



This document outlines the planning and organizational responsibilities of the Public Works and Engineering (ESF #3) coordinating agencies for the Yolo Operational Area

# Yolo Operational Area Public Works & Engineering Executive Summary

Emergency Support Function  
#3 - Annex to local Emergency  
Operations Plans

Version 1.0

Revised: May 2016

---

## PARTICIPATING AGENCIES



## HANDLING INSTRUCTIONS

1. The title of this document is the *Yolo County Operational Area Public Works & Engineering (ESF #5) Annex Executive Summary*
2. The information gathered herein is to be used for training and reference purposes within the Yolo Operational Area. Reproduction of this document, in whole or in part, without prior approval from the Yolo County Office of Emergency Services is prohibited.
3. Point of Contact:

### Yolo County Office of Emergency Services

*DANA M. CAREY*

OES Coordinator  
625 Court Street, Room 202  
Woodland, CA 95695  
Office: 530-666-8150  
Direct: 530-406-4933  
[dana.carey@yolocounty.org](mailto:dana.carey@yolocounty.org)

This page intentionally blank

## CONTENTS

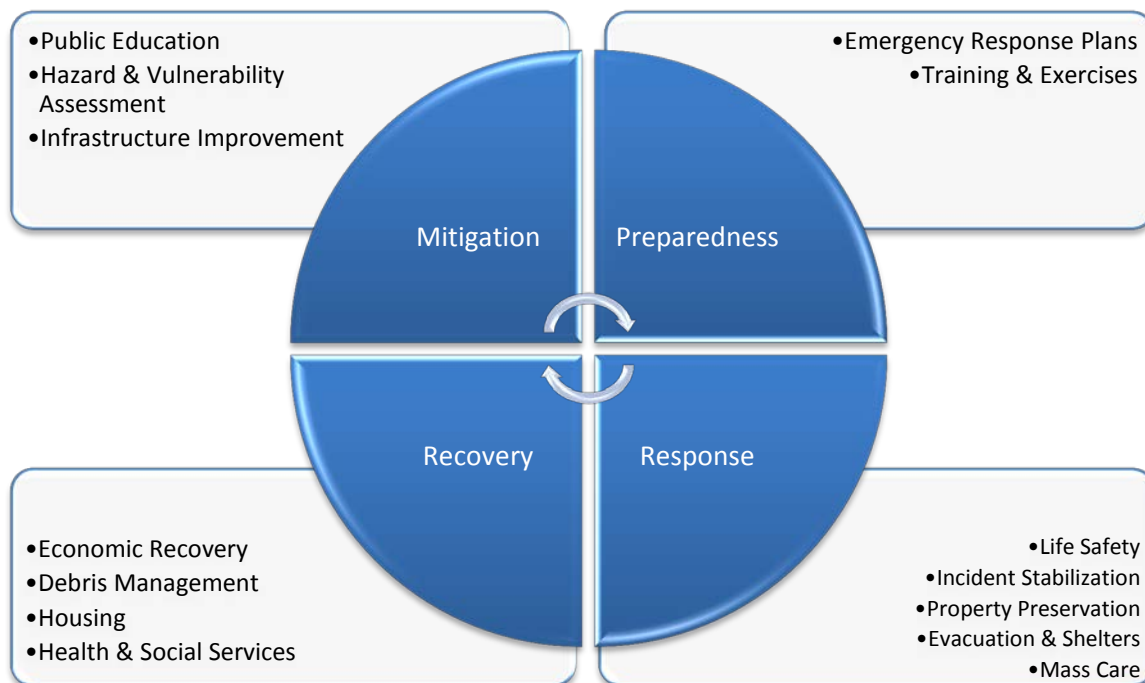
Participating Agencies .....	1
Handling Instructions .....	2
Contents .....	4
Introduction .....	6
Overview .....	6
Purpose .....	6
Scope .....	7
Goals .....	7
Annex Maintenance and Administration .....	8
Stakeholders .....	8
Lead Coordinators .....	8
Emergency Function Coordinator Responsibilities .....	8
Supporting Agencies and Departments .....	9
Emergency Management Community .....	12
State Agencies .....	12
<b>FEDERAL AGENCIES</b> .....	12
Concept of Operations .....	13
Mitigation .....	13
Preparedness .....	13
Response .....	14
Recovery .....	15
Appendix A: Yolo Operational Area Planning Groups .....	16
Appendix B: Documentation Maintenance Responsibilities .....	18
Appendix C: Acronyms .....	19
Appendix D: Version History .....	21

This page is intentionally blank

## INTRODUCTION

### OVERVIEW

The Yolo Operational Area Function #3 – **Public Works and Engineering Executive Summary** represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management related technical advice and evaluation, engineering services, contracting for construction management, and inspection of critical infrastructure.



