

EMERGENCY MANAGEMENT BASIC PLAN




VICTORIA COUNTY/CITY OF VICTORIA

APPROVAL & IMPLEMENTATION

Victoria County/City of Victoria

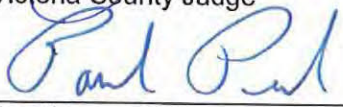
Emergency Management Plan

This emergency management plan is hereby approved. This plan is effective immediately and supercedes all previous editions.



Ben Zeller
Victoria County Judge

1-4-17
Date



Paul Polasek
Mayor, City of Victoria

1-3-17
Date

RECORD OF CHANGES

Basic Plan

Change #	Date of Change	Change	Entered By

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BASIC PLAN

I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

C. Local

1. City Ordinance # 83-28, recorded Vol. 23, page 110, City Council Minutes, dated 10/03/83. City Ordinance #83-28a, amended, dated 12/05/83.
2. Commissioner's Court Order # 2, recorded Vol. 70, page 488, Commissioner's Court Minutes, dated 10/10/83.
3. Joint Resolution between Victoria County and the City of Victoria dated 10/10/83.
4. Inter-local Agreements & Contracts. See the summary in Attachment 6.

II. PURPOSE

This Basic Plan outlines our approach to emergency operations, and is applicable to Victoria County and the City of Victoria. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery.

The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
 - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area, not community-wide.
 - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - 5) May require limited external assistance from other local response agencies or contractors.
 - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
 - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 - 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an incident commander.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

- 7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
 - 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
 - d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
 - e. Incident Typing. In order to more clearly define incident scope, incidents will be typed in accordance with the U.S. Fire Administrations incident typing model.
 - 1) Type 5 Incident:
 - c. The incident can be handled with one or two single resources with up to six personnel.
 - d. Command and General Staff positions (other than the Incident Commander) are not activated.
 - e. No written Incident Action Plan (IAP) is required.
 - f. The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
 - g. Examples include a vehicle fire, an injured person, or a police traffic stop.

2) Type 4 Incident:

- c. Command staff and general staff functions are activated only if needed.
- d. Several resources are required to mitigate the incident.
- e. The incident is usually limited to one operational period in the control phase.
- f. The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated.
- g. No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources.
- h. The role of the agency administrator includes operational plans including objectives and priorities.
- i. Examples include a major accident with multiple casualties, a minor hazardous materials spill, or a flash flood.

3) Type 3 Incident:

- c. When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.
- d. Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
- e. A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.
- f. The incident may extend into multiple operational periods.
- g. A written IAP may be required for each operational period.
- h. Examples may include a large urban flood event, a significant hazardous materials incident, or a tropical storm.

4) Type 2 Incident:

- c. This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- d. Most or all of the Command and General Staff positions are filled.
- e. A written IAP is required for each operational period.
- f. Many of the functional units are needed and staffed.
- g. Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- h. The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
- i. Examples may include a major hurricane landfall, mass evacuation or relocation, or a public health emergency with mass casualties.

5) Type 1 Incident:

- c. This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.

- d. All Command and General Staff positions are activated.
 - e. Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
 - f. Branches need to be established.
 - g. The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
 - h. Use of resource advisors at the incident base is recommended.
 - i. There is a high impact on the local jurisdiction, requiring additional staff for administrative and support functions.
 - j. Examples may include acts of CBRN terrorism, or incidents of national significance.
7. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
9. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
10. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
11. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
12. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

IV. SITUATION AND ASSUMPTIONS

A. Situation

Victoria County and/or the City of Victoria are exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1. More detailed information is provided in our Hazard Analysis, published separately.

Figure 1

HAZARD SUMMARY

Hazard Type:	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety			Estimated Impact on Property		
		Limited	Moderate	Major	Limited	Moderate	Major
Natural							
Drought	HIGHLY LIKELY	LIMITED TO MODERATE			MODERATE		
Earthquake	UNLIKELY	LIMITED TO MAJOR			LIMITED TO MAJOR		
Flash Flooding	HIGHLY LIKELY	LIMITED TO MAJOR			LIMITED TO MAJOR		
Flooding (river or tidal)	HIGHLY LIKELY	LIMITED TO MAJOR			LIMITED TO MAJOR		
Hurricane	HIGHLY LIKELY	MODERATE TO MAJOR			MODERATE TO MAJOR		
Tornado	OCCASIONAL	LIMITED TO MAJOR			LIMITED TO MAJOR		
Wildfire	OCCASIONAL	LIMITED			LIMITED TO MODERATE		
Winter Storm	OCCASIONAL	LIMITED			LIMITED TO MODERATE		
Technological							
Dam Failure	UNLIKELY	LIMITED TO MAJOR			LIMITED TO MAJOR		
Energy/Fuel Shortage	UNLIKELY	LIMITED			LIMITED		
Hazmat/Oil Spill (fixed site)	HIGHLY LIKELY	LIMITED TO MAJOR			LIMITED TO MAJOR		
Hazmat/Oil Spill (transport)	HIGHLY LIKELY	LIMITED TO MAJOR			LIMITED TO MAJOR		
Major Structural Fire	HIGHLY LIKELY	LIMITED			LIMITED		
Nuclear Facility Incident	UNLIKELY	LIMITED TO MAJOR			LIMITED TO MAJOR		
Water System Failure	LIKELY	LIMITED TO MAJOR			LIMITED TO MAJOR		
Security							
Civil Disorder	OCCASIONAL	LIMITED TO MAJOR			LIMITED TO MAJOR		
Enemy Military Attack	UNLIKELY	MAJOR			MAJOR		
Terrorism	UNLIKELY	LIMITED TO MAJOR			LIMITED TO MAJOR		

* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely

B. Assumptions

1. Victoria County and/or the City of Victoria will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

3. Outside assistance will be available in most emergency situations, affecting Victoria County and/or the City of Victoria. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management and enforcement, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of our emergency management program are to protect public health and safety and preserve public and private property.

B. General

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.

6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

C. Operational Guidance

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
 - a. The first local emergency responder to arrive will implement the incident command system, as defined by NIMS, and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

- b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established.

3. Source and Use of Resources.

- a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:
 - 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
 - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
 - 3) Request assistance from volunteer groups active in disasters.
 - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
 - 5) Request assistance from local businesses and organizations through the Victoria Partners in Preparedness program who may have resources available to assist responders with the emergency situation.
- b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

D. Incident Command System (ICS)

- 1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
- 2. The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
- 3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies

participating in this type of incident response will normally obtain support through their own department or agency.

4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

E. ICS - EOC Interface

1. For major emergencies and disasters, the Emergency Operations Center (EOC) may be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Establishment of the Incident Command Post (ICP)
 - c. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - d. Warning the population in the area of the incident and providing emergency instructions to them.
 - e. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - f. Implementing traffic control arrangements in and around the incident scene.
 - g. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
 - a. Providing resource support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
 - f. Coordinating traffic control for large-scale evacuations.
 - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC see Annex N.

5. The EOC will provide situational awareness, develop a common operating picture, and facilitate/coordinate incident information between the IC, ICP, Policy Group, and external partners.

F. State, Federal & Other Assistance

1. State & Federal Assistance

- a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Victoria, Texas. See Appendix 3 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official the Victoria County Judge and/or City of Victoria Mayor and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.

2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRF* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a

declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.

- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

G. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:
 - a. Emergency Declaration. In the event of riot or civil disorder, the Victoria County Judge and/or City of Victoria Mayor may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
 - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Victoria County Judge and/or City of Victoria Mayor may by executive order or proclamation declare a local state of disaster. The Victoria County Judge and/or City of Victoria Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
 - 1) Suspending procedural laws and rules to facilitate a timely response.
 - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
 - 3) Restricting the movement of people and occupancy of premises.
 - 4) Prohibiting the sale or transportation of certain substances.
 - 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

H. Actions by Phases of Emergency Management

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

- a. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.

- b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

- c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

- d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an Policy Group, emergency services, and support services. Attachment 3 depicts our emergency organization.

2. Policy Group

The Policy Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Policy Group includes the Victoria County Judge, City of Victoria Mayor, Victoria City Manager, and Emergency Management Coordinator.

3. Emergency Services

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

4. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

5. Volunteer and Other Services

This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Policy Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.
3. Policy Group Responsibilities
 - a. The Victoria County Judge and/or City of Victoria Mayor will:
 - 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
 - 2) Monitor the emergency response during disaster situations and provides direction where appropriate.
 - 3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
 - 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
 - 5) Request assistance from other local governments or the State when necessary
 - 6) Direct activation of the EOC.
 - b. The Victoria County Judge and/or Victoria City Manager will:
 - 1) Implement the policies and decisions of the governing body relating to emergency management.
 - 2) Organize the emergency management program and identifies personnel, equipment, and facility needs.
 - 3) Assign emergency management program tasks to departments and agencies.
 - 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
 - 5) Monitor the emergency response during disaster situations and provide direction where appropriate.
 - c. The Emergency Management Coordinator will:
 - 1) Serve as the staff advisor to the Victoria County Judge and/or City of Victoria Mayor and Victoria City Manager on emergency management matters.
 - 2) Keep the Victoria County Judge, City of Victoria Mayor, and Victoria City Manager apprised of our preparedness status and emergency management needs.
 - 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
 - 4) Prepare and maintain a resource inventory.
 - 5) Arrange appropriate training for local emergency management personnel and emergency responders.
 - 6) Coordinate periodic emergency exercises to test our plan and training.
 - 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
 - 8) Activate (and/or make recommendation to) the EOC when required.

- 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.
- 11) Coordinate the activation of the EOC and supervise its operation.
- 12) Coordinate the operational response of local emergency services.

4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

5. Emergency Services Responsibilities

a. The Incident Commander will:

- 1) Manage emergency response resources and operations at the incident site command post to contain and resolve the emergency situation.
- 2) Determine and implement required protective actions for response personnel and the public at an incident site.

b. Warning.

- 1) Primary responsibility for this function is assigned to the Victoria County Sheriff and the City of Victoria Police Chief, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Receive information on emergency situations.
 - b) Alert key local officials of emergency situations.
 - c) Coordinate warning information and instructions to the public through available warning systems.
 - d) Coordinate warning and instructions to special facilities such as schools and hospitals.

c. Communications.

- 1) Primary responsibility for this function is assigned to the City of Victoria Police Chief and the Victoria County Sheriff, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
 - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
 - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

d. Radiological Protection.

- 1) Primary responsibility for this function is assigned to the City of Victoria Fire Chief and the Victoria County Fire Marshal/Fire Chief, who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintain inventory of radiological equipment.
 - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
 - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
 - d) Make notification concerning radiological incidents to state and federal authorities.

e. Evacuation.

- 1) Primary responsibility for this function is assigned to the City of Victoria Police Chief and the Victoria County Sheriff, who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identify areas where evacuation has been or may in the future and determine of population at risk.
 - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
 - c) Develop simplified planning procedures for ad hoc evacuations.
 - d) Determine emergency public information requirements.
 - e) Perform evacuation planning for Medical/Functional/Access Needs facilities (schools, hospitals, nursing homes, and other institutions).

f. Firefighting.

- 1) Primary responsibility for this function is assigned to the City of Victoria Fire Chief and the Victoria County Fire Marshal/Fire Chief, who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Fire prevention activities.
 - b) Fire detection and control.
 - c) Hazardous material and oil spill response.
 - d) Terrorist incident response.
 - e) Evacuation support.
 - f) Post-incident reconnaissance and damage assessment.
 - g) Fire safety inspection of temporary shelters.
 - h) Prepare and maintain fire resource inventory.

g. Law Enforcement.

- 1) Primary responsibility for this function is assigned to the City of Victoria Police Chief and the Victoria County Sheriff, who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintenance of law and order.
 - b) Traffic control.
 - c) Terrorist incident response.
 - d) Provision of security for vital facilities, evacuated areas, and shelters.
 - e) Access control for damaged or contaminated areas.
 - f) Warning support.
 - g) Post-incident reconnaissance and damage assessment.
 - h) Prepare and maintain law enforcement resource inventory.

h. Health and Medical Services.

- 1) Primary responsibility for this function is assigned to the Director of Victoria County Public Health Department, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate health and medical care and EMS support during emergency situations.
 - b) Public health information and education.
 - c) Inspection of food and water supplies.
 - d) Develop emergency public health regulations and orders.
 - e) Coordinate collection, identification, and interment of deceased victims.

i. Direction and Control.

- 1) Primary responsibility for this function is assigned to the Victoria EMC, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Direct and control our local operating forces.
 - b) Maintain coordination with neighboring jurisdictions and the Disaster District in Victoria, Texas.
 - c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
 - d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
 - e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
 - f) Coordinates the evacuation of areas at risk.

j. Hazardous Materials & Oil Spill.

- 1) The primary responsibility for this function is assigned to the City of Victoria Fire Chief and the Victoria County Fire Marshal/Fire Chief, who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
 - b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
 - c) Determine and implement requirements for personal protective equipment for emergency responders.
 - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
 - e) Determine areas at risk and which public protective actions, if any, should be implemented.
 - f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
 - g) Determines when affected areas may be safely reentered.

k. Search & Rescue.

- 1) The primary responsibility for this function is assigned to the City of Victoria Fire Chief and the Victoria County Fire Marshal/Fire Chief, who will prepare and maintain Annex R (Search and Rescue) to this plan and supporting SOPs.

- 2) Emergency tasks to be performed include:
 - a) Coordinate and conduct search and rescue activities.
 - b) Identify requirements for specialized resources to support rescue operations.
 - c) Coordinate external technical assistance and equipment support for search and rescue operations.

I. Terrorist Incident Response.

- 1) Primary responsibility for this function is assigned to the City of Victoria Police Chief and the Victoria County Sheriff, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
 - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
 - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
 - d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care.

- 1) Primary responsibility for this function is assigned to the Director of the Victoria County Public Health Department and the Victoria EMC, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Perform emergency shelter and mass care planning.
 - b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.

b. Public Information.

- 1) Primary responsibility for this function is assigned to the City of Victoria Communications Director, or designated County/City departmental Public Information Officers who will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Establish a Joint Information Center (JIC)
 - b) Conduct on-going hazard awareness and public education programs.

- c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
- d) Provide information to the media and the public during emergency situations.
- e) Arrange for media briefings.
- f) Compiles print and photo documentation of emergency situations.

c. Recovery.

- 1) Primary responsibility for this function is assigned to the Victoria EMC, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
 - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
 - c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
 - d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.
 - e) Victoria FY 2015 threshold, based on 2010 population census (86,793), is \$308,983.

d. Public Works & Engineering.

- 1) Primary responsibility for this function is assigned to the Victoria County Commissioners and the City of Victoria Public Works Director, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Protect government facilities and vital equipment where possible.
 - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
 - c) Direct temporary repair of vital facilities.
 - d) Restore damaged roads and bridges.
 - e) Restore waste treatment and disposal systems.
 - f) Arrange for debris removal.
 - g) General damage assessment support.
 - h) Building inspection support.
 - i) Provide specialized equipment to support emergency operations.
 - j) Support traffic control and search and rescue operations.

e. Utilities.

- 1) Primary responsibility for this function is assigned to the City of Victoria Public Works Director, who will prepare and maintain Annex L (Energy and Utilities) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Prioritize restoration of utility service to vital facilities and other facilities.
 - b) Arrange for the provision of emergency power sources where required.
 - c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
 - d) Assess damage to, repair, and restore public utilities.
 - e) Monitor recovery activities of privately owned utilities.

f. Resource Management.

- 1) Primary responsibility for this function is assigned to the Victoria EMC, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintain an inventory of emergency resources.
 - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
 - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
 - d) Establish emergency purchasing procedures and coordinate emergency procurements.
 - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
 - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
 - g) Establish staging areas for resources, if required.
 - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
 - i) Maintain records of emergency-related expenditures for purchases and personnel.

g. Human Services.

- 1) Primary responsibility for this function is assigned to the Victoria EMC and Victoria County Public Health Department. Prepare and maintain Annex O (Human Services) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Identify emergency feeding sites.
 - b) Identify sources of clothing for disaster victims.

- c) Secure emergency food supplies.
- d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
- e) Coordinate special care requirements for disaster victims such as the aged, Medical/Functional/Access Needs individuals, and others.
- f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

h. Hazard Mitigation.

- 1) The primary responsibility for this function is assigned to the Victoria EMC and the City of Victoria Development Services Department, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintain the local Hazard Analysis.
 - b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
 - c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
 - d) Coordinate and carry out post-disaster hazard mitigation program.

i. Transportation.

- 1) The primary responsibility for this function is assigned to the Victoria EMC, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identifies local public and private transportation resources and coordinates their use in emergencies.
 - b) Coordinates deployment of transportation equipment to support emergency operations.
 - c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
 - d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.

j. Donations Management.

- 1) The primary responsibility for this function is assigned to the Victoria EMC, who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:

- a) Compile resource requirements identified by the Resource Management staff.
- b) Solicit donations to meet known needs.
- c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
- d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal.

- 1) The primary responsibility for this function is assigned to the City of Victoria Attorney and designated Victoria County Attorney, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Advise local officials on emergency powers of local government and procedures for invoking those measures.
 - b) Review and advise our officials on possible legal issues arising from disaster operations.
 - c) Prepare and/or recommend legislation to implement the emergency powers that may be required during and emergency.
 - d) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

- l. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.

7. Volunteer & Other Services

- a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:

- 1) Crossroads Chapter, American Red Cross.

Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers.

- 2) The Salvation Army.

Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated good including food clothing, and household items. It also provides referrals to government and private agencies for special services.

3) Texas Baptist Men Disaster Relief.

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. Can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

4) Victoria Amateur Radio Club / HAM/ARES/RACES.

The Amateur Radio Emergency Service provides amateur radio support for emergency operations, including communications support in the EOC.

5) Victoria Partners in Preparedness

Provides framework for public-private partnerships before, during, and after incidents, facilitating information and resource-sharing activities between the local government and the private sector.

6) Victoria Community Emergency Response Teams (CERT)

Provides a response and recovery-oriented, trained workforce available for deployment in support of any local incident objective.

7) Victoria Inter-Faith Program

Provides local, not-for-profit agency coordination in the event an incident affects Victoria County.

VII. DIRECTION AND CONTROL

A. General

1. The Victoria County Judge and/or City of Victoria Mayor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, they may carry out those responsibilities from the EOC.
2. The Victoria County Judge and/or Victoria City Manager will provide overall direction of the response activities of all our departments. During major emergencies and disaster, they will normally carry out those responsibilities from the EOC.
3. The Emergency Management Coordinator will manage the EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.

5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.
6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or federal assistance is covered in section V.F of this plan; see also the Request for Assistance form in Annex M, Appendix 3. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operations Center. When major emergencies and disasters have occurred or appear imminent, we may activate the Victoria EOC.
3. The following individuals are authorized to activate the EOC:
 - a. The Victoria County Judge and/or City of Victoria Mayor.
 - b. The Victoria City Manager.
 - c. The Emergency Management Coordinator.
 - d. Designee of any of above.
4. The general responsibilities of the EOC are to:
 - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
 - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
 - c. Provide resource support for emergency operations.
 - d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
 - e. Organize and activate large-scale evacuation and mass care operations.
 - f. Provide emergency information to the public.

5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
6. Our Alternate EOC is located at Victoria County Sheriff's Office. This facility will be used if our primary EOC becomes unusable.
7. We have a mobile command and control vehicle, operated by the Victoria Fire Department, which may be used as an incident command post.

C. Line of Succession

1. The line of succession for the Victoria County Judge is:
 - a. County Judge
 - b. Judge Pro Tem
 - c. County Commissioners in order of seniority
2. The line of succession for the City of Victoria Mayor is:
 - a. Mayor
 - b. Mayor Pro Tem
 - c. Senior Council Member
3. The line of succession for the Victoria City Manager is:
 - a. City Manager
 - b. Asst. City Manager
 - c. City Attorney
4. The line of succession for the Emergency Management Coordinator is:
 - a. Emergency Management Coordinator
 - b. Deputy. Emergency Management Coordinator
 - c. City of Victoria Fire Chief (City) and the County Fire Marshal/Fire Chief (County)
5. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

VIII. READINESS LEVELS

- A.** Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the Victoria County Judge and/or City of Victoria Mayor/Victoria City Manager or, for certain circumstances, the Emergency Management

Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.

B. The following Readiness Levels will be used as a means of increasing our alert posture.

1. Level 4: Normal Conditions

- a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
- b. The normal operations of government are not affected.

