

South Puget Sound Community College

Emergency Operations Plan

**Annex I**

**PUBLIC WORKS AND ENGINEERING**

**I. PURPOSE**

- A. To provide guidance for the emergency coordination of Public Works and Engineering services for South Puget Sound Community College.
- B. This annex addresses necessary public works and engineering activities including, but not limited to: demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, inspection of facilities for structural condition and safety, and assisting in traffic control by providing barricades and signs, as necessary, to cope with an emergency/disaster.

**II. SITUATION AND ASSUMPTIONS**

A. Emergency / Disaster Conditions and Hazards

- 1. South Puget Sound Community College (SPSCC) is vulnerable and at risk from hazards that have caused, or have the potential for causing, loss of lives, personal injuries, and/or extensive property damage. We have suffered incidents, emergencies, and disasters in the past and are still vulnerable and at risk from future similar occurrences.
- 2. The sudden and unexpected nature of a catastrophic event or emergency may result in numerous requests from all areas of the College for services required to save lives, protect property, and preserve the environment.

B. Planning Assumptions

- 1. The Incident Commander will focus on coordinating lifesaving activities concurrent with reestablishing control of the affected area.
- 2. An emergency or disaster may disrupt college services.
- 3. Initial reports of damage will be fragmented, providing an incomplete picture of the event.
- 4. Exposure to risk from hazards exists whether or not an incident actually occurs.
- 5. During any given operational period of and incident the Incident Commander (IC) will focus on coordinating lifesaving activities concurrent with reestablishing control of the affected area.
- 6. Critical incidents may require significant numbers of emergency responders.

7. A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or severely weakened. Buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and walkways impassable. Public utilities may be damaged or be partially or fully inoperable.
8. Access to disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
9. Damage assessment of the disaster area will be required to determine potential work load.
10. SPSCC will utilize the inspection guidance in the Applied Technology Council, ATC-20-1, field manual for post earthquake safety evaluation of buildings, to survey damaged buildings for safety.
11. Assistance from the Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
12. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
13. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.
14. Aftershocks will require re-evaluation of previously assessed structures and damages. Large scale regional incidents, emergencies, or disasters may require the activation of and coordination with the State EOC.

### III. CONCEPTS OF OPERATIONS

There are several factors which must be considered when planning for continuing operations during critical incident. Among these are the characteristics of the hazard or threat itself. The magnitude, intensity, speed of onset, duration, and the impact on the local community, are all significant elements to be considered. They will determine the type of strategies to be used, warnings issued, methods of communication used, operational units, strike teams, or task forces to be formed, the number of people to be evacuated, operational periods required and the time and distance of travel necessary to insure safety.

A. General

1. The Dean of Facilities Planning & Operations or their designees will serve as the primary coordinators of the public works and engineering function for the College. When the College EOC is activated, they will send a representative to coordinate activities. Other College departments may be contacted to provide manpower, equipment, or technical advice.
2. Communications to field personnel will be accomplished by the most efficient means
3. Supplemental public works assistance may be requested through normal mutual aid channels or through the College EOC, Olympia EOC, Thurston County EOC or the State
4. The County Development Services Department is the lead agency for the Thurston County permitting system in coordination with RATS and Public Health - Environmental Services.
5. Development Services responds to disasters three phases:
  - a. Phase 1. Initial Damage Assessment
    - i. Provide teams of inspectors to sweep affected areas and report to the EOC.
  - b. Phase 2. Emergency Permitting and Inspections
    - i. Expedite Permitting Center and field operations for emergency operations to:
      - Review damages and assist application process
      - Issue permits
      - Permit construction
      - Provide final inspections
  - c. Phase 3. Abandoned Buildings
    - i. Identification
    - ii. Inspection
    - iii. Demolition
    - iv. Legal process
  - d. State and local government may contract with the Associated General Contractors of America to provide inspection services, heavy equipment and trained operators to supplement emergency engineering efforts under "Plan Bulldozer." During the time "Plan Bulldozer" is in use, operations

will be performed at cost under a disaster relief contract. (Reference Washington State Comprehensive Emergency Management Plan.)

