U.S. ARMY CORPS OF ENGINEERS

MISSION GUIDE
INFRASTRUCTURE ASSESSMENT

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INFRASTUCTURE ASSESSMENT MISSION GUIDE

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INFRASTRUCTURE ASSESSMENT MISSION GUIDE

1 Purpose

This document is intended to provide guidance for a Planning and Response Team (PRT) to accomplish the Infrastructure Assessment (IA) mission. The guide includes an overview of the role of the PRTs in the Federal disaster response and recovery structure, specific duties, roles and responsibilities for each PRT member, and standard implementation and operational procedures.

2 Mission Definition

The purpose of the IA PRT is to support public works inspections during disaster response and recovery efforts. The IA PRT can provide on-site training for residential structural inspections and functions as a management cell designed to coordinate and oversee inspection teams. While the historic primary function of the IA PRT (formerly Structural Safety Assessment PRT) has been dedicated to structural safety evaluations of buildings (primarily residential), the team 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
- other infrastructure (e.g., roads, bridges, dams)

For example, the purpose of the post-earthquake Applied Technology Council-20 (ATC-20) or post-flood ATC-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 IA PRT management cell coordinates with state and local officials to provide management of various civil works inspections. The management cell, in concert with subject matter experts, will manage, track and validate inspection data collected by qualified professionals (e.g. Forward Engineering Support Team (FEST) members, USACE personnel, contract professionals, local government inspectors).

a. Initial Funding

   Funding requirements should be based on a variety of factors including anticipated quantities of inspections required, potential length of mission and special circumstances, such as the magnitude of the disaster. In the absence of a detailed estimate, $1,000,000 is an ample initial estimate to start a civil works assessment mission based on previous major disasters. Amendments will be issued as the mission is better defined.

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. Once a Presidential Declaration has been confirmed, the Federal Emergency Management Agency (FEMA) will issue a Mission Assignment (MA) authorizing the assistance and provide funding. (Sample post-declaration PSMAs are provided in the SOP). The lead (impacted) District is responsible for receiving all mission funds from FEMA, and for distributing the funding to supporting districts (including the district furnishing the PRT).

c. Water/Wastewater Infrastructure Missions
In 2007 the lead for water/wastewater infrastructure missions shifted from EPA to USACE. PSMAs 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. In conjunction with Clean Water Act authority, support of these missions will be conducted in close coordination with EPA. Water/wastewater assessments may be sub-tasked to EPA (see SOP). USACE will normally leverage existing emergency contracting capabilities to support water/wastewater infrastructure repairs, as tasked by FEMA.

d. End States
Mission termination occurs when all assigned inspections and other work has been completed as determined by FEMA in coordination with local officials, and 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 District assigned a mission will be responsible for completing all support tasks through mission close out.

3 Authority

a. The Stafford Act 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. Under Public Law 84-99, USACE is authorized to undertake activities including disaster preparedness. The National Response Framework—hereafter referred to as the NRF—establishes the procedures for providing such assistance. The NRF is designed to address the consequences of any disaster or emergency situation in which there is a need for Federal response assistance.

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. The NRF uses a functional approach to group the types of

Federal assistance a State is most likely to need fewer than 15 Emergency Support Functions (ESF). Each ESF is headed by a primary agency, which has been selected based on its authorities, resources and capabilities in the particular functional area. Other agencies have been designated as support agencies for one or more ESF, based on their resources and capabilities to support the functional area. The 15 ESF's serve as the primary mechanism through which Federal response assistance will be provided to assist the State in meeting response requirements in an affected area. Federal assistance will be provided to the affected State under the overall coordination of the Federal Coordinating Officer (FCO) appointed by the Director of FEMA on behalf of the President. Resources of the Dept of Defense are coordinated through the Defense Coordinating Officer (DCO).

