

Public Works Functional Annex

Updated: August 14, 2024

I. PURPOSE

These procedures provide essential public works services during an emergency/disaster to reduce the impact of the emergency and also to provide critical facility assessments and restorations, and coordinate the demolition of damaged or unsafe structures and facilities. Maintenance and public works will also coordinate resources including technical advice, technical evaluations, construction management, inspections, and emergency contracting for repairs of respectively owned buildings.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In an emergency there is frequently a need for manpower and equipment to remove obstructions or clear a way to an accident site for emergency debris removal and for restitution of essential utilities.
2. The Town of Taylorsville's Public Works Department and Alexander County Maintenance/Solid Waste will coordinate together as expeditiously as possible, in completing the task(s) for which the emergency prescribes.
3. Engineering services for Alexander County are contracted through private agencies.
4. Private utilities are facilitated through their dispatch centers through private citizens contacting their service provider or through the 911 Communications Center. These utility companies maintain their own engineering and standard operating policies and guidelines.
5. Alexander County Health Department-Environmental Health provides water testing and advises on water and sewer concerns.
6. Alexander County Water and Sewer is maintained and operated by the City of Hickory and private utility providers provide manpower and materials that could be used for repair of water service during an emergency.
7. The Town of Taylorsville provides water and sewer service for its residents and operates the only sewer treatment facility in the county.
8. Energy United Water Corporation provides water to its service area in the eastern portion of the county and serves as the bulk water provider to the Town of Taylorsville.
9. Duke Energy, Energy United, and Blue Ridge Electric provide electrical service in their respective service areas of the County.
10. The area's electric utilities have mutual aid agreements with other companies to allow the utilization of emergency repair crews during emergencies or disasters.
11. The NC Department of Transportation maintenance yard at 2370 NC Highway 90 East Taylorsville, NC 28681 serves Alexander County and provides route clearing, road maintenance, and bridge maintenance, and assists with road closers as needed on state-maintained roads.
12. A major disaster may cause property damage, blocked roadways, and debris removal/disposal problems addressed in the debris removal annex.
13. Debris is a consequence of certain disasters. The emergency removal of debris by public works forces is critical to restoration of vital and essential services.

B. Assumptions

1. Public Works and Maintenance/Solid Waste Departments have a limited but immediate capability to provide emergency services for debris removal, restitution of essential utilities, and facility upgrades.
2. All systems and organizations would need to come together to provide maximum capabilities.
3. Following a catastrophic event, roads and streets may be impassable due to debris.
4. Interruption of some or all essential services is an expected consequence of an emergency or disaster, resulting in large numbers of people without essential services.
5. A catastrophic event affecting the County may result in the following consequences:
 - a. Loss of some or all essential services for an extended time.
 - b. A shortage of available outside assistance.
 - c. A shortage of materials for the repair of utilities and overall delay in restoration of essential services.
 - d. Rapid exhaustion of local resources.
6. Critical facilities will receive priority in the restoration of essential services.
7. Large numbers of skilled personnel, engineers, construction workers, utility personnel, and laborers may be needed from outside the disaster area. Support service for the personnel and equipment will have to be provided from outside the disaster area until repairs can be made. Crews will be encouraged to arrive fully self-contained so as not to tax the already drained local resources.
8. Emergency Services personnel may need assistance or respond to areas of concern to hastily clear roadway debris and or structural damage to perform life safety measures or search for missing persons.

III. CONCEPT OF OPERATIONS

- A. In non-emergency periods, the role of Public Works is confined to landfill operations, building, ground and street maintenance, water and sewage utility service, and transportation and equipment operations and maintenance.
- B. During emergencies, the Public Works function expands and coordination of Public Works emergency operations is essential. Public Works arranges support services for emergency response agencies and coordinates with the private sector.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Public Works and Maintenance/Solid Waste Departments are managed by the Public Works Director and Maintenance Director respectively. During emergencies operational control remains the same as during day-to-day activities, however, operations may then require twenty-four-hour coverage.
2. Both agencies must be prepared to assist with lengthy operations, which start in response and continue through recovery and involve clean-up activities and return of resources.

B. Responsibilities

1. **Public Works Director and Maintenance/Solid Waste Director**

- a. Prepare procedures to provide public works functions during emergencies (e.g., roads, streets, sewer, water, and utility services).
 - b. Serve in the EOC to assist with coordination of requested resources, prioritizing tasks, and deployment of available resources, and coordinating private resources.
 - c. Maintain situational awareness of damage assessments and debris management and provide situational updates to the EOC Control Group.
 - d. Develop and maintain resource lists with source, location, and availability of equipment, fuel, and operational personnel to support response/recovery operations.
 - e. Provide training for selected personnel in radiological protection and radiological monitoring.
 - f. Develop mutual aid agreements.
 - g. Obtain equipment to protect public works personnel assigned to respond to various incidents including hazardous material incidents and radiological emergencies.
 - h. Provide containers and/or vehicles for removal of contaminated hazardous materials.
 - i. Assist in decontamination operations.
 - j. In emergencies, conduct shelter marking and upgrading operations.
 - k. Jointly with the Department of Transportation (DOT) direct and dispatch public works mutual aid from other jurisdictions and the State.
 - l. Conduct debris clearance operations per the Debris Removal Annex
 - m. Provide emergency potable water.
 - n. Store and provide fuel for emergency vehicles.
 - o. Provide sanitation services during emergencies.
 - p. Prepare required reports and forward them to the EOC.
 - q. Maintain emergency power, water, and sanitation resources at critical facilities in the County during emergencies.
 - r. Assist in damage assessment operations and relay damage assessment information to the EOC.
2. **Private Partners**
- a. Designated Water Companies will respond to customer needs for water and wastewater.
 - b. Designated Electrical Utilities will respond to customer needs for electrical outages and maintain their dashboards to track power outages and progress throughout the county.
 - c. Designated gas companies will respond to gas leaks and gas emergencies to assist local fire departments with any damaged gas utilities.

V. DIRECTION AND CONTROL

- A. The Public Works Director and Maintenance/Solid Waste Director will direct and control public works activities during emergencies and coordinate with the EOC and other response forces.
- B. The Public Works Director and Maintenance/Solid Waste Director will maintain direct communication with on-site personnel.
- C. When notified of an emergency, the Public Works Director and Maintenance/Solid Waste Director will determine the resources to be committed and alert appropriate personnel.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession is:

1. Director of Public Works/Maintenance/Solid Waste Director
2. County/City Manager
3. Chairman, Board of Commissioners/Mayor, Town Council

VII. ADMINISTRATION AND LOGISTICS

- A. All Records and Reports should be organized and turned in to the Documentation Unit Leader daily to maintain up-to-date records of the event and track progress and expenditures.
 1. Records of personnel and equipment will be maintained.
 2. Informational data and maps about County facilities, streets, and utility systems will be maintained in the Town of Taylorsville Public Works and Alexander County GIS Department.
 3. Records and reports regarding expenditures incurred during emergency response activities (e.g., personnel and equipment, time and supplies consumed) will be kept.
- B. Communications - The communications system will make maximum use of available radio and telephone communication resources.

VIII. PLAN REVIEW AND MAINTENANCE

The Alexander County Public Works Director and Maintenance/Solid Waste Director along with the Emergency Management Coordinator will review and update the following annex on an annual basis or as needed after an event or exercise.