### PURPOSE

Function #3, Public Works and Engineering supports the response and recovery operations by providing technical advice and evaluation, engineering services, contracting for construction management, and inspection of critical infrastructure.



## SCOPE

Function #3 supports and coordinates OA-level activities of its stakeholders in the mission to protect life and property within the Yolo Operational Area. Function #3 also provides recommendations and subject matter expertise to all Offices of Emergency Services (OES's), throughout the Yolo Operational Area, associated with construction and engineering activities, including floodplain, waste water, drinking water, road, and bridge management, building inspection, code enforcement, development, and debris management. Function #3 stakeholders work together within their statutory and regulatory authorities to coordinate in an all-hazards approach. During emergency response, departments and agencies retain their respective administrative authority, but coordinate within the Function #3 structure in order to uphold the mission of protecting life and property within the Operational Area.

## GOALS

This section identifies the goals for the Function #3 to support the further development and ongoing maintenance of Function #3 over the coming years.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #3 emergency management activities within SEMS/NIMS.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the Operational Area's Function #3 capabilities.
- Identify, coordinate, and engage the Operational Area's Function #3 stakeholders.
- Train and exercise the activities of Function #3.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Communication information.



## **ANNEX MAINTENANCE AND ADMINISTRATION**

Various members are responsible for the on-going maintenance and administration of function #3 plans, Field Operations Guides, Standard Operating Procedures, resource directories, exercises, etc., these are outlined in [Appendix B](#).

## **STAKEHOLDERS**

### **LEAD COORDINATORS**

For the development of the Operational Area level, a lead agency has been designated based upon authorities and responsibilities. The lead agency is responsible to facilitate the development, maintenance, and implementation of Function #3, with input and assistance from the stakeholders. For the purposes of Function #3, the lead agency is the Yolo County Planning, Public Works and Environmental Services.

The Yolo County Planning, Public Works, and Environmental Services in cooperation with City & Tribal Public Works Departments is responsible for the management oversight of Function #3 and is assigned to lead Function #3 based upon its authorities, resources, and capabilities in the EOP. As the lead agencies for Function #3, the Yolo County Planning, Public Works and Environmental services and partner Public Works Departments provide the leadership, ongoing communication, coordination, and oversight for Function #3 throughout all phases of emergency management.

The Function #3 Coordinator, designated by the Yolo County Planning, Public Works and Environmental Services and partner Public Works Departments, facilitates consistency among Function #3 stakeholders and can provide general information regarding the breadth of capabilities among Function #3 stakeholders. During an emergency response, the Function #3 Coordinator can serve as an information “broker” between the core functions and the Emergency Operations Center. The Function #3 Coordinator provides information regarding the capabilities and activities of Function #3 primary and supporting agencies and helps direct questions and issues to the appropriate agency.

### **EMERGENCY FUNCTION COORDINATOR RESPONSIBILITIES**

As the Emergency Function Coordinator, general responsibilities are:

- Identifies subject matter experts within Function #3.
- Coordinates with Lead Agency/Department counterpart at the EOC – including any delegated authorities to the Coordinator during the operational period.
- Establishes communication with Function #3 stakeholders and Core Function Leads.
- Participates (or coordinates with Lead Agency counterpart) in Action Planning, section and branch meetings scheduled during the operational period.
- Actively coordinates with Function #3 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the Function #3 stakeholders to the EOC on Function