ESF #1 – Transportation **ESF Coordinator: Department of Transportation**
• Aviation/airspace management and control • Transportation safety • Restoration and recovery of transportation infrastructure • Movement restrictions • Damage and impact assessment
ESF #2 – Communications **ESF Coordinator: DHS (National Communications System)**
• 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
ESF #3 – Public Works and Engineering **ESF Coordinator: Department of Defense (U.S. Army Corps of Engineers)**
• Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management • Emergency contracting support for life-saving and life-sustaining services
ESF #4 – Firefighting **ESF Coordinator: Department of Agriculture (U.S. Forest Service)**
• Coordination of Federal firefighting activities • Support to wild land, rural, and urban firefighting operations
ESF #5 – Emergency Management **ESF Coordinator: DHS (FEMA)**
• Coordination of incident management and response efforts • Issuance of mission assignments • Resource and human capital • Incident action planning • Financial management
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services **ESF Coordinator: DHS (FEMA)**
• Mass care • Emergency assistance • Disaster housing • Human services

ESF #7 – Logistics Management and Resource Support **ESF Coordinator: General Services Administration and DHS (FEMA)**
• Comprehensive, national incident logistics planning, management, and sustainment capability • Resource support (facility space, office equipment and supplies, contracting services, etc.)
ESF #8 – Public Health and Medical Services **ESF Coordinator: Department of Health and Human Services**
• Public health • Medical • Mental health services • Mass fatality management
ESF #9 – Search and Rescue **ESF Coordinator: DHS (FEMA)**
• Life-saving assistance • Search and rescue operations
ESF #10 – Oil and Hazardous Materials Response **ESF Coordinator: Environmental Protection Agency**
• Oil and hazardous materials (chemical, biological, radiological, etc.) response • Environmental short- and long-term cleanup
ESF #11 – Agriculture and Natural Resources **ESF Coordinator: Department of Agriculture**
• 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
ESF #12 – Energy **ESF Coordinator: Department of Energy**
• Energy infrastructure assessment, repair, and restoration • Energy industry utilities coordination • Energy forecast
ESF #13 – Public Safety and Security **ESF Coordinator: Department of Justice**
• Facility and resource security • Security planning and technical resource assistance • Public safety and security support • Support to access, traffic, and crowd control
ESF #14 – Long-Term Community Recovery **ESF Coordinator: DHS (FEMA)**
• 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**
• 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

The authority to conduct civil works assessments is based on local, state, and federal safety enforcement authority for a specific area. The deployment of the IA PRT is based on a determination, by the responsible official, that additional resources are required to conduct evaluations within a reasonable time. The goal of the program is to allow for rapid re-use of safe infrastructure elements, while identifying potential hazards associated with damaged elements. This is based on public safety/access concerns; the Federal inspectors do not make recommendations as to whether an element can be repaired or should be demolished.

4 Command and Control

a. NRF Initial Response Structure

The disaster response and recovery process is complex and dynamic. Many separate activities are required to be initiated and executed simultaneously. The following paragraphs address the operational functions and their responsibilities required under the NRF. A wiring diagram showing the relationships between the various operational teams during the initial response phase is provided in Figure 2.

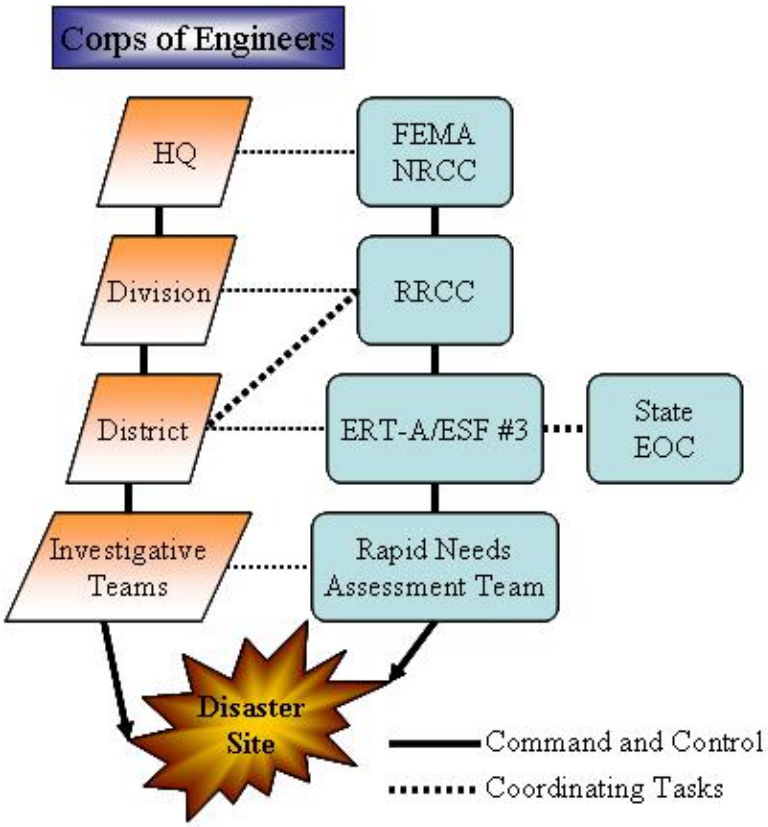

Figure 2: Operational Team Assignments

b. Regional Response Coordination Center (RRCC)

