

# **BROWN COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 3 PUBLIC WORKS AND ENGINEERING**

**LEAD COORDINATING AGENCY:** Brown County Public Works Department

**SUPPORT AGENCIES:** Brown County Highway Department  
Brown County Emergency Management (BCEM)  
Brown County Zoning Department  
Municipal Public Works Departments  
Private Critical Infrastructure/Key Resource (CIKR)  
Companies  
Private Engineering Services  
Private Railroad Companies

**STATE COORDINATING AGENCY:** Wisconsin Emergency Management (WEM)

## **I. INTRODUCTION**

### **A. Purpose**

The purpose of ESF-3 is to coordinate support for the county and local municipalities in the response and recovery phases of a disaster through infrastructure and building damage assessment, restoration and maintenance of essential services, and technical assistance.

### **B. Scope**

Basic ESF-3 functions are:

1. Damage assessment coordination and planning
2. Coordination and planning of essential services restoration and maintenance
3. Coordination, planning, and provision of technical assistance to county municipal agencies.

Activities within the scope of ESF-3 include:

1. Coordination and planning for damage assessment and repair or replacement of damaged public buildings and infrastructure.
2. Coordinating technical expertise and assistance resources to support response and recovery operations.
3. Coordination and planning for restoration of essential services.
4. Coordination with county and municipal finance departments for contract management.

C. List of Changes from Previous Version

1. None

**II. POLICIES**

1. In accordance with Chapter 7 of the Brown County Code of Ordinances the Brown County Emergency Management Director, Coordinator, or designee is authorized to activate the EOP as requested or needed to protect lives, property, and the environment.
2. ESF-3 personnel will be provided to the Brown County Emergency Operations Center (EOC) when activated.
3. Representatives from municipal public works agencies are encouraged to send a representative to the EOC during incidents affecting that municipality. Alternatively, the involved agencies will establish and maintain methods for regularly exchanging information.
4. ESF-3 may obtain resources through contractors, vendors, and suppliers. Resources may also be obtained from local, state, regional, national, public, and private associations, or groups.
5. Representatives from applicable private sector entities and non-governmental organizations (NGOs) may be integrated into the planning, coordination, and decision-making processes.
6. The ESF-3 Coordinator may request activation of other ESFs or resources to support ESF-3 activities.

**III. PLANNING ASSUMPTIONS**

1. Large-scale incidents may rapidly deplete local resources and necessitate activation of mutual aid agreements or state resources.
2. EOC staff that normally report to the EOC may be among those affected by an incident and may be unable to perform their duties.
3. Multiple incidents may occur simultaneously within non-contiguous areas dispersed over a large geographic area, each with little or no warning.
4. County, local, and tribal governments are responsible for publicly owned or operated infrastructure and have the primary responsibility for incident prevention, preparedness, response, and recovery activities.
5. The private sector owns and is responsible for a large proportion of the critical infrastructure and key resources (CI/KR) and is the lead for the rapid restoration of infrastructure-related services.

6. Private sector representatives will participate in ESF-3 planning and coordination activities as appropriate.
7. Infrastructure-owning authorities are responsible for obtaining and complying with required permits and clearances related to ESF-3 activities.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

In accordance with the Brown County Emergency Operation Plan, the Brown County Public Works Department is responsible for coordinating infrastructure monitoring, inspection, and repair.

1. During an emergency or disaster, the ESF-3 Lead Coordinating Agency will assign primary and backup personnel to the Brown County EOC as needed.
2. ESF-3 is activated at the Brown County EOC in anticipation of, or response to, a significant incident that affects the transportation system within the county.
3. ESF-3 serves as the single point of coordination between local jurisdictions, Wisconsin Emergency Management (WEM), BC EOC operations, and Incident Command during response and recovery operations.
4. Local government is responsible for ensuring that the infrastructure and buildings in the community are safe for use after a disaster or creating, through demolitions or repairs, a safe condition. Brown County, through the lead coordinating agency, will support a county agency or local jurisdiction with public works and engineering needs by drawing, as able, from county, state, federal, local government, volunteers, and the private sector.
5. Public works and engineering staff will attempt to identify mitigation opportunities to reduce future disaster damages and make recommendations as appropriate. These responders will provide information on possible mitigation opportunities, through the lead coordinating agency, to Wisconsin Emergency Management (WEM).
6. During the recovery phase, all agencies are expected to support continuing operations with equipment and staff.

##### **B. Organization**

1. Brown County Public Works Department is responsible for the

coordination of ESF-3 emergency management activities.

2. State coordination activities will be conducted through the WEM Regional Director

C. Activation Triggers

1. Planned or unplanned event that will have an excessive impact on part or all of the county infrastructure system.
2. Information that an event is expected to occur that will have an excessive impact on part or all of the county infrastructure system.

D. Mitigation Activities

1. Assist county agencies and local jurisdictions with risk assessments and mitigation planning to reduce the impact of emergencies and disasters.

