



KENTON COUNTY EMERGENCY SUPPORT FUNCTION

KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN ***PUBLIC WORKS- INFRASTRUCTURE MANAGEMENT ESF-3***

Coordinates and organizes public works-infrastructure management resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Kenton County.

ESF-3/PUBLIC WORKS -INFRASTRUCTURE MANAGEMENT 3.2

PUBLIC WORKS-INFRASTRUCTURE MANAGEMENT ESF-3

ESF Coordinator:

Primary:

Director/Supervisor Kenton County Public Works

Alternates:

Covington Director of Public Works

Erlanger Director of Public Works

Primary Agencies:

Cities of Covington, Crescent Springs, Crestview Hills, Elsmere, Erlanger, Fort Mitchell, Fort Wright, Independence, Kenton County Department of Public Works, Park Hills, and Villa Hills, Taylor Mill Departments of Public Works

Support Agencies:

Bromley Fire Department

Covington Fire Department

Crescent Springs/Villa Hills Fire Department

Edgewood Fire Department

Elsmere Fire Department

Erlanger Fire Department

Fort Mitchell Fire Department

Fort Wright Fire Department



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Independence Fire Department
Kenton County Coroner's Office
Kenton County Emergency Management Agency
Kenton County EMS
Kenton County Fire Chiefs Association
Kenton County Fiscal Court
Kenton County Judge Executive and Commissioners
Kenton County Sheriff's Office
Kenton County Police Department
Kenton Fire Department
Ludlow Fire Department
Park Hills Fire Department
Ryland Heights Fire Department
Taylor Mill Fire Department

Other Agencies Region 6 Kenton County Task Force WMD/HAZMAT Regional Response Team

State Agencies

Kentucky Transportation Cabinet (KYTC) District Office
Kentucky State Police
Kentucky Motor Vehicle Enforcement
Kentucky Division of Emergency Management
Kentucky State Fire Marshal
Kentucky Department of Military Affairs/Kentucky National Guard

(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand/collapse as needed during an incident.)

Introduction

The Public Works-Infrastructure Management Support Function (ESF-3):

- identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Kenton County, the City of Covington, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Kenton Vale, the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the City of Ryland Heights and the City of Taylor Mill to address and support public works needs in the event of either a natural or man-made disaster or emergency situation;
- identifies the responsibilities of organizations charged with providing public works in the case of a disaster or emergency situation;



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- is established to assure the provision of public works support to Kenton County, the City of Covington, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Lakeside Park, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Ludlow, the City of Park Hills, the Fire District, the City of Ryland Heights and the City of Taylor Mill and private-sector response before, during and after an incident/event;
- provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of public works in emergency and disaster situations.

Mission

The mission of the Public Works Emergency Support Function is to coordinate and organize public works resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Kenton County, the City of Covington, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Lakeside Park, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Ludlow, the City of Park Hills, the Fire District, the City of Ryland Heights and the City of Taylor Mill.

Scope

The scope of this ESF includes:

- assessing public works system damage and determining the required resources to restore such public works systems;
- coordinating with ESF-3/Public Works-Infrastructure Management support agencies for assistance in helping public works suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore energy systems;
- coordinating information with local, state, and federal officials and suppliers about available public works supply recovery assistance;
- providing technical assistance concerning public works systems.

ESF-3/Public Works-Infrastructure Management is a functional annex to the Kenton County Kentucky Emergency Operations Plan and to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-3/Public Works-Infrastructure Management activities have existing emergency plans and procedures which this ESF Annex is designed to complement and support.



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This Emergency Support Function applies to all agencies with assigned public works emergency responsibilities as described in the Kenton County Kentucky Emergency Operations Plan.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-3/Public Works-Infrastructure Management planning include:

- during a disaster or emergency, county and local governments have a limited capability and an immediate requirement to provide debris management, which may become quickly overwhelming following a catastrophic incident including-
- emergency clearance of debris;
- cleaning, repairing, or reconstruction of damaged emergency access routes;
- emergency restoration of critical public services and facilities;
- emergency demolition of damaged structures and facilities; and
- technical assistance and damage assessment of private utility operations.
- damage can include economic loss and physical damage to property and buildings;
- there will be a need to coordinate-
- repair and construction of roads and bridges;
- installation and repair of traffic control devices, and/or;
- snow and ice removal.
- catastrophic incidents could block or alter normal channels of transportation in Kenton County;
- there may be a need for transportation to move and protect life and property before, during and after an incident;
- streets and major transportation routes may be obstructed with large amounts of debris and may be impassable for long periods of time. Access may be restricted to damaged areas and only assessable by air;
- primary routes of transportation throughout the county will be given priority for damage assessment, debris removal, and road repairs;
- incidents of all types often result in debris that must be removed to save lives and minimize damage;
- most roads and streets may be impassable due to debris;
- severe damage may be caused to homes, businesses, public buildings, bridges, and other infrastructure, resulting in large debris fields that may be hazardous to the health and welfare of citizens in the county.
- private construction and industrial heavy equipment may be used for debris removal, when necessary;



