCEntityName</b>	<b>HomeLocationDescription</b>	<b>HomeLocationAddress</b>	<b>HomeLocationLatitude</b>	<b>HomeLocationLongitude</b>
4X4 SUV *	1	4DR PRIUS	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 SUV *	1	Blazer 4WD	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	S 10 Pickup	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	2500 Pickup (T)	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	S 10 Pickup	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	3500 Pickup	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	2500 Pickup	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	S 10 Pickup	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	F250 Pickup	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	S 10 Pickup	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	S 10 Pickup	On	DP	(203) 946-	John	Public Works	34 Middletown Ave.	41° 19'	-72° 54' 6.858

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			Call	W	7700	Prokop	Garage		58.9692	
4X4 Pickup *	1	3500 Pickup (SRW)	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	3500 Pickup	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	3500 Pickup	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	1500 Pickup	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	3500 Pickup	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	3500 Pickup	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	3500 Pickup	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	2500 Pickup w / hoist	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
4X4 Pickup *	1	1500 Pickup	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Sweeper *	1	Pelican Sweeper	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Sweeper *	1	Pelican Sweeper	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
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Sweeper *	1	Pelican Sweeper	On Call	DP W	(203) 946- 7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858





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Dump Truck-On Road	3	Single Axle	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Dump Truck-On Road	3	Single Axle	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Dump Truck-On Road	3	Single Axle	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
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Dump Truck-On Road	3	Single Axle	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Dump Truck-On Road	3	Single Axle	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Dump Truck-On Road	3	Single Axle	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Dump Truck-On Road	3	Single Axle	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
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Dump Truck-On Road	3	Single Axle	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Dump Truck-On Road	3	Single Axle	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Flat Bed Trailer Truck	1	30' 25 ton w/ramps	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Wheel Loaders (Small 7 cy to 2 cy)	5	Volvo L90C w/4/1 bucket	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Wheel Loaders (Small 7 cy to 2 cy)	5	Volvo L90E w/4/1 bucket	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858
Wheel Loaders (Small 7 cy to 2 cy)	5	Deere624H w/4/1 bucket	On Call	DP W	(203) 946-7700	John Prokop	Public Works Garage	34 Middletown Ave.	41° 19' 58.9692	-72° 54' 6.858

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