

National Incident Management System (NIMS) Public Works Working Group

DRAFT – August 18, 2009

PUBLIC WORKS DIRECTOR - JOB AID

PUBLIC WORKS DIRECTOR POSITION

The intent of this document is to reference materials and checklists to use as job aids when responding to emergency operations such as Type I and Type II incidents. The Public Works Director position will work with other personnel during a large-scale event within the Incident Command System. This position reports as directed by the requesting agency to receive specific roles, responsibilities and span of control.

Roles and Responsibilities of the Public Works Director

The Public Works Director Position will work with other personnel during a large scale event within the Incident Command System based on mission specific needs. Potential roles and responsibilities include:

- Serve as the leader for public works operations and logistics
- Responsible for overall public works restoration activities and implementing emergency plans
- Identify resource needs for the preservation and restoration of lifelines during an emergency management situation
- Provide routine status updates to Incident Command
- Receive reports regarding critical infrastructure(s) such as, roadways, bridges, airports, water/wastewater, electric/natural gas, communications or other community lifeline services that are off-line
- Prioritize restoration events, provide overall event scope and projected restoration timeline(s) to the Incident Command; reflect any community restoration priorities established by Incident Command.
- Collaborate with other agencies to ensure a coordinated response, addressing highest priorities for impacted communities
- Coordinate with law enforcement to ensure safety of public works personnel
- Ensure evidence is collected as required by law enforcement agencies
- Ensure important health/safety/environmental information is disseminated to participating personnel
- Serve in various positions within the Incident Command, as determined by the Incident Commander

Job Aids for the Public Works Director

- Access to contact lists of public works entities in the affected disaster area, or within that state
- Access to the Comprehensive Emergency Management Plan (CEMP)
- Access to the Incident Action Plan and/or Situation Report (SITREP)
- Access to mutual aid resource typing documents
- Access to FEMA Public Assistance Guide
- Federal Highway Administration (FHWA) Emergency Relief Manual
- Access to Field Operations Guide (FOG)

Standard procedures for public works emergency operations response reference material:

- Maps of jurisdiction
- Regional maps showing neighboring municipalities
- Listing of Emergency Operations Centers / Contact Information
- Agency-specific emergency plans

Governmental forms reference guides to include:

- State or local government Emergency Resource Mobilization Plan
- Checklist for supplies – operator and local area access lists
- Mutual Aid Agreements (FORMS) for services and supplies including equipment/operator usage
- List of area 24-hour emergency numbers for various services including towing, rental equipment, and trained personnel in area.

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ASSISTANT PUBLIC WORKS DIRECTOR-Operations - JOB AID

ASSISTANT PUBLIC WORKS DIRECTOR-OPERATIONS POSITION

The intent of this document is to reference materials and checklists to use as job aids when responding to emergency operations such as Type I and Type II incidents. The Assistant Public Works Director-Operations position will assist the Public Works Director and work with other personnel during a large-scale event within the Incident Command System. This position reports as directed by the requesting agency to receive specific roles, responsibilities and span of control.

Roles and Responsibilities of the Assistant Public Works Director-Operations

The Assistant Public Works Director-Operations Position will work with other personnel during a large scale event within the Incident Command System based on mission specific needs. Potential roles and responsibilities include:

- Serve as the section, group, branch or unit director for public works operations
- Responsible for all public works tactical operations necessary to restore critical infrastructure lifelines
- Coordinate with planning and logistics to identify tactical strategies and resource requirements.
- Identify operation requirements and strategies needed for the preservation and restoration of lifelines during an emergency management situation
- Provide routine status updates to Incident Command
- Identify critical infrastructure(s) such as, roadways, bridges, airports, water/wastewater, electric/natural gas, communications or other community lifeline services that are off-line.
- Summarize restoration priorities, provide overall event scope and projected restoration timeline(s) to the Public Works Director.
- Knowledgeable of evidence collection requirements
- Collaborate with public works representatives (roads, water, wastewater, and communications) to ensure a coordinated response, addressing highest priorities for impacted communities
- Facilitate credentialing or affiliation access for responding public works personnel