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- storage and/or disposal of contaminated materials and/or contaminated soil will be a local task, with state and federal support.

Bridge Vulnerability

In the County there are 5 major bridges the

- Cincinnati Southern Bridge which is a railroad bridge. [39°05'54"N, 84°32'31"W](#)
- Brent Spence Bridge is a double decker cantilever truss bridge that carries Interstates 71 and 75 between Cincinnati, Ohio and Northern Kentucky [39°05'29"N, 84°31'21"W](#)
- C & O Railroad Bridge is a cantilever truss railroad bridge over the Ohio River between Cincinnati, Ohio and Covington, Kentucky. [39°05'29"N, 84°31'10"W](#)
- Clay Wade Bailey Bridge is a cantilever bridge carrying U.S. Route 42 and U.S. Route 127 across the Ohio River, connecting Cincinnati, Ohio and Covington, Kentucky. [39°05'28"N, 84°31'09"W](#)
- John A. Roebling Suspension Bridge spans the Ohio River between Cincinnati, Ohio and Covington, Kentucky. [39°05'34"N, 84°30'36"W](#)

Concept of Operations

The Kenton County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-3/Public Works-Infrastructure Management during a disaster/emergency event. The ESF-3/Public Works-Infrastructure Management Primary Agencies work with the EOC management team to ensure necessary public works tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-3/Public Works-Infrastructure Management activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-3/Public Works-Infrastructure Management desk to determine appropriate action.

General

ESF-3/Public Works-Infrastructure Management is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities.



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This structure and system supports incident assessment, planning, procurement, deployment and coordination of public works support operations for Kenton County, the City of Covington, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Lakeside Park, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Ludlow, the City of Park Hills, the City of Ryland Heights and the City of Taylor Mill. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for public works disaster response activities provide guidelines for operations at the Kenton County Emergency Operations Center and in the field.

- the Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-3/Public Works-Infrastructure Management capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;
- periodic training and exercises are conducted to enhance effectiveness;
- public works planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-3/Public Works-Infrastructure Management implementation. ESF-3/Public Works-Infrastructure Management will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required public works assets.

When an event requires a specific type or response mode, public works technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

- As illustrated in **Figure 3-1: ESF-3/Public Works-Infrastructure Management Concept of Operation**, ESF-3/Public Works-Infrastructure Management will give priority to five fundamental, interrelated functions:



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- use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts,
- assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;
- assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;
- incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;
- utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

ESF-3/PUBLIC WORKS-INFRASTRUCTURE MANAGEMENT CONCEPT OF OPERATIONS

1. ASSESS IMPACTS
2. ASSESS LOCAL RESPONSE CAPABILITIES
3. PRIORITIZE NEEDS OF IMPACTED AREAS
- 5. PREPARE AND IMPLEMENT INCIDENT ACTION MATRIX**
4. PREPARE AND IMPLEMENT INCIDENT ACTION PLANS (IAP)

Figure 3-1: ESF-3/Public Works-Infrastructure Management Concept of Operations

Each public works organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Kenton County Emergency Management Agency. The Kenton County Emergency Management Agency will maintain up-to-date information of public works services in Kenton County including:

- names of responsible officials (reviewed/updated quarterly),
- ESF-3/Public Works-Infrastructure Management staffing directory (reviewed/updated quarterly),
- ESF-3/Public Works-Infrastructure Management notification lists (reviewed/updated quarterly),
- major public works equipment identified in Resource Typing and readiness status (reviewed/updated annually).

The ESF-3/Public Works-Infrastructure Management Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Kenton County Emergency Management Agency and are reviewed and updated by the public works planning committee with the Kenton County Emergency Management Agency at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with



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and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Public Works organizations are responsible for training and continuing education of their personnel.