6. SPSCC and local emergency responders utilize mapping software from Prepared Response, Inc. for incident preplanning, response, and recovery operations including Public Works and Engineering

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. SPSCC Organization

1. College President / Vice President's
  - a. Establish objectives and priorities for the emergency management program and provide general policy guidance.
  - b. Monitors the emergency response during disaster situations and provides policy direction where appropriate.
  - c. With the assistance of the Public Information Officer, keeps the public informed during emergency situations.
  - d. Request assistance from other local governments or the State when necessary
  - e. Direct activation of the College EOC (located in the Boardroom in Building 25 of the main campus 2011 Mottman Road SW, Olympia, WA 98512 Phone 360-596-5299 FAX 360-596-5724).
2. Vice President Planning, Effectiveness, and Operations is responsible as the Incident Commander for:
  - a. ICS - EOC Interface
    - i. Coordinate the operational response of local emergency services.
    - ii. Coordinate activation of the EOC and supervise its operation.
  - b. The incident commander designates Section Chiefs (Operations, Planning, Logistics, Admin/Finance)
  - c. See Attachment 3 for the SPSCC ICS Organizational Chart
  - d. Requires the appropriate Section Chiefs to report to the EOC when notified of an emergency situation.
3. Director of Security
  - a. Serve as the Deputy Commander / Safety Officer.
  - b. Activate the EOC when required.

- c. Coordinate with the Operations Section Chief in assessing the safety of buildings for occupancy, developing the incident safety plan and reviewing incident medical plan.
4. Director of Auxiliary Services
  - a. Serve as Logistics Section Chief.
  - b. When notified of an emergency situation reports to the EOC.
  - c. Coordinates public information with the PIO as needed.
  - d. Manages the Food, Supply, Medical, Facilities, and Communications Unit.
5. Campus Security
  - a. Operational Considerations to Include:
    - i. Provide rapid warning to the campus community of hazards or dangers.
      - Determine who needs to be warned.
      - Clarify the message that will be given out. If the message deals with evacuation from an area:
        - BE SPECIFIC WHERE YOU WANT PEOPLE TO GO.
        - Determine the method for giving the warning, (In person, by going to specific locations, etc.).
    - ii. Assist with clearing and closing buildings following and evacuation.
    - iii. Evacuate people from potential or existing danger.
    - iv. Work with responding law enforcement and the safety officer to develop a traffic control plan.
    - v. Close off areas and controlling access (limited or no access).
    - vi. Determine the type of control of persons and vehicles into and out of the area.
      - NO ACCESS
        - All people will be prohibited from entering the closed area.
      - LIMITED ACCESS
        - Direct the placement of barricades, traffic control devices, and signs.
        - Establish an entry system.
        - Establish and staff control points.
        - Coordinates with the Evacuation Coordinators.

- Allows persons into closed area according to criteria established by Operations Chief. Persons entering must abide by the policies established in order to gain entry.
  - Authorized personnel, i.e., campus, local, state, or federal personnel performing emergency work will be permitted entry. Media representatives will be allowed access on a controlled basis.
6. Buildings and Grounds Designee
- a. Serves as the College Operations Section Chief
    - i. The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plan.
  - b. Actions
    - i. Direct staff to cordon off unsafe areas, secures facilities, and control access where there is damage. Have utilities shut down, if presenting a possible hazard.
    - ii. Provide inspections of campus roads and bridges to determine damage and safety.
    - iii. Remove debris and wreckage from roads and bridges.
    - iv. Designate usable campus roads and bridges.
    - v. Establish and/or maintain evacuation routes as directed by EOC or Incident Commander as outlined in the traffic safety plan.
    - vi. Provide road block barricades, signs, and flaggers as requested.
    - vii. Coordinate public information releases with the Public Information Coordinator.
    - viii. Provide fuel College Vehicles and equipment.
    - ix. Repair equipment.
    - x. Provide sand and gravel.
    - xi. Provide available resources to transport debris and wreckage.
    - xii. Coordinate drainage activities.
    - xiii. Coordinate with private contractors and suppliers.
    - xiv. Document damages and costs.
    - xv. Coordinate damage assessment and post disaster safety inspections. Coordinate post-earthquake ATC-20 inspections..

