



ANNEX R Department of Public Works

I. PURPOSE

The purpose of this annex is to establish for East Baton Rouge Parish an effective and workable procedure for the direction and control of public works, engineering equipment, and manpower to support public works operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The requirement for emergency public works and engineering services expands directly in proportion to the magnitude of the disaster.
2. In all major emergencies the public works function requirement will include, but not be limited to, providing sanitation, sewerage, street maintenance, street repair, drainage, and debris removal.
3. East Baton Rouge Parish has public works efficacy and employs trained staff in their departments.

B. Assumptions

1. The assumption is made that the emergency can be handled by East Baton Rouge Parish Department of Public Works (DPW). If local capabilities are exceeded, support will be requested from State and Federal agencies, as well as private industry.

III. CONCEPT OF OPERATIONS

A. General

1. The day-to-day East Baton Rouge Parish DPW organizational structure will remain intact during a major emergency.
2. East Baton Rouge Parish Department of Public Works will use all local manpower, equipment, and material available to carry out their tasks.
3. The East Baton Rouge Parish DPW activities will be coordinated from the Emergency Operations Center (EOC).

B. Phases of Emergency Management

1. Prevention



ANNEX R
Department of Public Works

- a. Keep public right-of-way free of obstruction and debris (trim trees and vegetation).
 - b. Maintain structural integrity of canals and drainage structures.
 - c. Keep canals and drainage structures free from debris, vegetation, and obstructions.
 - d. Maintain city-parish roads.
2. Mitigation
- a. Keep roster of key personnel updated.
 - b. Identify resources and keep resource list updated.
 - c. Conduct necessary training.
 - d. Establish procedures to use private resources.
3. Preparedness
- a. Maintain readiness of equipment and supplies.
 - b. Perform the following immediately before an imminent storm:
 - 1.) Inspect and prepare known problem areas at bridges and drainage structures.
 - 2.) Maximize storage and transportation at sewage facilities.
4. Response
- a. Effect emergency repairs as necessary.
 - b. Initiate damage assessment and make appropriate recommendations.
 - c. Maintain communications with the EOC and provide support when requested.
5. Recovery
- a. Continue damage assessment.



ANNEX R
Department of Public Works

- b. Conduct clean-up operations to include demolition of those structures considered to be unsafe for occupancy.
- c. Provide support to return to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

- 1. The public works organizational chart is shown as Appendix 1 of this annex.
- 2. The Mayor-President, DPW Director, and head of each DPW Division will retain control of their assigned personnel and equipment.

B. Responsibilities

- 1. East Baton Rouge Parish Mayor's Office of Homeland Security & Emergency Preparedness (MOSHEP)
 - _____a. Coordinate emergency public works activities with respective director/assistant director.
 - _____b. Develop mutual aid agreements.
 - _____c. Identify private contractors.
 - _____d. Develop resource list.
 - _____e. Review and update emergency plans.
 - _____f. Develop emergency preparedness exercises.
- 2. Department of Public Works
 - _____a. Maintain emergency operations plan for all public works divisions, accounting for key personnel and their assignments.
 - _____b. Emergency engineering and maintenance of roads and bridges.
 - _____c. Situation reporting.
 - _____d. Maintain traffic movement and control through coordination with the State Police, City Police, and Sheriff's Office delegate in the EOC.
 - _____e. Assist other departments with rescue support.



ANNEX R
Department of Public Works

- _____f. Provide barricades, as required.
 - _____g. Assist other City-Parish Departments with emergency clean-up operations.
 - _____h. Provide radio operators and the necessary radio equipment at the EOC.
 - _____i. Maintain a detailed log of all divisions operations.
 - _____j. Perform damage assessment and develop a complete log including cost analysis with the Damage Assessment Officer.
 - _____k. Maintain adequate amount of sandbags and sand for emergency operations.
 - _____l. Maintain designated maps and status boards in the EOC.
 - _____m. Maintain emergency equipment and ensure that all equipment is in good condition.
 - _____n. Maintain essential departmental facilities and secure against damage.
 - _____o. Identify private contractors.
3. On-Scene Coordinator
- _____a. Upon arrival at any emergency situation, the On-Scene Coordinator reports to the Incident Commander at the Command Post.
 - _____b. Reports are relayed back to the Department of Public Works Chief Coordinator in the EOC for necessary manpower and equipment to be brought in, as needed.
 - _____c. Assistance would be in the form of traffic control, containment, safety, and environmental health matters.
4. Field Operations Coordinator
- _____a. Organize and direct East Baton Rouge Parish DPW field activities.
 - _____b. Implement activities that are ordered by the Chief Coordinator.
5. Traffic Control Coordinator