Figure 3-1: ESF-3/Public Works-Infrastructure Management Concept of Operations con't:

The Kenton County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

Notifications

Kenton County E911 Dispatch is the county's 24 hour Warning Point.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, Kenton County E911 Dispatch will notify the Kenton County Emergency Management Agency Director who in turn will notify the State Emergency Operations Center Duty Officer.

The state Emergency Operations Center notifies applicable state agencies including the Regional Response Manager of KyEM Region 6.

ESF-3/Public Works-Infrastructure Management will be activated or placed on standby upon notification by the Kenton County Emergency Management Agency. Upon instructions to activate this Emergency Support Function, the ESF-3 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

The Kenton County Department of Public Works, Cities of Covington, Crestview Hills, Crescent Springs, Elsmere, Erlanger, Fort Mitchell, Fort Wright, Independence, Taylor Mill, Park Hills, and Villa Hills Departments of Public Works are the lead agencies for and will manage the emergency activities of ESF-3/Public Works-Infrastructure



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Management. ESF-3/Public Works-Infrastructure Management operates from the Kenton County Emergency Operations Center (EOC) on a 24 hour/7 days a week to help maintain the flow of public works services.

The Kenton County Emergency Management Agency functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-3 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support

Functions and private voluntary agencies have knowledge about the system and ESF-3 expectations.

Requests for Emergency Assistance Flow Upwards from the Lowest Level

COVINGTON CITY RESOURCE
BROMLEY CITY RESOURCE
CRESCENT SPRINGS CITY RESOURCE
LAKESIDE PARK CITY RESOURCE
EDGEWOOD CITY RESOURCE
ELSMERE CITY RESOURCE
ERLANGER CITY RESOURCE
FORT MITCHELL CITY RESOURCE
FORT WRIGHT CITY RESOURCE
INDEPENDENCE CITY RESOURCE
LUDLOW CITY RESOURCE
PARK HILLS CITY RESOURCE
RYLAND HEIGHTS CITY RESOURCE
TAYLOR MILL CITY RESOURCE
VILLA HILLS CITY RESOURCE
KENTON COUNTY RESOURCE
MUTUAL AID AGREEMENTS
STATE RESOURCES
INTER-STATE MUTUAL AID AGREEMENTS
INTRA-STATE MUTUAL AID AGREEMENTS
FEDERAL ASSETS

ESF-3 COORDINATOR

KENTON COUNTY EMERGENCY OPERATIONS CENTER
STATE EMERGENCY OPERATIONS CENTER

Figure 3-2: Progressive Requests for Emergency/Disaster Resources



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The ESF-3/Public Works-Infrastructure Management system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional public works resource allocations are made at the Emergency Operations Center by the ESF-3 Coordinator during emergency activations. In accordance with a mission assignment from ESF-3/Public Works-Infrastructure Management and further mission tasking by a local primary agency, each support organization assisting in an ESF-3 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-3/Public Works-Infrastructure Management.

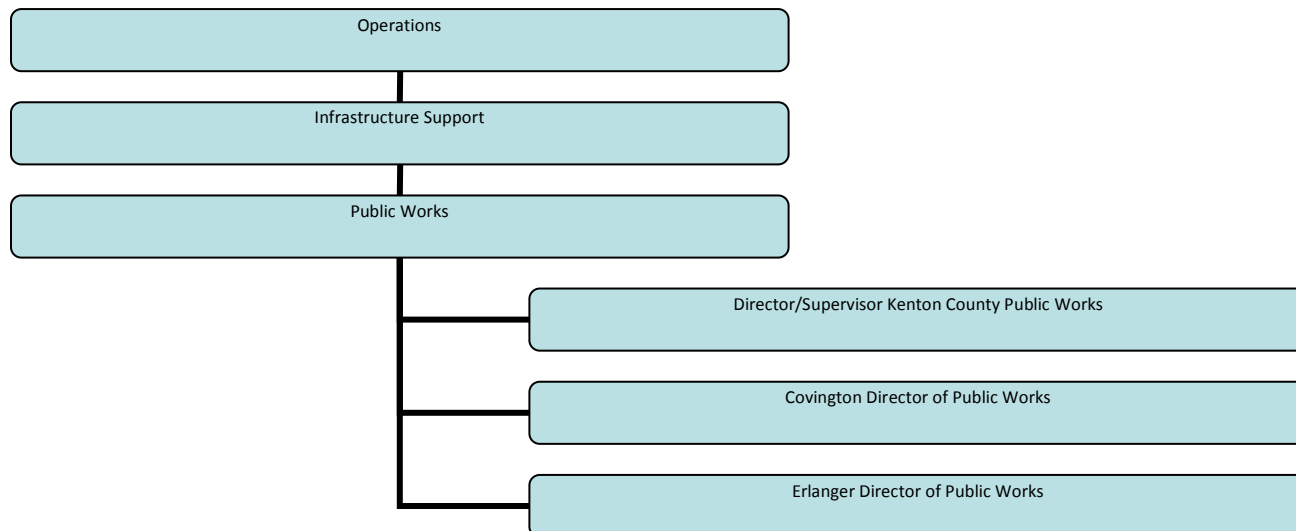
Figure 3-2: Progressive Requests for Emergency/Disaster Resources con't:

KENTON COUNTY EOC MANAGER
PUBLIC INFORMATION
ESF 15
LIAISON
SAFETY
OPERATIONS
PLANNING
LOGISTICS
FINANCE
INFRASTRUCTURE BRANCH
ESF-3/PUBLIC WORKS-INFRASTRUCTURE MANAGEMENT
DEBRIS MANAGEMENT
BUILDING INSPECTION AND STABILIZATION
RESTORATION OF CRITICAL SERVICES
DAMAGE ASSESSMENT

Figure 3-3: Incident Command System Structures ESF-3/Public Works-Infrastructure Management



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Response to an emergency/disaster event in Kenton County is progressive as demonstrated in **Figure 3-2: Progressive Requests for Emergency/Disaster Resources**. The initial response to an emergency/disaster situation is met by the use of the public works/infrastructure management resources available at the local level. Kenton County Fiscal Court, Kenton County Department of Public Works, Cities of Covington, Crestview Hills, Crescent Springs, Elsmere, Erlanger, Fort Mitchell, Fort Wright, Independence, Taylor Mill, Park Hills, and Villa Hills Departments of Public Works activate available resources. When the public works/infrastructure management needs for resources and/or services exceed the capability of what is available in the jurisdictions within Kenton County, and the surrounding cities, established mutual aid agreements with surrounding counties to provide transportation until such resources are utilized.

When needed transportation resources cannot be located through mutual aid agreements, the Kenton County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

County

Kenton County Emergency Management will initiate ESF-3/Public Works-Infrastructure Management notification and will request assistance from the primary and support



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agencies to help staff the ESF-3 position in the Kenton County Emergency Operations Center.

In the Incident Command Structure, ESF-3/Public Works-Infrastructure Management is located in the Infrastructure Branch of Operations as shown in Figure 3-3: Incident Command System Structure/ESF-3/Public Works-Infrastructure Management.

During an activation of the EOC, support agency staff is integrated with the public works staff to provide support that will allow for an appropriate, coordinated and timely response.

Throughout the response and recovery periods, ESF-3/Public Works-Infrastructure Management:

- collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to public works;
- evaluates and analyzes information regarding public works requests;
- develops and updates assessments of current and anticipated future public works needs and resource requirements,
- implements contingency planning to meet anticipated public works demands or needs;
- incorporates this analysis into Incident Action Plans; and
- uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional public works resources are obtained through established mutual aid agreements Kenton County has with counties in the region. The Infrastructure Branch Director, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Region 6 Response Manager or the state Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for public works coordination/support at the state level. That agency can designate a liaison to the Kenton County EOC to assist Emergency Support Function 3 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for public works coordination/support at the state level may support the



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coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

State

During an emergency or disaster event, ESF-3/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-3/comparable evaluates and analyzes information regarding public works requests. ESF-3/comparable also develops and updates assessments of the public works situation/status in the impact area and initiate contingency planning to meet anticipated demands and needs. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-3/Public Works-Infrastructure Management are grouped into the phases of emergency management: prevention, preparedness, response, recovery and mitigation. Each phase requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-3 encompasses a full range of activities from training to the provision of field services.

Preparedness Actions

Actions and activities that develop public works response capabilities may include planning, training, orientation sessions, and exercises for ESF-3 personnel and other emergency support functions that will respond with ESF-3. Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential public works facilities and the maintenance and future development of specialized public works teams.