2. Level 3: Increased Readiness

- a. Increased Readiness refers to a situation that presents a greater potential threat than “Level 4”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
 - 1) Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
 - 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
 - 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
 - 5) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
- b. Declaration of “Level 3” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

3. Level 2: High Readiness

- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

- 1) Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
 - 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
 - 3) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
 - 4) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
 - 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
- b. Declaration of a “Level 2” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.

4. Level 1: Maximum Readiness

- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
 - 1) Tropical Weather Threat. The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, full activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
 - 2) Tornado Warning. Tornado has been sighted especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.

- 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
 - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
- b. Declaration of “Level 1” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents. Notification shall be made to the EMC for all resource request and agreements entered into during / or as soon as practical after emergencies occur.
2. The agreements and contracts pertinent to emergency management that are currently in effect are summarized in Attachment 6.

B. Reports

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the ICP or EOC when an on-going emergency incident appears likely to worsen and the responsible party may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.

4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

Victoria County and/or the City of Victoria are responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
 - 1) Activation or deactivation of emergency facilities.
 - 2) Emergency notifications to other local governments and to state and federal agencies.
 - 3) Significant changes in the emergency situation.
 - 4) Major commitments of resources or requests for additional resources from external sources.
 - 5) Issuance of protective action recommendations to the public.
 - 6) Evacuations.
 - 7) Casualties.
 - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain a estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs
 - 2) Equipment operations costs
 - 3) Costs for leased or rented equipment
 - 4) Costs for contract services to support emergency operations
 - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as

property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.

- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

D. Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance and compliance to the current NIMS published document, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the designated Victoria County legal representative and/or the City of Victoria Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The Victoria County Judge and/or City of Victoria Mayor/Victoria City Manager/EMC are responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. A Post-Incident and exercise review shall be completed for Type 1-3 incidents as defined by NIMS. A Post-incident and exercise review shall be conducted for Type 4-5 Incidents as defined by NIMS at the request of IC, EMC, Policy Group, or where significant lessons learned and corrective actions need to be documented. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE
--

A. Plan Development

The Victoria County Judge and City of Victoria Mayor are responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. The Victoria County Judge and the City of Victoria Mayor shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed

to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.

2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

C. Review

The Basic Plan and its annexes shall be reviewed by local officials. The Victoria County Judge and City of Victoria Mayor or EMC will establish a schedule for review of planning documents by those tasked in them.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to the EMC. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Division of Emergency Management (DEM) *Local Emergency Management Planning Guide* (DEM-10).
3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
4. §418.043(4) of the Government Code provides that DEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The City/County EMC is responsible for submitting copies of planning documents to our DEM Regional Liaison Officer for review.

ATTACHMENTS:

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System

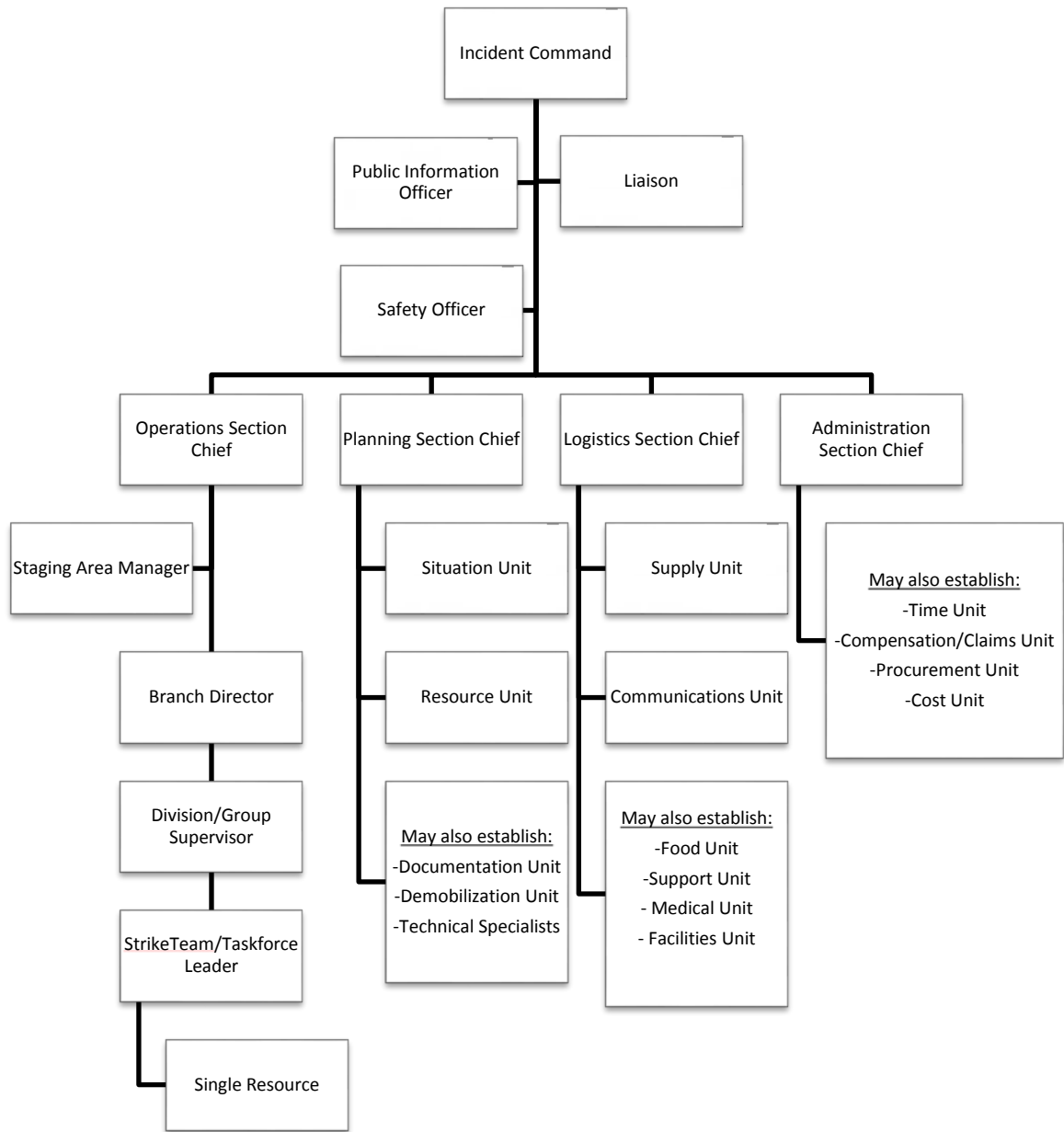
ATTACHMENT 1 DISTRIBUTION LIST

<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
EOC	2	All
Victoria County Judge		
City of Victoria Mayor	1	All
City Manager	1	All
EMC	1	All
Victoria County Sheriff	1	All
City of Victoria Police Chief	1	All
City of Victoria Fire Chief	1	All
Victoria County Fire Marshal/Fire Chief	1	All
Victoria County Public Health Department Director	1	C, E, O
City of Victoria Finance Director	1	C, D, H, O, Q
City of Victoria Public Works Director	1	J, M
City of Victoria Public Works Director	1	E, G, J, K, L
City of Victoria Human Resources Director	1	J, K, L
City of Victoria Legal Department	1	All
VISD Transportation Director	1	E, H
BISD Transportation Director	1	C, E, H, O
Victoria Independent School District	1	C, E, H, O
Bloomington Independent School District	1	C, E, O, S
Victoria Local Emergency Planning Committee	1	C, E, O, S
American Red Cross	1	All
The Salvation Army	1	C, E, J, O, T
Victoria Transit Services	1	S
TDEM District Coordinator	1	All
City of Victoria Safety Officer	1	All

ATTACHMENT 2 REFERENCES

1. Texas Department of Public Safety, Governor's Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Governor's Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, Governor's Division of Emergency Management, *Mitigation Handbook*
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*
6. U. S. Department of Homeland Security, *National Response Framework*
7. 79th Texas Legislature, *House Bill 3111*

**ATTACHMENT 3
ORGANIZATION FOR INCIDENT COMMAND**



**ATTACHMENT 4
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	Fixed Nuclear Facilities Response
County Judge/Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
EMC	S	C	P	C	S	C	C	C	C	P	C	C	S	P	C	P	C	C	P	P	C	C	P
Law Enforcement	P	P	S	S	P	S	P						S	S	S		S	S		S		P	S
Fire Service	S	S	S	P	S	P							S	S			P	P		S		S	P
Public Works				S	S		S			S	P	S	S	S		S	S	S					S
Utilities										S		P	S	S		S	S			S			S
Public Health			P	S	S			P					S	S	P		S	S	S	S		S	P
Human Services Rep			S		S								S		P					P			S
Finance Director										S			S							S			
Transportation Rep			S		S														P				S
City/County Attorney					S				S												P		
City/County PIO's									P														
Development Services																P							

P – INDICATES PRIMARY RESPONSIBILITY
S – INDICATES SUPPORT RESPONSIBILITY
C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 5
ANNEX ASSIGNMENTS**

ANNEX	ASSIGNED TO:
Annex A: Warning	Police Chief/County Sheriff
Annex B: Communications	Police Chief/County Sheriff
Annex C: Shelter & Mass Care	Public Health Department/EMC
Annex D: Radiological Protection	Fire Chief/County Fire Marshal
Annex E: Evacuation	Police Chief/County Sheriff
Annex F: Firefighting	Fire Chief/County Fire Marshal
Annex G: Law Enforcement	Police Chief/County Sheriff
Annex H: Health and Medical Services	Public Health Dept
Annex I: Emergency Public Information	City/County PIO's
Annex J: Recovery	EMC
Annex K: Public Works & Engineering	Public Works Director
Annex L: Utilities	Public Works Director
Annex M: Resource Management	EMC
Annex N: Direction & Control	EMC
Annex O: Human Services	Public Health Dept
Annex P: Hazard Mitigation	EMC/Development Services Director
Annex Q: Hazardous Materials & Oil Spill Response	Fire Chief/County Fire Marshal
Annex R: Search & Rescue	Fire Chief/County Fire Marshal
Annex S: Transportation	EMC/Transportation Representative
Annex T: Donations Management	EMC
Annex U: Legal	City/County Attorney
Annex V: Terrorist Incident Response	Police Chief/County Sheriff
Annex W: Fixed Nuclear Facilities Response	EMC/ Fire Chief/County Fire Marshal

**ATTACHMENT 6
SUMMARY OF AGREEMENTS & CONTRACTS**

Agreements

Description: Mutual aid agreement between the cities of Victoria, Ganado and Edna.

Summary of Provisions: Provide firefighting equipment and personnel upon request.

Officials Authorized to Implement: Mayor/City Manager/Asst. City Manager/EMC/Fire Chief or designee.

Costs: No member shall be reimbursed by another member for any cost incurred pursuant to the agreement.

Copies Held By: City of Victoria Secretary/EMC

Description: Mutual aid agreement between Victoria County and Goliad County

Summary of Provisions: Provide mutual aid in times of natural or man made disasters.

Officials Authorized to Implement: County Judge or designee/EMC

Costs: No member shall be reimbursed by another member for any cost incurred pursuant to this agreement.

Copies Held By: Victoria County Clerk/EMC

Description: Mutual aid agreement between the City of Victoria and the City of Goliad.

Summary of Provisions: Provide firefighting services upon request.

Officials Authorized to Implement: Mayor/City Manager/Asst. City Manager/EMC/Fire Chief or designee.

Costs: No Costs

Copies Held By: City of Victoria Secretary/EMC

Description: Mutual aid agreement between Calhoun County, Lavaca County, City of Nixon, City of Smiley, City of Yoakum, City of Edna, City of Ganado, City of Victoria, Bloomington Volunteer Fire Department, Roth Ambulance Service (Yorktown), Cuero EMS, Goliad County EMS Volunteer, Goliad Fire/Rescue Volunteer Department, Jackson County Rural Fire Department District #1, and Gonzales Volunteer Ambulance Corps.

Summary of Provisions: Provide mutual aid in emergency medical services.

Officials Authorized to Implement: Mayor/City Manager/Asst. City Manager/EMC/Fire Chief.

Costs: No member shall be reimbursed by another member for any cost incurred pursuant to this agreement.

Copies Held By: City of Victoria Secretary/EMC

Description: Mutual aid agreement between the City of Victoria and Calhoun County

Summary of Provisions: Provide mutual aid services to meet an emergency resulting from enemy attack or any other cause.

Officials Authorized to Implement: Mayor/EMC

Costs: Jurisdiction rendering aid will be reimbursed by receiving jurisdiction for any loss or damage to, or expense incurred in the operation of any equipment answering the request for aid.

Copies Held By: City of Victoria Secretary/EMC

Description: Mutual aid agreement between Victoria County and Calhoun County
Summary of Provisions: Provide mutual aid services to meet an emergency resulting from enemy attack or any other cause.
Officials Authorized to Implement: Victoria County Judge/EMC
Costs: Jurisdiction rendering aid will be reimbursed by receiving jurisdiction for any loss or damage to, or expense incurred in the operation of any equipment answering the request for aid.
Copies Held By: Victoria County Clerk/EMC

Description: Mutual aid agreement between the City of Victoria and Refugio County Memorial Hospital District.
Summary of Provisions: Provide mutual aid in emergency medical services.
Officials Authorized to Implement: Mayor/City Manager/Asst. City Manager/EMC/Fire Chief or designee.
Costs: No member entity shall be reimbursed by any other member entity for cost incurred pursuant actions taken under the agreement.
Copies Held By: City of Victoria Secretary/EMC

Description: Mutual aid agreement between the City of Refugio and the City of Victoria
Summary of Provisions: Provide mutual aid in fire prevention and firefighting.
Officials Authorized to Implement: Mayor/City Manager/Asst. City Manager/EMC/Fire Chief or designee.
Costs: No reimbursement for incurred cost.
Copies Held By: City of Victoria Secretary/EMC

Description: Mutual aid agreement between Exelon Generation Company & Crossroads Chapter American Red Cross and Victoria County
Summary of Provisions: Provide shelter services
Officials Authorized to Implement: Victoria County Judge/EMC Mayor/City Manager/Asst. City Manager/EMC/Fire Chief or designee.
Costs: No reimbursement for incurred cost.
Copies Held By: Victoria County Clerk/EMC

Description: Mutual aid agreement between Crossroads Chapter American Red Cross & Victoria Independent School District
Summary of Provisions: Shelter and feeding agreement during times of natural or man made disaster.
Officials Authorized to Implement: VISD Superintendent and/or designee & the American Red Cross Chairman and/or designee.
Costs: No reimbursement for incurred cost.
Copies Held By: VISD, ARC, EMC

Description: Mutual aid/license agreement between City of Victoria and AEP Texas Central Company.
Summary of Provisions: Provide sites to AEP for staging/mobilization during times of natural or man made disaster.
Officials Authorized to Implement: Victoria City Manager & AEP Asset Manager.
Costs: No reimbursement for incurred cost.
Copies Held By: City Secretary, AEP, EMC

Description: Mutual aid/interlocal agreement between City of Victoria & Golden Crescent Regional Planning Commission Transit system.

Summary of Provisions: Provide transportation during times of natural or man made disaster.

Officials Authorized to Implement: Victoria City Manager and GCRPC Executive Director.

Costs: No reimbursement for incurred cost.

Copies Held By: City Secretary, GCRPC, EMC

Description: First Responders Organization agreement between City of Victoria & Quail Creek Volunteer Fire Department.

Summary of Provisions: Provide emergency medical services and firefighting equipment and personnel during emergencies.

Officials Authorized to Implement: City Manager, Quail Creek Volunteer Fire Department

Costs: No reimbursement for incurred cost.

Copies Held By: City Secretary, QCVFD, EMC.

Description: Memorandum of Understanding between Texas Department of Public Safety Texas Interoperability Channel Plan (TICP) and City of Victoria.

Summary of Provisions: Establishes permissions and guidelines for use of interoperability or mutual aid radio channels.

Officials Authorized to Implement: City Manager, Texas Department of Public Safety Executive Director.

Costs: No reimbursement for incurred cost.

Copies Held By: City Secretary, TDPS, EMC.

Description: Inter-jurisdictional Mutual Aid Agreement between City of Victoria and Victoria County.

Summary of Provisions: Share resources, personnel and equipment during the times of natural or manmade disasters.

Officials Authorized to Implement: City Manager, Victoria County Judge

Costs: No reimbursement for incurred cost.

Copies Held By: City Secretary, Victoria County Clerk, EMC.

Description: Memorandum of Agreement between Texas Department of State Health Services and Victoria County.

Summary of Provisions: Provide Strategic National Stockpile for TDHS.

Officials Authorized to Implement: Victoria County Judge, TDHS

Costs: No reimbursement for incurred cost.

Copies Held By: Victoria County Clerk, TDHS, EMC

Description: Memorandum of Agreement between TCEQ, EPA and Victoria County.

Summary of Provisions: Provide TCEQ & EPA emergency use of sites during times of natural or manmade disasters.

Officials Authorized to Implement: TCEQ, EPA, and Victoria County Judge

Costs: No reimbursement of incurred cost.

Copies Held By: TCEQ, EPA, Victoria County Clerk

Description: Affiliation Agreement between the University of Houston-Victoria School of Nursing and Victoria County.

Summary of Provisions: Provide clinical instruction to UHV.

Officials Authorized to Implement: EMC, UHV

Costs: No reimbursement of incurred cost.

Copies Held By: EMC, UHV.

Description: Partnership between Victoria College and Victoria Office of Emergency Management
Summary of Provisions: Review and improve existing Victoria College Emergency Management Plan.

Officials Authorized to Implement: Victoria County Judge.

Costs: No reimbursement of incurred cost.

Copies Held By: EMC, Victoria College

Description: Interlocal Agreement between Texas Department of State Health Services Region 8, Victoria County, and Victoria Independent School District.

Summary of Provisions: Plan and prepare for public health/SNS emergencies.

Officials Authorized to Implement: VISD Superintendent, Victoria County Judge, Texas Department of Public Health Region 8.

Costs: No reimbursement of incurred cost.

Copies Held By: VISD, EMC, TDHS.

Description: Agreement for lease between Texas A&M University, Texas Forest Service, & Victoria County

Summary of Provisions: Lease for space for Texas Forest Service.

Officials Authorized to Implement: Victoria County Judge, Texas A&M University Office of General Counsel.

Costs: No reimbursement of incurred cost.

Copies Held By: EMC, TAMU

ATTACHMENT 7 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY
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A. BACKGROUND

1. NIMS, is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS, is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
 - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

- e) Use of Position Titles. All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.

- b. **Multiagency Coordination Systems.** Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
 - c. **Public Information.** The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
2. **Preparedness.** Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
 3. **Resource Management.** All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
 4. **Communications and Information Management.** Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
 5. **Supporting Technologies.** This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
 6. **Ongoing Management and Maintenance.** The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

ANNEX A



WARNING

Victoria County/City of Victoria Emergency Management Plan


APPROVAL & IMPLEMENTATION

Annex A WARNING



Signature
Jeffrey Craig
Chief of Police, City of Victoria

11/13/17
Date



Signature
Roy Boyd
Chief Deputy, Victoria County Sherriff's Office

12/01/2017
Date

RECORD OF CHANGES

Annex A

WARNING

Change #	Date of Change	Change	Entered By

ANNEX A

WARNING

I. AUTHORITY

- A. Refer to Section I of the Basic Plan for general authorities.
- B. Texas State Emergency Communications Committee, *Texas Emergency Alert System Plan*.
- C. The 24th District Emergency Communications Committee, *Local Emergency Alert System Plan*.

II. PURPOSE

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to disseminate timely and accurate warnings to the public and government officials in the event of an impending emergency situation.