The FEMA Regional Response Coordination Center (RRCC) is the focal point for information related to a disaster, the impact, and the State's efforts and needs. 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 assigned to the RRCC represents not only the Division, but also USACE. Within the first few hours, missions may be conceived, negotiated and issued by FEMA. The RRCC is responsible for the deployment of the Rapid Needs Assessment (RNA) Team and the Emergency Response Team Advance (ERT-A). 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 the USACE and FEMA authorities and capabilities. In the initial phases, the RRCC ESF #3 Team Leader will be the best source of information regarding potential missions, impacts on State and local infrastructure, and the magnitude of the significant event related damages.

c. Emergency Response Team - Advance (ERT-A)

The Emergency Response Team - Advance [may also fall under National Incident Management Assistance Team (NIMAT) or Incident Management Assistance Team (IMAT)] is a team that functions as the "eyes" for FEMA by providing a snapshot of the disaster situation. USACE supplies pre-designated members to the team to evaluate the magnitude and impact of the disaster on infrastructure and the needs and capabilities of the local governments for considerations related to the activation of the NRF and the level of the initial response. The purpose is to assess the local capability to handle the response and provide liaison with other Federal Agencies, State and local government. Also included with the assessment may be the identification of a potential JFO site. Normally, the ERT-A is a small contingent of individuals well versed in their specific emergency community of practice. ESF #3 ERT-A representatives on a large scale event response might include ESF #3 Team Leader/Assistant Team Leader (TL/ATL), S&R Structures Specialist Cadre, 249th Engineer Battalion (Prime Power), Debris SME, IA/Water Infrastructure SME, and FEST-Advance (FEST-A). The ESF #3 TL represents USACE on the ERT-A. This team may form the nucleus of the full ERT/ESF when operational. Further, in conjunction with FEMA Essential Infrastructure Assessment Standard Operating Procedures, an IA AO/SME may represent ESF #3 in an inter-agency Infrastructure Task Force.

d. Joint Field Office (JFO)

Once the FEMA JFO is operational, all disaster related response and recovery activities are transferred to that facility/location. The response personnel located at the JFO are referred to as the Emergency Response Team (ERT) and are comprised of FEMA Operations and all activated ESF at the JFO. The ESF #3 Public Works and Engineering members of the ERT located at the JFO are known as the ESF #3 Management Team. Figure 3 depicts how the ESFs are related.