E. Preparedness Activities

1. Develop policies and procedures for ESF-3 emergency response and recovery coordination and communications activities.
2. Develop and maintain liaison with county support agencies and private sector service providers.
3. Develop and maintain a database of technical assistance services that can provide support during emergencies or disasters, including contact and notification list and procedures, as practical.
4. Conduct periodic training and exercises and participates in EOC drills and exercises.
5. Identify, develop, and incorporate, as necessary
  - a. Private sector capabilities and resources
  - b. Backup response and recovery processes

F. Response Activities

1. Collect and maintain appropriate fiscal detail records of work and costs incurred by ESF-3 agencies during an event.
2. Coordinate with allied agencies and governments to prioritize and plan debris removal from publicly owned property.
3. Coordinate with allied agencies and governments to establish debris transportation routes and collection, remediation, and storage locations.

4. Coordinate with allied agencies and governments to prioritize and plan post-incident inspection of public buildings and infrastructure.
5. Coordinate mobilization of personnel and equipment required for county facility and engineering services.
6. Coordinate with allied agencies and governments to prioritize and plan damage assessment and reporting, including damage to privately owned or controlled CIKR facilities.
7. Coordinate with allied agencies and governments to conduct and submit preliminary damage assessments (PDAs).

G. Recovery Activities

1. Provide support to government agencies in the form of technical advice and evaluations, engineering services, construction management, and inspection.
2. Coordinate with impacted government agencies for relocation of staff, equipment, and supplies to support resumption of essential services as needed.
3. Coordinate with allied agencies and governments to prioritize and plan for emergency demolition or stabilization of damaged buildings and infrastructure.
4. Coordinate with ESF-11, allied agencies, and governments to prioritize and plan for removal and disposal of animal carcasses.
5. Support emergency contracting and documentation.
6. Provide technical assistance, inspections, and engineering reviews of damaged private residences, commercial buildings, and private structures.

**V. RESPONSIBILITIES**

A. Lead Coordinating Agency: Brown County Public Works Department

1. Maintain BC public building and infrastructure information including locations, access requirements, tenant agency contacts, floor plans, and related data in a location that is easily accessible to ESF-3 staff.
2. Coordinate with allied agencies and governments to prioritize and plan for damage assessments, building inspections, and engineering assistance.
3. Coordinate with state agencies responsible for public works and

engineering to provide the county and the local governments the necessary resources to restore and maintain essential services.

4. Assist local officials with assessing damage to Private Onsite Waste Treatment Systems (POWTS) and facilitating repairs and restoration of services.
5. Coordinate the inspection, drawdown, repair, and operational changes of dams and other water-control structures.
6. Coordinate with WEM and local governments to utilize private contractors in response, recovery, mitigation and remediation efforts.
7. Provide training as requested to local entities regarding the performance of damage assessment and identification of appropriate mitigation measures.
8. Identify and recommend mitigation opportunities that will reduce future disaster damages.
9. Coordinate county Hazard Mitigation efforts and ensure that the county agencies participate in planning activities and provide information for the County Hazard Mitigation Plan.

**B. Support Agencies**

1. Brown County Highway Department (ESF-1)
  - a. Ensure roadway access to impacted areas, structures, and facilities to facilitate BCPW disaster activities.
2. Brown County Emergency Management (ESF-5)
  - a. Support coordination with WEM, neighboring counties, and other allied public and private agencies during projected or ongoing activities.
3. Brown County Planning and Land Services (GIS)
  - a. Maintain current GIS-related software systems and ensure access to these systems and data during EOC operations.

**VI. RESOURCE REQUIREMENTS**

- A. Brown County ESF-3 may require support from other ESFs, or from local government agencies, neighboring counties, the state, or federal agencies in the form of personnel, equipment, operating space, or expertise.

**VII. REFERENCES**

Wisconsin Statute Chapter 62.14 through 62.26, Public Works (various)  
 Brown County Code of Ordinances, Chapter 11, *Private Sewage System*  
 Brown County Code of Ordinances, Chapter 22, *Shorelands and Wetlands*  
 Brown County Code of Ordinances, Chapter 23, Floodplains  
 Brown County Code of Ordinances, Chapter 40, *Control of Construction Site Erosion Resulting from Land Distributing Activities and the Control of Post Construction Storm Water Management*  
 Brown County Code of Ordinances, Chapter 41, *"MS4" Permit Storm Water*

## VIII. ACRONYMS and GLOSSARY

### A. Acronyms

AAR	After Action Review/Report
AC	Area Command/Commander
BC	Brown County
BCEMA/BCEM	Brown County Emergency Management Agency
CIKR	Critical Infrastructure Key Resource
DoTS	Department of Technology Services
DPW	Department of Public Works
EM	Emergency Management
EMA	Emergency Management Agency
EOC	Emergency Operations Center
EOP	Emergency Operation Plan
ESF	Emergency Support Function
ETA	Estimated Time of Arrival
FBO	Faith Based Organization
FD	Fire Department
FEMA	Federal Emergency Management Agency
GB	Green Bay
GBMFD	Green Bay Metro Fire Department
GBPD	Green Bay Police Department
GIS	Geographic Information System
GRB	Green Bay Austin Straubel Airport
IAP	Incident Action Plan
IC	Incident Command/Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
LE	Law Enforcement
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law
PSC	Public Safety Communications
PW	Public Works