III. EXPLANATION OF TERMS

A. Acronyms

BSOC	Border Security Operations Center
CIS	Criminal Intelligence Service
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
FAOC	FEMA Alternate Operations Center
FEMA	Federal Emergency Management Agency
FNARS	FEMA National Radio System
FOC	FEMA Operations Center
GDEM	Governor's Division of Emergency Management
HSIN-CI	Homeland Security Information Network-Critical Infrastructure
HSOC	Homeland Security Operations Center
IC	Incident Commander
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LWP	Local Warning Point
NAWAS	National Warning System
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
PIO	Public Information Office or Officer

SOC	State Operations Center
SOP	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System
TEWAS	Texas Warning System

B. Definitions

1. Area Warning Center. Area Warning Centers disseminate national and state warning messages to a multi-county area of responsibility. The State's 36 Area Warning Centers are operated on a round-the-clock basis by the Department of Public Safety. Each center is equipped with a variety of primary and alternate telecommunications systems.
2. Texas Fusion Center (TFC). The TFC is composed of three entities co-located in the DPS Headquarters building. These entities include the State Operations Center (SOC), the Border Security Operations Center (BSOC), and the Intelligence Center. The SOC and BSOC monitor and coordinate, as necessary, state emergency and border activities. The Intelligence Center, under the Criminal Intelligence Service (CIS) of the Department of Public Safety (DPS), functions on a 24-hour basis to receive and respond to reports from the public and local, state, and federal law enforcement agencies. CIS commissioned officers and analysts from the CIS and federal agencies staff the Intelligence Center. When warranted, the Intelligence Center disseminates actionable intelligence and investigative leads to CIS District Command staff and/or Regional Joint Terrorism Task Forces and/or local law enforcement. The Intelligence Center also remains in communication with the DHS through several communications networks. The Director, Texas Office of Homeland Security, is apprised of any activity or threats potentially impacting the State of Texas.
3. TLETS. TLETS is a statewide telecommunications network connecting state and local law enforcement agencies and warning facilities. TLETS is the state warning network's primary "hard copy" communications system.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. Victoria County and/or the City of Victoria can expect to experience emergency situations that could threaten public health and safety and both private and public property and necessitate the implementation of protective actions for the public at risk.
3. Emergency situations can occur at any time; therefore, equipment and procedures to warn the public of impending emergency situations must be in place and ready to use at any time.
4. Power outages may disrupt radio and television systems that carry warning messages and provide public instructions.

B. Assumptions

1. Timely warnings to the public of impending emergencies or those which have occurred may save lives, decrease injuries, and reduce some types of property damage.
2. Electronic news media in conjunction with Social Media outlets, are the primary sources of emergency information for the general public.
3. Some people directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.
4. Provision must be made to provide warnings to Medical/Functional/Access Needs groups such as the hearing and sight-impaired, and institutions (i.e. nursing homes and correctional facilities).
5. Local radio and television stations will broadcast Emergency Alert System (EAS) messages when requested by local government officials. To effectively utilize EAS, local governments and broadcasters must coordinate the procedures used to transmit warning messages and instructions from local government to broadcasters.
6. The local National Oceanic and Atmospheric Administration (NOAA) Weather Radio station will broadcast weather watches and warnings issued by the National Weather Service (NWS). Weather radios are activated when such messages are broadcast.

<h2>V. CONCEPT OF OPERATIONS</h2>

A. General

1. The primary objective of our warning system is to notify key officials, and emergency response personnel, of emergency situations and disseminate timely and accurate warnings and instructions to the population at risk from the threat or occurrence of an emergency situation. Rapid dissemination and delivery of warning information and instructions may provide time for citizens to take action to protect themselves and their property.
2. The focal point of the warning function is the Local Warning Point (LWP), which operates 24 hours a day. The City of Victoria LWP is located in the City of Victoria Communications Center. The City of Victoria Police Department operates that LWP. In addition, a LWP is also maintained on a twenty-four hour basis at the Victoria County Sheriff's Office. The Sheriff's Office Dispatch Center is operated in conjunction with the City of Victoria's Communication Center.
 - a. The LWP receives warning of actual or potential emergency situations from a variety of sources, including federal and state agencies, local officials, businesses, industry, the news media, and the general public. The systems by which warnings may be received by the LWP are described below.
 - b. The LWP will verify warning information, where necessary, and disseminate pertinent information to specific local officials, departments, and agencies.

- 1) For certain types of time-sensitive warnings, the LWP may be authorized to activate the local warning system and warn the public immediately. In other situations, local officials must approve activation of the warning system and determine appropriate instructions to accompany the warning before a warning is disseminated to the public.
 - 2) For other types of emergency situations, the EOC may be activated and assume responsibility for formulating warning messages and public instructions, which may be disseminated through LWP or provided to the media for dissemination.
- c. Once warnings are received and, where necessary, verified, warnings that affect the local area and appropriate public instructions are disseminated by the LWP. The specific systems used to disseminate warnings and provide information to the public within the local area are described below.

B. Receiving Warnings

The LWP may receive warning of actual emergency situations or the threat of such situations from the following:

1. National and State Warning Systems

- a. The National Warning System (NAWAS) is a 24-hour nationwide, dedicated, multiple line telephone warning system linking federal agencies and the states that is used to disseminate civil emergency warnings. NAWAS is a voice communications system operated by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security (DHS), and controlled from the FEMA Operations Center (FOC) in Washington, D.C., and the FEMA Alternate Operations Center (FAOC) in Olney, Maryland. NAWAS is used to disseminate three types of civil emergency warnings to state and local governments:

- 1) Attack Warnings
- 2) Fallout Warnings
- 3) Natural and Technological Emergency Warnings

Warnings from the FOC or FAOC are coordinated with the Homeland Security Operations Center (HSOC) and relayed through the FEMA Regional Communications Center in Denton to the State Warning Point at the State Operations Center (SOC) in Austin. The State Warning Point further disseminates the civil emergency warnings through the Texas Warning System (TEWAS). The FEMA National Radio System (FNARS), a network of HF radios, serves as a backup for NAWAS.

- b. The Texas Warning System (TEWAS) is state level extension of NAWAS. It consists of a dedicated telephone warning system linking the State Warning Point at the SOC with Area Warning Centers located in Department of Public Safety offices around the state and with seven National Weather Service (NWS) offices in Texas.
- 1) The State Warning Point relays national emergency warnings received on NAWAS to Area Warning Center using TEWAS. Area Warning Centers will normally disseminate warnings they receive to LWPs via teletype messages on

the Texas Law Enforcement Telecommunications System (TLETS). Warnings may be disseminated by telephone or radio to those LWPs that cannot be reached by TLETS.

- 2) TEWAS may also be used by the SOC to disseminate warning messages from the Governor or other key state officials to specific regions of the state.
 - c. HSIN-CI. Homeland Security Information Network – Critical Infrastructure is an unclassified network which immediately provides the Homeland Security Operations Center (HSOC) with one-stop 24/7 access to a broad spectrum of industries, agencies and critical infrastructure across both the public and private sectors. HSIN-CI delivers information sharing, alert notification services to the right people – those that need to know and those that need to act.
 - d. Texas Amber Alert Network. A coordinated emergency alert program that disseminates information about abducted children. It serves as an early special purpose warning system available for use by law enforcement to alert the public when a child has been kidnapped and the police believe the child is in danger. See the Statewide Texas Amber Alert Network Plan for more information.
 - e. Specific formats and handling instructions have been established for certain national civil emergency messages that would be disseminated by NAWAS and TEWAS. Appendix 3 provides guidance on handling national warning messages.
 - f. As NAWAS and TEWAS are “voice only” systems that are not particularly suited for disseminating lengthy messages; hence, these systems are generally not used for warning on a daily basis.
2. National Weather Service (NWS) Weather Products

Weather warning messages are issued by NWS Weather Forecast Offices and various NWS specialized weather centers, such as NWS river forecast centers, the National Severe Storms Forecast Center, and the National Hurricane Center.

- a. NWS disseminates weather forecasts, watches, and warnings via the NOAA Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. In Texas, NWS weather products, such as watches and warnings, are transmitted by Weather Wire to the SOC. The SOC, as the State Warning Point, retransmits these weather messages to appropriate Area Warning Centers and Local Warning Points by TLETS. Among the weather messages that are provided are:
 - 1) Flood and flash flood watches and warnings
 - 2) Severe weather watches and warnings
 - 3) Tornado watches and warnings
 - 4) Tropical weather watches and warnings

Many local radio and television stations subscribe to the NOAA Weather Wire Service and have installed terminals to receive weather products directly from the NWS.

3. Emergency Alert System (EAS)

EAS is intended to provide a means for government to provide emergency warning and instructions to the public. See Section V.D.2.b below and Appendix 4 for further information on EAS. This jurisdiction may receive EAS messages that contain warning information broadcast by:

- a. Federal authorities or agencies
- b. State government
- c. Other local governments

Civil emergency warnings issued through NAWAS may also be disseminated through EAS. Incoming EAS messages may be received on commercial radio or television stations monitored by local officials.

4. State Government. From time to time, the SOC issues warning messages to local governments in specific regions of the State. For example, an advisory may be issued to inland jurisdictions along major evacuation routes when large-scale evacuations begin in coastal areas due to a hurricane. Warnings issued by the SOC are typically transmitted by TLETS to Area Warning Centers and LWPs.
5. Local Officials. Government employees may provide warning of emergency situations they have discovered or that have been reported to their departments and been confirmed. Such situations should be reported to the LWP through any available means of communications.
6. Business and Industry. Companies that suffer a major fire, explosion, hazardous materials spill, or other emergency situation that may pose a threat to public health and safety and public or private property have a general duty to notify local officials of such occurrences. Such notifications are generally made through the 9-1-1 system. Companies reporting emergency situations that may pose a risk to the public are expected to recommend to local government appropriate actions to protect people and property.
7. Federal, State, or Local Agencies. Warning of specific types of emergency situations may be received directly from specialized government agencies, including river authorities, dam operators, the US Coast Guard, military installations, airport authorities, and other agencies which operate specialized facilities.
8. Citizen Warning. Citizens may also provide warning of emergency situations, generally by calling 9-1-1. It is always advisable to confirm information on emergency situations reported by citizens before issuing public warnings.

C. Notification of Local Officials

When the 911 Communications Center and/or the Victoria County Sheriff's Office Dispatch Center, as the LWP, receives warning of an emergency situation, it shall make notification to key local officials so they can determine appropriate actions to deal with the situation. The Emergency Notification Matrix provided in Appendix 1 indicates the departments and officials that should be notified of various types of emergency situations. Notification will be made by telephone, radio, pager, or any other means available.

D. Dissemination of Warnings to the Public

1. In the initial stages of an emergency situation, the LWP will, within the limits of the authority delegated to it, determine if a warning needs to be issued and formulate a warning (using pre-scripted messages where possible), and disseminate it. Appendix 2 provides general guidelines for activation of the local warning system. When the EOC has been activated, it will normally determine who needs to be warned and how. The EOC will normally formulate the warning messages and public instructions. The LWP will execute the warnings by activating the warning system. The PIO or the EOC may disseminate emergency public information, as directed, to the media.
2. The systems described below will be used to issue warnings and instructions to the public. To facilitate dissemination of warning and public instructions, a set of pre-scripted warning messages and public information messages suitable for use in likely emergency situations has been developed. They are included in Appendix 5 to this annex. These pre-scripted messages may be used as written or tailored as needed for specific circumstances.
 - a. EAS
 - 1) As a condition of licensing, all commercial radio and television stations and cable television companies must participate in EAS and use their facilities to relay warning and instructions from government to the public. Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local governments. The Federal Communications Commission encourages licensees to broadcast state and local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcaster.
 - 2) EAS should be used prudently. Activation of EAS by local governments is governed by the *Texas EAS Plan* and local EAS plans developed in each of the state's 25 EAS districts. The general guidelines for local activation of EAS include:
 - a) Severity of situation. EAS warning will aid in reducing loss of life or substantial loss of property.
 - b) Timeliness. Immediate public knowledge is required to avoid adverse impact.
 - c) Alternatives. Other means of disseminating information are inadequate to ensure rapid delivery.
 - 3) The local EAS stations are listed in Appendix 4. Victoria County and the City of Victoria have coordinated with these stations to establish procedures for accessing the EAS, which are included in that appendix. Authority to release EAS messages for broadcast is restricted to those local officials named in Appendix 2. The following methods will be used to transmit emergency messages to EAS stations for broadcast:
 - a) By telephone, with the station generally recording our verbal message and then broadcasting it.

- b) By fax, and or, email with the station receiving our written message and reading it on the air.
- 4) Pre-scripted emergency messages have been prepared for use with those warning systems that are capable of delivering a verbal or written message; these are included in Appendix 5. As EAS messages are limited to two minutes, the pre-scripted messages include short warning and instructional messages that may be transmitted by EAS and amplifying messages that will be distributed to the media as Special News Advisories.
- b. Route Alerting & Door- to-Door Warning

The public may be warned by route alerting using vehicles equipped with sirens and public address systems. Route alerting may not work well in some areas, including rural areas where residences are some distance from the road or for large buildings with few external windows. Response personnel going door-to-door may also deliver warnings. Both of these methods are effective in delivering warnings, but they are labor-intensive and time-consuming and may be infeasible for large areas. The following departments maintain vehicles equipped for route alerting:

Victoria County Sheriff's Office
 Victoria Police Department
 Victoria Fire Department
 Victoria County Fire Marshal's Office
 Victoria County Volunteer Fire Departments

- c. Telephone Warning/Information Systems.
 - 1) Victoria County and the City of Victoria utilize the Swift Reach - Swift 911 Emergency Notification System.
 - 2) In the event of an emergency, the system can be activated by emergency officials. A list of individuals approved to activate the Swift Reach - Swift 911 system can be found in the User Administration function of the Swift 911 website.
 - 3) Activation instructions for the Swift 911 ENS.
 - a.) For activation, login to the system at <https://swift911v4.swiftreach.com/> or download the Swift 911 app on any smartphone.

E. Warning Special Facilities and Populations

Special populations and facilities will be warned of emergency situations by available methods to include:

1. Visually-impaired: EAS messages on radio, NOAA Weather Radio, route alerting, door-to-door notification, other.
2. Hearing-impaired: Captioned EAS messages on television, route alerting, door-to-door notification, other.

3. Non-English speaking: Language messages on radio and/or TV, NOAA Weather Radio, route alerting, door-to-door, other.
4. Special facilities: EAS messages on radio/television, NOAA Weather Radio, route alerting, door-to-door notification, other.

F. Warnings to Other Governments and Agencies

1. The Local Warning Point is responsible for warning adjacent or nearby jurisdictions that may be affected by emergency situations originating within this jurisdiction.
2. Local government is also responsible for informing Disaster District 3A in Corpus Christi, Texas of major emergencies after time-sensitive warnings have been issued. The format for the Initial Emergency Report is provided in Appendix 2 to Annex N, Direction & Control.

G. Actions by Phases of Emergency Management

1. Prevention
 - a. Establish an effective public warning system and appropriate operating procedures. Extend the system to keep up with growth. Adopt new methods of warning that increase the ability to reach citizens not well served by current systems.
 - b. Conduct public education designed to prevent citizens from taking unnecessary risks during emergency situations. An example would be a public information effort discouraging people from driving on flooded roads.
2. Preparedness
 - a. Local warning system shall be tested quarterly. Test messages will be sent to a Command Staff call list.
 - b. Prepare pre-scripted warning and public instruction messages for known hazards. See Appendix 5.
 - c. Brief local media on local warning systems and coordinate procedures for transmitting EAS messages to radio and television stations and cable television providers.
 - d. Conduct public education on warning systems and the actions that should be taken for various types of warnings.
 - e. Establish a Joint Information System (JIS) and identify suitable facilities for a Joint Information Center (JIC) if required.
3. Response:
 - a. Activate local warning systems to alert the public of the emergency situation and provide appropriate instructions.
 - b. Conduct media, and social media, monitoring to determine the need to clarify issues and distribute updated public instructions.

- c. Discontinue warnings when no longer required.
4. Recovery
- a. Advise the public when the emergency situation has been terminated.
 - b. If necessary, provide instructions for return of evacuees and safety information relating to reoccupation of damaged homes and businesses.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. General

1. The Victoria County Judge, City of Victoria Mayor, Victoria County Commissioner's Court and/or Victoria City Council will establish general policies for emergency warning and fund personnel and equipment to operate the warning system.
2. The City of Victoria Police Chief and/or the Victoria County Sheriff, in coordination with the Victoria Office of Emergency Management, are responsible for operating the LWP's and coordinating operation of the local warning system.

B. Task Assignments

1. The Victoria County Judge and/or Victoria City Manager will:
 - a. Outline general policies on warning and emergency public information.
 - b. Approve general guidelines for emergency public information to be released to the public through the news media or other means.
2. The Victoria County Sheriff and/or City of Victoria Police Chief will:
 - a. Develop and maintain an adequate warning system.
 - b. Staff and operate the local warning point(s).
 - c. In coordination with the Office of Emergency Management, develop and maintain procedures for operation of the warning system, coordinating as necessary with other departments and agencies, the NWS, local radio and television stations, cable television companies, and other organizations. See Appendices 2, 3, and 4.
 - d. Provide for maintenance and periodic testing warning system equipment. See Appendix 2.
3. The City of Victoria 911 Communications Center and the Victoria County Sheriff's Dispatch will serve as the LWP's and will:
 - a. Receive and, if necessary, verify and acknowledge warnings of emergency situations.

- b. Make notification to local officials of emergency situations or conditions that could cause such situations as required. See Appendix 1.
 - c. Identify requirements for route alerting and door-to-door warning for areas where other warning systems do not adequately reach the public.
 - d. Develop and maintain hazard specific warning procedures covering warning receipt, verification, and dissemination.
4. The Emergency Management Coordinator will:
- a. In coordination with the Victoria County Sheriff and/or City of Victoria Police Chief, develop operating procedures for the warning system, coordinating as necessary with other departments and agencies, the NWS, local radio and television stations, cable television companies, and other organizations.
 - b. Assist in the development of pre-scripted warning messages and Special News Advisories. See Appendix 5.
 - c. When the EOC is activated, assist in the development of warning messages and Special News Advisories.
 - d. In coordination with the PIO, educate the public regarding the use of the warning system.
5. The Public Information Officer will:
- a. In coordination with the EMC, the Victoria County Sheriff and/or City of Victoria Police Chief, develop pre-scripted warning messages and public instructions for known hazards.
 - b. When an emergency has occurred, develop warning messages and public instructions for the specific situation at hand.
 - c. Develop procedures to facilitate the release of coordinated emergency public information to amplify basic information provided in warning messages.
 - d. Maintain a media briefing area in the vicinity of the EOC.
 - e. Periodically brief the media on local warning systems and warning procedures.
 - f. Develop and disseminate educational materials relating to emergency warning to the public.
6. Law Enforcement will:
- Provide units and personnel for route alerting and door-to-door warning when requested.
7. The Victoria County Fire Department and Victoria Fire Department will:

Provide units and personnel for route alerting and door-to-door warning when requested.

8. All local government departments and agencies will:
 - a. Report emergency situations to the local warning point that merit warning local officials or the public.
 - b. When requested, provide personnel and equipment to assist in route alerting or door-to-door warning
9. Media companies are expected to:
 - a. Disseminate warning messages and Special News Advisories provided by local government to the public as rapidly as possible.
 - b. Participate in periodic tests of the EAS and other warning systems.
10. Institutions, businesses, and places of public assembly are expected to:

Monitor radio and television and/or NOAA Weather Radio receivers for warnings and take appropriate actions to protect their patients, students, customers, and employees.

VII. DIRECTION & CONTROL

A. General

1. The Victoria County Judge and/or City of Victoria Mayor shall provide general guidance for warning activities.
2. The Victoria County Sheriff and/or City of Victoria Police Chief shall provide specific guidance for the operation of the LWP and warning systems.
3. For specific time-sensitive emergency situations, the LWP has been delegated authority to determine if a warning needs to be issued, formulate a warning if necessary (using pre-scripted messages where possible), and disseminate it. For other situations, the LWP must coordinate with one of a designated set of key officials who will determine if a warning should be issued and approve the general content of any warning message that will be disseminated. Guidelines for this process are outlined in Appendix 2.
 4. When the EOC has been activated, the EOC staff will normally determine who needs to be warned, and how and the EMC, PIO, and other members of the staff will formulate warning messages and public instructions. The LWP will normally execute such warnings by activating the warning system, except that the PIO may disseminate emergency public information to the media directly.

B. Line of Succession

The line of succession for the Victoria County Sheriff who has primary responsibility for the warning function of the Victoria County Sheriff's Dispatch Center is:

1. Sheriff
2. Chief Deputy
3. Captain of Operations

The line of succession for the City of Victoria Police Chief who has primary responsibility for the warning function of the City of Victoria 911 Communications Center is:

1. Police Chief
2. Assistant Police Chief
3. Captain of Support Services

VIII. READINESS LEVELS

A. Readiness Level IV - Normal Conditions

See the prevention and preparedness activities in Section V.G, Actions by Phases of Emergency Management.

B. Readiness Level III - Increased Readiness

1. Monitor the situation.
2. Inspect warning systems to insure they are fully operational.
3. Make notifications to the EAS stations of the increased threat so they are aware of the situation and can disseminate warnings if necessary.

C. Readiness Level II - High Readiness

1. Monitor the situation.
2. Develop draft warning messages and public messages for the impending threat. Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period.
3. Notify essential personnel for possible emergency operations; and develop deployment schedule.
4. Identify requirements for route alerting and door-to-door warning.
5. Consider activation of the EOC to provide for increased situation monitoring and to conduct pre-planning.