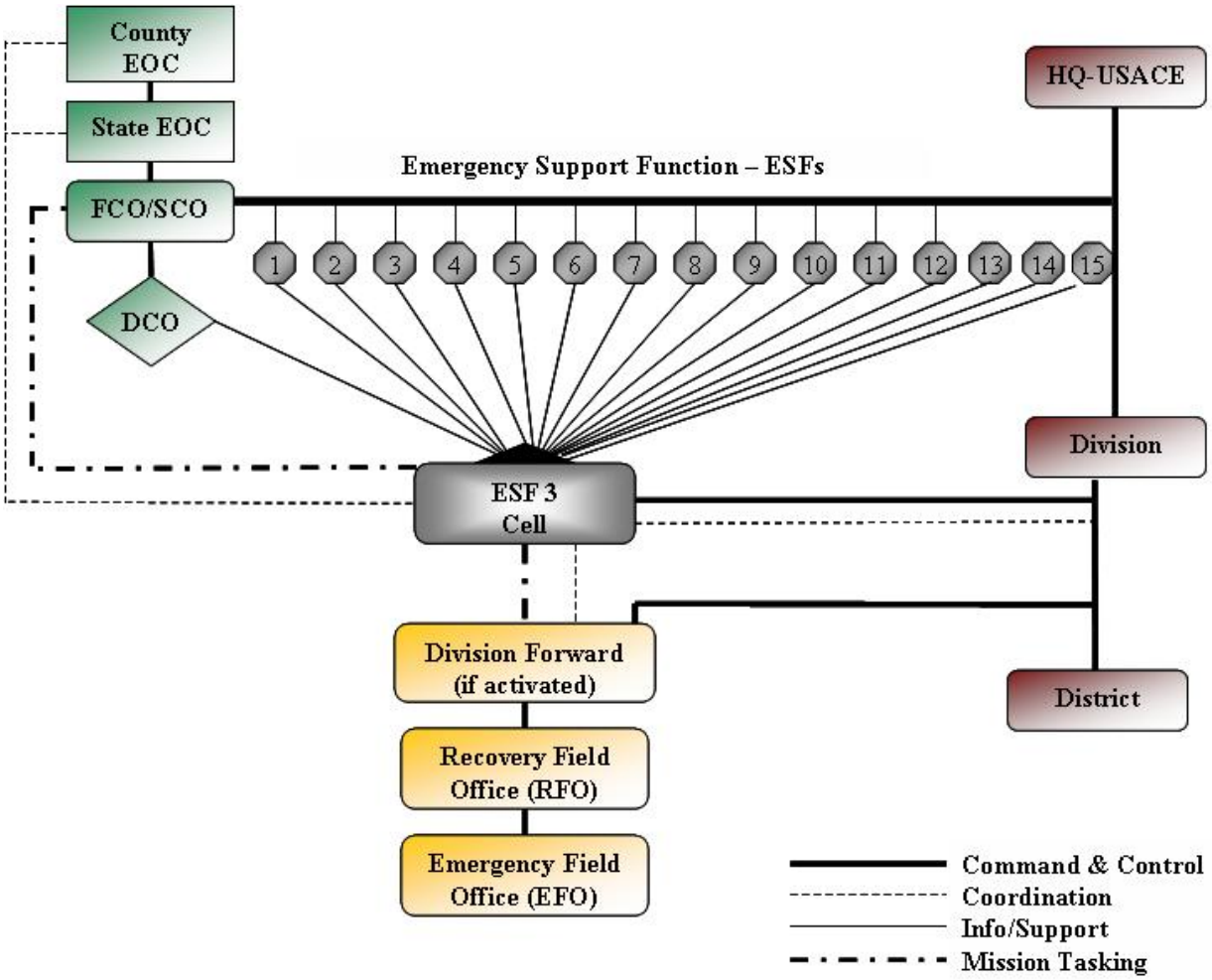

Figure 3: ESF Relationships

e. ESF #3 Management Team

The ESF # 3 Management Team functions as the USACE forward element. In all cases, the ESF #3 Team Leader is the USACE Division Commander's authorized representative on ESF #3 issues. This team provides interface between USACE and FEMA at the JFO. Mission negotiation, coordination and acceptance with FEMA, other Federal agencies, State and local governments is accomplished at the ESF #3 Management Team level. The team also serves as the POC for other ESF regarding the execution of missions within the scope of ESF #3, Public Works and Engineering.

f. NRF Full Response Structure

The full response structure includes all of the FEMA elements, the Defense Coordinating Officer (DCO), and the full contingent of each activated ESF team. This includes the Recovery Field Office (RFO) and elements of the District, Division and Headquarters offices of USACE. Figure 3 shows the functional elements and relationships of the full response team.

g. Recovery Field Office (RFO)
Mission execution is accomplished by the RFO. This includes contract administration, design, contracting, real estate, logistics, resource management, safety and other functional support. The location of the RFO is normally within or adjacent to the disaster area.

h. Emergency Field Office (EFO)
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.

5 The Planning and Response Team (PRT) Concept

The Planning and Response Teams (PRT) are the keystone of the Readiness 2000 (R2K) concept. The premise behind R2K is to develop a national strategy that aligns the Readiness community into a corporate USACE team. USACE missions under the NRF include:

National Ice	2	Temporary Housing/Critical Public Buildings	6
National Water	2	Emergency Power	7
Temporary Roofing	5	Debris Removal	7
Infrastructure Assessment	4	District Support – ESF #3 Support Team	2
Combined Commodities	7	Local Government Liaison	3
Logistics Support	5	Search and Rescue	3
Englink Strike Team	1	Enterprise ERT	4
GIS Cadre	4	Contaminated Debris	2
Total Teams		64	

In the past, this NRF requirement, combined with the Public Law 84-99 program and the Catastrophic Disaster Preparedness Program (CDPP), would quickly overwhelm a District's emergency management (EM) response capabilities, causing steep learning curves and inefficiencies. Key PRT concepts and objectives include the following:

a. The PRT concept is to assign Divisions/Districts a definitive mission(s) for planning and execution based on a corporate strategy. This allows a district to concentrate on the necessary planning required to provide detailed information needed for mission execution and to train specialized response personnel. The PRT concept promotes information exchange, allows ownership, and levels the workload across USACE. EM

team members across the Corps working in a total coordinated effort raises the readiness posture of USACE.

