

US ARMY CORPS OF ENGINEERS
PLANNING AND RESPONSE TEAM

INFRASTRUCTURE ASSESSMENT
MISSION GUIDE

March 2012

INFRASTRUCTURE ASSESSMENT MISSION GUIDE

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INFRASTRUCTURE ASSESSMENT MISSION GUIDE

1 Purpose

The purpose of this document is to provide mission guidance to Infrastructure Assessment (IA) Planning and Response Team (PRT) members. This guide includes an overview of IA PRT member roles and responsibilities in conjunction with the National Response Framework (NRF), as well as standard implementation and operational procedures.

2 Mission Definition

The IA PRT has two main functions:

1. To augment local public works Applied Technology Council-20 (ATC-20) post-earthquake or ATC-45 post-windstorm and flood structural safety assessments during disaster response and recovery efforts;
2. The IA PRT can also be applied to manage ad hoc technical assistance missions and civil works inspections, including but not limited to electrical, mechanical, hazardous materials, water and wastewater infrastructure (e.g. treatment facilities, lift stations), geotechnical applications, and other infrastructure (e.g. roads, bridges, dams).

Further, the IA PRT includes an ATC-20 Training Officer who can provide Just-In-Time training to Structural Safety Inspectors. Sources of these inspectors include: local hire/public works, State assets, USACE Engineering and Construction community of practice, Forward Engineer Support Teams (FESTs), contractors, retired annuitants, other Federal agencies (e.g. Bureau of Reclamation). The IA PRT program also supports water/wastewater infrastructure assessment and repair missions when tasked by the Federal Emergency Management Agency (FEMA).

The purpose of the ATC-20/45 evaluations is to determine whether buildings in the impacted area are structurally safe for use or if entry should be restricted or prohibited. The buildings are to be inspected for damage and assigned a safety rating or posting category in a uniform manner. The goal of the program is to allow for rapid re-use of structures deemed safe. Federal inspectors do not make recommendations on repairs; inspection results are not used to determine the basis for demolishing or condemning structures. The IA PRT management cell coordinates with state and local officials to provide management of various civil works inspections. The management cell will manage, track, and validate inspection data collected by qualified professionals.

a. Initial Funding

Funding requirements should be based on a variety of factors including magnitude of disaster, anticipated number of inspections required, and target inspection rate. In the absence of a detailed estimate, \$1,000,000 is sufficient to initiate a civil works assessment mission. FEMA Emergency Support Function #3 (ESF #3) Pre-Scripted Mission Assignments (PSMAs) include pre-declaration and post-declaration scopes of work specific to IA PRT missions (see Standard Operating Procedures).

b. Mission Operation

Inspections are conducted in concert with local public works efforts until mission is complete or local public works can sustain the effort. FEMA will issue a Mission Assignment (MA) authorizing assistance and funding once a Presidential Declaration has been issued. The impacted Division is responsible for receiving and disseminating funds to impacted and supporting Districts (including the District furnishing the PRT).

c. Water/Wastewater Infrastructure Missions

The lead for water/wastewater infrastructure missions shifted from the Environmental Protection Agency (EPA) to USACE in 2007. PSMA's were developed in conjunction with EPA guidance to meet requests for assistance that range from initial rapid assessments to design/build repairs of water/wastewater infrastructure. Support of these missions will be conducted in close coordination with the EPA as the Clean Water Act implementing authority. Water/wastewater assessments may be sub-tasked to EPA to ensure mission requirements are met (see SOP for sub-tasking procedures). USACE will normally leverage existing emergency contracting capabilities to support water/wastewater infrastructure repairs, as tasked by FEMA.

d. End State

Mission termination occurs when all assigned inspections and other work has been completed as determined by FEMA in coordination with local officials, and/or when remaining work is within the capabilities of local officials. This local capability may include the use of supplemental employees, possibly funded through FEMA's Public Assistance Grant Program. Generally, PRT members will deploy 30 to 45 days depending on the magnitude of the event and scope of the mission. Commensurate with the "cradle to grave" concept, the assigned District will be responsible for completing all support tasks through mission close out.

3 Authority

a. The Stafford Act (Public Law 93-288) provides the legal authority for the Federal government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety, and property. In conjunction with the tiered response concept, Federal participation is initiated when response and recovery efforts exceed local/State capabilities.

b. The NRF describes the basic mechanisms and structures by which the Federal government will mobilize resources and conduct activities to augment State and local response efforts. Coordinating agencies of the 15 ESFs (see Figure 1) provide overarching ESF management and are responsible for supporting mission requirements of all emergency management phases (i.e. preparedness, planning, response, recovery, long-term recovery). ESF coordinating agency roles and

responsibilities are implemented through a unified command approach in conjunction with NRF/National Incident Management System (NIMS) objectives.