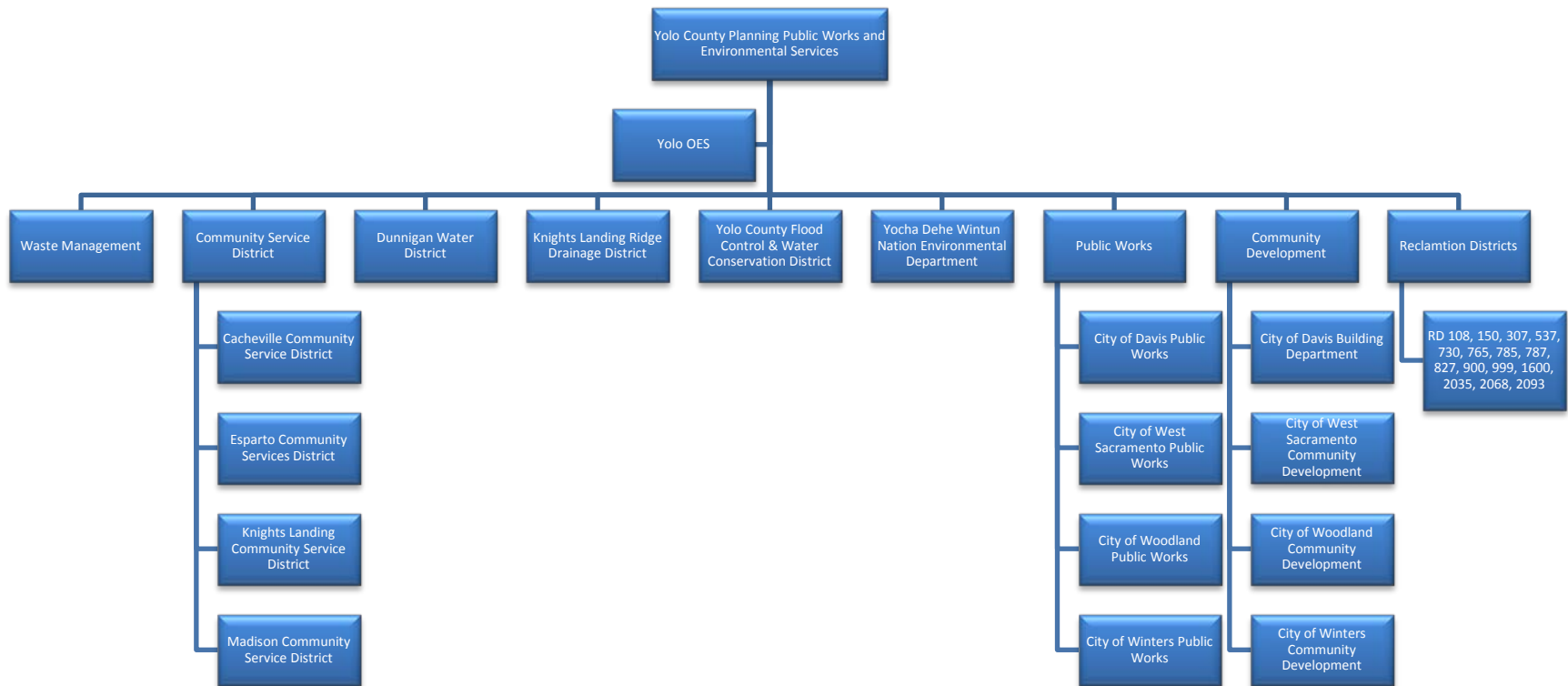
- #3 stakeholder’s intelligence and resource capabilities.
- Shares information and status updates with all Function #3 stakeholders.

### SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that play roles assist in the development of the EF #3. These supporting stakeholders have responsibilities in assisting the coordination of all phases of emergency management.

Department/Agency	Division/Group	Responsibility
Waste Management	Whole Agency	Coordinates the removal of refuse. Sorts, filters, and processes refuse.
Cacheville Community Service District	Whole Agency	Provides domestic water.
Esparto Community Service District	Whole Agency	Provides domestic water, handles wastewater, and street lighting.
Knights Landing Community Service District	Whole Agency	Provides domestic water, handles wastewater, street lighting, as well as parks and recreation.
Madison Community Service District	Whole Agency	Provides domestic water, handles wastewater, as well as parks and recreation.
Dunnigan Water District	Whole Agency	Provides agricultural water from the Tehama-Colusa Canal. Acquires and operates works for production, storage, transmission and distribution of water for irrigation, domestic, industrial and municipal purposes, as well as any drainage or reclamation works connected with such undertakings.
Reclamation Districts	108, 150, 307, 537, 765 787, 827, 900, 999, 1600, 2035, 2068, 2093	Provides levee maintenance, drainage, as well as pumping and irrigation services.
Knights Landing Ridge Drainage District	Whole Agency	Acquires easements, property and material necessary for levees, canals and other drainage purposes.
Yolo County Flood Control & Water Conservation District	Whole Agency	Assists local growers and landowners in implementing practices that protect, improve and sustain the agricultural and natural resources of Yolo County. Also plans for develops, and manages the use of the District’s surface water and ground water.
Yocha Dehe Wintun Nation	Environmental Department	Monitors and test domestic water supply.
	Facilities and Infrastructure Department	Areas of responsibility include streets and trees, wastewater, storm drainage, water, solid waste and recycling, parks and recreation, fleet, building facilities
City of Davis	Public Works	Performs administrative, technical and operational activities in support of the City’s infrastructure and related services in the following areas; Transportation, Wastewater, Storm Drainage, Water, Engineering, Solid Waste, Fleet, Building Facilities and Capital Improvements.

