

# City of Cordova



## **ANNEX I : PUBLIC WORKS and TRANSPORTATION**

### **Purpose**

**The purpose of this Annex is to provide guidance for maintaining City buildings, streets, waterlines, and sewers during a disaster. It also provides guidance procedures for damage assessment.**

- The scope of responsibility also includes, but is not limited to clearing debris, delivering potable water, collecting and disposing of sewage, garbage collection, performing damage assessments, maintaining water lines, and securing transportation infrastructure.

### **Situation**

**The City of Cordova has a variety of resources available for Public Works...resources within the city, as well as support from the Alaska Department of Transportation and numerous local contractors.**

**\*\*\*See the Emergency Resource Manual for a detailed list of available resources**

## Assumptions

### It is assumed that:

- Associated MOU's have been established and updated.
- An informal, but close relationship, exists between the City Public Works Department and the other public and private resources referenced in this annex.
- Local non-City public works resources will work within the Incident Management System during a disaster.

## Limitations

### The City of Cordova has limited resources.

- The City of Cordova is geographically isolated, only accessible by air or sea. Therefore, it is difficult to transport resources into or out of the community.
- Options to route traffic in Cordova are limited.

## Concept of Operations

### **The Publics Works Director, acting as the Operations Section Chief, will manage the Public Works functions (as well as other Ops Branches) during a disaster from the EOC.**

He will use both City and non-City resources to accomplish the objective of each operational period. Each of the Divisions within Public Works (which are divided by functions) will be managed by the Supervisor of that Division, reporting directly to the Operations Section Chief. CEC and CTC will manage themselves as per their own protocols, but will work in close coordination with the Operations Section Chief. The private local contractors that do damage assessments for the City during a disaster will report directly to the Operations Sections Chief.

**The Public Works Department of the City of Cordova is divided into four (4) Divisions, by functional responsibility. Responsibilities during a disaster will parallel normal day-to-day functions.**

- Streets Division: Maintains City-owned streets and City-owned automotive and heavy equipment.
- Solid Waste Division: Collects and disposes of garbage and refuse and stores hazardous materials.
- Water and Sewer Division: Maintains sewer and water systems , delivers potable water, and transports sewage.
- Building Maintenance Division: Maintains City-owned buildings.

**The Harbor Department will secure the harbor during a disaster. Additionally, they will assist the fire department during a disaster, by evacuating the harbor are if necessary.**

- Maintain and secure all aspects of the harbor facilities, including Old and New harbors, Ocean Dock, City Dock, Coast Guard Dock, the North Containment Storage facility, the Ocean Dock Subdivision and the Cordova Boat Haul-out.

**The Alaska Department of Transportation will clear, repair, and maintain roads and airfields within their jurisdiction, as well as assist the City, if requested.**

- DOT maintains the following roads/airfields:
  - City to airport at Mile 13 - paved. Beyond the airport to Mile 49- gravel.
  - City to Hartney Bay at Mile 3- paved.
  - City to Power Creek at Mile 7 - gravel.
  - State-operated airport runways -paved 7500' - Mile 13 and gravel 1875' - Eyak Lake.
  - Operate the Aircraft Rescue and Fire Fighting (ARRF) apparatus

## **Damage Assessment will be the responsibility of the Operations Section Chief.**

- Emphasis of initial efforts will be focused on critical infrastructure and key resources.
- Initially, local private contractors will be used by the Operations Section Chief to do damage assessments (see established MOU's), with priority on City buildings and any buildings that are used for shelters. The purpose of these assessments is twofold; first, to establish the safety of building and secondly, to establish total damages to the community. Safety assessments must be performed initially , and after any aftershocks that may occur.
- Damage assessments to other public buildings will follow, performed by the same department and contractors.
- Damage assessments on private property will be last, also performed by Public Works and private contractors.
- If needed, the City may request damage assessment teams from AK Department of Homeland Security and Emergency Management (1-800-478-2337) in order to assess local damage.
- Information will be collected, organized, and reported, by the Operations Section Chief, on the AK State EMA damage and needs assessment form. If the City is declaring a disaster, the damage assessment will be a high priority, reporting to the State of AK SECC within 36 hours.