Job Aids for the Assistant Public Works Director-Operations

- Access to contact lists of public works entities in the affected disaster area or within that state
- Access to the Comprehensive Emergency Management Plan (CEMP)
- Access to the Incident Action Plan and/or Situation Report (SITREP)
- Access to FEMA Public Assistance Guide and Schedule of Equipment Rates
- Access to Field Operations Guide (FOG)
- Federal Highway Administration (FHWA) Emergency Relief Guide

Standard procedures for public works emergency operations response reference material:

- Maps of local jurisdiction
- Regional maps showing neighboring municipalities
- Listing of Emergency Operations Centers / Contact Information

Delegation of Authority Having Jurisdiction

- Where Assistant Public Works Director-Operations has a reasonable amount of control over the impact of the disaster, allow him/her to coordinate their process and report status changes and updates to the Public Works Director. (change this to match Director)

Governmental forms reference guides to include:

- State or local government Emergency Resource Mobilization Plan
- Checklist for supplies – operator and local area access lists
- Mutual Aid Agreements (FORMS) for services and supplies including equipment/operator usage

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ASSISTANT PUBLIC WORKS DIRECTOR-Logistics - JOB AID

ASSISTANT PUBLIC WORKS DIRECTOR-LOGISTICS POSITION

The intent of this document is to reference materials and checklists to use as job aids when responding to emergency operations such as Type I and Type II incidents. The Assistant Public Works Director-Logistics position will report to the Public Works Director and work with other personnel during a catastrophic event within the Incident Command System. This position reports as directed by the requesting agency to receive specific roles, responsibilities and span of control.

Roles and Responsibilities of the Assistant Public Works Director-Logistics

The Assistant Public Works Director-Logistics Position will work with other personnel during a large scale event within the Incident Command System based on mission specific needs. Potential roles and responsibilities include:

- Serve as the focal point for communications between public works branch and operations branch and Incident Command
- Identify resource needs for the preservation and restoration of lifelines during an emergency management situation.
- Provide routine status updates to the Incident Command
- Identify critical infrastructure(s) such as, roadways, bridges, airports, water/wastewater, electric/natural gas, communications or other community lifeline services that are off-line
- Summarize restoration priorities, provide overall event scope and projected restoration timeline(s) to the Public Works Director
- Collaborate with public works representatives (roads, water, wastewater, and communications) to ensure a coordinated response, addressing highest priorities for impacted communities
- Coordinate with law enforcement to ensure safety of public works personnel
- Knowledgeable of evidence collection requirements
- Facilitate credentialing or affiliation access for responding public works personnel
- Coordinate equipment or other resource requests, or identify potential sources/suppliers
- Track (and share) availability of resources, including those released by other entities
- Disseminate important health/safety/environmental information to participating personnel

Job Aids for the Assistant Public Works Director-Logistics

- Access to contact lists of public works entities in the affected disaster area, or within that state
- Access to list of local public works agencies contracts
- Access to the Comprehensive Emergency Management Plan (CEMP)
- Access to the Incident Action Plan and/or Situation Report (SITREP)
- Access to local public works agencies resources including disposal facilities.
- Access to FEMA Public Assistance Guide such as the Schedule of Equipment Rates
- Access to Field Operations Guide (FOG)
- Federal Highway Administration (FHWA) Emergency Relief Manual

Standard procedures for public works emergency operations response reference material:

- Maps of jurisdiction
- Regional maps showing neighboring municipalities
- Listing of Emergency Operations Centers / Contact Information
- Agency-specific emergency plans

Governmental forms reference guides to include:

- State or local government Emergency Resource Mobilization Plan
- Checklist for supplies – operator and local area access lists
- Mutual Aid Agreements (FORMS) for services and supplies including equipment/operator usage
- List of area 24-hour emergency numbers for various services including towing, rental equipment, trained personnel in area.