- c. Primary agencies are Federal agencies with significant authorities, roles, resources, and/or capabilities that align with the ESF they support. A Federal agency designated as an ESF primary agency serves as a Federal executive agent under the Federal Coordinating Officer (or Federal Resource Coordinator for non-Stafford Act incidents) to support ESF missions. The chief primary agency associated with ESF #3 is Department of Homeland Security (DHS)/FEMA. Resources associated with Defense Support to Civil Authorities (DSCA) are coordinated through the Defense Coordinating Officer (DCO)
- d. ESF supporting agencies provide specific capabilities and resources to coordinating/primary agencies during all phases of emergency management mission execution both within their respective authorities and under FEMA Mission Assignment.

<p>ESF #1 – Transportation ESF Coordinator: Department of Transportation</p> <ul style="list-style-type: none"> • Aviation/airspace management and control • Transportation safety • Restoration and recovery of transportation infrastructure • Movement restrictions • Damage and impact assessment
<p>ESF #2 – Communications ESF Coordinator: DHS (National Communications System)</p> <ul style="list-style-type: none"> • Coordination with telecommunications and information technology industries • Restoration and repair of telecommunications infrastructure • Protection, restoration, and sustainment of national cyber and information technology resources • Oversight of communications within the Federal incident management and response structures
<p>ESF #3 – Public Works and Engineering ESF Coordinator: Department of Defense (U.S. Army Corps of Engineers)</p> <ul style="list-style-type: none"> • Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management • Emergency contracting support for life-saving and life-sustaining services
<p>ESF #4 – Firefighting ESF Coordinator: Department of Agriculture (U.S. Forest Service)</p> <ul style="list-style-type: none"> • Coordination of Federal firefighting activities • Support to wild land, rural, and urban firefighting operations
<p>ESF #5 – Emergency Management ESF Coordinator: DHS (FEMA)</p> <ul style="list-style-type: none"> • Coordination of incident management and response efforts • Issuance of mission assignments • Resource and human capital • Incident action planning • Financial management

<p>ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services ESF Coordinator: DHS (FEMA)</p> <ul style="list-style-type: none"> • Mass care • Emergency assistance • Disaster housing • Human services
<p>ESF #7 – Logistics Management and Resource Support ESF Coordinator: General Services Administration and DHS (FEMA)</p> <ul style="list-style-type: none"> • Comprehensive, national incident logistics planning, management, and sustainment capability • Resource support (facility space, office equipment and supplies, contracting services, etc.)
<p>ESF #8 – Public Health and Medical Services ESF Coordinator: Department of Health and Human Services</p> <ul style="list-style-type: none"> • Public health • Medical • Mental health services • Mass fatality management
<p>ESF #9 – Search and Rescue ESF Coordinator: DHS (FEMA)</p> <ul style="list-style-type: none"> • Life-saving assistance • Search and rescue operations
<p>ESF #10 – Oil and Hazardous Materials Response ESF Coordinator: Environmental Protection Agency</p> <ul style="list-style-type: none"> • Oil and hazardous materials (chemical, biological, radiological, etc.) response • Environmental short- and long-term cleanup
<p>ESF #11 – Agriculture and Natural Resources ESF Coordinator: Department of Agriculture</p> <ul style="list-style-type: none"> • Nutrition assistance • Animal and plant disease and pest response • Food safety and security • Natural and cultural resources and historic properties protection • Safety and well-being of household pets
<p>ESF #12 – Energy ESF Coordinator: Department of Energy</p> <ul style="list-style-type: none"> • Energy infrastructure assessment, repair, and restoration • Energy industry utilities coordination • Energy forecast
<p>ESF #13 – Public Safety and Security ESF Coordinator: Department of Justice</p> <ul style="list-style-type: none"> • Facility and resource security • Security planning and technical resource assistance • Public safety and security support • Support to access, traffic, and crowd control
<p>ESF #14 – Long-Term Community Recovery ESF Coordinator: DHS (FEMA)</p>

<ul style="list-style-type: none"> • Social and economic community impact assessment • Long-term community recovery assistance to States, tribes, local governments, and the private sector • Analysis and review of mitigation program implementation
ESF #15 – External Affairs ESF Coordinator: DHS
<ul style="list-style-type: none"> • Emergency public information and protective action guidance • Media and community relations • Congressional and international affairs • Tribal and insular affairs

Figure 1: NRF Emergency Support Functions

4 Command and Control

a. NRF Initial Response Structure

The disaster response and recovery process is complex and dynamic. A diagram showing the relationships between the various operational teams during the initial response phase is provided in Figure 2. Operational functions and responsibilities are discussed below.