- xvi. Coordinate expeditious removal of debris and other non-hazardous materials.
  - xvii. Coordinate with the EOC and Public Information Coordinator on public information.
  - xviii. Document damages and costs, and provide necessary reports.
  - xix. Respond to requests to re-enter buildings, coordinate with the INCIDENT COMMANDER.
7. Public Information Officer (PIO)
- a. Disseminates the following types of instructional materials and information:
    - i. Identification of the specific messages and information to be released.
    - ii. Location of mass care facilities within and outside of the affected area.
    - iii. Keep general public informed on activities and the specific actions they should take.
    - iv. Participate in JIS/JIC
8. Administration / Finance Section Chief
- a. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.
  - b. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.
  - c. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services.
  - d. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage.
  - e. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy.
  - f. Ensure that all obligation documents initiated by the incident are properly prepared and completed.
  - g. Document damages and costs, and provide necessary reports.

B. Tasked Organizations

1. City of Lacey

- a. The City of Lacey is responsible for the following:
  - i. Overall integration and management of Public Works and Engineering within their jurisdictions, including any outside resources responding to the disaster.
  - ii. Support clean-up and recovery operations.
- b. Needs beyond the capability of the College EOC will necessitate the activation of and coordination with Thurston County Emergency Management 2703 Pacific Avenue SE, Suite B Olympia, WA 98501-2036 Phone (360) 754-3360

2. City of Olympia

- a. The City of Olympia is responsible for the following:
  - i. Overall integration and management of Public Works and Engineering within their jurisdictions, including any outside resources responding to the disaster.
  - ii. Develop and maintain agreements of understanding with neighboring law enforcement agencies.
  - iii. Support clean-up and recovery operations.
- b. Emergency response needs beyond the capability of the College EOC will necessitate the activation of and coordination with City of Olympia EOC (located at Olympia Fire Department Headquarters) at 100 Eastside Street NE Olympia, WA 98506 Phone: (360) 753-8348, 754-0642, 239-2797, Fax: (360) 753-8054) or by radio 155.145.

3. Olympia EOC

- a. Coordinate regional response for the greater Olympia area.
- b. Act as a JOC / JIC.
- c. Emergency response needs beyond the capability of the Olympia EOC will necessitate the activation of and coordination with Thurston County Emergency Management (located at 2703 Pacific Avenue SE, Suite B Olympia, WA 98501-2036 Phone (360) 754-3360).

4. Thurston County

- a. The Thurston County Roads and Transportation Services (RATS) Director and the Development Services Director or their designees will serve as the primary coordinators of the public works and engineering function for Thurston County. When the EOC is activated, they will send a

- representative to coordinate activities. Other County departments may be contacted to provide manpower, equipment, or technical advice.
- b. Communications to RATS and Development Services field personnel will be accomplished by the most efficient means.
  - c. Supplemental public works assistance may be requested through normal mutual aid channels or through the EOC.
  - d. The Development Services Department is the lead agency for coordinating the inspection of structures in unincorporated Thurston County after a disaster to determine building safety and health issues. This will be a cooperative effort with other departments and jurisdictions, and with assistance from private sector engineers.
  - e. The Development Services Department is the lead agency for the Thurston County permitting system in coordination with RATS and Public Health - Environmental Services.
  - f. Development Services responds to disasters three phases.
    - i. Phase 1. Initial Damage Assessment
      - Provide teams of inspectors to sweep affected areas and report to the EOC.
    - ii. Phase 2. Emergency Permitting and Inspections
      - Expedite Permitting Center and field operations for emergency operations to:
        - Review damages and assist application process
        - Issue permits
        - Permit construction
        - Provide final inspections
    - iii. Phase 3. Abandoned Buildings
      - Identification
      - Inspection
      - Demolition
      - Legal process
5. Thurston County EOC
- a. Coordinate regional response for the greater Thurston County area.
  - b. Act as a liaison for request for State Aid Assistance

