Emergency Support Function #3 – Facilities Management

Primary Agencies
Facilities Management
Facilities Planning and Construction

Secondary/Support Agencies
Office of Emergency Preparedness
City of Radford Public Works
City of Radford Water Authorities
Fire and EMS
Law Enforcement
Virginia Department of Transportation
Virginia Department of Environmental Quality
American Red Cross

Introduction

Purpose:
Emergency Support Function (ESF) #3 – Facilities Management will assess the overall damage to university property. ESF #3 will also conduct necessary inspections to ensure the integrity of buildings, assist with debris removal and ensure that any rebuilding complies with existing zoning and land-use regulations.

Scope:
ESF #3 is structured to provide public works and engineering-related support for the changing requirements of incident management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include:

- Conducting pre-and post-incident assessments of university infrastructure;
- Executing emergency contract support for life-saving and life-sustaining services;
- Providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; and
- Providing emergency repair of damaged infrastructure and critical facilities.

Policies:

- Personnel will stay up to date with procedures through training and education;
- The Primary Agencies will develop work priorities in conjunction with other agencies when necessary; and
- Local authorities will obtain required waivers and clearances related to ESF #3 support.
Concept of Operations

General:

In a disaster, buildings and structures may be destroyed or severely damaged. Residences, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including the locality damage assessment teams, insurance companies, Virginia Department of Emergency Management, utility companies and federal agencies.

Organization:

The Coordinator of Emergency Preparedness will be responsible for deploying damage assessment teams, consolidating damage data and compiling reports. At the Incident Commander’s request, the Damage Assessment Teams’ first priority will be to assess the structural damage.

Local Damage Assessment Teams will assess damage to the extent of their resources and in their areas of expertise. The Health Department and the Safety Office may assist the Facilities Management Department with damage assessments related to health and safety hazards that may be caused by the disrupted disposal of sanitary wastes.

An Initial Damage Assessment Report will be completed by Coordinator of Emergency Preparedness and submitted to the Virginia Department of Emergency Management within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance. Federal/State supported damage assessment precedes delivery of a Presidential Disaster Declaration and defines the specific needs for a long-term recovery.

To minimize threats to public health, the Department of Public Works will serve as liaison with the Virginia Department of Environmental Quality (DEQ) and the County/Town Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to dispose of emergency debris and materials from demolition activities. The Facilities Management Department will coordinate with DEQ to monitor disposal of debris materials.

The university departments mentioned will inspect all buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the incident will comply with the city and state building codes, zoning and land-use regulations and comprehensive plan.

The Local Building Official is responsible for determining the state of a building and placing notification on the facility. The building owner retains responsibility for deciding
whether to demolish or restore the structure. During the recovery phase the Building Official is responsible for the facilitation of the building permit issuance process and for the review and approval of the site-related and construction plans submitted for the rebuilding/restoration of residential and commercial buildings.

Actions

- Alert personnel to report to the EOC;
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment;
- Activate the necessary equipment and resources to address the emergency; and
- Coordinate response with local, state, federal departments and agencies.

Responsibilities

- Assist in conducting initial damage assessment;
- Submit initial damage assessment to EOC;
- Assist in coordinating response and recovery;
- Prioritize debris removal;
- Inspect buildings for structural damage; and
- Ensure all repairs comply with local building codes, zoning, land-use regulations and comprehensive plan.
Tab 1 for Emergency Support Function #3

BUILDING POSTING GUIDE

1. All buildings within the area, regardless of damage are to be POSTED by the Damage Assessment Team members at the site.

2. One of the following three posters is to be used

   A. “SAFE FOR OCCUPANCY” GREEN POSTER
      No damage to structural elements.
      No damage to utilities.
      There is only minor damage to walls or roof affecting weather resistance.
      Generally 10% or less damage.

   B. “LIMITED ENTRY” YELLOW POSTER
      There is structural damage to a portion of the building.
      The building needs utility or weather resistance repairs.
      The building may be occupied safely.
      Generally greater than 10% and less than 50% damage.

   C. “THIS BUILDING IS UNSAFE” RED POSTER
      There is major structural damage.
      No occupancy is allowed.
      May or may not need to be demolished.
      Generally more than 50% damage.

3. If there is immediate danger to life from failure or collapse, the team leader should inspect and, as appropriate sign or have Building Official sign condemnation order or call the appropriate entities to shore-up structure.

NOTE: CHECK ON CODE FOR DEMOLITION OF PROPERTY DURING/AFTER DISASTER
# Emergency Support Function #3

## Damage Assessment Teams

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>OFFICE PHONE</th>
<th>HOME PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lou Ferguson – Team Leader</td>
<td>Project Manager</td>
<td>831-7781</td>
<td>953-0607</td>
</tr>
<tr>
<td>John Crocker</td>
<td>Environmental Specialist</td>
<td>831-7791</td>
<td>633-6232</td>
</tr>
<tr>
<td>Larry Donathan</td>
<td>Fire Safety Inspector</td>
<td>831-7792</td>
<td>540-626-3286</td>
</tr>
<tr>
<td>Vacant</td>
<td>Supt, Landscape</td>
<td>831-7799</td>
<td></td>
</tr>
<tr>
<td>James Blevins</td>
<td>Housekeeping Manager</td>
<td>831-7786</td>
<td>382-8222</td>
</tr>
<tr>
<td>Mike Morrison</td>
<td>Boiler Plant</td>
<td>831-7805</td>
<td>381-1044</td>
</tr>
<tr>
<td>Steven Harrison</td>
<td>Manager, Building Trades</td>
<td>831-7804</td>
<td></td>
</tr>
<tr>
<td>Alt. Team Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Randa McDonald</td>
<td>Information Technology</td>
<td>831-5173</td>
<td></td>
</tr>
<tr>
<td>Randy McCallister</td>
<td>Sr. Engr.,</td>
<td>831-7514</td>
<td>540-980-4251</td>
</tr>
<tr>
<td>Rich Rittenhouse</td>
<td>Project Eng</td>
<td>831-7817</td>
<td>268-5357</td>
</tr>
<tr>
<td>Bobby Dunn</td>
<td>Project Manager</td>
<td>831-7815</td>
<td></td>
</tr>
</tbody>
</table>