City of Davis (cont'd)	Community Development	Areas of responsibility include planning and zoning, building inspection and plan check services and economic development. Specific task areas include current and advanced planning, zoning administration, environmental impact studies, management of historic structures, sustainability management, agricultural conservation, city property acquisition and management, code compliance, resale inspections, downtown redevelopment and public information.
City of West Sacramento	Public Works	Areas of responsibility include transportation, wastewater, storm drainage, water, engineering, solid waste, flood protection, fleet, building facilities and capital improvements.
	Community Development	Areas of responsibility include planning and zoning, building codes and inspection, engineering, housing and community investment,
City of Woodland	Public Works	Areas of responsibility include streets and trees, wastewater, storm drainage, water, solid waste and recycling, fleet, building facilities, cemetery, and pool maintenance.
	Community Development	Areas of responsibility include planning, redevelopment, housing, building inspection, engineering, code compliance, zoning, and capital improvements.
City of Winters	Public Works	Areas of responsibility include streets and trees, wastewater, storm drainage, water, solid waste and recycling, parks and recreation, fleet, building facilities and capital improvements.
	Community Development	Areas of responsibility include planning and zoning, building codes and inspection, engineering, housing and community investment,



## EMERGENCY MANAGEMENT COMMUNITY

As described in local Emergency Operations Plans, function #3 will also involve other stakeholders such as:

- Pacific Gas & Electric (PG&E) – May be included in the response and recovery actions for the purpose of bringing critical infrastructure back online in targeted areas.
- University of California Davis – Coordinates with Operational Area staff specifically planning and response operations.
- Water Resources Association of Yolo County
- West Sacramento Area Flood Control Agency (WSAFCA)
- Delta Stewardship Council
- Delta Response Group
- Central Valley Flood Control Association
- California Department of Water Resources
- California Department of Transportation
- U.S. Department of the Interior, Bureau of Reclamation
- U.S. Army Corp of Engineers

As the group advances, planning should include for the future participation of these and future stakeholders.

## STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Lead Coordinator(s) during an incident.

## FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency.

## CONCEPT OF OPERATIONS

This section describes the Function #3 concept of operations, which documents how the emergency function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

### MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for Function #3 include:

- Identify stakeholders and engage them in the development and maintenance of Function #3.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Function #3.
- Collaborate to pool Function #3 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities.
- Support the Yolo Operational Area Multi-jurisdictional Hazard Mitigation Plan.
- Coordinate with the Yolo County Office of Emergency Services.

### PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for Function #3 include:



- Develop and maintain the Function #3 Functional Annex to the Emergency Operations Plan containing a concept of operations, plans, supporting documents and agreements.
- Establish decision-making and communication processes for Function #3.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the Function #3 stakeholders.
- Plan for short-term and long-term emergency management and recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the Function #3 Annex and Function #3 exercise process.
- Conduct regular Function #3 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integrates

communications systems and information coordination.

- Begin to identify and document resource types for Function #3.
- Create Emergency Resource Directory providing the list of Function #3 resources necessary to support operations.
- Inventory agreements that are in place to support sharing of resources.