ANNEX R
Department of Public Works

- _____a. Responsible for the maintenance of all traffic signals within the Baton Rouge city limits and those signals not on state highways outside the city limits.
 - _____b. There are approximately 500 traffic signals in East Baton Rouge Parish; approximately 250 of which belong to the Louisiana Department of Transportation and Development.
 - _____c. Responsible for the maintenance of all traffic control signs and roadway markings on all streets and roadways other than State or U.S. Highways.
 - _____d. When emergencies occur, traffic control devices can be modified or repaired if malfunctioning. The traffic engineering personnel will be responsible for this function.
 - _____e. Coordinate with Barricade Division to barricade roads and reroute traffic around traffic hazards or disaster sites.
6. Logistics Coordinator
- _____a. Shall provide information on the availability, location and assignment of Public Works equipment. He will also designate when and/or where it may be necessary to move specialized equipment in and out of an affected area during an emergency.
 - _____b. Shall provide a complete and up-to-date list of contract vendors that are able to supply whatever equipment needed for any type of emergency situation, where private equipment is found necessary to support any emergency operations.
7. Utilities Coordinator
- _____a. Restore the wastewater system or any component to immediate service as quickly and efficiently as possible.
 - _____b. Coordinate the assistance from various East Baton Rouge Parish DPW divisions, as well as private utility companies (electric, water, etc.) within East Baton Rouge Parish.
 - _____c. Coordinate with private utility companies, to provide technical assistance to the EOC.
8. Solid Waste Coordinator



ANNEX R
Department of Public Works

- _____a. Coordinate the disposal of all trash including all illegal dumping in our right-of-ways within the city limits.
 - _____b. Organize the qualified personnel and necessary equipment for emergency operations.
 - _____c. Verify use of specific sites for staging and disposal of debris.
9. Structures Coordinator
- _____a. Coordinates the maintenance of approximately 95 buildings that are owned or leased by the City-Parish Government.
 - _____b. Provide electricians, carpenters, plumbers, heating and air-conditioning mechanics, and custodial workers to perform the maintenance in these buildings.
 - _____c. Construct temporary housing, if needed.
 - _____d. Organize the repair of structures that could be used as temporary Emergency Response Team Headquarters.
10. Damage Assessment Officer
- _____a. Coordinate damage assessment activities and operation functions in the recovery phase.
11. Other Governmental Agencies and Private Companies
- _____a. Other governmental agencies and private companies may provide assistance, as needed, in their respective fields.

V. DIRECTION AND CONTROL

- A. Representatives of East Baton Rouge Parish DPW operating from the EOC and the Mayor-President will retain control of assigned personnel and equipment. The East Baton Rouge Parish DPW representatives, along with the Director of MOHSEP, will set priorities for resources and coordinate activities of the various forces.
- B. Mutual aid forces will operate under the direct supervision of their own supervisors. The Baton Rouge Fire Department Communications and Director of MOHSEP will coordinate the call-up and deployment of mutual aid forces. The Mutual Aid System in East Baton Rouge Parish is the Baton Rouge Area Mutual Aid System (BRAMAS).



ANNEX R
Department of Public Works

- C. Volunteer and auxiliary forces will work under the supervision of the East Baton Rouge Parish DPW Director/Assistant Director in the jurisdiction where they are deployed.
- D. Military forces will work under the direct supervision of their own superiors; but, will serve under the direction of the East Baton Rouge Parish DPW Director/Assistant Director where they are deployed.

VI. CONTINUITY OF GOVERNMENT

- A. See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. Administration
 - 1. There is a tremendous need for public works services during emergencies. The East Baton Rouge Parish DPW Coordinators will ensure that their activities are administered in an orderly and efficient manner. The Director of MOHSEP will give priority to requests by the public works and public utilities directors for additional resources and personnel to support activities.
 - 2. The East Baton Rouge Parish DPW Director/Assistant Director will ensure that procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.
- B. Logistics
 - 1. Obtain emergency supplies that will be coordinated with the Resource Coordinator in the EOC.
 - 2. Logs of all activities and records of all purchases will be maintained by each department.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The East Baton Rouge Parish Public Works Director and the Director of MOHSEP will review, exercise, and update the annex periodically.

The East Baton Rouge Parish DPW Director maintains the Standard Operating Procedures for Public Works.



ANNEX R
Department of Public Works

IX. AUTHORITIES AND REFERENCES

A. Authority

1. See Basic Plan.

B. References

1. Standards for Local Civil Preparedness. CPG 1-5. Washington: FEMA, 1980.
2. Disaster Operations: A Handbook for Local Governments. CPG 1-6. Washington: FEMA, 1981.

X. APPENDICES TO ANNEX

- 1.) Organizational Chart
- 2.) Manpower and Equipment Inventory