

PUBLIC WORKS ANNEX

I. PURPOSE

The purpose of this annex is to acknowledge the responsibility of the Effingham County Highway Department to develop and implement procedures to include clearance of debris, repair, and installation of public facilities, support assistance to other agencies, and the maintenance of equipment as required because of a disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Effingham County Highway Department is responsible for maintaining the county highways and providing technical advice to the 15 road districts who are responsible for the township roads.
2. The possibility that Effingham County may receive damages from natural, manmade, or nuclear disasters is an ever present threat.

B. Assumptions

1. An emergency situation can result from a natural or manmade occurrence resulting in the loss of life or property. During such an emergency, it is the responsibility of local government to protect the lives and property of its citizens.
2. County resources may be overburdened in responding to a major disaster. Thus, agreements with neighboring jurisdictions and private contractors should be in place to provide assistance.

III. CONCEPT OF OPERATIONS

A. Emergency operations of the County Highway Department will be structured similar to the routine operations of the department.

B. Debris removal, inspection of bridges and crossings, and the erection of traffic control devices would be within the capabilities of the department.

C. Mechanics will be available to assist in the repair of emergency equipment on a priority basis.

D. Coordination of response and recovery operations will be facilitated by the department's radio system which accesses all road districts together with the county highway department.

E. If necessary, assistance will be sought from the private sector, voluntary organizations, neighboring governmental jurisdictions by phoning or radioing for assistance or by having the PIO put a general call out to the media requesting certain types of assistance.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Effingham County Board Chair will assure effective disaster response and recovery operations.

B. The Effingham County Engineer will:

1. Maintain a roster of the department's personnel for initial and recall notification during disaster operations and be prepared to activate and make shift assignments for 24-hour-a-day operations.
2. Assure that the department's equipment is maintained in an operational condition.
3. Maintain working relationships with township road districts.
4. Develop and maintain an inventory of resources that are available through mutual aid agreements with neighboring jurisdictions and the private sector.
5. Provide debris removal from the streets and roads and other areas as required after a disaster.
6. Provide barricades as needed or requested by other response departments.
7. Make repairs to roads, bridges, and other highway features as required, during disaster operations.
8. Establish priorities for department personnel and equipment.
9. Handle vehicles with mechanical problems that impede evacuation operations.
10. Provide personnel, equipment, and materials to assist in rescue operations.
11. Assist other emergency response departments and organizations services as feasible.

12. Coordinate with the Effingham County Emergency Management Agency (EMA) Director as a liaison with private utility companies to effect restoration of services.

13. Assist in relocating personnel and equipment of other responders as feasible.

14. Request state assistance through the Effingham County EMA Director when all local resources have been expended or committed.

15. Coordinate with the PIO to keep the public informed of pertinent information or request assistance through the use of the media.

16. Keep complete and accurate records of all expenses for equipment and manpower following a disaster occurrence and throughout the duration.

17. Report status of field operations (i.e., areas cleared, roads and highways opened) to the appropriate authorities in the EOC so that police, fire, medical, rescue units, etc., may be advised.

C. Township road districts will:

1. Work within their districts to:

a) clear roads of debris

b) make repairs to roads, bridges, etc., as required, during disaster operations.

c) provide barricades as needed or requested.

d) keep complete and accurate records of all expenses for equipment and manpower following a disaster occurrence.

2. Keep the Effingham County Engineer informed as to their operations and need.

3. Work outside their districts at the request of the Effingham County Engineer or other districts to expedite response and recovery operations.

V. SUCCESSION OF COMMAND

The line of succession for public works shall be:

1. Effingham County Engineer

2. Assistant Effingham County Engineer
3. Effingham County Highway Maintenance Foreman

VI. DEVELOPMENT AND MAINTENANCE OF PUBLIC WORKS ANNEX

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- B. The responsibility for revisions and maintaining SOPs belong to EMA and the county highway department.

VII. AUTHORITIES AND REFERENCES

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- B. The Illinois Emergency Management Act (20 ILCS 3305).
- C. County Ordinance relating to Emergency Management as adopted by the Effingham County Board on January 18, 2005.
- D. *Guide for All-Hazard Emergency Operations Planning: State and Local Guide (101)*; FEMA April 2001.

VIII. APPENDICES

- A. Pre-emergency Operations Checklist
- B. Response Operations Checklist
- C. Recovery Operations Checklist
- D. Highway Departments Equipment and Materials
- E. Effingham County Highway Commissioners
- F. Utility Contacts
- G. Vital Facilities

▪ **APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST**

1. Review and update personnel assignments and equipment inventory.
2. Establish and maintain a plan for refueling response vehicles.
3. Determine condition of construction equipment. Keep as much equipment as possible in operation.
4. Periodically check any specialty equipment, such as chainsaws, that are not used on a regular basis to ensure their operations readiness.
5. Coordinate with other governmental agencies to ensure that proper notification channels are known and used in the event of a major disaster.
6. Work with the County Boards to ensure that the Highway Department would not be reduced in its capability to respond to emergency situations.
7. Identify, coordinating with EMA, flood plains and alternate routings available during periods of flooding.
8. Identify, coordinating with EMA, other hazardous areas.
9. Establish and maintain working relationships with road districts.
10. Coordinating with EMA, establish and maintain contact with utility companies serving Effingham County to prioritize restorations during disaster operations.
11. Select personnel to receive initial or refresher training in radiological operations.