b. The objectives of the PRT are to provide a planning/information base that supports USACE emergency missions and a trained cadre of responders familiar with planning data to support emergency operations.

c. The PRT concept is based on six basic planning assumptions:
   1.) All districts within the United States have been assigned at least one PRT.
   2.) National strategy is based on supporting at least two major events simultaneously.
   3.) All CONUS Major Subordinate Commands (MSCs) have initial response mission capabilities for ice, water and emergency power.
   4.) Missions/teams will be assigned to MSCs and MSCs will assign missions/ teams to Districts.
   5.) Mission planning data and response team information will be coordinated and shared via a national database.
   6.) PRTs will be under the operational control of the RFO in the impacted District.

PRT coordination will be provided by assigning a lead division for each mission. The lead division's responsibilities includes monitoring status of team staffing, assuring teams are aware of pending training, hosting the training sessions, assuring database information is current, and monitoring and disseminating current team changes and information.

These 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 – Infrastructure Assessment, Search & Rescue (S&R program manager assigned to SPD; reports to HQUSACE)

6 Infrastructure Assessment Team Assignments and Staffing

a. <u>Lead Division Assignment</u>
   The lead division coordination responsibility for the Infrastructure Assessment mission has been assigned to South Pacific Division (SPD). SPD responsibilities include leadership and mentoring of the assigned PRT/Districts, program budget development, supporting interagency workshops (annual Remedial Action Plan workshop), crosswalking with other infrastructure related initiatives, monitoring status of team staffing, assuring teams are aware of pending training, hosting

training sessions, assuring database information is current, and monitoring and disseminating current team changes and information.

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. The Standard Deployment Organizational Structure is in the SOP. 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 staffing is one of each of the following:

ESF #3 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, as needed.

Figure 4 below depicts the location of each staffing element in relation to their operational functions, followed by the personnel requirements for each PRT position.

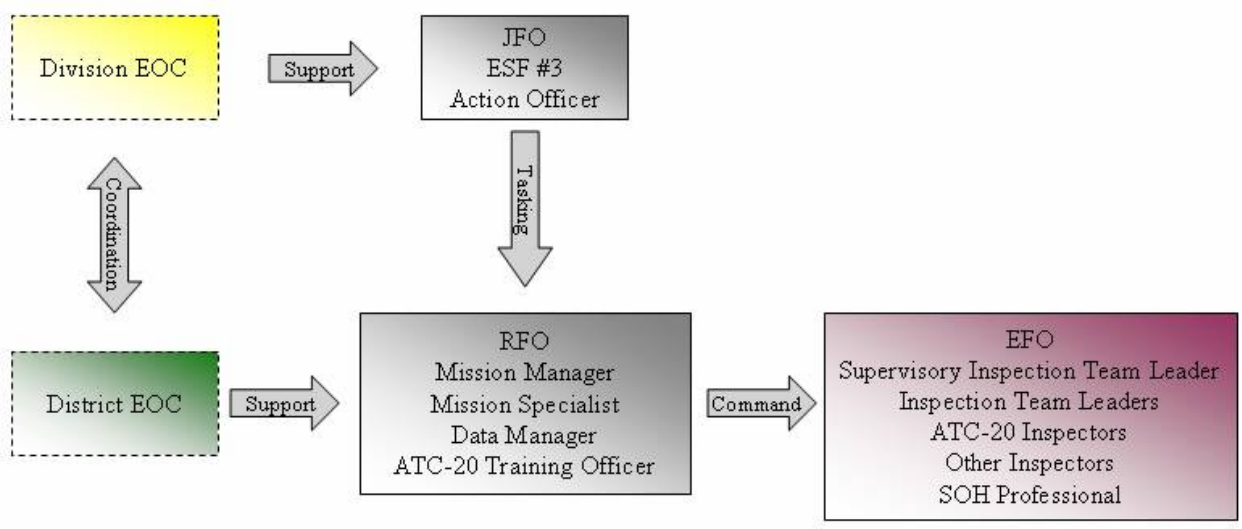

Figure 4: Staff Locations

Core IA PRT members are:

1) ESF #3 IA Action Officer Personnel Requirements

The ESF #3 IA Action Officer (AO) must have full knowledge of the NRF, FEMA operations, PL 84-99 authorities, 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. The MM must be familiar with the Corps of Engineers Financial Management System (CEFMS) and the PR&C process.