SITREP	Situation Report
UC	Unified Command
UDSR	Uniform Disaster Situation Report
VOIP	Voice Over Internet Protocol
WEM	Wisconsin Emergency Management
WI	Wisconsin
WING	Wisconsin National Guard

B. Glossary

See the glossary in the BC EOP

**IX. APPENDICES**

- Appendix 1: Brown County Public Works Department Activation and Operations Checklist
- Appendix 2: Brown County Public Works Department Responsibilities and Tasks
- Appendix 3: Brown County Public Works Department Notification and Contact List
- Appendix 4: Brown County Public Works Department Deactivation/Demobilization Checklist

**Appendix 1**  
Brown County ESF-3  
Activation and Operations Checklist



The ESF-3 Coordinator is responsible for ensuring all activation, notification, coordination, and deactivation/demobilization tasks are completed. The ESF-3 Coordinator may request that other ESFs are activated to support ESF-3 activities.

### **Initial ESF-3 Activation**

- Check-in to the EOC
  - Enter information on the EOC sign-in log
  - Obtain a printed copy of the EOC-214 form if not using electronic versions
    - **Begin filling out the EOC-214 as soon as possible!**
- Log on to an EOC computer, then log into the ESF-9 Gmail account
  - [brown.esf3.publicworks@gmail.com](mailto:brown.esf3.publicworks@gmail.com)
  - NOTE: Use this email for *ALL* ESF-3 related email; do not use personal or work email accounts.
- Obtain situation status briefing from the EOC Manager or other source
- Make required notifications via phone and/or email (see Appendix 3)
- Assist with creation of EOC-201, EOC-202, EOC-204, EOC-209, and other forms as needed
- Determine resource requirements for ESF-3 operations *within the EOC*; provide that information to the EOC Manager or ESF-7 (Logistics) Coordinator.
- Coordinate with the Incident Commander to determine resource or other requirements to support ESF-3 field operations; provide that information to the EOC Manager or ESF-7 (Logistics) Coordinator.
- Coordinate with the EOC Manager and other ESF Coordinators to begin developing the goals and objectives for EOC operations for the current and upcoming operational periods.

## **Appendix 2** Brown County ESF-1 Responsibilities and Tasks

- Send representative to the Brown County EOC.
- Utilize field reports, cameras, and other systems to monitor and report the status of, and damage to, government buildings, facilities, and CIKR impacted by an incident.
- Coordinate with the EOC Manager, allied agencies, and government entities to plan damage assessment (DA) activities.
- Coordinate with the EOC Manager to mobilize DA teams.
- Compile and distribute status reports to EOC staff for use in developing the incident action plan (IAP).
- Assign and schedule sufficient personnel to cover an activation of the Brown County EOC for multiple operational periods.
- Coordinate with local communities, neighboring counties, or WEM to obtain additional resources as needed.
- Coordinate with allied agencies and governments to prioritize and plan for assessing damage to impacted buildings, facilities, CIKR, and related systems.
- Coordinate with allied agencies and governments to prioritize and make recommendations to alleviate damage, obstructions, or other CIKR problems.
- Coordinate with allied agencies and governments to prioritize and plan assistance for search and rescue operations as needed.
- Implement agreements and contracts with private contractors and suppliers.
- Coordinate with allied agencies and governments to implement the BC Debris Management Plan
- Coordinate with allied agencies and governments to prioritize and plan continuation of maintenance, clearance, and repair of government buildings and CIKR until normal operations are restored.
- Participate in debriefings and After Action Review (AAR) and Improvement Plan (IP) development.

**Appendix 3**  
Brown County ESF-3  
Notification and Contact List

**Brown County Public Works**

**Office**

**Cell**

Paul Fontecchio, Public Works Director

Michael Piacenti, Operations Manager

Nicholas Uitenbroek, Engineering Manager

Ken Vandenbusch, Highway Electrician

Jim Beaupre, Fleet Manager

**Appendix 4**  
Brown County ESF-3  
Deactivation/Demobilization Checklist

The Brown County ESF-3 Coordinator will coordinate with other ESF lead agencies, the EOC Manager, and representatives of impacted municipalities to plan for phased deactivation of ESF-3. Consideration will be given to the needs of short- and long-term recovery operations, available staffing, and expectations or forecasts for ongoing and future emergencies or disasters.

The ESF-3 Coordinator will ensure all documentation has been completed and collected, notifications have been transmitted, status reports updated, and pertinent systems returned to pre-activation conditions after deactivation.

#### ESF-3 Deactivation Tasks

- Complete and submit EOC-214 and other documentation
- Complete and submit AAR documentation
- Participate in AAR and Improvement Planning meetings and activities