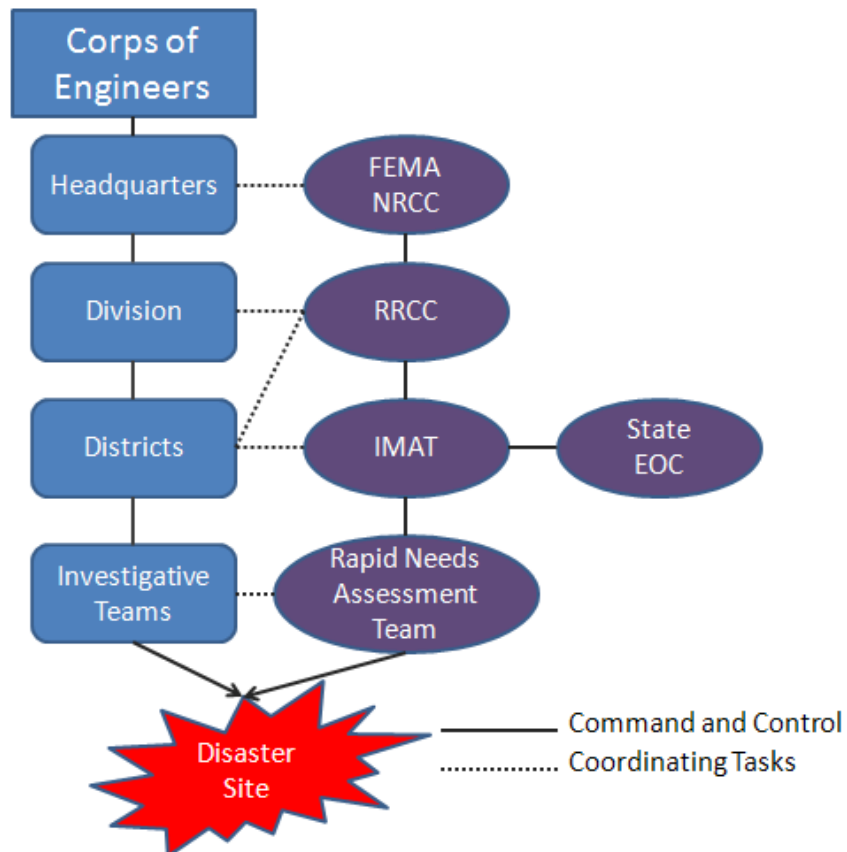


Figure 2: Operational Team Assignments

b. Regional Response Coordination Center (RRCC)

The FEMA Regional Response Coordination Center (RRCC) is the focal point for information related to disaster response efforts, resource gaps, and authorities/capabilities to support unmet requirements. The decision to implement the NRF can be made by the FEMA Regional Director, located at the RRCC, or at the national level. The RRCC staff evaluates the situation in the impacted area using information from State/local governments. Mission Assignments can be issued immediately to save and/or protect lives and critical infrastructure. The ESF #3 Team Leader (ESF #3 TL) assigned to the RRCC represents both Division and HQUSACE. Within the first few hours, missions may be conceived, negotiated and issued by FEMA. The impacted FEMA region is responsible for deploying the Incident Management Assistance Team (IMAT) using both national and regional IMAT assets to conduct Rapid Needs Assessments (RNAs) and Preliminary Damage Assessments (PDAs). Once the FEMA Joint Field Office (JFO) is fully operational, all disaster related response and recovery activities are transferred to the JFO. USACE team members must be knowledgeable in both USACE and FEMA authorities and capabilities. During initial activities, the RRCC ESF #3 TL will be the best source of information regarding potential missions, impacts on State and local infrastructure, and the magnitude of significant event related damages.

c. Incident Management Assistance Team (IMAT)

The IMAT is a team that functions as the “eyes” for FEMA by providing a snapshot of the disaster situation. USACE will provide various IMAT support elements, such as ESF #3 TL/ATL and Subject Matter Experts (SMEs) as requested. IMATs evaluate the magnitude and impact of the disaster on infrastructure and consider potential Mission Assignments depending on the extent to which response efforts are within local/State capabilities. Also included with the assessment may be the identification of a potential JFO site. SMEs that support IMATs during a large scale event response might include USACE Urban Search and Rescue (US&R) Structures Specialists (StS), Temporary Power/249th Engineer Battalion (Prime Power), National Water, Debris Management, and IA/Water/Wastewater Infrastructure. The ESF #3 TL represents USACE on the IMAT. Further, in conjunction with FEMA Essential Infrastructure Assessment (EIA) Standard Operating Procedures (SOP), an IA AO/SME may represent ESF #3 in an inter-agency EIA Task Force (TF).

d. Joint Field Office (JFO)

Once the FEMA JFO is operational, disaster related response and recovery activities are transferred to that facility/location. Figure 3 depicts key operational nodes.