- c. Act as a regional JOC / JIC for Homeland Security Region 3
  - d. Emergency response needs beyond the capability of the Thurston County EOC will necessitate the activation of and coordination with the State EOC.
6. Washington State Military Department Emergency Management Division
- a. Washington State Emergency Management alerts appropriate state agencies of the possible requirements for emergency engineering services, coordinates state assets and requests federal assistance to support local emergency engineering efforts. State departments/agencies that support the emergency engineering effort are identified in Annex R - Emergency Engineering Services of the Washington State Comprehensive Emergency Management Plan.
  - b. State government will provide engineering services primarily to lands and facilities under its jurisdiction and will lend support to local government as requested and as circumstances allow. Supplemental assistance shall be requested through local and state emergency management channels.
  - c. Provides support as provided in the State CEMP.
  - d. Activate State EOC.
  - e. Coordinate State response for the emergency / disaster.
  - f. Act as a JOC / JIC.
7. US Government
- a. The federal government, under the National Response Framework (NRF) and the National Security Emergency Preparedness procedures may, through the Federal Emergency Management Agency (FEMA), provide temporary emergency assistance to state and/or local jurisdictions prior to or during an emergency or disaster.
  - b. *The Federal Response Plan*, ESF #3 - Public Works and Engineering provides for the federal response and support to assist state and local government. The primary federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of federal activation, Thurston County will coordinate with other local, state, and federal agencies.
  - c. If direct federal assistance has been authorized by the President under an Emergency or Major Disaster Declaration, FEMA may issue a mission assignment to those federal agencies possessing the needed expertise or

assets, only when it is verified to be beyond the capability of the affected state and local governments.

V. ADMINISTRATION AND LOGISTICS

This Section addresses the support requirements of the Public Works and Engineering function.

A. Administration Specific Areas Include:

1. Records and reports associated with public works and engineering plans, local, regional, and State.

B. Logistics

1. Logistics include those essential supplied and equipment items that are needed to sustain operations and aid in preparation, response, and recovery.

2. Logistics items include:

- i. Portable generator on a trailer in Bld. 14.
- ii. Gas, diesel, and propane fuel tanks located in the maintenance area.
- iii. Public works equipment and vehicles such as carts, 4WD ATVs, trucks, Vans, snowplows, gas powered equipment, etc.,
- iv. Two authorized emergency vehicles (Security vehicles).
- v. Mutual aid agreements with neighboring jurisdictions that address the support (law enforcement personnel, vehicles to transport evacuees, mass care staff and facilities to shelter evacuees, etc.) to be provided by the jurisdictions to facilitate evacuation operations are currently pending negotiation.

- SPSCC has a shelter agreement with the American Red Cross to utilize the campus Gymnasium as an emergency shelter.
- SPSCC has an MOU with the Daily Olympia to provide emergency office space for the newspaper to operate on campus.

C. General Support Requirements

1. SPSCC has a participatory agreement with the Public Schools Emergency Communications System (commonly referred to as schoolreport) to post emergency information regarding incidents, emergencies and class cancellations or school closures on their web page [www.schoolreport.org](http://www.schoolreport.org).
2. SPSCC has a contract with the OmniAlert (commonly referred to as e2 campus) to send emergency messages and information regarding incidents, emergencies and class cancellations or school closures via their web page [www.e2campus.com](http://www.e2campus.com).

3. SPSCC coordinates SPSCC class cancellations or school closures with the transportation directors for Olympia, Tumwater, and North Thurston School Districts.

## VI. PLAN DEVELOPMENT AND MAINTENANCE

This section identifies and details the responsibility for coordinating revisions of this annex, keeping its attachments current, and ensuring that the SOP's and other necessary documents are developed.

### A. Dean for Facilities Planning & Operations

1. The Dean for Facilities Planning & Operations is charged with the development, revision, and maintenance of this annex to the Emergency Operations Plan.
2. The EOP will be examined and if necessary revised or updated at least every five years with changes and dates noted on the appropriate change page.

### B. President, VP's

1. The President and VP's are responsible for approval and promulgation of the SPSCC EOP.

## VII. AUTHORITIES AND REFERENCES

- A. Chapter 38.52 RCW
- B. Title 132S WAC
- C. Washington State CEMP, March 2003
- D. Guide for All-Hazard Emergency Operations Planning, FEMA, September 1996
- E. National Response Framework, US Dept of Homeland Security, January 2008
- F. ICS forms, FEMA web site,  
[http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr\\_Forms.htm](http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm)
- G. SPSCC College Handbook, October 2007
- H. SPSCC Campus Security Handbook, March 2008