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DEBRIS MANAGEMENT - JOB AID

DEBRIS COLLECTION SUPERVISOR POSITION

The intent of this document is to reference materials and checklists to use as a job aid for the Debris Collection Supervisor when responding to emergency operations such as Type I and Type II incidents. This position reports as directed by the requesting agency to receive specific roles, responsibilities and span of control.

Roles and responsibilities of Debris Collection Supervisor

The Debris Collection Supervisor will work with other personnel during a large scale event within the Incident Command System based on mission specific needs. Potential roles and responsibilities include:

- Supervise debris collection contracts
- Report to Debris Removal Manager (DRM) on status of collection
- Report on debris collection issues
- Supervise field inspectors
- Identify environmental hazards and report to DRM
- Oversee personnel to ensure proper safety regulations and requirements are followed
- Coordinate with Debris Site Supervisor
- Be aware of evidence collection procedures in the event of crime scene situation and collaborate with law enforcement on evidence collection
- Track resources (employees and equipment) and communicate the availability of resources to the DRM
- Collaborate with representatives (roads, utilities, building inspectors, technical specialists, and communications) to ensure a coordinated effort
- Develop the Incident Action Plan (IAP)

Job Aids for the Debris Collection Supervisor

- Debris Management Plans
- Copies of Debris Contractors' Contracts
- Access to the Emergency Management Plans

- Emergency Agreements and Mutual Aid Agreements with local and private entities.
- Access to contact lists of all the vendors
- Checklist of office supplies including computer
- Geospatial Information System (GIS) information and other applications
- Access and knowledge of the Occupational Safety and Health Standards/Hazardous Materials (waste operations and emergency response)/Code of Federal Regulations (CFR) 1910-120 and lists of local vendors for environmental cleanup
- Access to Situation Reports (SITREP)
- Access Incident Action Plan (IAP)
- FEMA Public Assistance (PA) Guide

Governmental forms reference guides to include:

- Local Governments can reference the National Incident Management System (NIMS) Field Operations Guide (FOG) and FEMA guidelines for submittal of reimbursements and handling of Incident Command structures.
- State or local government Emergency Resource Mobilization Plan (ERMP)
- Checklist for supplies – Operator and local area access lists
- Mutual Aid Agreements (FORMS) for services and supplies including equipment/operator usage

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DEBRIS MANAGEMENT - JOB AID

DEBRIS REMOVAL MANAGER POSITION

The intent of this document is to reference materials and checklists to use as a job aid for the Debris Removal Manager Position when responding to emergency operations such as Type I and Type II incidents. This position reports as directed by the requesting agency to receive specific roles, responsibilities and span of control.

Roles and Responsibilities of the Debris Removal Manager Position

The Debris Removal Manager Position will work with other personnel during a large scale event within the Incident Command System based on mission specific needs. Potential roles and responsibilities include:

- Implement Debris Management Plan, as approved
- Coordinate the activities of the Debris Collection Supervisor (DCS) and Debris Site Supervisor (DSS)
- Disseminate important health/safety/environmental information to supervisors
- Monitor debris collection and disposal contracts
- Report to Incident Command, Operations, as designated, on status of collection and disposal
- Collect information from supervisors to complete Incident Action Plan
- Create Public Service Announcements (PSA) for Public Information Officer (PIO) on debris collection activities
- Assign resources as required
- Provide adequate safety and debris load measurement orientation to staff
- Write project worksheets
- Be aware of debris management role in evidence management and collection
- Collaborate with representatives (roads, utilities, and communications) to ensure a coordinated effort.
- Track resources (and share) availability of resources, including those released by other debris activities