The EFO is a subordinate office to the RFO. The number of EFOs established is dependent on the nature of the disaster and missions received. The primary function of the EFO is management and administration of the field mission.

h. Contingency Support Team (CST)

The CST mission is to provide the supported commander's EOC with trained personnel experienced in disaster response. The CST will assist in, and initiate as necessary, organizational response efforts with augmentation of leadership and technical staff, primarily in resource management, logistics, external affairs and EOC activities.

5 Planning and Response Team Concept

The PRT concept includes assigning Divisions/Districts definitive missions for planning and execution based on a corporate strategy. This allows Districts to concentrate on necessary planning required to support mission execution and train specialized response personnel. The PRT concept promotes information exchange, fosters ownership, and levels the workload across USACE. Readiness Contingency Operations (RCO) team members across the Corps working in a total coordinated effort raises the readiness posture of USACE. Lead Division assignments are:

Great Lakes & Ohio River Division – Emergency Power
Mississippi Valley Division – Debris/Contaminated Debris Management
North Atlantic Division – District Support & National Water
Northwestern Division – Temporary Roofing
South Atlantic Division – National Ice & Temporary Housing/Critical Public Facilities
Southwestern Division – Combined Commodities
South Pacific Division – Urban Search & Rescue, Infrastructure Assessment

Other ESF #3 PRTs/Cadres that support FEMA Mission Assignments include:

- National Ice
- National Water
- Combined Commodities
- Temporary Housing/Critical Public Facilities
- Temporary Roofing
- Emergency Power
- Debris Management
- Contaminated Debris
- Logistics Support
- Local Government Liaison
- Urban Search and Rescue
- ENGLink Strike Team
- Contingency Support Team
- GIS Cadre
- Enterprise Emergency Response Team

- External Affairs

6 Infrastructure Assessment Team Assignments and Staffing

a. Lead Division Assignment

As the national lead of the Infrastructure Assessment (IA) Planning and Response Team (PRT) Program, South Pacific Division (SPD) Readiness and Contingency Operations (RCO) responsibilities include mentoring/training participating District (LRB, POA, NWS, and SPK) PRT members, Emergency Support Function # 3 (ESF # 3) Team Leader (TL)/ATL cadre members, USACE Local Government Liaisons (LGLs), top officials of state/Federal agencies, other ESF representatives, and other response and recovery stakeholders in conjunction with National Response Framework (NRF) objectives; supporting planning and response efforts that bear directly on public safety; developing/implementing training, workshops, tabletop exercises, standard operating procedures (SOPs), mission guides, and innovative procedures/technologies; coordinating with interfacing agencies to optimize training, response, and recovery support (e.g. FEMA, EPA, DHS Critical Infrastructure, Department of Transportation, Department of Energy, USACE Engineer Research Development Center); monitoring/strengthening team readiness; supporting national/international Applied Technology Council-20 (ATC-20) structural safety assessment training requests (e.g. NAVFAC Contingency Engineering Response Teams, Fort Leonard Wood Training Directorate); and incorporating “management cell” concept into all-hazards/all risk approach to ensure support of ad hoc FEMA technical assistance missions. Technical assistance missions include but are not limited to the full array of engineering inspections (e.g. electrical, mechanical, geotechnical, environmental applications), emergency repairs of critical public works (e.g. water/wastewater infrastructure), and heavy structural assessments that may bear on life-sustaining operations (e.g. use of school gymnasium for emergency medical triage). Innovative procedures and technologies include developing/improving emergency contracting work scopes and mobile infrastructure assessment tools to support catastrophic event response planning; and interactive training tools to foster distance learning. SPD RCO also serves as the national USACE lead for infrastructure assessment response improvement constructs (e.g. National Remedial Action Plan Workshop infrastructure working groups, Senior Leader Seminars); and developing/implementing national-level programmatic doctrine, such as the IA SOP/Mission Guide, Fact Sheets, FEMA Pre-Scripted Mission Assignments (PSMAs), Essential Infrastructure Assessment (EIA) SOP, and USACE-EPA Sub-Mission Assignment procedures. EIA SOP initiatives include fostering collaborative, interagency approaches to optimize event responses, and cross-walking planning and response efforts with other key agencies and authorities; lead agencies of ESFs, including DHS/FEMA (ESF # 5, 6, 9, 14, and 15), Department of Transportation (ESF # 1), Health and Human Services (ESF # 8), EPA (ESF # 10), Department of Energy (ESF # 12); State-level emergency services; volunteer agencies (VOLAGs); and the private sector. Furthermore, as the national lead of water/wastewater infrastructure assessment and repair missions during Federally-