D. Readiness Level I - Maximum Readiness

1. Monitor the situation.
2. Activate essential personnel.

3. Coordinate with EAS stations to determine their readiness.
4. Designate units for route alerting and door-to-door warning.
5. Activate the EOC for increased situation monitoring, planning, and resource management.

IX. ADMINISTRATION & SUPPORT

A. Agreements & Contracts

Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.

B. Reports & Records

1. The LWP shall maintain activity logs recording:
 - a. Warnings received.
 - b. Key personnel notified and the actions they directed to be taken.
 - c. Warnings disseminated to the public and the means of that dissemination.
2. The Incident Command Post (ICP) and the EOC shall maintain logs of their activities as outlined in Section IX of the Basic Plan.

C. Maintenance of Equipment

All warning systems owned by both the City of Victoria and/or Victoria County will be maintained in accordance with the manufacturer's instructions for those systems.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. Development

The Victoria County Sheriff and/or City of Victoria Police Chief are responsible for working with other agencies in the development, maintenance, and improvement of this annex. Each agency tasked will develop standard operating procedures that address assigned tasks.

B. Maintenance

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

FEMA, *National Warning System Operations Manual*.

FEMA, *Guide for All-Hazard Emergency Operations Planning (SLG-101)*.

APPENDICES

Appendix 1.....Emergency Notification Matrix
 Tab A..... National Weather Service Warning Criteria
Appendix 2..... General Warning Point Procedures
Appendix 3.....National Warning Messages
Appendix 4..... Emergency Alert System Procedures
Appendix 5.....Warning and Emergency Public Information Messages
 Tab A..... Warning Message-General Incident
 Tab B..... Warning Message-Road and Facility Closure
 Tab C..... Warning Message- Shelter-in-Place
 Tab D..... Special News Advisory-Pre-Evacuation Information
 Tab E..... Warning Message-Urgent Evacuation
 Tab F..... Warning Message-Mandatory Evacuation
 Tab G..... Special News Advisory-Supplemental Evacuation Information
 Tab H..... Special News Advisory-Schools and Public Facilities
Appendix 6.....Outdoor Warning System Diagram

EMERGENCY NOTIFICATION MATRIX

Emergency Situation	Departments to be Notified	Individuals to be Notified
<i>Weather</i>		
Flash Flood Warning – local area	Police, Fire, EM, Vol Fire, Fire Marshal, Sheriff's Office	Chief, Fire Chief, EMC, Vol Chiefs, Fire Marshall, Sheriff
Flood Warning – local area	Police, Fire, EM, Vol Fire, Fire Marshal, Sheriff's Office	Chief, Fire Chief, EMC, Vol Chiefs, Fire Marshall, Sheriff
Severe TS Watch – local area	Police, Fire, EM, Vol Fire, Fire Marshal, Sheriff's Office	Chief, Fire Chief, EMC, Vol Chiefs, Fire Marshall, Sheriff
Severe TS Warning – local area	Police, Fire, EM, Vol Fire, Fire Marshal, Sheriff's Office	Chief, Fire Chief, EMC, Vol Chiefs, Fire Marshall, Sheriff
Tropical Weather Watch or Warning includes local area	Police, Fire, EM, Vol Fire, Fire Marshal, Sheriff's Office	Chief, Fire Chief, EMC, Vol Chiefs, Fire Marshall, Sheriff
Tornado Warning – local area	Police, Fire, EM, Vol Fire, Fire Marshal, Sheriff's Office	Chief, Fire Chief, EMC, Vol Chiefs, Fire Marshall, Sheriff
Winter Storm Warning – local area	Police, Fire, EM, Vol Fire, Fire Marshal, Sheriff's Office	Chief, Fire Chief, EMC, Vol Chiefs, Fire Marshall, Sheriff
<i>Technological Hazards</i>		
Aircraft crash within city	Fire, Police, EM	Fire Chief, Police Chief, EMC, Sheriff
Aircraft crash within county	Fire, Sheriff Office, EM, Vol Fire, Fire Marshall	Fire Chief, Sheriff, EMC, Vol Chiefs, Fire Marshall
Fire – 3 alarm County	Fire, Fire Marshall, Vol Fire	Fire Chief, Vol Chiefs, Fire Marshall, Sheriff
Fire – 3 alarm City	Fire	Fire Chief
Mass casualty incident. I.e.: Any incident, which because of its physical size, the number and criticality of victims, or its complexity, is likely to overwhelm those local resources which would typically be available.	Police, Fire, EM, Vol Fire, Fire Marshal, Sheriff's Office	Chief, Fire Chief, EMC, Vol Chiefs, Fire Marshall, Sheriff
Hazmat spill with casualties/evacuation City	Police, Fire, EM	Chief, Fire Chief, EMC, Sheriff

Hazmat spill with casualties/evacuation County	Fire, EM, Vol Fire, Fire Marshal, Sheriff's Office	Fire Chief, EMC, Vol Chiefs, Fire Marshall, Sheriff
Hazmat spill with potential major environmental impact city	Police, Fire, EM	Chief, Fire Chief, EMC
Hazmat spill with potential major environmental impact county	Fire, EM, Vol Fire, Fire Marshal, Sheriff's Office	Fire Chief, EMC, Vol Chiefs, Fire Marshall, Sheriff
Incident involving potentially contaminated drinking water	EM, Utilities, Police, Sheriff's Office, Fire	EMC, Utilities Director, Police Chief, Fire Chief, Sheriff
Major explosion in city	Police, Fire, EM	Police Chief, Fire Chief, EMC, Sheriff
Major explosion in county	Sheriff's Office, Fire, Vol Fire, Fire Marshall, EM	Sheriff, Fire Chief, Vol Fire Chiefs, Fire Marshall, EMC
<i>Utilities</i>		
Electrical outage – 500+ users/2 hrs+	EM	EMC
Electrical outage – critical facility	EM	EMC
Sewer outage – critical facility	EM, Utilities	EMC, Utilities Director
Sewage spill affecting waterways	EM, Utilities	EMC, Utilities Director
Water outage – 500+ users/2 hrs+	EM, Utilities	EMC, Utilities Director
Water outage – critical facility	EM, Utilities	EMC, Utilities Director
<i>Security Issues</i>		
Major civil disturbance	Police, Fire, EM, Fire Marshal, Sheriff's Office	Chief, Fire Chief, EMC, Fire Marshall, Sheriff
Terrorist incident	Police, Fire, EM, Vol Fire, Fire Marshal, Sheriff's Office	Chief, Fire Chief, EMC, Vol Chiefs, Fire Marshall, Sheriff

NATIONAL WEATHER SERVICE WARNING CRITERIA

Convective							
	Headline	Issuance Criteria	Typical Lead Time	VTEC Code	Product ID	Follow-up Product	Issued By
Watches	Severe Thunderstorm Watch	Conditions are favorable for thunderstorms containing 1 inch or larger hail and/or wind gusts of at least 58 mph (50 knots).	2 to 8 hours	SV.A	SELx	Watch County Notification	SPC (updates/cancellations issued by WFO)
	PDS Severe Thunderstorm Watch	Conditions are favorable for widespread, significant, non-tornadic thunderstorms. Example: convective winds greater than 75mph (65knots). <i>Note: "PDS" does not appear in the watch headline, but as a special line within the initial watch product.</i>	2 to 8 hours	SV.A	SELx	Watch County Notification	SPC (updates/cancellations issued by WFO)
	Tornado Watch	Conditions are favorable for thunderstorms producing tornadoes. Hail and strong winds are also possible.	2 to 8 hours	TO.A	SELx	Watch County Notification	SPC (updates/cancellations issued by WFO)
	PDS Tornado Watch	Conditions are favorable for thunderstorms producing destructive tornadoes. Hail and strong winds are also possible. Typically issued when there is a likelihood of multiple strong (damage of EF2 or EF3) or violent (damage of EF4 or EF5) tornadoes. <i>Note: "PDS" does not appear in the watch headline, but as a special line within the initial watch product.</i>	2 to 8 hours	TO.A	SELx	Watch County Notification	SPC (updates/cancellations issued by WFO)
Warnings	Severe Thunderstorm Warning	A thunderstorm producing 1 inch or larger hail and/or wind gusts of at least 58 mph (50 knots) is occurring or imminent.	10 to 30 minutes	SV.W	SVR	Severe Weather Statement	Local WFO
	Special Marine Warning	A thunderstorm producing 3/4 inch hail, and/or wind gusts to 34 knots and/or waterspouts. In addition, short duration, non-thunderstorm wind gusts to 34 knots.	30 to 90 minutes	MA.W	SMW	Marine Weather Statement	Local WFO
	Tornado Warning	A tornado has been reported or is highly likely to occur based on Doppler radar signatures.	10 to 30 minutes	TO.W	TOR	Severe Weather Statement	Local WFO
	Tornado Emergency	Added to tornado warning in exceedingly rare situations, when a severe threat to human life and catastrophic damage from a tornado is imminent or ongoing.	10 to 30 minutes	TO.W	TOR	Severe Weather Statement	Local WFO
Advisories	Significant Weather Advisory	Issued under the Special Weather Statement product for strong thunderstorms producing winds between 40 and 57 mph, and/or hail less than 1 inch in diameter, and/or frequent or continuous lightning and/or funnel clouds or cold air funnels.	Up to 1 hour	N/A	SPS	Special Weather Statement	Local WFO

Tropical

	Headline	Issuance Criteria	Typical Lead Time	VTEC Code	Product ID	Follow-up Product	Issued By
Watches	Hurricane Watch	Hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.	48 hours	HU.A	TCV	Tropical Cyclone Public Advisory and Hurricane Local Statement	NHC/CPHC (Watch), WFO (HLS)
	Hurricane Wind Watch	Hurricane force winds (sustained winds of 74 mph or higher) are possible inland due to a landfalling hurricane.	48 hours	HI.A	HLS	Hurricane Local Statement	Local WFO
	Tropical Storm Watch	Tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified coastal area within 48 hours in the eastern and central Pacific and Atlantic Basins, 36 hours in the remainder of the western North Pacific.	48 hours, except 36 hours in the western North Pacific	TR.A	TCV	Tropical Cyclone Public Advisory and Hurricane Local Statement	NHC/CPHC/ JTWC (Watch), WFO (HLS)
	Tropical Storm Wind Watch	Tropical storm force winds (sustained winds of 39 to 73 mph) are possible inland due to a landfalling tropical cyclone.	48 hours	TI.A	HLS	Hurricane Local Statement	Local WFO
	Typhoon Watch	Typhoon conditions (sustained winds of 74 mph or higher) are possible within the specified coastal area within 36 hours (the naming convention changes from hurricane to typhoon west of the international date line in the Pacific Ocean).	36 hours	TY.A	HLS	Tropical Cyclone Public Advisory and Typhoon Local Statement	JTWC (Watch), WFO (HLS)
Warnings	Extreme Wind Warning	A landfalling hurricane or typhoon is expected to spread sustained surface winds of 115 mph or greater onshore within one hour. In order to be issued, the NHC, CPHC, or JTWC must designate the storm as a category 3 (115 mph or greater).	1 to 2 hours	EW.W	EWW	Severe Weather Statement	Local WFO
	Hurricane Warning	Hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.	36 hours	HU.W	TCV	Tropical Cyclone Public Advisory and Hurricane Local Statement	NHC/CPHC (Warning), WFO (HLS)
	Hurricane Wind Warning	Hurricane force winds (sustained winds of 74 mph or higher) are expected inland due to a landfalling hurricane.	36 hours	HI.W	HLS	Hurricane Local Statement	Local WFO
	Tropical Storm Warning	Tropical storm conditions (sustained winds of 39 to 73 mph) are expected within the specified coastal area within 36 hours in the eastern and central Pacific and Atlantic Basins, 24 hours in the rest of the Pacific.	36 hours	TR.W	TCV	Tropical Cyclone Public Advisory and Hurricane Local Statement	NHC/CPHC/ JTWC (Warning), WFO (HLS)

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	Tropical Storm Wind Warning	Tropical storm force winds (sustained winds of 39 to 73 mph) are expected inland due to a landfalling tropical cyclone.	24 to 36 hours	TI.W	HLS	Hurricane Local Statement	Local WFO
	Typhoon Warning	Typhoon conditions (sustained winds of 74 mph or higher) are expected within the specified coastal area within 24 hours (the naming convention changes from hurricane to typhoon west of the international date line in the Pacific Ocean).	24 hours	TY.W	HLS	Tropical Cyclone Public Advisory and Typhoon Local Statement	JTWC (Warning), WFO (HLS)

Winter Weather

	Headline	Issuance Criteria	Typical Lead Time	VTEC Code	Product ID	Follow-up Product	Issued By
Watches	Blizzard Watch	Possibility of sustained winds or wind gusts above 35 mph causing falling and/or blowing snow to reduce visibilities below 1/4 mile for 3 hours or longer.	12 to 48 hours	BZ.A	WSW	Winter Weather Message	Local WFO
	Lake Effect Snow Watch	Possibility of heavy lake effect snow accumulations, generally more than 6 inches in 12 hours or 8 inches in 24 hours. (Specific criteria vary by office)	12 to 48 hours	LE.A	WSW	Winter Weather Message	Local WFO
	Wind Chill Watch	Possibility of very cold temperatures and brisk winds causing dangerously cold wind chills.	12 to 48 hours	WC.A	WSW	Winter Weather Message	Local WFO
	Winter Storm Watch	Possibility of accumulating snow, sleet, and/or freezing rain causing severe impacts to society and commerce.	12 to 48 hours	WS.A	WSW	Winter Weather Message	Local WFO
Warnings	Blizzard Warning	Sustained winds or frequent gusts above 35 mph causing falling and/or blowing snow to reduce visibilities below 1/4 mile for 3 hours or longer is imminent or occurring.	8 to 36 hours	BZ.W	WSW	Winter Weather Message	Local WFO
	Ice Storm Warning	Heavy ice accumulations of 1/4 inch or greater within 12 hours due to freezing rain are imminent or occurring. (Specific criteria vary by office)	8 to 36 hours	IS.W	WSW	Winter Weather Message	Local WFO
	Lake Effect Snow Warning	Heavy lake effect snow accumulations of generally more than 6 inches in 12 hours or 8 inches in 24 hours are imminent or occurring. (Specific criteria vary by office)	8 to 36 hours	LE.W	WSW	Winter Weather Message	Local WFO
	Wind Chill Warning	Very cold air temperatures and brisk wind causing dangerously cold wind chills is imminent or occurring. Hypothermia, frost bite or death is likely if proper precautions are not taken. (Specific criteria vary by office)	8 to 36 hours	WC.W	WSW	Winter Weather Message	Local WFO
	Winter Storm Warning	Heavy snow and/or sleet and ice accumulations are imminent or occurring. Society and commerce is expected to be greatly impacted. Precipitation may be accompanied by gusty wind. (Specific criteria vary by office)	8 to 36 hours	WS.W	WSW	Winter Weather Message	Local WFO

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Advisories	Freezing Rain Advisory	Ice accumulations less than 1/4 inch within 12 hours due to freezing rain are imminent or occurring. (Specific criteria vary by office)	8 to 24 hours	ZR.Y	WSW	Winter Weather Message	Local WFO
	Lake Effect Snow Advisory	Lake effect snow accumulations generally more than 3 inches within 12 hours are imminent or occurring. (Specific criteria vary by office)	8 to 24 hours	LE.Y	WSW	Winter Weather Message	Local WFO
	Wind Chill Advisory	Cold temperatures and brisk wind causing hazardous wind chills are imminent or occurring. Hypothermia and frost bite are possible if proper precautions are not taken. (Specific criteria vary by office)	8 to 24 hours	WC.Y	WSW	Winter Weather Message	Local WFO
	Winter Weather Advisory	Snow and/or sleet and ice accumulations causing an inconvenience to society and commerce are imminent or occurring. Specific criteria varies greatly per region. (Specific criteria vary by office)	8 to 24 hours	WW.Y	WSW	Winter Weather Message	Local WFO

Hydrology

	Headline	Issuance Criteria	Typical Lead Time	VTEC Code	Product ID	Follow-up Product	Issued By
Watches	Flash Flood Watch	Rapidly developing and life-threatening flooding is possible due to a hydrologic event (e.g. heavy rain) or dam or levee failure.	6 to 24 hours	FF.A	FFA	Flash Flood Watch	Local WFO
	Flood Watch	Flood Watch (Areal): Flooding of land and/or rivers and streams is possible. Flood Watch (Forecast Point): Flooding is possible at a particular point on a river or stream.	6 to 48 hours	FA.A (areal), FL.A (forecast point)	FFA	Flood Watch	Local WFO
Warnings	Flash Flood Warning	A) Flash flooding is reported; and/or B) A dam or levee failure is imminent or occurring; and/or C) A sudden failure of a naturally-caused stream obstruction (including debris slide, avalanche, or ice jam) is imminent or occurring; and/or D) Precipitation capable of causing flash flooding is indicated by radar, rain gages, and/or satellite; and/or E) Precipitation as indicated by radar, rain gages, satellite and/or other guidance is capable of causing debris flows, particularly (but not only) in burn areas; and/or F) Local monitoring and prediction tools indicate flash flooding is likely; and/or G) A hydrologic model indicates flash flooding for locations on small streams.	30 minutes to 2 hours	FF.W	FFW	Flash Flood Statement	Local WFO

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	Flash Flood Emergency	In exceedingly rare situations, when a severe threat to human life and catastrophic damage from a flash flood is imminent or ongoing.	30 minutes to 3 hours	FF.W	FFW	Flash Flood Statement	Local WFO
	Flood Warning	Human life and catastrophic damage from a flood is imminent or ongoing.	6 to 12 hours	FA.W (areal), FL.W (forecast point)	FLW	Flood Statement	Local WFO
Advisories	Flood Advisory	Flood Advisory (Areal/Forecast Point/Urban and Small Stream): Issued when flooding is expected to be of inconvenience, but not necessarily life-threatening.	30 minutes to 2 hours	FA.Y	FLS	Flood Statement	Local WFO

Coastal Flood							
	Headline	Issuance Criteria	Typical Lead Time	VTEC Code	Product ID	Follow-up Product	Issued By
Watches	Coastal Flood Watch	Inundation of people, buildings and coastal structures on land at locations that, under normal conditions, are above the level of high tide is possible.	12 to 48 hours	CF.A	CFW	Coastal Hazard Message	Local WFO
	Lakeshore Flood Watch	Inundation of land areas along any of the Great Lakes over and above normal lake levels is possible.	12 to 48 hours	LS.A	CFW	Lakeshore Hazard Message	Local WFO
Warnings	Coastal Flood Warning	Inundation of people, buildings and coastal structures on land at locations that, under normal conditions, are above the level of high tide is imminent or occurring.	12 to 24 hours	CF.W	CFW	Coastal Hazard Message	Local WFO
	High Surf Warning	Breaking wave action that results in an especially heightened threat to life and property within the surf zone is imminent or occurring. Specific criteria varies by region. Not issued for the Great Lakes.	12 to 24 hours	SU.W	CFW	Coastal Hazard Message	Local WFO
	Lakeshore Flood Warning	Inundation of land areas along any of the Great Lakes over and above normal lake levels is imminent or occurring.	12 to 24 hours	LS.W	CFW	Lakeshore Hazard Message	Local WFO
Advisories	Coastal Flood Advisory	Minor flooding of coastal areas is possible within 12 hours.	12 hours	CF.Y	CFW	Coastal Hazard Message	Local WFO
	High Surf Advisory	Breaking wave action posing a threat to life and property within the surf zone is imminent or occurring. Specific criteria varies by region. Not issued for the Great Lakes.	12 hours	SU.Y	CFW	Coastal Hazard Message	Local WFO
	Lakeshore Flood Advisory	Minor flooding of lakeshore areas is possible within 12 hours.	12 hours	LS.Y	CFW	Lakeshore Hazard Message	Local WFO