▪ **APPENDIX B. RESPONSE OPERATIONS CHECKLIST**

1. Following the determination that a major disaster has occurred, the EMA Director will ensure the notification of the Effingham County Engineer or his alternate.
2. The Effingham County Engineer will ensure the notification of the department's personnel.
3. Highway personnel will establish and maintain contact with the Effingham County Engineer or his representative at the EOC.
4. Highway personnel will clear and open roads that are suited for vehicular travel and barricade damaged sections.
5. Only after the completion of the department's primary mission will they be available to assist other departments for support manpower.
6. If the resources are committed or exhausted, the Effingham County Engineer will request assistance from:
 - a) Township road districts
 - b) Private contractors
 - c) Neighboring jurisdictions.
7. Field personnel will make status reports to the Effingham County Engineer or his representative in the EOC.
8. In a post-earthquake environment, use local engineer(s) to determine the safety of EOCs, public shelters, and reception and care facilities.
9. In a post-earthquake environment, use local engineers to determine the safety of evacuation routes (roads, bridges, airstrips, airports, etc.).
10. Provide methods to counter potential impediments to evacuation.
11. Provide for handling vehicles with mechanical problems (push them out of the way, tow, etc.).
12. Coordinate with the EMA Director, County Board, etc, to drain flooded areas.
13. Coordinate deployment of personnel and equipment with EOC staff.

14. Work with local utilities to maintain proper water supply and sewerage disposal operations.
15. Assist rescue units as feasible
16. Assist in radiological operations as feasible.
17. Assist Coroner, if necessary.
18. Check condition of existing systems for continued operations.
19. Record all expenses incurred for personnel and equipment.

▪ **APPENDIX C. RECOVERY OPERATIONS CHECKLIST**

1. Assist in recovery operations.
2. Maintain communication updates of recovery operations with the EOC.
3. Identify and inventory remaining resources of supply.
4. Make a prioritized list of road and bridge repairs needed and other essential government facilities.
5. Complete all required reports and turn them in to the EOC.
6. Participate in critique of departmental operations and overall disaster operations.

- **APPENDIX D. HIGHWAY DEPARTMENTS EQUIPMENT AND MATERIALS**

See Resource Manual

▪ **APPENDIX E. EFFINGHAM COUNTY HIGHWAY COMMISSIONERS**

<u>TOWNSHIP</u>	<u>NAME</u>	<u>TOWNSHIP</u>	<u>NAME</u>
Banner	Thomas Laue 6491 E St Hwy 33 Shumway IL 62461 (217) 868-5686	Mound	Allen G. Schultz 2910 E 800 th Av. Altamont IL 62411 (618) 483-5447
Bishop	Steven Westendorf 10565 N 2100 th St. Dieterich IL 62424 (217) 925-5284	St. Francis	John C. Ruholl 12755 N 2400 th St Teutopolis IL 62467 (217) 925-5514
Douglas	Clem R. Kaufman 20635 N 1350 th St. Effingham IL 62401 (217) 844-3644	Summit	Joe L. Workman 8121 E Twin Oaks Dr. Effingham IL 62401 (217) 868-5133
Jackson	Jerald Shepard 9323 N 650 th St. Altamont IL 62411 (618) 483-6617	Teutopolis	Tom Rauch 111 W. Elm Teutopolis IL (217) 857-6296
Liberty	Ronald Florey 3427 E 1950 th Av. Beecher City IL 62414 (618) 487-5759	Union	Robert L. Simmons 2535 N 1325 th St. Mason IL 62443 (618) 238-9005
Lucas	Roland D. Stortzum 19394 E 300 th Av. Dieterich IL 62424 (217) 739-2305	Watson	Stephen Bergfeld 16426 E 1075 th Ave Effingham IL 62401 (217) 536-6324
Mason	Corey Higgs 1898 N 1150 th St Mason IL 62443 (618) 238-9003	West	Tom P. Fitzwilliam 4480 N 400 th St. Mason IL 62443 (618) 483-5667
Moccasin	James B. Tipsword 1584 E 1600 th Av. Beecher City IL 62414 (618) 483-5318		

▪ **APPENDIX F. UTILITY CONTACTS**

ELECTRIC SERVICES

AmerinCIPS
1-888-789-2477

Southwestern Electric Co-op, Inc.
S. Elm St. & Route 40
Greenville IL
1-800-637-8667
1-800-892-0123 (Julie)

Norris Electric
Route 103 South
Newton IL 62448
(618) 783-8765
1-877-783-3221 (nights, weekends, holidays)

NATURAL GAS SERVICES

AmerinCIPS
1-888-789-2477

United Cities Gas Company
1-800-556-5469
1-800-892-0123 (Line Locator)

PROPANE SERVICES

Effingham-Clay Service Co.
410 S. Willow
Effingham IL 62401
(217) 342-9231

Effingham Equity
Roadway Ave.
Effingham IL 62401
(217) 342-4101

Thermogas
S. Route 45
Effingham IL 62401
(217) 342-2595

WATER COMPANIES

E J Water Corp.
Dieterich IL 62424
(217) 925-5566

Lake Sara Area Water Coop.
211 N. 3rd
Effingham IL 62401
(217) 342-9658

City of Effingham Water Department
201 E. Jefferson
Effingham IL 62401
(217) 342-2366

Teutopolis Water Department
205 S. Oak
Teutopolis IL 62467
(217) 857-3355

WATER & SEWAGE TREATMENT PLANTS

E J Water Treatment Plant
Dieterich IL 62424
(217) 925-5566

City of Effingham Sewage Treatment Plant
Pembroke & Eiche
Effingham IL 62401
(217) 342-6494

City of Effingham Water Treatment Plant
W. Route 40
Effingham IL 62401
(217) 347-5056

Altamont Water Treatment Plant
(618) 483-6370

▪ **APPENDIX G. VITAL FACILITIES**

Sheriff's Office

Police Departments

Fire Departments

Medical Facilities

County Courthouse

Utility Companies

St. Anthony's Memorial Hospital

Effingham Water Treatment Plant