coordinated response efforts, SPD RCO selects, develops, and trains qualified individuals to fulfill national subject matter expert (SME) support requirements; and maintains the national list of IA PRT SMEs, Water/Wastewater Infrastructure SMEs, and ATC-20 post-earthquake/ATC-45 post-wind/flood structural safety assessment Training Officers.

b. Infrastructure Assessment Team Assignments

The following USACE Districts have been designated to provide Infrastructure Assessment PRTs for emergency response on a rotating basis:

LRB	Great Lakes & Ohio River Division, Buffalo District
NWS	Northwestern Division, Seattle District
POA	Pacific Ocean Division, Alaska District
SPK	South Pacific Division, Sacramento District

Each District is responsible for having the capability to manage a mission from inception to completion. This will require a minimum of two fully staffed teams with the primary team able to deploy within six hours. Current rotational status can be obtained from ENGLink Interactive at <https://englink.usace.army.mil>.

c. Team Staffing

The staffing of the PRT is designed to provide for the effective management and execution of the mission. This PRT will augment the responding Division/District's command and control structure or team. The PRT is comprised of a six-person mission management team. The PRT configuration is designed to staff the JFO, the RFO, and multiple Emergency Field Offices (EFOs) as required. The PRT is expected to be capable of managing the efforts of 100 ATC 20/45 inspectors (50 two-person field inspection teams), multiple FESTs, water/wastewater infrastructure mission support, as well as any ad hoc (electrical, mechanical, heavy structural, etc) inspections, as assigned by the ESF #3 TL (see SOP for Standard Organizational Deployment Structure). The premise of this concept is that a team that has trained to work together and is familiar with the mission details and responsibilities will execute the mission with maximum effectiveness and efficiency.

The Infrastructure Assessment PRT management cell contains the following:

- Action Officer (AO)
- Mission Manager (MM)
- Mission Specialist (MS)
- Mission Data Manager (MDM)
- ATC - 20/45 Training Officer (TO)
- Supervisory Inspection Team Leader (SITL)

Total Staff (6)

On a full IA mission, the PRT will be further supported by inspectors, Inspection Team Leaders (ITLs – to be selected from experienced inspectors), and Safety and Occupational Health Professionals, etc, as needed. Aforementioned assets that support ad hoc technical assistance missions may also be included under the IA management cell purview (note: this needs to be coordinated/supported by the FEMA Infrastructure Branch Chief).

Figure 4 below depicts the location of each staffing element in relation to their operational functions.