Job Aids for the Debris Removal Manager

- Comprehensive Debris Management Plans
- Access to the Emergency Management Plans
- Copies of Debris Contractors' contracts
- Access to contact lists of all the vendors
- Emergency Agreements and Mutual Aid Agreements with local and private entities.
- Checklist of office supplies including computer
- Geospatial Information System (GIS) information and other applications
- A pre-assembled contact list for government agencies and private companies that provide products and services critical to removing debris to include but not limited to:
 - Electrical Utilities
 - Water & Wastewater Utilities
 - Public Health Officials
 - HazMat Response Units
- A document that lists potential equipment needs (heavy equipment such as bulldozers, dump trucks, cranes, backhoes, etc.) along with a current list of qualified equipment operators.
- Access and knowledge of the Occupational Safety and Health Standards/Hazardous Materials (waste operations and emergency response)/Code of Federal Regulations (CFR) 1910-120 and lists of local vendors for environmental cleanup
- Access to Situation Reports (SITREP)
- Access Incident Action Plan
- FEMA Public Assistance (PA) Guide

Governmental forms reference guides to include:

- Local Governments can reference the National Incident Management System (NIMS) Field Operations Guide (FOG) and FEMA guidelines for submittal of reimbursements and handling of Incident Command structures.
- State or local government Emergency Resource Mobilization Plan (ERMP)
- Checklist for supplies – Operator and local area access lists
- Mutual Aid Agreements (FORMS) for services and supplies including equipment/operator usage

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DEBRIS SITE MANAGEMENT - JOB AID

DEBRIS SITE SUPERVISOR POSITION

The intent of this document is to reference materials and checklists to use as a job aid for the Debris Site Supervisor when responding to emergency operations such as Type I and Type II incidents. This position reports as directed by the requesting agency to receive specific roles, responsibilities and span of control.

Roles and responsibilities of the Debris Site Supervisor Position

The Debris Site Supervisor position will work with other personnel during a large scale event within the Incident Command System based on mission specific needs. Potential roles and responsibilities include:

- Oversee the activities at the collection sites, including waste separation, waste reduction and environmental concerns
- Supervise debris site reduction and disposal contracts
- Report to Debris Removal Manager (DRM) on status of disposal and collection site issues
- Ensure inspectors receive orientation of the collection sites
- Oversee personnel at collection sites to ensure proper safety regulations and requirements are followed
- Understand hazardous material issues and identify potential environmental hazards and report to DRM
- Is aware of evidence collection procedures in the event of crime scene status
- Collaborate with law enforcement on evidence collection at sites
- Manage resources (staff and equipment) to determine adequacy and make recommendations to the DRM on resource needs
- Coordinate with Debris Collection Supervisor
- Monitor resources of collection in order to understand resource needs at collection sites
- Assist in development of Incident Action Plan
- Create appropriate paper work and reporting documentation to support response and recovery efforts at the collection sites

Job Aids for the Debris site Supervisor

- Contact lists of all the vendors
- Emergency Agreements and Mutual Aid Agreements with local and private entities.
- Access to the Emergency Management Plans
- Checklist of office supplies including computers
- Geospatial Information System (GIS) information and other applications
- Debris Management Plans, including location of debris collection sites
- Copies of Debris Disposal Contracts
- Operator/Manager contact lists
- Access and knowledge of the Occupational Safety and Health Standards/Hazardous Materials (waste operations and emergency response)/Code of Federal Regulations (CFR) 1910-120 and lists of local vendors for environmental cleanup
- Access to Situation Reports (SITREP)
- Access to Incident Action Plan (IAP)
- Public Assistance Guide

Governmental forms reference guides to include:

- National Incident Management System (NIMS) Field Operations Guide (FOG) and FEMA guidelines for submittal of reimbursements and handling of Incident Command structures.
- State or local government Emergency Resource Mobilization Plan (ERMP)
- Checklist for supplies – Operator and local area access lists
- Mutual Aid Agreements (FORMS) for services and supplies including equipment/operator usage