Initiatives also include:

- coordination with Emergency Management (ESF-5) to assess potential damage loss of functionality of essential facilities and volume of debris by category to scale missions requirements for each function under ESF-3;
- identification of anticipated resource shortfalls;



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- conducting training and exercises for EOC and Public Works team members;
- incorporating findings into functional plans and concepts of operation;
- addressing planning issues on an on-going basis to identify response zones and potential staging areas;
- preparing and maintaining-
 - emergency operating procedures;
 - resource inventories;
 - personnel notification systems, and;
 - resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- ensuring lead agency personnel are trained in their responsibilities and duties;
- developing and implementing emergency response and Public Works;
- developing and presenting training courses for ESF-3 personnel provide information on critical facilities to Kenton County Emergency Management Agency;
- developing protocols for frequently provided services;
- maintaining liaison with support agencies;
- conducting vulnerability analysis at critical facilities and make recommendation to improve the physical security;
- conducting all-hazards exercise involving ESF-3;
- annual updating of inventory of the personnel, vehicles and equipment to be used during the preparation, response and recovery phases of an emergency or disaster;
- preparing and maintaining a list of personnel to ensure that the 24-hour staffing needs are met to facilitate the restoration of vital infrastructure;
- maintaining a list of construction contractors and engineering firms with active contracts who would be available for infrastructure repairs;
- prioritizing and implementing emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment and supplies in areas affected by an emergency or disaster;
- prioritizing and implementing the clearing, repair or reconstruction of transportation facilities necessary to restore transportation capabilities;
- preparing a prioritized list of damaged public structures and facilities, which pose an immediate hazard or safety risk to public health and may require demolition or stabilization;
- providing assistance to other local government through existing memorandum of understandings when requested through the Kenton County EOC.

Response Actions



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A critical function during disaster recovery is debris removal from roadways. Until debris is cleared from the county's thoroughfares, other vital recovery functions cannot be pursued. Roadways must be cleared to allow search and rescue teams into damaged areas, to open access to hospitals, utilities and emergency response agencies; and to permit damage assessment teams to pursue their surveys.

Other response actions/initiatives include:

- coordinating operations at the ESF-3 office in the Kenton County EOC and/or at other locations as required; establishing and maintain a system to support on-scene direction and control and coordination with the Kenton County EOC, regional task force and State EOC;
- establishing mutual aid procedures for additional resources;
- implementation of Impact Assessment Teams to determine post-storm impact to Infrastructure Services functional group resources and ability to perform continuity of operations of essential functions;
- pre-positioning response resources when it is apparent that public works and engineering resources will be necessary;
- relocation of public works resources when it is apparent that they are endangered by the likely impacts of the emergency situation;
- monitoring and directing public works resources and response activities;
- participation in EOC briefings, Incident Action Plans, Situation Reports and meetings;
- with support agencies to support emergency activities;
- obtaining state resources through the State Emergency Operations Center;
- coordinating all resources into the affected areas from designated staging areas;
- coordinating with comparable ESFs in other county EOCs to obtain resources and to facilitate an effective emergency response among all participating agencies.

Recovery Actions

Recovery actions/initiatives include-

- the Kenton County Solid Waste Department will be responsible for disposal of debris. Depending on the magnitude of the disaster, permits for emergency landfills and waivers for the burning of debris may be required.
- there are local and regional sources of assistance available for debris removal. Private firms could be contracted for this task. Kenton County will contract for this assistance if required and available. In the event that Kenton County requires assistance with debris removal, a debris management firm may be selected by



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- the Kenton County Fiscal Court, through a State approved competitive process. The debris management firm would have several duties and responsibilities, including the management of individual debris hauling/removal contractors selected through a competitive bid process and the training and management of debris monitors. The debris management firm would also be responsible for the preparation and retention of all appropriate documentation necessary to meet local, state and federal reporting guidelines;
- the U.S. Army Corps of Engineers (COE) may be available to provide quick-response emergency assistance in the debris clearance area. In a major disaster, after local and state declarations of emergency have been issued, the COE can be requested to provide immediate assistance. The Governor must verify that he has requested FEMA to initiate preliminary damage assessments and that the response is beyond local and state capabilities. In this event, the Corps of Engineers can provide debris clearance assistance under the Water Resources Development Act that amended Public Law 84-99. This assistance can be provided at no cost to the State or County for a period not to exceed ten days;
- humanitarian organizations such as the Brighton Center may be available to provide assistance. Kenton County Emergency Management Agency will coordinate this kind of assistance. In order for the debris clearance task to progress in a timely manner, critical equipment must be available in sufficient numbers and must be kept in operational condition.
- other recovery initiatives include:
 - identifying the support actions required to successfully complete the recovery phase;
 - continuing to provide support until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdiction;
 - initiating financial reimbursement process for these activities when such support is available.