Marine							
	Headline	Issuance Criteria	Typical Lead Time	VTEC Code	Product ID	Follow-up Product	Issued By
Watches	Gale Watch	Conditions are favorable for a gale force wind event of sustained winds or frequent gusts of 34 knots (39 mph) to 47 knots (54 mph).	24 to 48 hours	GL.A	MWW	Marine Weather Message	Local WFO
	Hazardous Seas Watch	Conditions are favorable for a hazardous seas event to meet or exceed Hazardous Seas Warning criteria.	24 to 48 hours	SE.A	MWW	Marine Weather Message	Local WFO
	Heavy Freezing Spray Watch	Conditions are favorable for a heavy freezing spray event to meet local Heavy Freezing Spray Warning criteria.	24 to 48 hours	UP.A	MWW	Marine Weather Message	Local WFO
	Hurricane Force Wind Watch	Conditions are favorable for a hurricane force wind event of sustained winds or frequent gusts of 64 knots (74 mph) or greater.	24 to 48 hours	HF.A	MWW	Marine Weather Message	Local WFO
	Storm Watch	Conditions are favorable for a storm force wind event of sustained winds or frequent gust of 48 knots (55 mph) to 63 knots (73 mph).	3 to 6 hours	TS.A	TSU	Tsunami Statement	West Coast/ Alaska and Pacific Tsunami Warning Cen-
	Tsunami Watch	Issued to alert emergency management officials and the public of an event which may later impact the watch area. Danger level not yet known -> Stay alert for more info	3 to 6 hours	TS.A	TSU	Tsunami Statement	West Coast/ Alaska and Pacific Tsunami Warning Centers
Warnings	Ashfall Warning	Airborne ash plume resulting in ongoing deposition at the surface. Ashfall may originate directly from a volcanic eruption or from the resuspension (by wind) of a significant amount of relic ash.	12 to 36 hours	MH.W	MWW	Marine Weather Message	Local WFO
	Gale Warning	Sustained surface winds, or frequent gusts, in the range of 34 knots (39 mph) to 47 knots (54 mph) inclusive, either predicted or occurring, and not directly associated with a tropical cyclone.	12 to 36 hours	GL.W	MWW	Marine Weather Message	Local WFO
	Hazardous Seas Warning	Wave heights and/or wave steepness values meeting or exceeding locally defined warning criteria.	12 to 36 hours	SE.W	MWW	Marine Weather Message	Local WFO
	Heavy Freezing Spray Warning	Usually issued for an accumulation of freezing water droplets on a vessel at a rate of 2 cm per hour or greater caused by some appropriate combination of cold water, wind, cold air temperature, and vessel movement. Local criteria may vary.	12 to 36 hours	UP.W	MWW	Marine Weather Message	Local WFO
	Hurricane Force Wind Warning	Sustained winds, or frequent gusts, of 64 knots (74 mph) or greater, either predicted or occurring, and not directly associated with a tropical cyclone.	12 to 36 hours	HF.W	MWW	Marine Weather Message	Local WFO

	Storm Warning	Sustained surface winds, or frequent gusts, in the range of 48 knots (55 mph) to 63 knots (73 mph) inclusive, either predicted or occurring, and not directly associated with a tropical cyclone.	12 to 36 hours	SR.W	MWW	Marine Weather Message	Local WFO
	Tsunami Warning	A potential tsunami with significant, widespread inundation is imminent or expected. Inundating wave possible -> Full evacuation suggested	Less than 3 hours	TS.W	TSU	Tsunami Message	West Coast/ Alaska and Pacific Tsunami Warning Cen-

<h1>Marine</h1>

	Headline	Issuance Criteria	Typical Lead Time	VTEC Code	Product ID	Follow-up Product	Issued By
Advisories	Ashfall Advisory	Airborne ash plume resulting in ongoing deposition at the surface. Ashfall may originate directly from a volcanic eruption or from the resuspension (by wind) of a significant amount of relic ash.	12 to 36 hours	MH.Y	MWW	Marine Weather Message	Local WFO
	Brisk Wind Advisory	Sustained wind speeds or frequent gusts of 20 to 33 knots (locally defined) expected for ice-covered waters.	12 to 36 hours	BW.Y	MWW	Marine Weather Message	Local WFO
	Dense Fog Advisory	Widespread or localized fog reducing visibilities to 1 nautical mile or less (regionally or locally defined).	12 to 36 hours	MF.Y	MWW	Marine Weather Message	Local WFO
	Dense Smoke Advisory	Widespread or localized smoke reducing visibilities to 1 nautical mile or less (regionally or locally defined).	12 to 36 hours	MS.Y	MWW	Marine Weather Message	Local WFO
	Freezing Spray Advisory	Light to moderate accumulation of ice is expected on vessels.	12 to 36 hours	UP.Y	MWW	Marine Weather Message	Local WFO
	Low Water Advisory	Water levels are significantly below average and may cause impact to safe marine navigation. The need for this product is locally determined.	12 to 36 hours	LO.Y	MWW	Marine Weather Message	Local WFO
	Small Craft Advisory	Sustained wind speeds or frequent gusts of 20 to 33 knots (locally defined) and/or seas or waves 4 feet and greater (locally defined).	12 to 36 hours	SC.Y	MWW	Marine Weather Message	Local WFO
	Small Craft Advisory for Hazardous Seas	Wind speeds are lower than small craft advisory criteria, yet waves or seas are potentially hazardous due to wave period, steepness, or swell direction. The criteria is locally defined.	12 to 36 hours	SW.Y	MWW	Marine Weather Message	Local WFO

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	Small Craft Advisory for Rough Bar	Waves in or near bars are hazardous to mariners due to the interaction of swell, tidal or river currents in relatively shallow water. Threshold criteria are locally defined and are specific to local geographic areas, and are based upon parameters such as wave steepness, wind speed and direction, and local bathymetry.	12 to 36 hours	RB.Y	MWW	Marine Weather Message	Local WFO
	Small Craft Advisory for Winds	When wave heights and/or wave steepness are lower than Small Craft Advisory criteria, yet wind speeds are potentially hazardous.	12 to 36 hours	SL.Y	MWW	Marine Weather Message	Local WFO
	Tsunami Advisory	A potential tsunami which may produce strong currents or waves dangerous to those in or near the water. Strong currents likely -> Stay away from the shore	Less than 3 hours	TS.Y	TSU	Tsunami Message	West Coast/ Alaska and Pacific Tsunami Warning Centers

<h2>Non-Precipitation</h2>

	Headline	Issuance Criteria	Typical Lead Time	VTEC Code	Product ID	Follow-up Product	Issued By
Watches	Excessive Heat Watch	Conditions are favorable for an excessive heat event to meet or exceed Excessive Heat Warning criteria.	24 to 72 hours	EH.A	NPW	Weather Message	Local WFO
	Freeze Watch	Minimum shelter temperatures below 32°F are possible during the locally defined growing season which poses a threat to plants and crops.	18 to 48 hours	FZ.A	NPW	Weather Message	Local WFO
	Hard Freeze Watch	Minimum shelter temperatures may drop to 28°F or lower during the locally defined growing season which poses an especially high risk to plants and crops.	18 to 48 hours	HZ.A	NPW	Weather Message	Local WFO
	High Wind Watch	Conditions are favorable for sustained winds of at least 40 mph for one hour or longer, or wind gusts of at least 58 mph of any duration.	18 to 48 hours	HW.A	NPW	Weather Message	Local WFO
Warnings	Dust Storm Warning	Widespread or localized blowing dust reducing visibilities to 1/4 mile or less. Sustained winds of 25 mph or greater are usually required.	6 to 24 hours	DS.W	NPW	Weather Message	Local WFO
	Excessive Heat Warning	Heat index values (HI) are forecast to meet or exceed locally defined warning criteria for at least two consecutive days (Typical values: 1) Maximum daytime HI >= 105°F north to 110°F south and 2) Minimum nighttime lows >= 75°F.) Criteria may vary widely in different parts of the country due to climate variability and the effect of excessive heat on local population.	12 to 48 hours	EH.W	NPW	Weather Message	Local WFO

	Freeze Warning	Minimum shelter temperatures below 32°F are expected during the locally defined growing season which poses a threat to plants and crops.	12 to 36 hours	FZ.W	NPW	Weather Message	Local WFO
	Hard Freeze Warning	Minimum shelter temperatures are expected to drop to 28°F or lower during the locally defined growing season which poses an especially high risk to plants and crops.	12 to 36 hours	HZ.A	NPW	Weather Message	Local WFO
	High Wind Warning	Sustained winds of at least 40 mph for one hour or longer, or wind gusts of at least 58 mph of any duration are expected.	12 to 36 hours	HW.W	NPW	Weather Message	Local WFO
Advisories	Air Stagnation Advisory	Atmospheric conditions stable enough to cause air pollutants to accumulate in a given area. Criteria developed in conjunction with the local or state EPA and the product issued at their request.	12 to 36 hours	AS.Y	NPW	Weather Message	Local WFO
	Ashfall Advisory	Airborne ash plume resulting in ongoing deposition at the surface. Ashfall may originate directly from a volcanic eruption or from the resuspension (by wind) of a significant amount of relic ash.	12 to 36 hours	AF.Y	NPW	Weather Message	Local WFO
	Blowing Dust Advisory	Widespread or localized blowing dust reducing visibilities to one mile or less, but greater than 1/4 mile. Winds of 25 mph or greater are usually required.	12 to 36 hours	DU.Y	NPW	Weather Message	Local WFO

Non-Precipitation

	Headline	Issuance Criteria	Typical Lead Time	VTEC Code	Product ID	Follow-up Product	Issued By
Advisories	Dense Fog Advisory	Widespread or localized fog reducing visibilities to 1/4 mile or less.	12 to 36 hours	FG.Y	NPW	Weather Message	Local WFO
	Dense Smoke Advisory	Widespread or localized smoke reducing visibilities to 1/4 mile or less.	12 to 36 hours	SM.Y	NPW	Weather Message	Local WFO
	Freezing Fog Advisory	Very light ice accumulation resulting from freezing fog (no visibility requirement).	12 to 36 hours	ZF.Y	NPW	Weather Message	Local WFO
	Frost Advisory	Minimum shelter temperature forecast to be 33 to 36°F during the locally defined growing season, on nights with good radiational cooling conditions conducive for frost formation (e.g., light winds and clear skies).	12 to 36 hours	FR.Y	NPW	Weather Message	Local WFO
	Heat Advisory	Heat Index values forecast to meet or exceed locally defined advisory criteria for one to two days (Typical values: 1) Maximum daytime HI >= 100°F north to 105°F south 2) Minimum nighttime lows >= 75°F). Criteria may vary widely in different parts of the country due to climate variability and the effect of excessive heat on local population.	12 to 36 hours	HT.Y	NPW	Weather Message	Local WFO

	Lake Wind Advisory	Sustained wind speeds of 20 to 29 mph (or locally defined) lasting for 1 hour or longer for regions which have a significant user community. The need for this product is locally determined.	12 to 36 hours	LW.Y	NPW	Weather Message	Local WFO
	Wind Advisory	Sustained wind speeds of 30 to 39 mph lasting for 1 hour or longer or locally defined.	12 to 36 hours	WI.Y	NPW	Weather Message	Local WFO

Fire Weather

	Headline	Issuance Criteria	Typical Lead Time	VTEC Code	Product ID	Follow-up Product	Issued By
Watches	Fire Weather Watch	A high potential for the development of a locally defined Red Flag Event. Red Flag Event criteria are determined by coordination between WFO personnel and land management users in the WFO fire weather service area.	12 to 96 hours	FW.A	RFW	Fire Weather Message	Local WFO
Warnings	Red Flag Warning	The combination of dry fuels and weather conditions support extreme fire danger and/or fire behavior. These conditions alert land management agencies to the potential for widespread new ignitions or control problems with existing fires, both of which could pose a threat to life and property.	12 to 36 hours	FW.W	RFW	Fire Weather Message	Local WFO

Other

	Headline	Issuance Criteria	Typical Lead Time	VTEC Code	Product ID	Follow-up Product	Issued By
Warnings	Airport Weather Warning	Varies per airport, but some examples include: H) Surface wind gusts >40 knots I) Onset of freezing rain J) Cloud to ground lightning within 5 miles of the airport K) Thunderstorms with >½ inch hail L) Onset of heavy snow	Varies per type of event, but generally as long as possible	N/A	AWW	Airport Weather Warning	Local WFO

Statements

Headline	Primary Use	VTEC Code	Product ID	Issued By
Air Quality Alert	Air quality messages issued by local or state agencies during times of poor air quality that are relayed by the NWS.	N/A	AQA	Local or State Agencies
Coastal Hazard Message	Updates coastal hazards along the coast.	N/A	CFW	Local WFO
Fire Weather Message	Updates Fire Weather Watches and Red Flag Warnings.	N/A	RFW	Local WFO
Flash Flood Statement	Updates Flash Flood Warnings.	N/A	FFS	Local WFO
Flood Statement	Updates areal and river Flood Warnings.	N/A	FLS	Local WFO
Hurricane/Typhoon Local Statements	Relays tropical cyclone information, including valid tropical cyclone watches and warnings to the public, media and local decision makers of potential or actual storm effects due to tropical cyclones.	N/A	HLS	Local WFO
Lakeshore Hazard Message	Updates hydrologic hazards along the lakeshores of the Great Lakes.	N/A	CFW	Local WFO
Marine Weather Message	Updates marine headlines.	N/A	MWW	Local WFO
Public Information Statement	An alphanumeric message used to distribute information regarding hydrometeorological events; public education; National Weather Service (NWS) service changes, limitations or interruptions; and special guidelines for interpreting NWS data.	N/A	PNS	Local WFO
Rangeland/Grassland Fire Danger Statement	A miscellaneous product which provides advisory information on rangeland and/or grassland fire potential or conditions. Land management and NWS personnel establishes the contents, format, frequency of issuance, dissemination, etc.	N/A	RFD	Local WFO
Severe Weather Statement	Updates Severe Thunderstorm Warnings and Tornado Warnings.	N/A	SVS	Local WFO
Special Weather Statement	Issued for ongoing or imminent weather conditions significant enough to warrant special highlighting, but less severe than advisory or warning criteria. Also may be used to highlight possible warning or advisory conditions beyond their normal issuance range.	N/A	SPS	Local WFO
Tsunami Information Statement	Information that an earthquake has occurred, or that a tsunami warning, watch or advisory has been issued for another section of the ocean. In most cases, information statements are issued to indicate there is no threat of a destructive tsunami and to prevent unnecessary evacuations as the earthquake may have been felt in coastal areas.	N/A	TIB	West Coast/ Alaska and Pacific Tsunami Warning Centers
Watch County Notification Message	Cancels, extends the valid time or extends in area portions of one or more convective watches.	N/A	WCN	Local WFO
Weather Message	Updates non-precipitation headlines.	N/A	NPW	Local WFO
Winter Weather Message	Updates winter headlines.	N/A	WSW	Local WFO

Other Non-Routine Products				
Product	Primary Use	VTEC Code	Product ID	Issued By
Earthquake Information Report	A statement containing information regarding a local earthquake occurrence.	N/A	EQR	Local WFO
Hazardous Weather Outlook	Issued daily to inform the public, media and emergency managers of the potential for winter weather, fire weather, non-precipitation, convective weather, tropical, marine or flood hazards.	N/A	HWO	Local WFO
Free Text Message	A text message sent by the WFO to indicate an interruption in radar products. The message typically explains why radar products are currently unavailable and, if known, an estimated time the products will return.	N/A	FTM	Local WFO
Mesoscale Convective Discussion	Issued to convey to CONUS WFOs, the public, media and emergency managers the current meteorological reasoning for short term hazardous weather concerns. Issued for severe thunderstorm potential and/or trends, heavy rainfall, heavy snowfall, freezing rain, blizzards, and convective outlook upgrades.	N/A	MCD	SPC
Preliminary Local Storm Report	Issued to provide the Storm Prediction Center (SPC), adjacent WFOs, the public, media and emergency managers with reported observations of hazardous weather events.	N/A	LSR	Local WFO
Record Event Report	A statement of the new record and the previous record it broke. Climatologically significant elements such as high and low temperatures, and extreme precipitation may be included in a record event report.	N/A	RER	Local WFO
Short Term Forecast	A means of communicating plain language forecasts of short term weather and appropriate hydrological conditions within 6 hours of issuance. Examples include: to discuss the evolution of convective and stratiform precipitation, winter weather, tropical cyclone landfall events, marine events, fog, significant winds, blowing dust and extreme temperatures (excessive heat or cold).	N/A	NOW	Local WFO
Administrative Message	Issued by local, state, or federal agencies and relayed by the National Weather Service as a means of quickly accessing the Emergency Alert System for non-meteorological emergencies.	N/A	ADR	Local, State, or Federal Agencies but relayed by WFO
Avalanche Watch		N/A	AVA	
Avalanche Warning		N/A	AVW	
Child Abduction Emergency		N/A	CAE	
Civil Danger Warning		N/A	CDW	
Civil Emergency Message		N/A	CEM	
Earthquake Warning		N/A	EQW	
Evacuation Immediate		N/A	EVI	
Fire Warning		N/A	FRW	
Hazardous Materials Warning		N/A	HMW	
Local Area Emergency		N/A	LAE	
Law Enforcement Warning		N/A	LEW	
Nuclear Power Plant Warning		N/A	NUW	
Radiological Hazard Warning		N/A	RHW	
Shelter In Place Warning		N/A	SPW	
911 Telephone Outage Emergency		N/A	TOE	
Volcano Warning	N/A	VOW		

GENERAL WARNING POINT PROCEDURES

1. Receiving Warning Information

- A. The Local Warning Point (LWP) may receive emergency warnings by:
 - 1) TLETS message from the State Warning Point or Area Warning Center.
 - 2) Telephone or fax from the SOC.
 - 3) Radio, telephone, or fax from the Area Warning Center.
 - 4) Radio, telephone, or fax from state or federal agencies or other local governments.
 - 5) Radio, telephone or fax from industry, government employees, or citizens.
- B. Incoming messages should be acknowledged if required (for example: national warning messages).
- C. The date and time on written messages and the date and time of receipt of all messages shall be entered in the Communication Log.
- D. For emergency situations reported by citizens and others unknown to the LWP operator, the operator should seek to confirm the source and information provided by any available means before taking action on the report, unless there are confirming reports from other sources.

2. Emergency Notifications

- A. The LWP shall make notifications of routine emergency situations to the department or agency that normally responds to such situations.
- B. For those emergency situations or potential emergency situations described in the Emergency Notification Matrix in Appendix 2, the LWP shall make notifications to the departments, agencies, and those local officials indicated in the matrix. Local officials may request that the LWP take specific actions or advise the LWP that they will take certain actions in response to the warning.
- C. Notifications of emergency situations and other actions taken in response to such notifications shall be recorded in the Communications Log.

3. Dissemination of Warnings

- A. The LWP may disseminate emergency warnings and public instructions by:
 - 1) Forwarding a voice or hard copy message to the local EAS station for broadcast.
 - 2) Route alerting and door-to-door warning.
 - 3) Activating the local telephone warning system, which provides a voice message to selected telephone subscribers.
 - 4) Using Social Media to provide emergency information.

- B. The LWP may activate the local warning system for certain time-sensitive emergency situations. For other emergency situations, the LWP must seek approval from a key official to activate the local warning system.
- C. The LWP is authorized to activate the local warning system without prior approval for the following emergency situations:
 - 1) An NWS tornado warning for the local area or the confirmed sighting of a tornado on the ground in the local area.
 - 2) A national civil emergency warning received from the Area Warning Center. See Appendix 4.
 - 3) A catastrophic emergency situation that poses an immediate threat to life, such as a dam failure.
- D. For other emergency situations, the LWP shall relay the warning received to one of the following key officials and obtain guidance on activating the local warning system and the suggested content of any local warning messages:
 - 1) The Emergency Management Coordinator
 - 2) The Victoria County Sheriff, City of Victoria Police Chief and Fire Chief
 - 3) The Victoria County Judge and/or City of Victoria Mayor
 - 4) The Victoria City Manager or Assistant City Manager
- E. When a decision is made to activate the warning system, an EAS message should be dispatched to local broadcasters first. Other warning systems should be activated as soon as possible thereafter.
 - 1) To save time and ensure completeness, the pre-scripted warning messages contained in Appendix 6 should be used as basis for warning messages where possible. However, it may be necessary for the LWP to prepare an original message.
 - 2) National civil emergency warning messages received locally should not be forwarded to local EAS stations for broadcast, as plans call for federal authorities to enter such messages into EAS at the national level.
 - 3) If it is determined that route alerting and/or door-to-door warning are required, the LWP must alert fire and police to assign units to those tasks. The LWP should provide the warning message and any instructions that are to be disseminated so that these can be passed on to the units involved.
 - 4) Warning messages and public instructions should be updated as the situation changes and canceled when no longer needed.
- F. The LWP should record the activation of the various local warning systems and dispatch of warning and public instruction messages in its Communication Log.

4. Testing and Exercising the Warning System

A. System Testing

All components of the warning system will be tested on a regular basis.