**\*\*\*See TAB 1 of this annex for EMA Damage and Needs Assessment form.**

## **Assistance may be requested from non-City agencies.**

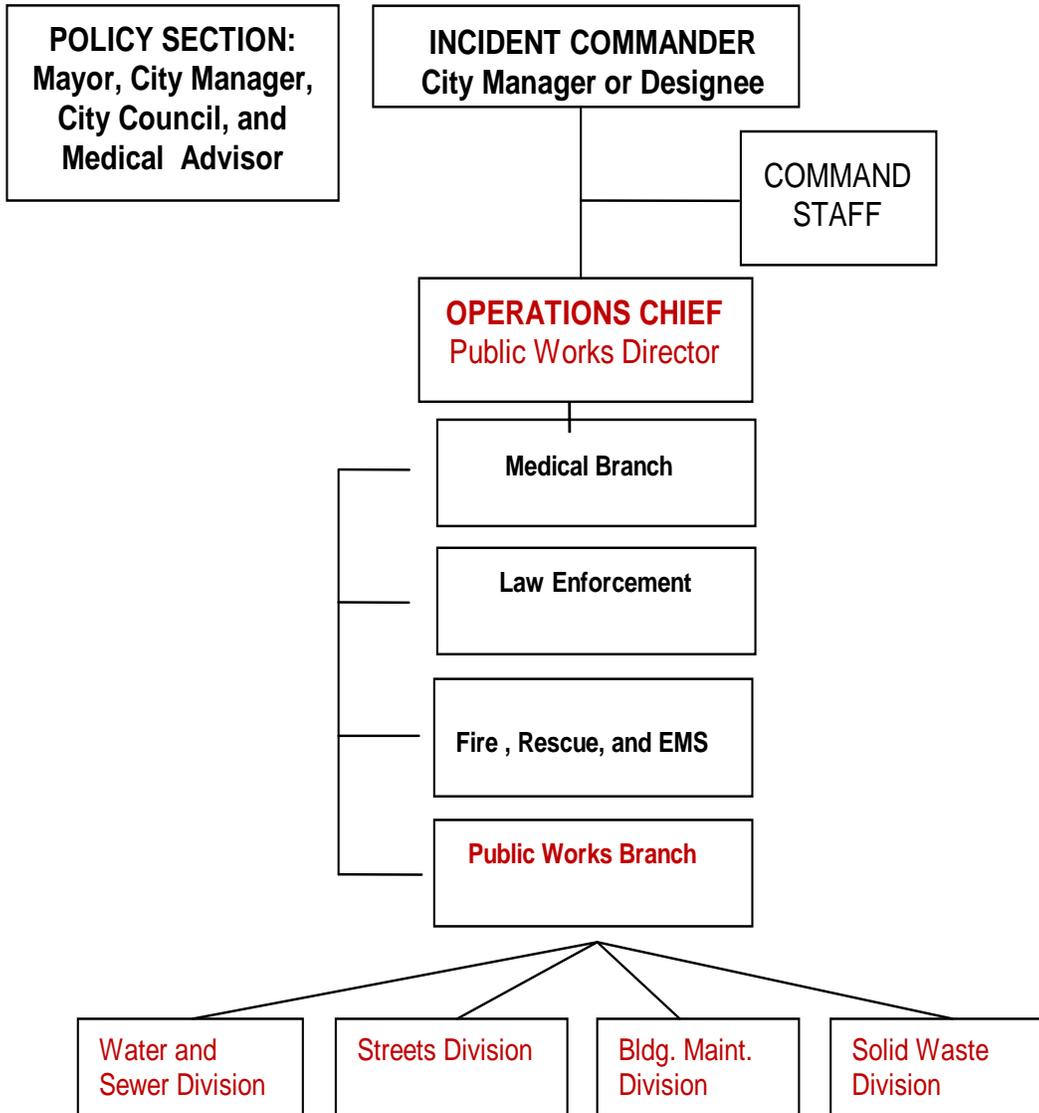
- The Operations Section Chief may, through the EOC, request assistance from any or all resources in the area to achieve objectives. Associated MOU's have been established and are updated.