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 are:

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 sub-mission 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 on an as-needed basis by the impacted District. 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 Expert

There are two types of Subject Matter Experts (SMEs) in the IA PRT arena: 1.) SMEs that have comprehensive knowledge of implementing the IA PRT from a programmatic perspective (lead Division proponents and selected experienced individuals); and 2.) 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. The SME 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 the qualifications of the SME.

7 Pre-Significant Event Planning

a. PRT Lead Division

Advance preparedness is critical to an IA PRT ability to execute its assigned mission. The PRT Lead Division's primary pre-event responsibilities that must be made in order to successfully execute the IA mission are to:

(1) Provide technical leadership and mentoring to the District PRTs
(2) Ensure parent division commanders are updated annually concerning concepts of operation and PRT status, to include deficiencies
(3) Participate with other appropriate elements in the development and update of measures to assess PRT performance
(4) Develop and conduct PRT training, to include tabletop exercises
(5) Review/screen PRT trainee list(s) for compliance with established qualification standards and team templates
(6) Ensure that PRT have been adequately trained and equipped for deployment
(7) Serve as proponent for the Mission Guide associated with the assigned mission
(8) Ensure that PRT vendor databases are current and that proper coordination with the industry has taken place
(9) Develop and maintain a current database of PRT Subject Matter Experts (SME) for respective missions
(10) Review and provide comments regarding PSMAs
(11) Coordinate with PRT to ensure proper scopes of work and contracting procedures are in place to support mission requirements
(12) Provide status of PRT readiness to HQUSACE points of contact

(13) Participate 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) Develop and maintain close relationships with key interfacing agencies (e.g. EPA)
(16) Coordinate efforts with EPA to streamline and clarify sub-mission assignment processes

b. PRT District

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, PRT will respond on a rotational basis as determined by the HQUSACE Operations Center (UOC). District Emergency Managers (EM) primary pre-significant event responsibilities are:

(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

On a case by case basis 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.

8 Mission Execution

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

9 Reporting

The Mission Specialist is solely 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. This SITREP will include the following Essential Elements of Information (EEI):

a. Mission Amounts
   (1) Mission Authorization Amount
   (2) Mission Obligations

b. Mission Personnel
   (1) USACE
   (2) Support Agencies

c. Total Number of Site Inspections Requested, including re-inspections

d. Total Number of Site Inspections Completed

e. 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)

f. Estimated Completion Dates

g. Special Concerns e.g., Safety Issues

h. Other Requested Information (TBD)

10 Safety

Per EM 385-1-1 Sep 08, 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. If a Recovery Field Office (RFO) is established, SOH staffing is usually accomplished by use of safety and occupational health cadre. 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. Also, each Emergency Field Office established shall have a minimum of one SOH professional.

The SITL and the SOH Professional will complete an On-Site Accident Prevention Plan for the mission. A sample On-Site Accident Prevention Plan, Safety Considerations, and the Position Hazard Analysis are listed in the SOP; these must be adapted to the specific situation in the disaster area.

11 Transition and Closeout Plan

The MM will develop a PRT transition and mission closeout plan which allows for a smooth hand-off of the PRT responsibilities from the lead to follow-on teams members (if necessary), as well as identify those 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 Evaluation and Corrective Action (ECA) Team will solicit unbiased observations and recommendations during and after the event. Written comments and recommendations shall be forwarded to the RFO EOC and the IA AO who will provide the combined comments to the ECA team. All lessons learned and After Action Review (AAR) will be prepared and presented prior to each individual's departure from the response site.

13 References

1. Engineering Regulations, ER 11-1-320, Army Programs – Civil Works Emergency Management Programs
2. Engineering Manual, EM 385-1-1, Safety – Safety and Health Requirements
3. Applied Technology Council, ATC 20, Post Earthquake Safety Evaluations of Buildings
4. Applied Technology Council, ATC 45, Safety Evaluations of Buildings after Windstorms and Floods
5. FEMA Public Assistance Policy
6. National Response Framework (http://www.fema.gov/emergency/nrf/mainindex.htm)
7. ike GPS Camera website (http://www.survey-lab.com)

APPENDIX A - STANDARD OPERATING PROCEDURES

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