B. Test Procedures

- 1) The preparation and transmission of a simulated warning message to the local primary EAS station shall be tested quarterly at a date and time agreed upon with the station. Such message shall not be broadcast. EAS stations are required by the FCC to conduct required weekly and monthly tests of their EAS equipment.
- 2) The preparation and transmission of a simulated warning message to the National Weather Service for broadcast on NOAA Weather Radio shall be tested quarterly at a date and time agreed upon with the NWS. Such messages shall not be broadcast.
- 3) The Telephone Warning System shall be tested semiannually.

C. Exercises

- 1) It is desirable that preparation of warning messages and public instructions and the activation of warning systems be included in emergency exercise activities where such tasks are appropriate for the scenario being exercised in order to ensure that components of the system are adequate and the operational procedures are adequate.
- 2) If warning systems are activated at other than normal times for exercises, it is essential to give due notice to the public that such activations will occur.

5. Local Emergency Notification System

A. Emergency Notifications

- 1) Victoria County/City currently utilizes SwiftReach (Swift911) as its primary landline and mobile Emergency Notification vendor.
- 2) Notifications may be sent out to certain geographical areas or the community as a whole depending on the scope of the incident/emergency.
- 3) Local Law Enforcement, Fire Department, and Victoria Emergency Management, has administrative authority to create messages and disseminate information.

NATIONAL WARNING MESSAGES

1. Types of National Warning Messages

National warning messages include:

- A. Attack Warning
- B. Fallout Warning
- C. Natural & Technological Emergency Warning

2. National Warning Message Dissemination

National warning messages are disseminated by federal authorities from the FEMA Operations Center through the National Warning System (NAWAS) to the states; NAWAS is a dedicated telephone system that disseminates voice-warning messages. In Texas, such warning messages are received at the State Warning Point in Austin and relayed to Area Warning Centers around the state by the Texas Warning System (TEWAS), which is also a dedicated telephone system that disseminates voice-warning messages. Area Warning Centers normally disseminate national warning messages they receive by Texas Law Enforcement Telecommunications System (TLETS) teletype to Local Warning Points. Local Warning Points whose TLETS service is inoperative may receive warning messages by telephone or radio.

3. Local Action Upon Receipt of A National Warning Message

- A. When national warning messages are received at the Local Warning Point, such warnings should be disseminated as soon as possible through the local warning system, except that national warning messages received locally should not be forwarded for local broadcast as EAS messages, as federal authorities will broadcast such warnings as national EAS messages.
- B. For an Attack or Fallout Warning, outdoor warning systems should use the ATTACK signal – a 3 to 5 minute wavering tone. For other national warnings, the ALERT/ATTENTION signal (a 3 to 5 minute steady tone) should be used.
- C. All national warning messages received verbally (by telephone or radio) should be acknowledged.

4. National Warning Messages

- A. Attack Warning
 - 1) Attack Warnings are issued when there is a threat of attack on the United States or portions of it.
 - 2) Incoming message format:

“This is the FEMA (Alternate) Operations Center. This is an Attack Warning. Declaration time (date & time) Zulu.”

Note:

Zulu - 5 hours = Central Daylight Time; Zulu - 6 hours = Central Standard Time.

Zulu - 6 hours = Mountain Daylight Time; Zulu - 7 hours = Mountain Standard Time.

If the threat is limited to a specific area, the message will be tailored to describe the area at risk.

3) Termination message format:

“This is the FEMA (Alternate) Operations Center. The Attack Warning is terminated. Termination time (time) Zulu.”

B. Fallout Warning

- 1) Fallout warnings are intended to warn of radiation hazards resulting from nuclear detonations, accidental mishaps, and/or terrorist incidents.
- 2) There is no specific format for this type of message, but it appears that it will likely follow the general format of the message in paragraph, b) of D.2), below.

C. Natural & Technological Emergency Warning

- 1) This type of warning may be issued to cover the following events: major natural disasters, errant domestic missile launch, reentering space debris, volcanic eruption, major dam failure, and other hazards to public health, safety, and property that may threaten a wide area.
- 2) Incoming message format:

“This is the FEMA (Alternate) Operations Center with a special announcement for all states or the following state(s) _____ or the following region(s) _____.”
Text: (free text message describing the problem and appropriate protective actions)”
- 3) There is no specific format for this type of message.

D. Accidental Missile Launch.

- 1) An accidental missile launch by the United States or other countries may generate a Natural & Technological Emergency Warning or a Fallout Warning or both, depending on the type of missile involved.
- 2) Incoming message format:
 - a) “This is the FEMA (Alternate) Operations Center with a Emergency Warning for the following (states, counties, cities). An accidental missile launch threatens the following areas: (states, counties, cities). Advise population by all means to take cover.”

- b) For accidental launches which result in a nuclear weapons detonation, the following message will be used: “This is the FEMA (Alternate) Operations Center. An accidentally launched nuclear weapon detonated in (city, county, state) at _____ local time. Radioactive fallout is possible. Persons in (cities, counties, states) should be advised to remain under cover and await further instructions from state or local authorities. Residents are advised to take protective actions in accordance with local community shelter plans and to be alert for further instructions from state and local authorities. Residents in all other areas are advised that protective actions are not required at this time.”

- c) For accidental launches that do not result in a nuclear weapons detonation, the following message will be used: “This is the FEMA (Alternate) Operations Center. An accidentally launched nuclear weapon impacted in (city, county, state) at _____ local time. A nuclear detonation did not – repeat – did not occur. Persons in (cities, counties, states) should be alert for further instructions from state or local authorities. Residents in all other areas are advised that protective actions are not required at this time.”

EMERGENCY ALERT SYSTEM (EAS) PROCEDURES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted text block]



LOCAL WARNING & EMERGENCY INFORMATION MESSAGES

1. This appendix provides two types of warning messages for a number of emergency situations.
 - A. **Warning Messages.** These messages alert the public to emergency situations and provide directions on what they should do and not do to protect themselves. As the time limit for warning messages transmitted via the Emergency Alert System (EAS) is approximately two minutes, and the capability of television warning displays is limited, warning messages are generally short and concise. Warning messages are generally disseminated through warning systems and broadcast every 15 minutes until they are canceled or replaced by an updated message.
 - B. **Special News Advisories.** Special News Advisories amplify information contained in the warning messages, provide further information regarding an emergency situation, and may be used to provide information on impending threats that do not yet warrant public warning. Special News Advisories are generally sent to the media through normal communications channels for further dissemination to the public.
 - C. Warning messages and Special News Advisories have been pre-scripted to expedite timely dissemination; however, it may be necessary to modify the pre-scripted text and the additional information.
2. The following warning messages and Special News Advisories are provided in this appendix:
 - A. Tab A: Warning Message – General Incident
 - B. Tab B: Warning Message – Road/Facility Closure
 - C. Tab C: Warning Message – Shelter-in-Place
 - D. Tab D: Special News Advisory – Pre-Evacuation Information
 - E. Tab E: Warning Message – Urgent Evacuation
 - F. Tab F: Warning Message – Mandatory Evacuation
 - G. Tab G: Special News Advisory – Supplemental Evacuation Information
 - H. Tab H: Special News Advisory – Schools & Public Facilities
3. General Guidance for Warning & Public Information Messages
 - A. **Protective Action Areas.** Areas in which protective actions, such as evacuation or shelter-in-place, are being implemented should be described with reference to obvious geographic features, such as roads and rivers, rather than with abstract descriptions such as a one mile radius of some intersection. The preferred method of describing the area should use compass directions and neighborhood and landmark names where appropriate.

Example:

The area to be evacuated is north of Green Street, east of Olive St, south of James Road, and west of Rainy Road. This area includes the Green Tree and Hidden Hollow subdivisions and the Big Bargains Shopping Center.

- B. **Evacuation Routes.** The description of evacuation routes should make it clear which direction(s) evacuees should go and which travel directions they should avoid.

Example:

People who are west of Meridian Avenue should go west on Kingman Road or Exeter Drive. People who are east of Meridian Avenue should go east on 10th, 11th, or 12th Streets or Easy Street. Do not leave the evacuation area by going north.

Warning – General Incident

1. The Victoria Emergency Management Office has issued the following warning for those who live, work, or are visiting in [County/the City]
2. An emergency situation involving [County/city] is currently in progress at: [*Describe location by reference to facility name (if known), street and cross street, other geographic features (rivers, rail lines, etc.), and neighborhood name where appropriate*]
3. Emergency personnel are currently responding to this incident and local officials are monitoring the situation. To keep yourself safe and avoid impeding the emergency response, please avoid this area until further notice.
4. To repeat, an emergency situation involving [County/City] is currently in progress at: (*Repeat location in 2 above*). Please avoid this area.
5. Do not call 911 for information about the emergency situation. Instead, stay tuned to this station for additional official information.

Warning – Road/Facility Closure

1. The Victoria Emergency Management Office has issued the following warning for those who live, work, or are visiting in [County/City]:
2. It has been necessary to close certain local streets and highways due to:
 - flooding
 - heavy accumulations of snow and ice
 - fire / explosion
 - incident involving hazardous materials
 - Other:

3. As of _____ today, the following roads have been closed by law enforcement officials:

Street or Route _____ At or Between _____

Please avoid these routes.

4. If you must travel, use alternate routes, such as:
5. We recommend that you refrain from driving and remain at home due to the extremely bad travel conditions.
6. In addition, the following facilities have been closed due to the emergency situation:
7. Again, the roads and streets that have been closed are: *(Repeat list in 3 above)*
8. Please stay tuned to this station for additional information on the current emergency situation.

Warning - Shelter-in-Place

1. The Victoria Emergency Management Office has issued the following warning for those who live, work, or are visiting in [County/City].
2. There has been an accidental release of hazardous material that is affecting a portion of the local area. People in the following area must take protective measures:

[Describe area boundaries]

3. If you are located in this area, do the following immediately in order to protect yourself:
 - A. Go inside your home, workplace, or the nearest building that appears to be reasonably airtight and stay there. Take your pets with you.
 - B. Close all doors, windows, and any fireplace dampers.
 - C. Turn off any heating or cooling system that draws in air from the outside.
 - D. Keep your radio on and tuned to receive emergency announcements and instructions
 - E. Gather items that you may need to take with you if you are advised to evacuate.
4. People traveling in vehicles should seek shelter in the nearest airtight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents, and turn off the heater or air conditioner until they reach a suitable building.
5. If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.
6. (If school is in session.)

Students at the following school(s) are taking shelter at their schools:

Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.

Students at the following school(s) [have been/are being] evacuated to other facilities:

Parents should not attempt to pick up students from schools that have been evacuated. Local officials will provide information on where to pick up school children as soon as it is available.

7. If you know of any neighbors or co-workers with hearing or language problems or Medical/Functional/Access Needs, please advise them of this message.
8. Please do not call [911] or local emergency officials for information. Stay tuned to this station for additional information.

Special News Advisory – Pre-Evacuation

1. The Victoria Emergency Management Office has issued the following advisory for those who live, work, or are visiting in [County/City].
2. Due to the threat of [_____], it may be necessary for people who live, work or are visiting in the certain local areas to evacuate in the near future. This area(s) that may be at risk include:

[Describe area boundaries]

3. Evacuation is NOT being recommended at this time. Local officials will advise you if evacuation is necessary. However, you should be prepared to evacuate if needed. To prepare, you should:
 - A. Assemble the following emergency supplies:
 - Clothing for your family for several days
 - Bedding, pillows, and towels
 - Prescription medicines & spare eyeglasses
 - Soap and toiletries
 - Baby food and diapers
 - Your address book or list of important telephone numbers
 - Your checkbook, credit cards, and cash
 - Your drivers license and identification cards
 - A portable radio and flashlight.
 - B. You should also:
 - Gather suitcases, boxes, or bags to hold your emergency supplies.
 - Be prepared to secure your home or office and your property before you depart.
 - Ensure your car is in good shape and you have adequate fuel.
 - Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel or motel reservations.
4. Potential evacuation routes from the area(s) at risk include:
5. Potential evacuation routes from the area(s) at risk are described in:
6. If you know of any neighbors or co-workers with hearing or language problems or Medical/Functional/Access Needs, please advise them of this message. And if you have neighbors or co-workers who do not have transportation, offer to assist them if you can.
7. We want to emphasize that this is a PRECAUTIONARY message about possible evacuation. Evacuation is NOT being recommended at this time.
8. Keep your radio or TV on and listen for further information about this situation. Please do not call [911] or local emergency officials for information as this ties up telephone lines needed for emergency operations.

Warning Message – Urgent Evacuation

1. The Victoria Emergency Management Office has issued the following warning for those who live, work, or are visiting in [County/City].
2. Due to [_____] that [threatens/is affecting a portion of the local area, the [County Judge/City Mayor] recommend that people in the following area evacuate immediately to protect their health and safety:
3. Recommended evacuation routes from the area(s) at risk include:
4. Be sure to take essential items such as:
 - prescription medicines
 - eyeglasses
 - identification cards
 - checkbook
 - credit cards
 - valuable papers

Do not delay your departure to collect other belongings.

5. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Some shelters will not accept pets.
6. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
7. If you know of any neighbors or co-workers with hearing or language problems or Medical/Functional/Access Needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.
8. Repeating, local officials recommend the people in the following area(s) evacuate now: *(Repeat the area description in paragraph 2 above.)*
9. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

Warning Message – Mandatory Evacuation

1. The Victoria Emergency Management Office has issued the following warning for those who live, work, or are visiting in [County/City]:
2. Due to [_____], the [County Judge/City Mayor], under Texas law, has ordered that people evacuate immediately in the following area to protect their health and safety and the health and safety of possible rescuers:
3. Recommended evacuation routes from the area(s) at risk include:
4. Be sure to take essential items such as:
 - prescription medicines
 - eyeglasses
 - baby supplies
 - personal care items
 - identification cards
 - checkbook and credit cards
 - valuable papers
5. Listen to this station for more information on what you need to take with you. Secure your home before you depart.
6. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Remember some shelters will not accept pets
7. Decide where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
8. If you can't stay with friends or relatives or find a motel room, listen to this station for more information on the locations of public shelters.
9. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
10. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.
11. Repeating, local officials, under Texas law, are ordering the people in the following area(s) to evacuate immediately: *(Repeat the area description in paragraph 2 above.)*
12. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

Special News Advisory – Supplemental Evacuation Information

1. The Victoria Emergency Management Office has issued the following advisory for those who live, work, or are visiting in [County/City]:
2. Due to the threat of [____], local officials have recommended that people who live, work or are visiting in the following areas evacuate to protect their health and safety:

[Describe area boundaries.]

3. Use the following evacuation routes: [List evacuation routes]
4. You should take the following emergency supplies with you:
 - clothing for your family for several days
 - bedding, pillows, and towels for each family member
 - prescription medicines & spare eyeglasses
 - soap and toiletries
 - baby food and diapers
 - address book or list of important telephone numbers
 - checkbook, credit cards, and cash
 - drivers license and identification cards
 - portable radio and flashlight, with extra batteries
5. Plan where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
6. If you cannot find another place to stay, temporary public shelters will be/have been opened at:
7. Take your pets with you, but make sure you bring a leash, crate, or cage for them as well as pet food.
8. Secure your property before you depart. Shut off all appliances, except refrigerators and freezers. Lock all doors and windows.
9. Expect travel delays on evacuation routes. If you have a substantial distance to drive, you may want to take drinks and ready-to-eat food in your car in case you are delayed.
10. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you.
11. If you have neighbors or co-workers, who need help or do not have transportation, offer to assist them if you can.
12. If you know of any neighbors or co-workers with hearing or language problems or Medical/Functional/Access Needs, please advise them of this message.
13. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials. If you missed some of the information in this advisory, it will be broadcast again soon.

Special News Advisory – School & Public Facilities

1. The Victoria Emergency Management Office has issued the following advisory for those who live, work, or are visiting in [County/City].
2. The current emergency situation involving [_____] has affected the operation of the number of local facilities. This advisory is intended to provide you an update on the status of schools, hospitals, nursing homes, and other key facilities.
3. All local public schools have been closed.
4. The following schools have been closed and students [are being/have been] returned to their homes:
5. The following schools have been evacuated and their students relocated to other facilities:

School _____ Students relocated to:

 Parents should pick up their children at these host facilities.
6. The following hospitals and nursing homes have been evacuated and their patients relocated to other facilities:

Facility _____ Patients relocated to:
7. The following government offices, parks, recreation areas, and other public facilities have been closed:
8. Please stay tuned to this station for more information and instructions from local officials.
9. And please refrain from using the telephone unless you have a true emergency.

OUTDOOR WARNING SYSTEM DIAGRAM

1. The City of Victoria and Victoria County, do not have, or utilize, an Outdoor Warning System.

ANNEX B



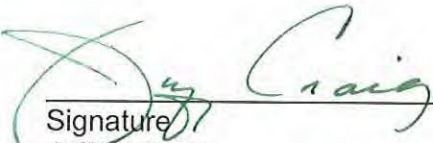
COMMUNICATIONS

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

Annex B


Communications



Signature
Jeffrey Craig
Chief of Police, City of Victoria

12/20/16

Date



Signature
Roy Boyd
Chief Deputy, Victoria County Sherriff's Office

12/16/2016

Date

RECORD OF CHANGES

Annex B

Communications

Change #	Date of Change	Change	Entered By

ANNEX B

COMMUNICATIONS

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

This annex provides information about our communications equipment and capabilities available during emergency operations. Our entire communications system is discussed and procedures for its use are outlined.

III. EXPLANATION OF TERMS

A. Acronyms

CATV	Cable TV
COG	Council of Government
DDC	Disaster District Committee
EAS	Emergency Alert System
EMP	Electromagnetic Pulse
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Plan
PSAP	Public Safety Answering Point
SOC	State Operations Center
SOP	Standard Operating Procedures
RACES	Radio Amateur Civil Emergency Service
TLETS	Texas Law Enforcement Telecommunications System
TRCIP	Texas Radio Communications Interoperability Plan
VCSO	Victoria County Sheriff's Office
VPD	Victoria Police Department

B. Definitions

Local Computer Network	Local, Metropolitan, or Wide-Area Networks.
State Warning Point	Warning Point for the state operated by the SOC.

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. As noted in the general situation statement in the basic plan, we are at risk from a number of hazards that could threaten public health and safety and personal and government property. A reliable and interoperable communications system is essential to obtain the most complete information on emergency situations and to direct and control our resources responding to those situations.
2. The primary Public Safety Answering Point (PSAP) is staffed on a 24-hour basis by the City of Victoria Police Department. Equipment is available to provide communications necessary for emergency operations. The Victoria County Sheriff's Office maintains a dispatch center for its operations. It also is staffed on a 24-hour basis by the Victoria County Sheriff's Office, and is a fully functional PSAP capable of providing primary service.

B. Assumptions

1. Adequate communications are available for effective and efficient warning, response and recovery operations.
2. Any number of natural or manmade hazards may neutralize or severely reduce the effectiveness of communications currently in place for emergency operations.
3. Additional communications equipment required for emergency operations will be made available from citizens, business, volunteer organizations, and/or other governmental agencies.

V. CONCEPT OF OPERATIONS

A. General

1. A common operating picture within our jurisdiction and across other jurisdictions provides the framework of our communications capabilities. This framework is made possible by interoperable systems. Extensive communications networks and facilities are in existence throughout Victoria County and/or the City of Victoria to provide coordinated capabilities for the most effective and efficient response and recovery activities. A diagram of the communications network is in Appendix 1.
2. Our existing communications network consisting of telephone, computer, teletype, and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Landline circuits, when available, will serve as the primary means of communication with other communication systems as back up.
3. During emergency operations, all Victoria County and/or City of Victoria departments will maintain their existing equipment and procedures for communicating with their field operations units. They will keep the EOC informed of their operations and status as practical. To meet the increased communications needs created by an emergency, various state and regional

agencies, amateur radio operators, and business/industry/volunteer group radio systems will be asked to supplement communications capabilities. These resource capabilities will be requested through local and regional mutual-aid agreements and/or the Disaster District, as required.

B. Activities by Phases of Emergency Management

1. Prevention

- a. Maintain a current standardized - based, reliable, interoperable, and sustainable communications system.
- b. Ensure warning communications systems meet jurisdictional needs.
- c. Ensure intelligence and other vital information networks are operational.
- d. Ensure integrated communications procedures are in place to meet the needs and requirements of Victoria County and/or the City of Victoria.