## **Organization and Assignment of Responsibilities**

**The person who has overall responsibility for Public Works and Transportation is the City of Cordova Public Works Director, who is also the Operations Section Chief.**

# ORGANIZATIONAL CHART FOR PUBLIC WORKS and TRANSPORTATION

\*\*\*RED indicates involvement in PUBLIC WORKS and TRANSPORTATION



**Specific responsibilities for the following jobs are found in the Job Checklist. The abbreviation for each job is found in the table below.**

Incident Commander	IC
Operations Section Chief	OSC
Streets Division Supervisor	SD
Harbor Division Supervisor- Harbormaster	HM
Water and Sewer Division Supervisor	WSD
Solid Waste Division Division Supervisor	SWD
Police Department (424-6100)	PD
Cordova volunteer Fire Department	CVFD
AK Department of Transportation	DOT
Cordova Telephone Cooperative	CTC
Cordova Electric Cooperative	CEC

## **POSITION CHECKLIST: PUBLIC WORKS and TRANSPORTATION**

\*\*\*If it is a PRIMARY responsibility, it will be in **BOLD and underlined**

<b>Responsibility/Task</b>	<b><u>Who is Responsible?</u></b>
<b>PREPARATION</b>	
Maintain roster of personnel available for assignment during a disaster, in coordination with the EOC.	<b><u>ALL ENTITIES</u></b>
Train to operate available equipment, including Hazmat response.	<b><u>PW</u></b>
Establish and maintain communications with the EOC, informing Operations Section Chief of the needs.	<b><u>ALL ENTITIES</u></b>
Maintain Hazmat certifications and training	<b><u>ALL ENTITIES</u></b>

When in receipt of warning of an impending natural disaster such as floods or extraordinary storm or tsunami, an immediate survey shall be made to determine the availability and location of equipment and its susceptibility to possible damage.	<u>ALL ENTITIES</u>
Take such steps as are feasible to remove or protect such equipment, in accordance with departmental SOP's	<u>ALL ENTITIES</u>
Check with other department heads for their anticipated needs.	<u>ALL ENTITIES</u>
Make plans and provide the means to obtain potable water	<u>PW</u>
<b>RESPONSE</b>	
Track all resources and the amount of time worked. Maintain cost sheets on all private equipment use and personnel.	<u>ALL ENTITIES</u>
Coordination of all available City and privately owned transportation equipment and/or construction equipment.	<u>OSC</u>
Provide emergency power to shelters	<u>PW, CEC</u>
Provide damage assessment and evaluation of Critical Infrastructure and Key Resources, as well as EOC, schools, shelters, and City buildings.	<u>OSC</u>
Conduct initial pre-occupancy shelter inspections .In a major disaster, inspection must be done at each shelter site before occupancy <u>and</u> after each aftershock.	<u>PW, CVFD, PD</u>
Provide damage assessment and evaluation of transportation routes: streets, harbor, docks, bridges, and airfields.	<u>OSC, DOT, HM</u>
Determine damage assessment reporting frequency/format/and procedures. Report to EOC and the SECC.	<u>OSC</u>
Debris clearance and disposal	<u>OSC</u>
Repair and maintenance of roads and evacuation routes.	<u>OSC, SBS, DOT</u>
Repair and maintenance of airfields.	<u>OSC for City airport, DOT for Mile 13</u>
Repair and maintenance of harbor facilities.	<u>HM</u>
Repair and maintenance of all city vehicles and automotive equipment.	<u>OSC</u>
Placing of barricades.	<u>OSC</u>
Providing necessary manpower to operate Public Works equipment.	<u>OSC</u>
Providing support of local urban Search and Rescue efforts	<u>ALL ENTITIES</u>
Revise and update Annexes and Appendices annually	<u>OSC</u>
Repair/restore electrical related services	<u>CEC</u>
Repair/restore telecommunications services	<u>CTC, GCI</u>
Support evacuation efforts, in coordination with Cordova Volunteer Fire Dept.	<u>HM</u>
Protect water supply	<u>PW</u>
Provide traffic control and security for public works operations, as needed.	<u>PD</u>
Coordinate arrangements for fire protection of City buildings with the Fire Chief	<u>OSC, CVFD</u>