Mitigation Actions

Mitigation actions/initiatives include:

- identifying and seeking funds for retrofitting critical facilities and providing auxiliary power;
- providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters, such as the local mitigation strategy group.

Responsibilities



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All tasked agencies will:

- develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions;
- train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;
- participate in drills to exercise these procedures and actions on a regular basis;
- participate in honest appraisals of the performance of the public works role and actions after each drill, exercise and actual activation of the Kenton County EOC;
- participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of this emergency support function in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies;
- deploy a representative to the EOC to assist with public works activities;
- provide on-going status reports as requested by the Public Works Director/Supervisor;
- document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;
- maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Kenton County Emergency Management Agency;
- perform other emergency responsibilities as assigned.

Primary Agencies:

Kenton County Department of Public Works, Cities of Covington, Crestview Hills, Crescent Springs, Elsmere, Erlanger, Fort Mitchell, Fort Wright, Independence, Taylor Mill, Park Hills, and Villa Hills Departments of Public Works

- responsible for debris clearance of the unincorporated areas of Kenton County;
- serves as the lead agency for ESF-3, supporting the response and recovery operations after
- activation of the EOC and the secondary agency with respect to the Disaster Assessment Team;
- attends all EOC briefings to better disseminate any important information or actions to their staff and support agencies. This representative or their alternate



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should be prepared to provide status reports on all actions under the public works function ESF-3 at each EOC briefing;

- participates with the Damage Assessment Team Chairperson and the Road Department in setting priorities for road clearing to better assist ESF 9-Search & Rescue and their emergency response personnel;
- coordinates the recovery efforts of support agencies under ESF-3/Public Works-Infrastructure Management and the efforts of other ESFs under this plan;
- assists other local government under existing or future Mutual Aid Agreements made between Kenton County and representative of the local governments as coordinated through ESF 5-Emergency Management.
- maintains a listing of construction contractors and engineering consulting firms with active metro contracts who would be available to assist with infrastructure repairs;
- maintains an alternate list of contractors and engineers who do not have active contracts, but who have expressed interest in assisting;
- negotiates and administers design contracts with consulting engineering firms for the repair of storm water management systems and the transportation infrastructure, as required;
- coordinates with Purchasing in awarding and administering construction contracts for the repair of storm water management systems and the transportation infrastructure;
- provides documentation on utilization of manpower, equipment and costs directly related to emergency operations by the Public Works departments which is provided to the representative under ESF 7-Resource Support for official record keeping
- supports the initial task after storm passage of search and rescue operations and recognizes that for the duration of search and rescue activities, the designated debris clearance teams will be responsive to the fire district search and rescue team chiefs;
- identifies all critical transportation routes and water supplies requiring immediate clearing and restoration in order to save lives and property within their jurisdiction;
- provides equipment and personnel for clearing of prioritized transportation routes within the jurisdiction, to allow emergency personnel and equipment to rescue and respond to an affected area;
- evaluate the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.

Support Agencies:



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Support agencies will provide assistance to the Emergency Support Function with:

- performing the above-outlined tasks as requested by the ESF Coordinator;
- services, staff, equipment, and supplies that complement the entire emergency response effort
- reporting current resources capabilities on a regular basis.

Administration and Support Support

Requests for emergency public works assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-3/Public Works-Infrastructure Management related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-3/Public Works-Infrastructure Management agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident is to be from funds associated with each local agency. ESF-3/Public Works-Infrastructure Management is responsible for managing financial matters specific to ESF-3 activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section.

However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.



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The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-3/Public Works-Infrastructure Management will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency/incident/exercise with the ESF-3/Public Works-Infrastructure Management agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.

Statement of Concurrence PUBLIC WORKS/INFRASTRUCTURE MANAGEMENT ESF-3

The signature appearing below indicates the individual has the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this ESF.

ESF 3 PRIMARY AGENCY: Kenton County Department of Public Works, Cities of Covington, Crestview Hills, Crescent Springs, Elsmere, Erlanger, Fort Mitchell, Fort Wright, Independence, Park Hills, Taylor Mill, and Villa Hills Departments of Public Works

Kenton County Department of Pubic Works (Signature) (Printed Name) (Date)

Covington Director of Public Works (Signature) (Printed Name) (Date)



KENTON COUNTY EMERGENCY SUPPORT FUNCTION

Erlanger Director of Public Works (Signature) (Printed Name) (Date)