2. Preparedness

- a. Review and update this communications annex.
- b. Develop communications procedures that are documented and implemented through communications operating instructions (include connectivity with private-sector and nongovernmental organizations).
- c. Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.
- d. Ensure communications requirements for Emergency Operations Center and potential Joint Information Center (JIC) are regularly reviewed.
- e. Review After Action Reports of actual occurrences and exercises and other sources of information for lessons learned.
- f. Ensure the integration of mitigation plans and actions into all phases of emergency management as applicable.
- g. Acquire, test, and maintain communications equipment.
- h. Ensure replacement parts for communications systems are available and make arrangement for rapid re-supply in the event of an emergency.
- i. Train personnel on appropriate equipment and communication procedures as necessary.
- j. Conduct periodic communications drills and make communications a major

element during all exercises.

- k. Review assignment of all personnel.
- l. Review emergency notification list of key officials and department heads.
- m. Provide the private-sector telecommunications providers with a list of circuit restoration priorities for essential governmental systems.

3. Response

- a. Select communications personnel required for emergency operations according to the incident.
- b. Incident communications will follow ICS standards and will be managed by the IC using a common communications plan and an incident-based communications center.
- c. All incident management entities will make use of common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved in an incident.
- d. Ensure emergency equipment repair on a 24-hour basis.
- e. Initiate warning procedures as outlined in Annex A, Warning, if required.

4. Recovery

- a. All activities in the emergency phase will continue until such time as emergency communications are no longer required.

VI. ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES

A. General

- 1. Our emergency communications system is operated by the City of Victoria Police Department and includes a variety of government-owned and operated equipment as well as equipment owned and operated by certain volunteer groups. The Victoria County Sheriff's Office maintains a dispatching center for their field units. The departments, agencies, and groups that are part of the communications system are listed in Section VII.C.
- 2. Agency administrators will ensure that warning information received through any communications system is disseminated to Victoria County and/or City of Victoria officials and, where appropriate, to the public.
- 3. The responsibility of ensuring the primary communications system is operational and incorporates all available resources rests with the City of Victoria Police Chief, who may appoint a Communications Representative to carry out this task.

B. Task Assignments

1. Each Public Safety Agency Administrator with ownership of Communications-related infrastructure will:

- A. Be responsible for all activities enumerated in this annex in Section V.B, Activities by Phases of Emergency Management.
- B. Appoint and supervise a Communications Representative(s).

2. Communications Representatives will:

- a. Coordinate common communications procedures.
- b. Develop and maintain a communications resource inventory (See Annex M, Resource Management).
- c. Ensure a communications capability exists between the Communication Centers of the Police Department, the Victoria County Sheriff's Office and the Emergency Operations Center.
- d. Ensure communication restoration procedures are developed.
- e. Ensure that the local telephone company is forwarded a list of circuit restoration priorities.
- f. Ensure procedures are in place for dissemination of message traffic.
- g. Coordinate the inclusion of business/industry and amateur radio operators into the communications network.
- h. Develop and maintain SOPs to include message-handling procedures and recall rosters for essential personnel.

3. Radio Operators will be:

- A. Responsible for proper use and maintenance of the equipment and for correct message handling procedures, including routing of all incoming messages and logging all incoming and out-going messages.

4. Public Information Officer will be:

- A. Responsible for monitoring commercial radio and telephone broadcasts for accuracy of public information.

VII. DIRECTION AND CONTROL

A. General

1. The Victoria County Sheriff and/or City of Victoria Police Chief agency administrators will establish general policies for emergency communications.
2. The Communications Representative(s) are under the supervision of their Agency Administrators and are directly responsible for facilities, equipment, and operation of the 911 Communications Centers, owned radio and telecommunications infrastructure, and related equipment.
3. Communications personnel from individual departments and support agencies, while under control of their own department or agency and operating their own equipment, are responsible for knowing and following the procedures outlined in this annex.
4. During emergency situations involving multiple agencies and/or jurisdictions, the various code systems used for brevity will be discontinued and normal speech will be used to insure comprehension. In addition, local time will be used during transmissions.
5. During emergency situations, communications will be maintained between the Disaster District and the County/City EOC.

B. Continuity of Government

Each department or agency with communications responsibilities shall establish a line of succession for communications personnel.

C. Existing Communications Systems

1. Local Networks
 - a. County-Wide, digital 800mhz trunking radio system (owner: VPD)
 - b. Digital VHF conventional radio system (owner: VPD)
 - c. Digital VHF/800 conventional radio system (owner: VCSO)
2. Other Networks
 - a. Texas Law Enforcement Telecommunications System (TLETS) is a statewide telecommunications network connecting the State Warning Point (the SOC), with approximately 1,292 city, county, state, federal, and military law enforcement agencies in Texas. Emergency communications between state, district, and local governments will be transmitted through this system.

- b. Joint Information Center (JIC) and SOC.
- c. Individual Amateur Radio Operators
- d. Radio Amateur Civil Emergency Service (RACES) is a state sponsored program composed of amateur radio operators. It is used to supplement state and local government communications systems in emergencies or disaster operations.
- e. Business/Industry/Volunteer Group Radio Systems.

VIII. READINESS LEVELS

A. Readiness Level IV - Normal Conditions

See the prevention and preparedness activities in paragraphs V.B.1 and V.B.2 above.

B. Readiness Level III - Increased Readiness

- 1. Alert key personnel.
- 2. Check readiness of all equipment and facilities and correct any deficiencies.

C. Readiness Level II – High Readiness

- 1. Alert personnel for possible emergency duty.
- 2. Monitor situation of possible issuance for warning or alerts.

D. Readiness Level 1 – Maximum Readiness

- 1. Institute 24-hour operations.
- 2. Conduct periodic communication checks.

IX. ADMINISTRATION AND SUPPORT

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of Annex M.

B. Maintenance of Records.

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

C. Preservation of Records

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

D. Communications Protection

1. Radio

a. Electromagnetic Pulse (EMP)

One of the effects of a nuclear detonation that is particularly damaging to radio equipment is EMP. Plans call for the disconnection of radios from antennas and power source when an Attack Warning is issued. A portable radio unit will then be employed as a backup to maintain limited communications with field units. This procedure will be used until an All Clear is announced. Telephones will also be used while operable.

b. Lightning, Wind, and Blast

1. Standard lightning protection is used including arrestors and the use of emergency power during severe weather.

c. Telephone (Common Carrier)

1. Overloaded Circuits

To avoid overloaded circuits during emergencies, citizens will be advised to listen to EAS for information and to use telephones only if they have a genuine emergency. If overloaded circuits do become a problem, coordinate with the AT&T Telephone Company to begin immediate restoration of priority circuits.

d. Computer Equipment and Facilities

The physical protection of computer equipment and facilities will be maintained under normal and emergency operations to help ensure continuity of communications.

F. Security

1. Measures will be taken to ensure that only authorized personnel will have access to all PSAPs.
2. Communications security will be maintained in accordance with national, state, and local requirements.

G. Training

1. Each organization assigning personnel to the EOC for communications purposes

is responsible for making certain those persons are familiar with the agency's operating procedures.

2. Agency administrators will provide additional training on emergency communications equipment and procedures as necessary.

H. Support

If requirements exceed the capability of local communications resources, the Victoria County Judge and/or City of Victoria Mayor will request support from nearby jurisdictions or state resources from the Disaster District Chair in Victoria, TX.

I. ANNEX DEVELOPMENT AND MAINTENANCE

- A.** Local public safety agency administrators will be responsible for maintaining this annex, coordinated by the Victoria OEM. Each agency will develop SOPs that address assigned tasks.
- B.** This annex will be updated in accordance with the schedule outlined in Section X of the Basic Plan.

II. REFERENCES

- A.** Federal Emergency Management Agency (FEMA), 1996. Guide For All-Hazard Emergency Operations Planning. (SLG-101)
- B.** Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)
- C.** Supporting Documents:
 1. Sherriff's Office Law Enforcement Policy
 2. Victoria Police Department General Order Policy
 3. Victoria Emergency Operations Center Communications Policy (TBD)
- D.** Appendix 1, ARC Communication Schedule

ANNEX C



SHELTER & MASS CARE

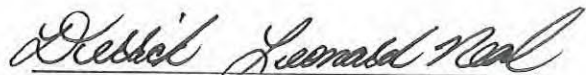
**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL AND IMPLEMENTATION

Annex C

Shelter & Mass Care

This annex is hereby approved for implementation and supersedes all previous editions.



Derrick Neal, M.P.A.
Director, Victoria County Public Health Department

Date 9-8-2016



Richard McBrayer, EMC

Date 9-10-16

RECORD OF CHANGES

Annex C

Shelter & Mass Care

Change #	Date of Change	Change	Entered By

ANNEX C SHELTER & MASS CARE

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

The purpose of this annex is to outline organizational arrangements, operational concepts, responsibilities, and procedures to protect evacuees and others from the effects of an emergency situation by providing shelter and mass care.

III. EXPLANATION OF TERMS

A. Acronyms

ARC	American Red Cross
DDC	Disaster District Committee
DWI	Disaster Welfare Inquiry
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FEMA	Federal Emergency Management Agency
FNSS	Functional Needs Support Services
HHSC	Health and Human Services Commission
NIMS	National Incident Management System
PIO	Public Information Officer
SOPs	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System
TSA	The Salvation Army
USDA	United States Department of Agriculture

B. Definitions

Mass Care. Providing assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care for these individuals includes providing food, basic medical care, clothing, and other essential life support services.

Welfare Inquiries. Welfare inquiries are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by an emergency situation who cannot be located because they have evacuated, become separated from their families, or cannot be contacted by normal means of communications. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries. For emergency situations that extend beyond several days, the American Red

Cross may activate a Welfare Inquiry system [known in many other states as a Disaster Welfare Inquiry (DWI) system] to handle such inquiries.

Shelter. Short term lodging for evacuees during and immediately after an emergency situation. Shelters are generally located away from known hazards. Mass care operations are typically conducted in shelters.

Functional Needs Support Services. Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need to have specially trained health care providers to care for them, special equipment and supplies to meet their needs, and may require specialized vehicles and equipment for transport. This population may require specialized assistance in meeting daily needs and may need special assistance during emergency situations.

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Our Hazard Summary in Section IV.A of the Basic Plan identifies a number of threats that could make necessary evacuation of some portions of Victoria County and/or the City of Victoria. Evacuees from other jurisdictions may also seek refuge in our area. Some of these situations may generate a need for shelter and mass care operations in our area.
2. We have the ultimate responsibility for providing shelter and mass care to protect local residents displaced from their homes and others who evacuate into our jurisdiction due to emergency situations.
3. Shelter and mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large number of evacuees where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided to evacuees.
4. The American Red Cross (ARC) has been chartered under federal law to provide mass care to victims of natural disasters. Hence, our efforts should be coordinated with the ARC, which will normally operate shelter and mass care operations insofar as its capabilities permit.
 - a) The ARC signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care operations. The ARC identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.
 - b) Local governments and the ARC and other volunteer groups may also sign agreements relating to the operation of shelter and mass care and feeding facilities

when needed; such agreements detail the responsibilities of both the volunteer group and the local government. See Appendix 2 for pertinent local agreements.

5. If ARC services are not available, other volunteer organizations and religious groups may open shelters. Some of these organizations and groups coordinate their efforts with the ARC, while others may operate these facilities themselves and assume full responsibility for them.

B. Assumptions

1. Shelters may have to be opened with little notice. Until the ARC personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities.
2. Volunteer organizations that normally respond to emergency situations will assist in shelter and mass care operations.
3. If additional resources are needed to conduct shelter and mass care operations, support may be requested pursuant to inter-local agreements and from state and federal emergency management agencies. When requested by a local jurisdiction, the Governor may authorize the use of military forces to support shelter and mass care operations.
4. Facilities planned for shelter and mass care use will be available at times of need.
5. When evacuation is recommended during an emergency situation, approximately 80 percent of those for whom evacuation has been recommended will evacuate. The vast majority of evacuees will seek refuge with friends or relatives or go to commercial accommodations rather than a public shelter. In addition, some people who are not at risk may spontaneously evacuate and some of those individuals may seek public shelter.
6. For hazards that are highly visible or extensively discussed in the media, people may evacuate occur prior to an official recommendation to do so. Hence, shelter and mass care operations may have to commence early in an emergency situation.
7. Essential public and private services will be continued during shelter and mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities used as shelters may have to be curtailed.

V. CONCEPT OF OPERATIONS

A. General

1. We are responsible for developing a plan, integrating the concepts of the National Incident Management System (NIMS), for coordinating and providing mass care services to persons affected by a disaster. The requirements for services may vary depending upon the nature, type, and level of the emergency. We will work closely with volunteer organizations that provide shelter and mass care support to determine the availability of

shelter and feeding facilities, encourage facility owners to sign agreements for use of those facilities, and encourage facility owners to allow their personnel to participate in shelter management training.

2. The Incident Commander or emergency management staff is expected to determine the need for opening shelters and commencing mass care operations based on the emergency situation that prevails.
3. The Victoria County Judge/City of Victoria Mayor or EMC may request the opening of shelters and recommend the closing of shelters when they are no longer required. These actions should be coordinated with the ARC and other shelter providers. A list of potential shelters is provided in Appendix 1. The Victoria County Judge/Mayor or their designee may further assign tasks and responsibilities to support shelter and mass care efforts.
4. Victoria County and/or the City of Victoria, in cooperation with volunteer disaster assistance organizations, will provide temporary shelter and essential life support services for people displaced from their homes.
5. The ARC and other private disaster assistance organizations will be called upon to:
 - a) Open and temporary shelters for the displaced population.
 - b) Activate or organize shelter teams and provide shelter kits.
 - c) Register those occupying public shelters.
 - d) Provide feeding, emergency first aid, and other basic life support needs for those occupying temporary shelters.
 - e) For extended shelter operations, activate a disaster welfare inquiry systems
6. Provide periodic reports on the status of shelter and mass care operations. In some disasters, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.
7. See Appendix 3 for local hurricane reception and care planning information.

B. Shelter

1. Shelter Selection. The ARC publishes standards for temporary shelters. The following criteria may be useful in screening facilities to determine which merit more detailed inspection:
 - a) Must be structurally sound and in a safe condition.
 - b) Must not be located in an area subject to flooding or where flooding can cut off access to the facility.
 - c) Must not be in a hazardous materials risk area.
 - d) Should have adequate sleeping space.
 - e) Should have sufficient restrooms for the population to be housed.
 - f) Should have adequate climate control systems.

- f) Should have adequate climate control systems.
- g) Kitchen/feeding area is desirable.
- h) Shower facilities are desirable if the facility will be used for more than one day.
- i) Telephone service is essential.
- j) Adequate parking is desirable.

The Mass Care / Housing & Human Services Representative should coordinate with the ARC and other volunteer organizations in identifying potential shelters and developing the shelter list in Appendix 1 to ensure that issues of interest to local government are considered in the shelter selection process.

2. Shelter Facilities:

- a) The ARC executes agreements with building owners for use of structures as shelters and normally inspects the facilities it plans to use to determine their capacities and the availability of various types of equipment.
- b) Schools are the most frequently used shelters because they generally have substantial space, a feeding capability, sufficient restrooms, and adequate climate control systems. Those who wish to utilize schools for sheltering must secure permission in writing from school officials.
- c) Community centers and churches are also frequently used as shelters. Permission to use these facilities or any other facilities for disaster operations should also be secured in writing from the owners or operators of those facilities.
- d) In most shelters, evacuees must sleep on the floor -- there are generally no cots immediately available. Public information messages should highlight this situation and encourage those who plan to take refuge in a public shelter to bring bedding.

3. Shelter Operations

- a) The specific facilities that will be used for sheltering and feeding during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations. Shelters are typically opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.
- b) It is generally more effective in terms of resource utilization to operate a few medium to large shelters than a large number of small facilities.
- c) Shelters should be managed by individuals with shelter management training, *preferably individuals who work in the facility on a daily basis*. The ARC and the Mass Care / Housing & Human Services Representative will jointly maintain a listing of trained shelter and mass care facility managers in the local area.

- d) To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. When the ARC opens a shelter, ARC policies guide how the facility is staffed and operated.
- e) Mass Care / Housing & Human Services Representatives are expected to provide periodic reports on the number of occupants and the number of meals served. Volunteer groups operating shelters may also be required to report this information through their organizational channels.
- f) Local government is responsible for providing the following support for shelter operations:
 - 1) Security and, if necessary, traffic control at shelters.
 - 2) Fire inspections and fire protection at shelters.
 - 3) Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
 - 4) Transportation of shelter occupants to feeding facilities, if necessary.
 - 5) Basic medical & functional needs attention, if the organization operating the shelter cannot do so.
- g) Evacuees normally return to their homes as soon as the danger has passed. Hence, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to damage or destruction. It may be necessary to have one or more shelters remain open for an extended period until those who cannot return to their residences can be relocated to motels, rental units, mobile homes, and other types of temporary lodging. Such extended use facilities should have showers and on-site feeding; cots should be provided.

C. Mass Care

Mass care includes the registration of evacuees, feeding of evacuees and emergency workers, and provision of other life support needs for shelter occupants.

1. Registration

- a) The purpose of registration is to be able to respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post-emergency follow-up support.
- b) The ARC will assist local government in the registration of evacuees who are housed in ARC shelters. The Mass Care / Housing & Human Services Representative should coordinate with other organizations that operate shelters to ensure that evacuees occupying those facilities are registered and information provided to the EOC.

2. Feeding:

- a) Both fixed facilities and mobile units may be used for preparing and serving meals. Fixed facilities include schools, churches, and civic buildings serving as shelters.

The ARC, TSA, and other disaster relief agencies may also deploy self-contained mobile feeding units to supplement fixed feeding facilities.

- b) The U.S. Department of Agriculture (USDA), through the Health and Human Services Commission (HHSC), food banks, and commercial facilities provides USDA commodities used in preparing meals or for distribution to disaster victims.
- c) If a school is used as a congregate feeding site, the school may use USDA commodities already on its shelves to prepare meals for mass care operations. USDA will replace them or credit their entitlement dollars as long as school officials provide HHSC with an itemized list of which commodities were used and daily meal counts. USDA commodities **may not** be used without prior approval from HHSC. The request must come from the ARC. Form FCS-292, which is a report of commodity distribution, must be completed by school officials within 30 days after the termination of assistance to the disaster victims. Also HHSC will arrange to have additional USDA commodities shipped to the feeding site, if necessary, either directly from USDA or one of the HHSC warehouses.

3. Other Needs

In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention and functional needs, prescription medicines, disaster mental health services, temporary housing, care of animals and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. In other cases, the Mass Care / Housing & Human Services Representative will have to identify the needs of those in public shelters to the EOC representative, who may be able to arrange for assistance from other volunteer organizations and agencies. Many human services programs also serve disaster victims that have not been evacuated from their homes. A description of human services programs and procedures for requesting human services support are provided in Annex O (Human Services).

D. Groups and Individuals with Functional Needs

1. Functional Needs Support Services (FNSS) are defined as services that enable individuals to maintain their independence in a general population shelter. FNSS includes:
 - a) reasonable modification to policies, practices, and procedures
 - b) durable medical equipment (DME)
 - c) consumable medical supplies (CMS)
 - d) personal assistance services (PAS)
 - e) other goods and services as needed
2. Planning for FNSS in general population shelters includes the development of mechanisms that address the needs of children and adults. Actions or activities that MAY be necessary include:

- a) Communication assistance and services when completing the shelter registration process and other forms or processes involved in applying for emergency-related benefits and services including Federal, State, tribal, and local benefits and services
- b) DME, CMS, and/or PAS that assist with activities of daily living
- c) Access to medications to maintain health, mental health, and function
- d) Available sleeping accommodations (e.g., the provision of universal/accessible cots or beds and cribs; the placement, modification, or stabilization of cots or beds and cribs; the provision and installation of privacy curtains)
- e) Access to orientation and way-finding for people who are blind or have low vision Assistance for individuals with cognitive and intellectual disabilities
- f) Assistance for individuals with cognitive and intellectual disabilities
- g) Auxiliary aids and services necessary to ensure effective communication for persons with communication disabilities
- h) Access to an air-conditioned and/or heated environment (e.g. for those who cannot regulate body temperature)
- i) Refrigeration for medications
- j) Availability of food and beverages appropriate for individuals with dietary restrictions (e.g., persons with diabetes or severe allergies to foods such as peanuts, dairy products and gluten)
- k) Providing food and supplies for service animals (e.g., dishes for food and water, arrangements for the hygienic disposal of waste; and, if requested, portable kennels for containment)
- l) Access to transportation for individuals who may require a wheelchair-accessible vehicle, individualized assistance, and the transportation of equipment required in a shelter because of a disability
- m) Assistance locating, securing, and moving to post-disaster alternative housing, which includes housing that is accommodating to the individual's functional support needs (e.g., accessible housing; housing with adequate space to accommodate DME; or housing located in close proximity to public transportation, medical providers, job or educational facility, and/or retail stores)
- n) Assistance with activities of daily living such as:
 - eating and taking medication
 - dressing and undressing
 - transferring to and from a wheelchair or other mobility aid
 - walking
 - stabilization
 - bathing
 - toileting
 - communicating

3. Children and adults requiring FNSS may have physical, sensory, mental health, and cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. Others that may benefit from FNSS include women in late stages of pregnancy, elders, and people needing bariatric equipment.

