

KNOX COUNTY OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

# ENGINEERING, UTILITY AND PUBLIC WORKS

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## ANNEX G OF THE KNOX COUNTY EMERGENCY OPERATIONS PLAN

7/16/2021



*For all Agencies, Participant Organizations and Staff serving Knox County*

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**Primary Agencies:** County and City Engineer's Office

**Support Agency:** Knox County Emergency Management Agency

## **I. INTRODUCTION**

### **A. Purpose**

The purpose of this annex is to outline duties, responsibilities, and emergency activities of engineering, utility and public work segments of local government within Knox County in the event of a disaster or major emergency.

### **B. Scope**

This plan applies to all participating agencies and organizations operating within the geographic boundaries of Knox County.

### **C. Policy**

It is the policy of Knox County to develop plans and procedures that incorporate the concepts of the National Incident Management System (NIMS), the Incident Command System (ICS) and the National Preparedness Goal.

### **D. Core Capabilities**

This annex addresses the following Core Capabilities as defined in the National Preparedness Goal.

- Critical Transportation
- Infrastructure Systems
- Operational Coordination

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Disasters cause damage to homes, businesses, public buildings, roads, bridges, and other facilities. Those structures may require action from local government to insure the safety of the public.
2. Equipment in the immediate disaster area may be damaged or inaccessible. Local government may have to deploy resources from outside of the affected area.
3. Public utilities may be partially or fully inoperable following a disaster.

4. There is no single agency that has oversight over all engineering, utility, and public works assistance that may be needed following a disaster.
5. Private contractors and businesses may provide additional support during emergencies for engineering, utility and public works activities.
6. Knox County Emergency Management Agency (KCEMA) maintains a county resource guide, which identifies sources of local government and private businesses who can provide support during emergencies.

#### **B. Assumptions**

1. All local government engineering, utility and public works agencies would support each other in the event of a disaster.
2. Without assistance, the engineering, utility and public works may not have sufficient resources to manage a disaster.

### **III. CONCEPT OF OPERATIONS**

#### **A. Overview**

1. KCEMA will notify engineering, utility and public work segments of local government when their capabilities are required for assessment, response, and recovery activities during emergencies.
2. In response to a disaster, KCEMA will activate the Knox County's Emergency Operations Center (EOC). Representatives of the Knox County Engineers Office and the City of Mount Vernon Engineers Office will support the operation of EOC by staffing positions in the Operations Section within the EOC.
3. Each agency will coordinate their activities with the Operations Section within the EOC.
4. Each agency will, to the extent possible, provide personnel and equipment as needed for emergency response and recovery activities.
5. Additional resources may be contracted for emergency response and recovery as required.
6. Each agency is responsible for providing logistical support to their personnel and for tracking and maintaining equipment and supplies.

### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Public Works Coordinator**

During a disaster, KCEMA will activate the county EOC. The Public Works Coordinator serves as part of the Operations Group within the EOC and coordinates public works activities. The Public Works Coordinator position is filled by representatives from both the County Engineer's Office and the City of Mount Vernon Engineering

## Engineering, Utility and Public Works

Department. A listing of all of the Public Works Coordinator's duties are outlined in detail in the EOC Annex.

### B. County, City, Township, and Village Public Works Departments

Each local agency within their jurisdiction will perform, but not limited to the following:

1. Repair road and bridges
2. Assist with debris management operations
3. Perform damage assessment
4. Provide technical assistance services and advice
5. Maintain contact with EOC
6. Place barricades where necessary
7. Protect the water and sewage systems
8. Inspect, and designate hazardous structures

### C. County Engineer's Department

In addition to the items listed above, the County Engineer will provide technical assistance for inspections, emergency repairs, and other engineering services to the local agencies within Knox County.

### D. City of Mount Vernon Engineering Department

The City of Mount Vernon Engineering Department, when requested, will assist the County Engineer in providing technical assistance for inspections, emergency repairs, and other engineering services.

### E. Private Utility Companies

Private utility companies should provide outage information and restoration updates to the EOC on a regular basis. Companies should also coordinate with the EOC priorities for restoration of critical facilities.

## V. DIRECTION AND CONTROL

- A. Persons serving as the Public Works Coordinator will report to the EOC during an emergency to advise decision makers and coordinate engineering, utility and public works response efforts. If the Public Works Coordinator is unavailable, the Operations Manager will fulfill those duties or assign a designee to serve in that role within the EOC.
- B. Internal resources of all agencies will be managed by their individual departmental standard operating procedures (SOP's) and policies.

- C. Each responding agency will communicate directly with its own field forces and in turn will keep the EOC informed of appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) during emergency operations.

## **VI. CONTINUITY OF GOVERNMENT**

The Line of succession for the Public Works Coordinator who will serve as the primary coordinator for engineering, utility and public works in the EOC is:

- A. Assistant County Engineer
- B. City of Mount Vernon Engineer
- C. Operations Group Manager or Designee

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Additional resources needed will be requested through the EOC.
- B. The Knox County Resource Guide lists equipment and services in the county and is continually updated.
- C. Requests for mutual-aid assistance from adjacent counties and assistance from the state and federal government for engineering, utility and public works will be made through the EOC.
- D. All responding agencies will provide regular reports to the EOC on activities and status.
- E. Logistical support including food, water, emergency power, fuel and lighting will be provided initially by the individual departments. Requests for ongoing support should be made through the EOC once it is apparent that internal resources will be exhausted.
- F. Reports and records of engineering services and activities will be maintained by the individual departments.
- G. Engineering, utility and public works agencies will provide information for the After Action Report as requested by the Knox County Emergency Management Director.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The KCEMA and all public works agencies within Knox County are invited to be involved with review of this annex. Representatives of each support agency are responsible for reviewing this annex and submitting changes to the County EMA Director. These recommendations should be based upon opportunities for improvement identified through exercises, actual events, and changes in organizational structure.
- B. Knox County EMA will coordinate any necessary meetings to review the recommendations identified and incorporate any needed changes to this annex to include any state and federal requirements.

## Engineering, Utility and Public Works

- C. The Knox County EMA will publish and distribute all changes to this annex and forward revisions to all responsible agencies listed in this annex.
- D. All agencies with responsibilities in engineering, utilities, and public works operations are responsible for developing and maintaining departmental SOP's, mutual aid agreements, equipment inventories and personnel roster including 24-hour emergency contact information.

### **IX. AUTHORITIES AND REFERENCES**

#### A. Authorities

- Ohio Revised Code Section 5502.21

#### B. References

- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide 101-Version 2.0
- National Preparedness Goal, Second Edition

**X. AUTHENTICATION**

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Engineer  
City of Mount Vernon

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Date

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President  
Knox County Commissioners

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Date

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Director  
Knox County Emergency Management Agency

\_\_\_\_\_  
Date

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Engineer  
Knox County Engineer's Office

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Date