## RESPONSE

Response includes activities that address the short term, direct efforts of an incident. Response includes the execution of emergency operations plans and of mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for function #3 include:

- Discipline-specific subject matter expertise for all activities within the EOC organization. The Function #3 Coordinator provides subject matter recommendations and guidance involving its members.
- Assistance from support agencies.
- Guidance in resource request processing to EOC Sections.
- Recommendations on the appropriate use of resources.
- Recommendations on any requests for activation of the Safety Assessment Program (SAP).
- Expertise regarding the procedures, processes and methods for obtaining resources.
- Assistance in acquiring and processing discipline-specific intelligence and information.
- Coordination with Function #3 within other EOC levels.
- Provide linkage to discipline specific MAC Groups and provide:
  - Collection of intelligence and information regarding the emergency to assist in setting priorities and objectives.
  - Detailed information on scarce resources, resource allocation and inventory.
  - Recommendations during the development of AARs.
- Identify and document the operating modes including:
  - **Trigger Points/Thresholds** – Identifies triggers that may indicate a need to increase the operational mode.
  - **Warning Procedures** – Identifies the procedures used to support warning emergency function stakeholder of an approaching or imminent danger prior to an incident to determine the need to increase the level of the operational mode. This should also include steps taken by the emergency function to increase readiness or to save lives and protect property prior to an incident.
  - **Alert and Notification** – Documents the alert and notification procedures for the emergency function when there is an increase in operational mode level. Confidential call lists may be developed as an appendix to the annex if not already developed in supporting operational documents.
- Documenting how stakeholders mobilize resources to support incident response and operations. This includes direct response under existing authorities or support and coordination of field-level response operations. In addition, document how resources will be tracked during mobilization and the demobilized when no longer needed. A separate, detailed Mobilization Plan will be developed as an appendix to the Function #3 Annex.
- Documenting how Function #3 organizes itself to support the emergency response within SEMS levels consistent with the MACS. Also documents how the emergency function will support the maintenance of the MACS.
- Documenting how Function #3 members communicate during an emergency, including

primary and secondary systems and system redundancy.