Acquire school buses for supplemental transportation	<u>OSC</u>
<b>RECOVERY</b>	
Continued debris clearance and disposal.	<u>OSC</u>
Submit expenditure reports, personnel costs, unpaid supply requisitions and other emergency records for reimbursement to the Finance/Administration Section Chief	<u>ALL ENTITIES</u>
Repair and restore roads, buildings, harbor, water lines, and sewer facilities	<u>OSC</u>
Restock supplies and equipment used in the event and return any equipment obtained from other agencies after proper cleaning/inspection	<u>ALL ENTITIES</u>
Submit an itemized list of all damaged equipment and supplies to the Finance/Administration Section	<u>ALL ENTITIES</u>
Perform a post-incident briefing and an incident critique	<u>ALL ENTITIES</u>
Complete and submit necessary reports and paperwork to appropriate agencies	<u>ALL ENTITIES</u>
Return to normal functions as soon as situation permits.	<u>ALL ENTITIES</u>

EMERGENCY MANAGEMENT AGENCY

**DAMAGE and INJURY ASSESSMENT**

<input type="checkbox"/> Original <input type="checkbox"/> Revision # _____		Date:
Type of Disaster:		Date(s) of Occurrence:
Jurisdiction (town, county, agency, etc.):		County:
Area Affected (northeast, west side, etc.):		
Information provided by:		
Name:		Title:
Address:		Day Phone:
		Evening Phone:
<b>PUBLIC DAMAGE</b>		
<b>A</b>	<b>DEBRIS REMOVAL</b> (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material)	\$
<b>B</b>	<b>EMERGENCY PROTECTIVE MEASURES</b> (sandbagging, barricades, signs, extra police and fire, and emergency health measures)	\$
<b>C</b>	<b>ROADS AND BRIDGES</b> (roads, culverts, bridges, and associated facilities)	\$
<b>D</b>	<b>WATER CONTROL FACILITIES</b> (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees)	\$
<b>E</b>	<b>BUILDINGS AND EQUIPMENT</b> (buildings, supplies, inventory, vehicles, and	\$

	equipment)	
<b>F</b>	<b>UTILITIES</b> (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants)	\$
<b>G</b>	<b>PARKS, RECREATIONAL, AND OTHERS</b> (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses)	\$
<b>TOTAL</b>		\$
	<b>PRIVATE NONPROFIT</b> (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.])	\$
<b>PUBLIC DAMAGE—GRAND TOTAL</b>		\$

NOTE: Report Individual Damage on the other side of this worksheet.

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<b>INDIVIDUAL DAMAGE</b>				
<b>Jurisdiction:</b>		<b>Date:</b>		
<b>PEOPLE AFFECTED</b>		<b>ASSISTANCE PROVIDED</b>		<b>Number</b>
<b>Deaths</b>		<b>Persons Evacuated</b>		
<b>Injuries</b>		<b>Persons in Public Shelters</b>		
<b>Missing</b>				
<b>RESIDENTIAL</b>		<b>Primary</b>		<b>Secondary</b>
		<b>Number</b>	<b>Value (if known)</b>	<b>Number</b>
				<b>Value (if known)</b>
(ARC) 3	Houses destroyed		\$	
				\$

(ARC) 2	Houses with major damage		\$		\$
(ARC) 1	Houses with minor damage		\$		\$
	Houses affected		\$		\$
(ARC) 3	Mobile homes destroyed		\$		\$
(ARC) 2	Mobile homes severely damaged		\$		\$
(ARC) 1	Mobile homes moderately damaged		\$		\$
	Mobile homes affected		\$		\$
	<b>TOTAL</b>		\$		\$
<b>TOTAL RESIDENTIAL (primary plus secondary)</b>					\$
<b>BUSINESS</b>					
	Businesses affected				\$
	Number now unemployed				
	Estimated duration of unemployment (weeks)				
<b>TOTAL BUSINESS</b>					\$
<b>AGRICULTURE</b>					
	Farm buildings and equipment				\$
	Crop land (all crops)				\$
	Livestock				\$
<b>TOTAL AGRICULTURE</b>					\$
<b>INDIVIDUAL DAMAGE TOTAL</b>					\$
<b>CALL or FAX THIS INFORMATION to your COUNTY EMERGENCY MANAGEMENT AGENCY</b>  <i>as SOON as POSSIBLE (BEFORE MAILING)</i>			Aroostook County Emergency Management Agency  158 Sweden St. Caribou, ME 04736  Phone: 493-4328  FAX: 493-4357		