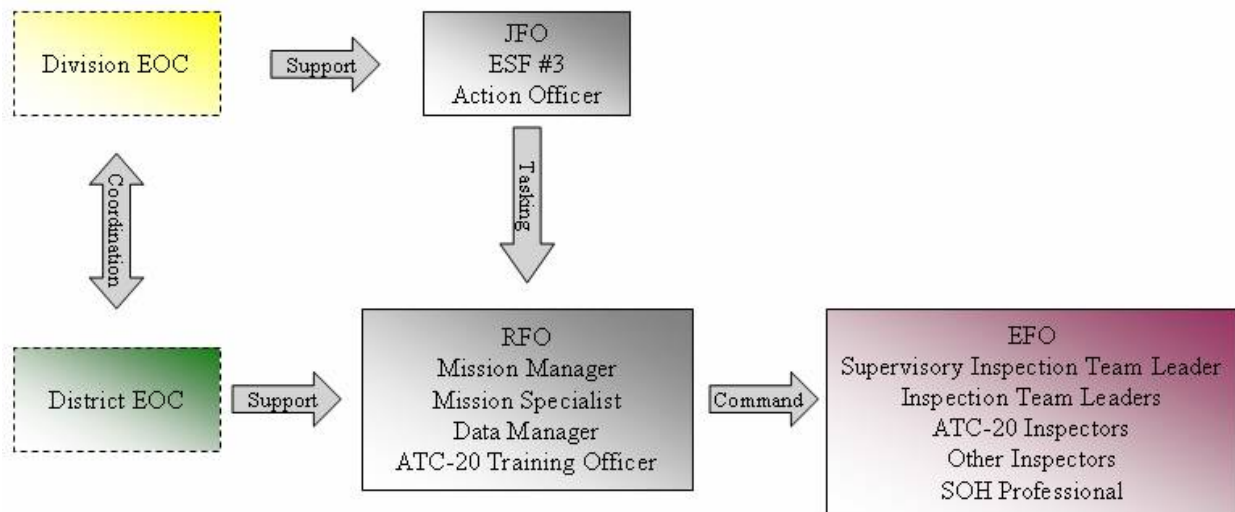


Figure 4: Staff Locations

IA PRT management cell:

1) ESF #3 IA Action Officer Personnel Requirements

The ESF #3 IA Action Officer (AO) must have full knowledge of the NRF, FEMA operations, and operational dynamics of a JFO.

2) Mission Manager Personnel Requirements

The Mission Manager (MM) position requires an aggressive “can do” manager who is totally familiar with the requirements of the inspection process. The MM must be trained as an integral part of the IA, and also must be knowledgeable of the contracting, coordination, and reporting requirements (e.g. ENGLink SitReps).

3) Mission Specialist Personnel Requirements

The Mission Specialist (MS) position requires the same type of individual as the Mission Manager and should be able to perform Mission Data Manager (MDM) duties.

4) Mission Data Manager Requirements

The Mission Data Manager position requires a person who is capable of developing a system to organize data produced during the mission. Basic skills include a working knowledge of Microsoft Access or Excel, the inspection process and report building.

5) ATC-20/45 Training Officer Personnel Requirements

The ATC-20/45 Training Officer (TO) must be a qualified ATC instructor with good leadership and management skills. A strong structural background is desirable with a minimum of five years of experience in structural design and analysis. Any of the following would also enhance TO qualifications: architectural, civil engineering and building inspection experience; facilities management experience; participation in significant events and/or other emergency response operations (e.g. USACE Urban Search & Rescue (US&R) Structures Specialist Cadre); experience in safety assessment of damaged buildings after a significant event; and experience in vulnerability assessment of buildings.

6) Supervisory Inspection Team Leader Personnel Requirements

The Supervisory Inspection Team Leader (SITL) must be an effective manager with leadership and communications skills, capable of organizing a large team of inspectors, providing instructions and assigning tasks to the inspectors to accomplish the mission. The SITL should also have a background in the discipline of engineering specific to the mission or related work experience. As with the SME/TO, any of the following would also enhance a SITL's qualifications: architectural or civil engineering and building inspection experience; facilities management experience; participation in significant events or other emergency recovery operations; and experience in safety and vulnerability assessments of damaged civil works elements after a significant event.

IA PRT support members:

1) Inspection Team Leader Personnel Requirements

Although not part of the standard PRT management cell, this position is used to augment the PRT once activated for a full mission. The Inspection Team Leader (ITL) must also be an effective manager with leadership and communications skills, capable of organizing a large team of inspectors, providing instructions, and assigning tasks to the inspectors to accomplish the mission. The ITL should also have mission specific background experience. As with the TO, any of the following would also enhance an ITLs qualifications: architectural or civil engineering and building inspection experience; facilities management experience; participation in significant events or other emergency recovery operations; and experience in safety and vulnerability assessments of damaged civil works elements after a significant event.

2) Inspectors

a) ATC 20/45 Inspectors:

The Mission Manager and Supervisory Inspection Team Leader determine the number of inspectors required for the mission. Depending on the scope of the mission, inspectors can consist of local volunteers, Corps employees, contractors, and/or individuals provided by other agencies (e.g. Bureau of Reclamation). The Mission Manager will request inspector support through the EOC at the RFO. The inspectors work for the Inspection Team Leaders at the EFO. The inspectors are responsible for the civil works assessments assigned to their team. The inspectors provide daily reports of the completed inspections, their postings of the inspected structures, and the status of remaining inspections. The qualifications of inspectors are listed in the SOP. All inspectors reporting onsite will receive orientation and qualification training. There is no specific grade level requirement for inspectors. This position is 95% fieldwork. Inspectors are expected to deploy with supplies and gear identified in the SOP.

b) Essential Infrastructure Assessments and other Technical Assistance

(1) Water/Wastewater Infrastructure Inspectors:

Water/Wastewater Infrastructure inspectors that support water sector missions must have experience commensurate with mission assignment requirements that range from initial rapid inspections to making recommendations on repair requirements (See PSMAs in the SOP). FESTs, water/wastewater SMEs and submission assignments to the EPA water sector will be leveraged to support mission requirements. Any of the following would enhance the qualifications for a water/wastewater inspector: licensed professional environmental or civil engineer; licensed water/wastewater treatment plant operator; local public works personnel; and professional with experience performing water quality testing. The number of inspectors will be driven by the local needs in conjunction with FEMA request for ESF #3 assistance. This work can also be contracted out to qualified personnel, and/or other federal agencies (e.g. Bureau of Reclamations). This position is 95% fieldwork. Inspectors are expected to deploy with supplies and gear identified in the SOP.

(2) Inspectors associated with other Technical Assistance assessments:

An important component of ESF #3 support to FEMA includes Technical Assistance which can encompass a wide array of engineering disciplines for which there is no PRT per se. To assist the ESF #3 TL/ATL cell with the management of data associated with these ad hoc inspections the IA PRT can provide a management cell. Inspectors that support these inspections are expected to have sufficient experience commensurate with the respective mission requirements. Examples include, but are not limited to, FEST members (electrical, mechanical, civil, and environmental engineers, and contracting officer), heavy structural engineers, hazardous material specialists, geotechnical engineers, etc. This position is 95% fieldwork. Inspectors are expected to deploy with supplies and gear identified in the SOP.

3) Safety and Occupational Health Professional

The Safety and Occupational Health (SOH) Professional is provided by the impacted District at the RFO and supports the IA PRT on an as-needed basis. The minimum requirement is for the MM to arrange a mission review by the RFO SOH professional. Ongoing needs will be addressed by the MM.

4) Subject Matter Experts

There are two types of SMEs in the IA PRT arena: (1) IA SMEs that have comprehensive knowledge of implementing the IA PRT from a programmatic perspective (lead Division proponents and selected experienced individuals); and (2) Technical SMEs that have expert knowledge within specific engineering communities of practice (mechanical, electrical, heavy structural, hazardous material, water/wastewater infrastructure, etc). A water/wastewater infrastructure SME, for example, might be an environmental engineer or sanitary engineer with specific knowledge in water/wastewater infrastructure. Technical SMEs shall be capable of coordinating a team of trained inspectors to standardize the inspection process and interface with the mission manager and specialist to ensure completion of the mission. Participation in significant events or other emergency recovery operations enhances SME qualifications.

7 **Pre-Significant Event Planning**

a. PRT Lead Division

Advance preparedness is critical to an IA PRT ability to execute its assigned mission. As the lead division, the SPD RCO pre-event responsibilities that foster successful mission execution include:

- (1) Providing technical leadership and mentoring to the District PRTs
- (2) Ensuring parent division commanders are updated annually concerning concepts of operation and PRT status, to include deficiencies
- (3) Participating with other appropriate elements in the development and update of measures to assess PRT performance
- (4) Developing and conducting PRT training, to include tabletop exercises
- (5) Reviewing and screening PRT trainee list(s) for compliance with established qualification standards and team templates
- (6) Ensuring that PRT have been adequately trained and equipped for deployment
- (7) Serving as proponent for the Mission Guide associated with the assigned mission
- (8) Ensuring that PRT vendor databases are current and that proper coordination with the industry has taken place
- (9) Developing and maintaining a current database of PRT Subject Matter Experts (SME) for respective missions
- (10) Reviewing and providing comments regarding PSMAAs
- (11) Coordinating with PRT to ensure proper scopes of work and contracting procedures are in place to support mission requirements

- (12) Providing status of PRT readiness to HQUSACE points of contact
- (13) Participating in inter-agency workshops (e.g. Remedial Action Plan workshop), development of infrastructure assessment/repair doctrine (e.g. Essential Infrastructure Assessment SOP), and other relevant initiatives
- (14) Develop readiness criteria and provide status of PRT readiness to HQUSACE points of contact
- (15) Developing and maintaining close relationships with key interfacing agencies (e.g. EPA)
- (16) Coordinating efforts with EPA to streamline and clarify sub-mission assignment processes

b. PRT Districts

The assignment of a PRT gives a District full responsibility to be prepared to execute an assigned mission. Each PRT will have primary responsibility for initial responses to a disaster within its Division. Outside the areas of their home division, PRTs will respond on a rotational basis as determined by the HQUSACE Operations Center (UOC). District RCO staff primary pre-significant event responsibilities include:

- (1) Selecting team personnel, with alternates, to include obtaining supervisor's and Commander's approval
- (2) Managing team deployment data
- (3) Providing team equipment and supplies
- (4) Assuring team members attend initial and refresher PRT training
- (5) Assuring alternate team members are trained
- (6) Assuring team members and alternates are trained on the mission and function guides
- (7) Keeping team informed on pending response deployments and status of USACE response activities

c. All USACE Districts

Impacted Districts will be asked to support water/wastewater infrastructure repair efforts with in-house contracting capabilities. Examples: design/build lift station repair, sewage treatment plant repair. Catastrophic event response applications may warrant full scale emergency contracting provisions to ensure robust coverage of infrastructure repairs.

8 Mission Execution

An outline of the Standard Operating Procedures and Appendices are provided in Appendix A of this Mission Guide.

9 Reporting

The Action Officer will provide basic ESF #3 Status Report information (mission progress, projected action, special issues, etc) to the ESF #3 TL/ATL in the JFO. The Mission Specialist is typically responsible for maintaining and posting all required mission related information in the

SitRep at suspense times requested by the RFO Commander. SitReps will be the sole source for reporting or providing mission information to higher command or other agencies as appropriate. IA ENGLink SitReps will include the following Essential Elements of Information (EIs):

- a. Mission Funding
 - 1. Mission Authorization Amount
 - 2. Mission Obligations
- b. Mission Personnel
 - 1. USACE
 - 2. Support Agencies
- c. Total Number of Inspections Completed, including Re-inspections
 - 1. Number of Rapid Inspections
 - 2. Number of Detailed/Special Inspections
 - 3. Number of Re-inspections
 - 4. Other Technical Assistance/Inspection Data (e.g. electrical, mechanical, geotechnical, water infrastructure)
- d. Estimated Completion Dates
- e. Special Concerns e.g. Safety Issues

10 Safety

The SOH Office in the impacted District will be temporarily staffed with additional safety, industrial hygiene, and medical personnel as necessary to ensure a comprehensive safety and occupational health program, per EM 385-1-1. The SOH cadre supports safety and occupational health requirements in the RFO. If a RFO is not established, the impacted District shall establish an emergency operations safety office (minimum staffing to include a safety manager and administrative support person) dedicated totally to emergency operations. The MM will complete a mission specific Activity Hazard Analysis (AHA) and will review the Position Hazard Analysis (PHA) prior to beginning field inspections. A sample Safety Checklist, PHA, and AHA are listed in the SOP; these must be adapted commensurate with actual site conditions.

11 Transition and Closeout Plan

The MM will develop a PRT transition and mission closeout plan to foster a smooth hand-off to subsequent PRTs, as applicable, as well as identify actions required to phase down personnel and inspection/repair efforts until physical completion of the mission. This plan should be presented in a timeline format, indicating mission milestones and the proposed drawdown and re-deployment of all mission related personnel. The plan will also estimate times for compiling and submitting all mission documentation and files to the impacted District EOC for archive purposes. The plan will identify completion deadlines for all after action requirements of the

RFO. A sample format for the Infrastructure Assessment Transition and Closeout Plan is in the SOP.

12 After Action Review

An important part of any mission is the self-assessment and review of the team performance during the event. Development of written lessons learned and analysis is the responsibility of every team member. The goal of this effort is to provide a corporate memory of successes and failures, which can be eventually integrated into training of future mission teams. The Corps of Engineers Remedial Action Program (CERAP) team may solicit unbiased observations and recommendations during and after the event. Team members are encouraged to provide lessons learned/After Action Review (AAR) comments while deployed but may also submit comments germane to the mission after redeployment. Comments can be provided to Mission Manager, Action Officer, or other appropriate team leaders; or submitted directly to the CERAP AAR database located in ENGLink under the event tab.

13 References

1. Engineering Regulation, ER 11-1-320, Army Programs – Civil Works Emergency Management Programs
2. Engineering Regulation, ER 500-1-28, Emergency Employment of Army and Other Resources
3. Engineering Manual, EM 385-1-1, Safety – Safety and Health Requirements
4. Applied Technology Council, ATC 20, Post Earthquake Safety Evaluations of Buildings
5. Applied Technology Council, ATC 45, Safety Evaluations of Buildings after Windstorms and Floods
6. FEMA Public Assistance Policy
7. National Response Framework
(<http://www.fema.gov/emergency/nrf/mainindex.htm>)
8. National Disaster Recovery Framework
(<http://www.fema.gov/pdf/recoveryframework/ndrf.pdf>)

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