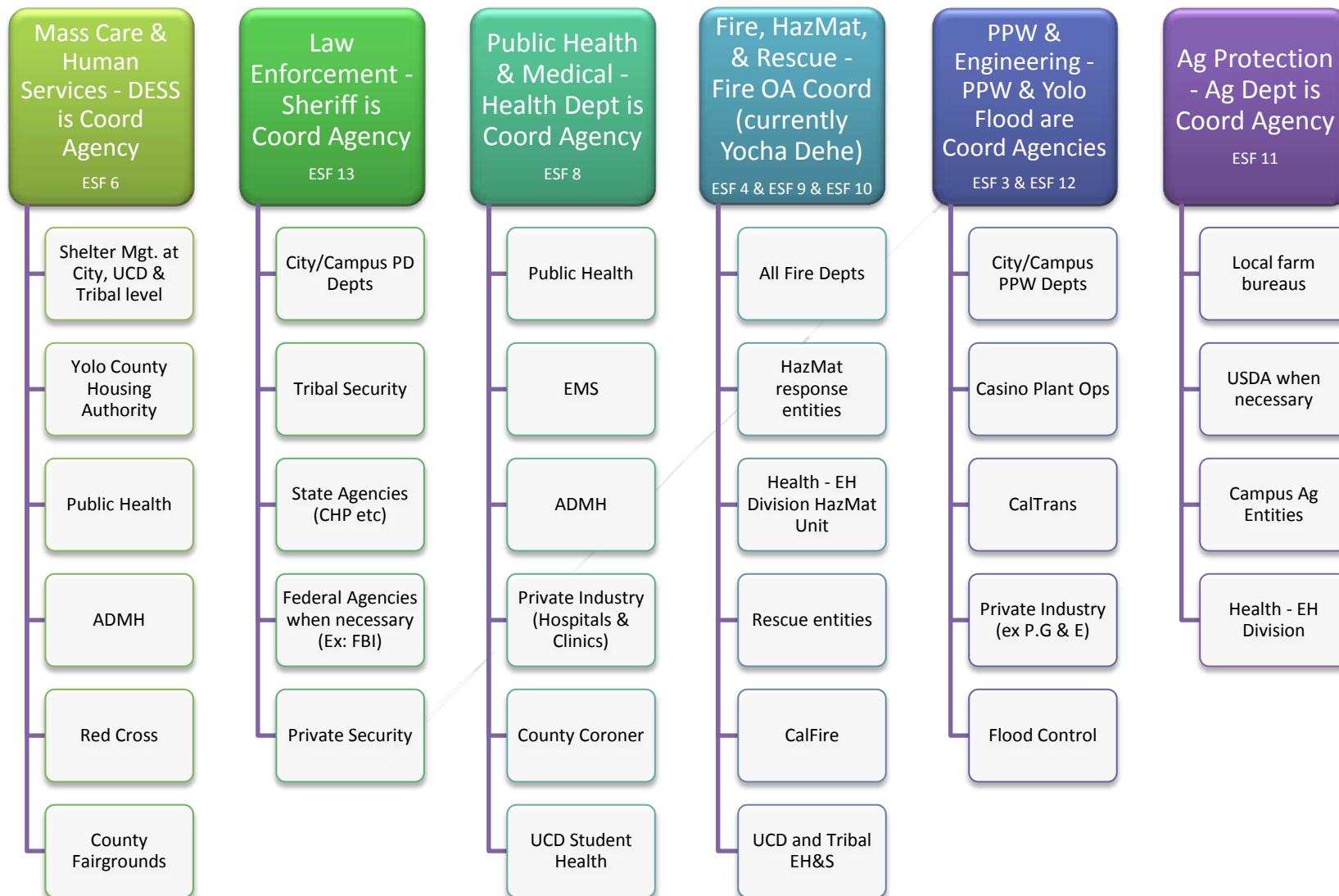
## **RECOVERY**

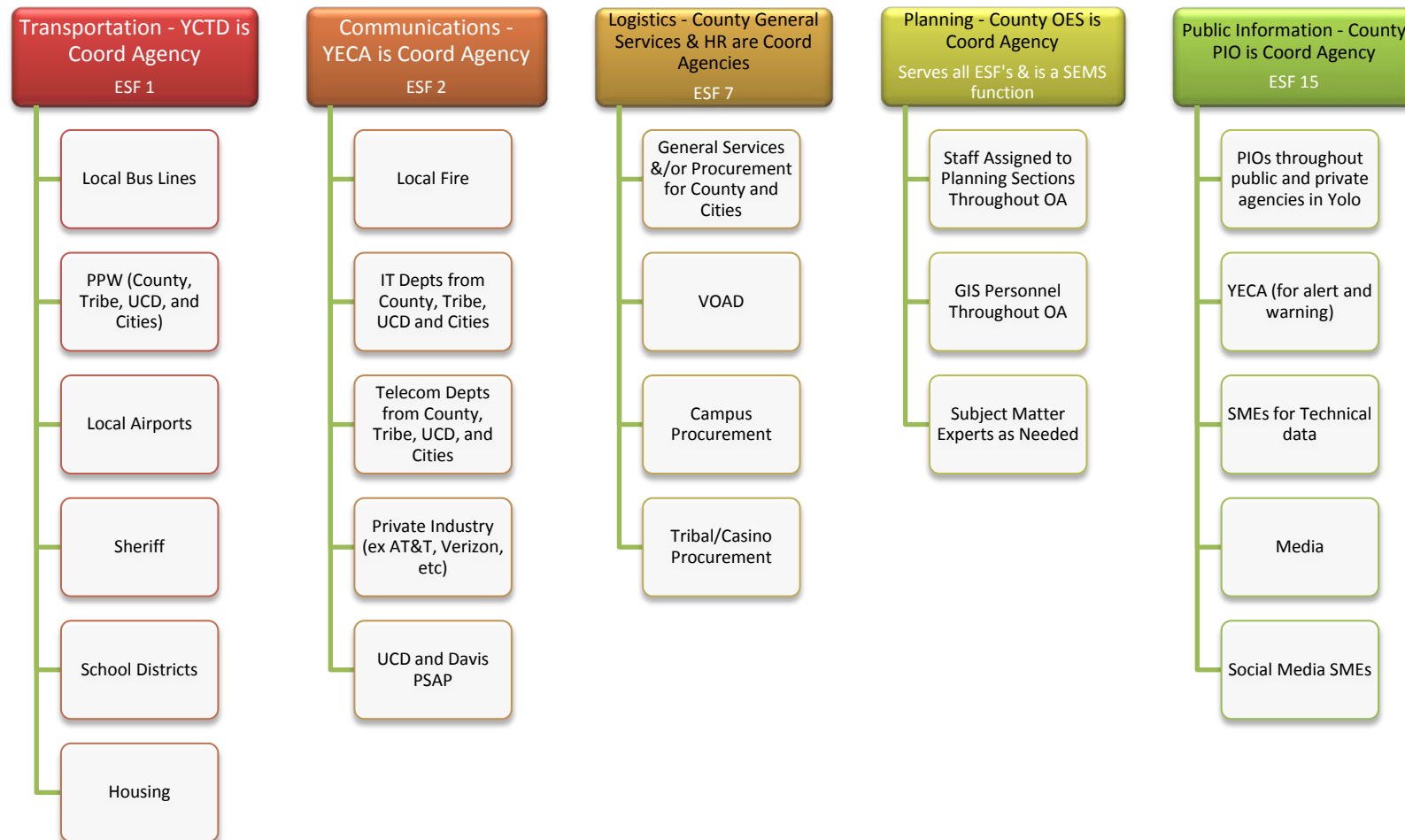
The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for Function #3 may include:

- Coordinate debris removal and damage assessment efforts.
- Supporting recovery activities with roles and responsibilities of Emergency Functions members.
- Participation in the Public Assistance (PA) process
- Working with other Function #3 to organize rapid needs assessment teams to prevent duplication of efforts.
- Supporting efficient activation and sufficient staffing of Local Assistance Centers with Function #3 members as needed.



## APPENDIX A: YOLO OPERATIONAL AREA PLANNING GROUPS





ESF5 is satisfied by OES involvement in all other ESF planning aspects & ESF 14 is satisfied by the recovery planning within each ESF.

## APPENDIX B: DOCUMENTATION MAINTENANCE RESPONSIBILITIES

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
<i>Yolo County Operational Area Public Works &amp; Engineering (ESF #3) Annex Executive Summary</i>	Overview of Function #3 for the Yolo Operational Area	Preparedness	Yolo County OES	May 2016
<i>Mid &amp; Upper Sacramento Regional Flood Management Plan</i>	Provides the framework for the Mid and Upper Sacramento River Regions' vision for managing flood risk.	Preparedness, Response	Reclamation District 108	November 2014
<i>Delta Flood Emergency Preparedness and Response Plan</i>	Provides the framework for a regional response to flooding related to Delta Jurisdictions.	Preparedness, Response	Delta MACS	March 2009
<i>Reclamation District Flood Response Plans</i>	Outlines Flood Fight Response for each Reclamation District	All	Reclamation districts	Under Development
<i>Debris Management Plan</i>	Outlines Debris Management for all Local Jurisdictions	Response, Recovery	Yolo County Landfill	To be Developed
<i>West Sacramento Flood Emergency Response Plan</i>	Outlines the responsibilities of the City of West Sacramento in flood incidents	All	City of West Sacramento	Under Development

## APPENDIX C: ACRONYMS

AAR – After Action Report

ADMH – Alcohol Drug & Mental Health

ARES – Amateur Radio Emergency Service

CAHAN – California Health Alert Network

Cal OES – California Office of Emergency Services

CAP – Corrective Action Plan

EAS – Emergency Alert System

EMCOMM – Emergency Communication Plan

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ESF – Emergency Support Function

GIS – Geographic Information Systems

MAC – Multi-agency Coordination

MACS – Multi-agency Coordination System

NRF – National Response Framework

NIMS – National Incident Management System

OES – Office of Emergency Services

OA – Operational Area

PA – Public Assistance

PG&E – Pacific Gas and Electric

PPW – Planning and Public Works

RD – Reclamation District

SAP – Safety Assessment Program

SEMS – Standardized Emergency Management System

UCD – University of California Davis

VOAD – Voluntary Organizations Active in Disasters

WSAFCA – West Sacramento Area Flood Control Agency

YECA – Yolo Emergency Communications Agency

## APPENDIX D: VERSION HISTORY

Change Number	Section	Date of Change	Individual Making Change	Description of Change
0.1	All	05/06/2014	Howell Consulting	Initial draft
0.2	All	05/11/2015	Yolo OES	Incorporate change to new template
0.3	All	05/18/2015	Yolo OES	Incorporate changes from OES staff
0.4	All	05/19/2015	Yocha Dehe Wintun Nation	Incorporate Tribal changes
0.5	All	07/06/2015	Yolo OES	Incorporate changes from all other partners
1.0	All	05/05/2016	Yolo OES	Incorporate changes from public comment period