4. Special facilities include hospitals, nursing homes, group homes, and correctional institutions. Such facilities are responsible for the welfare and safety of their clients, who may need specially trained staff to care for them and special equipment and facilities to meet their needs. Institutions supporting Medical/Functional/Access Needs populations are required by state and federal regulations to have disaster preparedness plans that provide for evacuation and relocation of the institution's population to comparable facilities in an emergency.

A. Handling of Companion Animals

1. For purposes of this section, the definition of "companion animals" is:
 - a) Privately-owned animals that are not owned, maintained, or bred for commercial or agricultural purposes. No part of this sub-section applies to "Service Animals", as defined by the Americans with Disabilities Act (see Annex S, Section V.A.5), and no restrictions on the sheltering of Service Animals are implied.
2. Evacuees who go to the homes of relatives or friends or commercial accommodations with their companion animals do not normally pose difficulties during an evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the ARC and most other organized volunteer groups. However, a number of studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their companion animals with them. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Victoria County Health Public Department Animal Control Division should coordinate these arrangements.
3. Depending on the situation, we will use one or more of the following approaches to handle evacuees arriving with companion animals:
 - a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - b) Direct pet owner to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes can in carriers may be temporarily housed.
 - c) Set up temporary pet shelters at the Victoria Community Center, utilizing assistance from the Victoria Partners in Preparedness, Animal Issues Group.

B. Public Information

1. The public information staff is expected to develop emergency public information messages to advise those who are or will be evacuating of the location of public shelters and general shelter policies.
2. The public information staff should also provide information on the emergency situation to Mass Care / Housing & Human Services Representatives so they can pass such information on to shelter occupants.

C. Welfare Inquiries

We will attempt to answer disaster welfare inquiries to the extent possible using the registration data obtained at shelters and other facilities. The Mass Care / Housing & Human Services Representative will respond to inquiries until the ARC can assume that function. For more information on Welfare Inquiries, see Section IX.E of this annex.

D. Actions by Phases of Emergency Management

1. Mitigation:

- a) Identify volunteer organizations that could assist in shelter and mass care operations and develop cooperative agreements.
- b) In coordination with volunteer organizations, identify suitable shelters and feeding facilities.
- c) Sign agreements with volunteer organizations authorizing use of local government facilities for shelter and mass care operations.
- d) Encourage schools, churches, and volunteer groups to sign written agreements for use of their facilities as emergency shelters.

2. Preparedness:

- a) Send selected local officials to shelter management training and encourage those organizations or agencies that will be making their facilities available for use as shelters to send their personnel to such training.
- b) In coordination with volunteer organizations, identify potential shelters, and develop general shelter and mass care procedures for the local area.
- c) Coordinate basic communication and reporting procedures.
- d) Develop facility setup plans for potential shelters.
- e) Identify population groups requiring special assistance during an emergency (i.e., senior citizens, Medical/Functional/Access Needs, etc.) and ensure that preparations are made to provide assistance.

3. Response:

- a) Open and staff shelters and mass care facilities.
- b) Provide information to the public on shelter locations and policies.
- c) Assist in the registration of evacuees.
- d) Provide food, clothing, first aid, and other essential services to evacuees.
- e) Maintain communications between mass care facilities and EOC.
- f) Provide periodic reports on shelter occupancy and meals served.
- g) Provide information to victims needing additional services.

4. Recovery:

- a) Assist evacuees in returning to their homes if necessary.
- b) Assist those who cannot return to their homes with temporary housing.
- c) Deactivate shelters and mass care facilities and return them to normal use.
- d) Inform public of any follow-on recovery programs that may be available.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will carry out shelter and mass care operations.
2. Operations will be organized in accordance with NIMS guidelines.
3. We expect to be assisted by the ARC, other volunteer organizations active in disaster, and local volunteer groups and charitable organizations in conducting shelter and mass care operations. The Mass Care / Housing & Human Services Representative is responsible for coordinating the efforts of local government, volunteer groups, and other agencies involved in shelter and mass care operations.

B. Task Assignments

1. The Victoria County Judge and/or City of Victoria Mayor will:
 - a) Direct the opening of local shelter and mass care facilities and the closing of such facilities when they are no longer needed.
 - b) Approve release of emergency public information materials on shelter locations and guidance on what people should bring and not bring to public shelters prepared by the public information staff.
 - c) Coordinate shelter and mass care efforts with other local governments, where appropriate.
 - d) Request shelter and mass care support from other local governments or the State if local resources are insufficient.
2. The Public Health Director will:
 - a) Coordinate shelter and mass care planning with the Mass Care / Housing & Human Services Representative, the PIO, other local officials, and volunteer organizations.
 - b) When the situation warrants, recommend to the Victoria County Judge and/or City of Victoria Mayor that shelter and mass care operations be implemented. Recommendations on the number of facilities to be activated and specific facilities to be used should be coordinated if possible with the volunteer organizations that will operate those facilities.
 - c) Coordinate with the functional managers in the EOC to provide support for shelter and mass care activities.
 - d) Receive reports on shelter and feeding operations from the Shelter & Mass Care Officer. During major emergencies, summarize shelter and mass care activities in the periodic Situation Report; see Annex N, Direction & Control, concerning this report.
 - e) When conditions warrant, recommend to the Victoria County Judge and/or City of Victoria Mayor that shelter and mass care facilities be closed

3. The Incident Commander will:
 - a) Identify requirements for shelter and mass care support needed as a result of an evacuation.

4. Mass Care / Housing & Human Services Representative will:
 - a) Identify volunteer organizations that are willing to support local shelter and mass care activities. See Appendix 1 to Annex O.
 - b) In coordination with volunteer organizations that normally operate shelters and feeding facilities, identify potential shelter and mass care facilities. See Appendix 1 to this annex.
 - c) Develop emergency agreements with volunteer groups for the use of facilities owned by local government as shelters and encourage other agencies, organizations, and groups that have suitable facilities to sign similar agreements.
 - d) Develop cooperative agreements with volunteer organizations relating to shelter and mass care support. See Appendix 2 for pertinent information.
 - e) Coordinate and disseminate common shelter operating guidelines to volunteer organizations operating shelters.
 - f) Ensure mass care facilities are adequately staffed and equipped.
 - g) Coordinate mass feeding where needed. Coordinate with HHSC officials for supplementary food stocks from USDA sources if required.
 - h) Identify requirements for human services support for evacuees in shelters to the Mass Care / Housing & Human Services Representative.
 - i) Identify requirements for facility security and fire protection requirements for shelters to law enforcement agencies and the fire service.
 - j) Coordinate resource support for shelter operations.
 - k) Receive reports on shelter and mass care operations and provide summary information for inclusion in the periodic Situation Report.
 - l) Respond to disaster welfare inquiries until that function is assumed by the ARC.

5. Mass Care / Housing & Human Services Supporting Staff will:
 - a) Staff and open shelters and keep them operating as long as necessary.
 - b) Register shelter occupants and assist in answering disaster welfare inquiries.
 - c) Arrange for mass feeding if required.
 - d) Identify additional resource requirements to the Mass Care / Housing & Human Services Representative.
 - e) Coordinate with the Mass Care / Housing & Human Services Representative to provide individual and family support services as needed.
 - f) Submit a daily mass care facility status report to the Mass Care / Housing & Human Services Representative that indicates the number of shelter occupants, the number of meals served, and the condition of the facility, and also identifies any problem areas.
 - g) Maintain records of supplies received and expended.
 - h) When directed, terminate operations, turn in equipment and unused supplies, return the facility to its original condition, and submit a final report mass care facility status report.

6. The Victoria County Sheriff will:
 - a) Provide security and law enforcement at shelter and mass care facilities.
 - b) Provide back-up communications, if needed.
7. The Victoria Fire Chief and /or Victoria County Fire Marshal/Fire Chief will:
 - a) Inspect shelter and mass care facilities for fire safety.
 - b) Provide and maintain shelter fire extinguishers.
 - c) Train shelter management personnel in fire safety and fire suppression.
8. The Transportation Representative will:
 - a) Arrange transportation for evacuees in shelters to feeding sites if necessary.
 - b) Arrange transportation for shelter equipment, food, clothing, blankets, comfort kits, and other shelter supplies to shelter and mass care facilities.
 - c) Upon request, provide transportation for return of evacuees without vehicles to their homes.
9. The Health and Medical Services Representative will:
 - a) Coordinate basic medical assistance for individuals in mass care facilities.
 - b) Monitor health and sanitation conditions in mass care facilities.
10. The External Affairs Representative/Liaison will:
 - a) Coordinate provision of clothing, blankets, personal care items and other items to evacuees.
 - b) Upon request, coordinate disaster mental health services for occupants of mass care facilities.
11. The PIO will:
 - a) Provide information to the public on the locations of shelters and shelter operating policies.
 - b) Provide updates on the emergency situation to Mass Care/Housing & Human Services Representatives to be passed on to shelter occupants.
 - c) Provide public information on closure of shelters and return of evacuees to their homes.
12. The Health and Medical Services/Animal Control Representative will:
 - a) Coordinate arrangements to provide temporary facilities for evacuees arriving at shelter and mass care facilities with pets.
 - b) Be prepared to provide Mass Care/Housing & Human Services Representatives with information on procedures for handling evacuees with pets.

13. The American Red Cross

Pursuant to a cooperative agreement between the ARC and us, the ARC has agreed to do the following:

- a) Staff and operate shelter and mass care facilities.
- b) Register evacuees.
- c) Provide mass feeding for victims and emergency workers.
- d) Provide emergency assistance for other essential needs.
- e) Process inquiries from concerned families outside the disaster area.

14. The Victoria Independent School District and/or the Bloomington Independent School District will:

Shelter students in school buildings when the situation warrants.

15. The Public Works Representative will:

To the extent possible, ensure power, water supply, and sanitary services are operable at shelter and mass care facilities during emergency conditions.

16. Other Volunteer Groups

The following groups have agreed to provide the services indicated:

VII. DIRECTION AND CONTROL

A. General

- 1. The Victoria County Judge and/or City of Victoria Mayor shall establish priorities for and provide policy guidance for shelter and mass care activities.
- 2. The Victoria County Judge, City of Victoria Mayor, EMC, and/or the Public Health Director will provide general direction to the Mass Care/Housing & Human Services Representative regarding shelter and mass care operations.
- 3. The Mass Care / Housing & Human Services Representative will plan and manage the conduct of shelter and mass care activities, coordinating as necessary with volunteer organizations that participate in shelter operations or mass feeding and other departments and agencies.
- 4. Shelter and feeding facility staff will be responsible for the operation of their individual facilities.
- 5. Methods of direction and control will be consistent with NIMS guidelines.

B. Line of Succession

ESF representatives will be responsible for carrying out the duties in the Annex. A list of available to staff the/each ESF will be maintained, and staff members will be selected/recalled as needed based on the incident type

VIII. READINESS LEVELS

A. Level 4: Normal Conditions

See the mitigation and preparedness activities in sections V.H.1 and V.H.2 of this annex.

B. Level 3: Increased Readiness

1. Alert key staff and volunteer organizations involved in shelter and mass care activities of threat.
2. Review personnel availability and assignments.
3. Assess potential shelter and mass care requirements.
4. Review and update lists of lodging and feeding facilities and check on availability of facilities.
5. Monitor the situation

B. Level 2: High Readiness

1. Place staff on standby and make preliminary assignments. Identify personnel to staff the EOC when activated.
2. Update estimate of shelter and mass care requirements.
3. In coordination with volunteer organizations, check on availability of facilities and identify facilities that will actually be used.
4. In coordination with volunteer organizations, develop tentative shelter and feeding facility opening sequence
5. Identify requirements for pre-positioning equipment and supplies.
6. Draft information for release to the public concerning shelter locations.

C. Level 1: Maximum Readiness

1. Deploy selected personnel to the EOC to monitor the situation and support precautionary activities. Place other staff on-call.
2. Update estimate of shelter and mass care requirements.

3. In coordination with volunteer organizations, update potential facility use plans and tentative facility opening sequence.
4. In coordination with volunteer organizations, develop updated staff assignments for emergency operations.
5. Consider precautionary staging of personnel, equipment, and supplies.
6. Coordinate with the Communications Representative on anticipated communications requirements.
7. Coordinate with the Transportation Representative on anticipated transportation requirements.
8. If appropriate, provide the public information about potential shelter locations.

IX. ADMINISTRATION AND SUPPORT

A. Records

1. Shelter and feeding facility managers shall maintain a record of supplies received and expended. Copies of these records will be provided to the Mass Care / Housing & Human Services Representative, who shall maintain a consolidated file.
2. Documentation of Costs. All departments and agencies will maintain records of personnel and equipment used and supplies expended during shelter and mass care operations as a basis for possible cost recovery from a responsible party or insurer or possible reimbursement of expenses by the state or federal government.

B. Reports

1. Mass Care / Housing & Human Services Representatives will report occupancy and number of meals served figures to the Mass Care / Housing & Human Services Representative in the EOC daily.
2. The EOC will include shelter occupancy information in the periodic Situation Report sent to the Disaster District and other agencies. Information on the Situation Report is provided in Annex N, Direction & Control.
3. The ARC and other volunteer groups may also report shelter and feeding information through their organizational channels.

C. Training & Exercises

1. The EMC and the Public Health Director will coordinate with the ARC to insure that shelter management and other appropriate training is made available to local officials and volunteers who participate in shelter and mass care activities. All departments and organizations should ensure that their personnel are trained to accomplish the tasks assigned to them.

2. Emergency exercises shall periodically include a shelter and mass care scenario based on the hazards faced by this jurisdiction. Volunteer organizations that participate in shelter and mass care operations shall be invited and encouraged to participate in such exercises.

D. Communications

The primary communications between shelter and mass care facilities and the EOC will be by telephone. If telephones cannot be used, radios should be provided; amateur radio operators may be able to assist with communications needs.

E. Welfare Inquiries

1. We will attempt to respond to disaster welfare inquiries until the ARC can establish a Welfare Inquiry system to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. The Welfare Inquiry system uses information from shelter lists, casualty lists, hospitals, and other sources to aid in family reunification and in responding to inquiries from immediate family members from outside the affected area about the status of their loved ones. A Welfare Inquiry system may not be established in short duration emergency situations.
2. Mass care facilities assist in Welfare Inquiries by gathering information on disaster victims through registration of victims at shelters. Assistance may also include the distribution of postcards to shelter residents for their use in contacting family members outside the affected area. The organization of the Welfare Inquiry function may vary considerably. For a small-scale operation, the ARC may provide assistance. For a large operation, a Welfare Inquiry team may be established. The need for the Welfare Inquiry function and its composition depend on factors such as the number of families affected, media coverage of the event, lack of communication capabilities in the affected area, and the number deaths, injuries, and illnesses.
3. Mass Care / Housing & Human Services Representatives must be aware of the importance of confidentiality in gathering and releasing information about shelter occupants. Welfare Inquiries will be addressed to the Mass Care / Housing & Human Services Representative until the ARC assumes responsibility for this function.

F. External Assistance

If shelter and mass care needs cannot be satisfied with local resources and those obtained pursuant to inter-local agreements and from volunteer organizations, authorized local officials may request state assistance from the Disaster District Committee (DDC) Chairperson in Victoria, TX. For more details on requesting state assistance, see Section V.F of the Basic Plan.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A.** The Director of the Victoria County Public Health Department, supported by the Victoria EMC shall serve as the primary Mass Care / Housing & Human Services Representative

and is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.

- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

XI. REFERENCES

- A. ARC Disaster Services Program, *Mass Care – Preparedness and Operations*, ARC 3031, April 1987.
- B. ARC Disaster Services Program, *Disaster Welfare Inquiry*, ARC 3044, April 1996.
- C. Annex C (Shelter & Mass Care) to the *State of Texas Emergency Management Plan*
- D. Texas American Red Cross home page: www.redcrosstexas.org. This site contains information on the Texas ARC as well as information on the coverage areas for the ARC Chapters as well as addresses and phone numbers for those chapters.

Appendices:

- Appendix 1 Reception and Care Facilities
- Appendix 2 Shelter & Mass Care Documents

RECEPTION AND CARE FACILITIES

- A.** Buildings listed in this appendix have been surveyed for their suitability as temporary reception and care facilities. The buildings surveyed fall into the following categories:
1. Public schools with multi-purpose rooms, showers, and cafeteria facilities.
 2. Church facilities such as parish centers with kitchens.
 3. Clubs operated by fraternal and social organizations that have suitable eating and bathroom facilities.
 4. Governmental or non-profit facilities such as community centers or activity centers for senior citizens.
 5. Governmental and/or public buildings considered being essential operations facilities for managing a crisis, i.e., city halls, courthouses, fire and police stations, and hospitals.
- B.** The following are definitions used in the facilities listing:
1. Estimated Shelter Capacity: The estimated short-term capacity of the facility based on 40 square feet per person.
 2. Estimated Feeding Capacity: The estimated number of people for which the facility can prepare food e.g. three simple meals per day.
 3. Shelter Agreement:
 - a. Indicate the organization the building owner(s) have the shelter agreement with e.g. ARC, TSA, churches, or other volunteer group(s).
 - b. An "N" or a "No" response in this column indicates that the building is not presently covered by a shelter agreement.

RECEPTION AND CARE FACILITIES LISTING

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

SHELTER & MASS CARE DOCUMENTS

Interlocal Agreement

Between

Victoria County Public Health Department

and

Victoria Independent School District

This Interlocal Agreement ("Agreement") is entered into between the Victoria Independent School District ("District"), Victoria ("County") Public Health Department ("Department"). The District is an Independent School District organized under Education Code Chapter 11. The County is Victoria County organized under Government Code Chapter 71. The Department is Victoria County Public Health Department, an agency of the state under Chapter 121 of the Health and Safety Code. The Interlocal Cooperation Act, Government Code Chapter 791, governs this agreement. Through this agreement, Department and District are furnishing a service related to homeland security and, under the authority of Tex. Government Code 421.062, neither agency is responsible for any civil liability that may arise from furnishing any service under this agreement.

I. Purpose

The Department is required to plan and prepare for a public health emergency which may result from natural or man-made causes. During such an emergency, it may be necessary to immunize or treat all or large numbers of people in the area served by the District and Department. Prior public health experience with mass immunizations has shown that schools are well suited to this activity because: 1) Their location is known to large numbers or individuals within the community; 2) They have large assembly areas; 3)

They have other necessary facilities such as refrigeration and restrooms. The Department has concluded that the District possesses facilities that are qualified to serve if mass immunization or treatment is necessary. The District desires to be as helpful as possible in the event of a public health emergency, and agrees to make its facilities available for purposes of mass immunization or treatment, under the terms set out below. The District and the Department have concluded that this contemplated use of the facilities is a “governmental function” as defined in the Interlocal Agreement Act.

II. Public Health Emergency

This agreement will go into effect only if:

- 1) The Commissioner of Health or the local health authority declare that large scale immunization or treatment is necessary as a control measure for an outbreak of communicable disease; and
- 2) Classes are either not scheduled, or canceled.

III. Obligations of the Department

- 1) The Department will supply or arrange for all equipment, vaccine, medicine and personnel necessary to administer the vaccine or medication.
- 2) The Department will supply or arrange for all equipment and personnel necessary for staffing, security, crowd control and other tasks, except as described in section IV below.
- 3) The Department will be responsible for disposal of medical waste and disinfection at the facility following its use for the emergency. The health authority will provide written assurance of its safety for use as a school facility following its use.
- 4) The Department will be responsible for any damage to property belonging to the District as a result of its use during the public health emergency, and to the extent they can be determined, costs for utilities described in section IV below. This compensation is mutually agreed to be “an amount that fairly compensates the performing party” as stated in the Interlocal Cooperation Act.

The amounts to be paid to the District will be paid from current revenues available to the Department.

5) The Department is responsible for the acts and negligence of its employees or volunteers, under state and federal law.

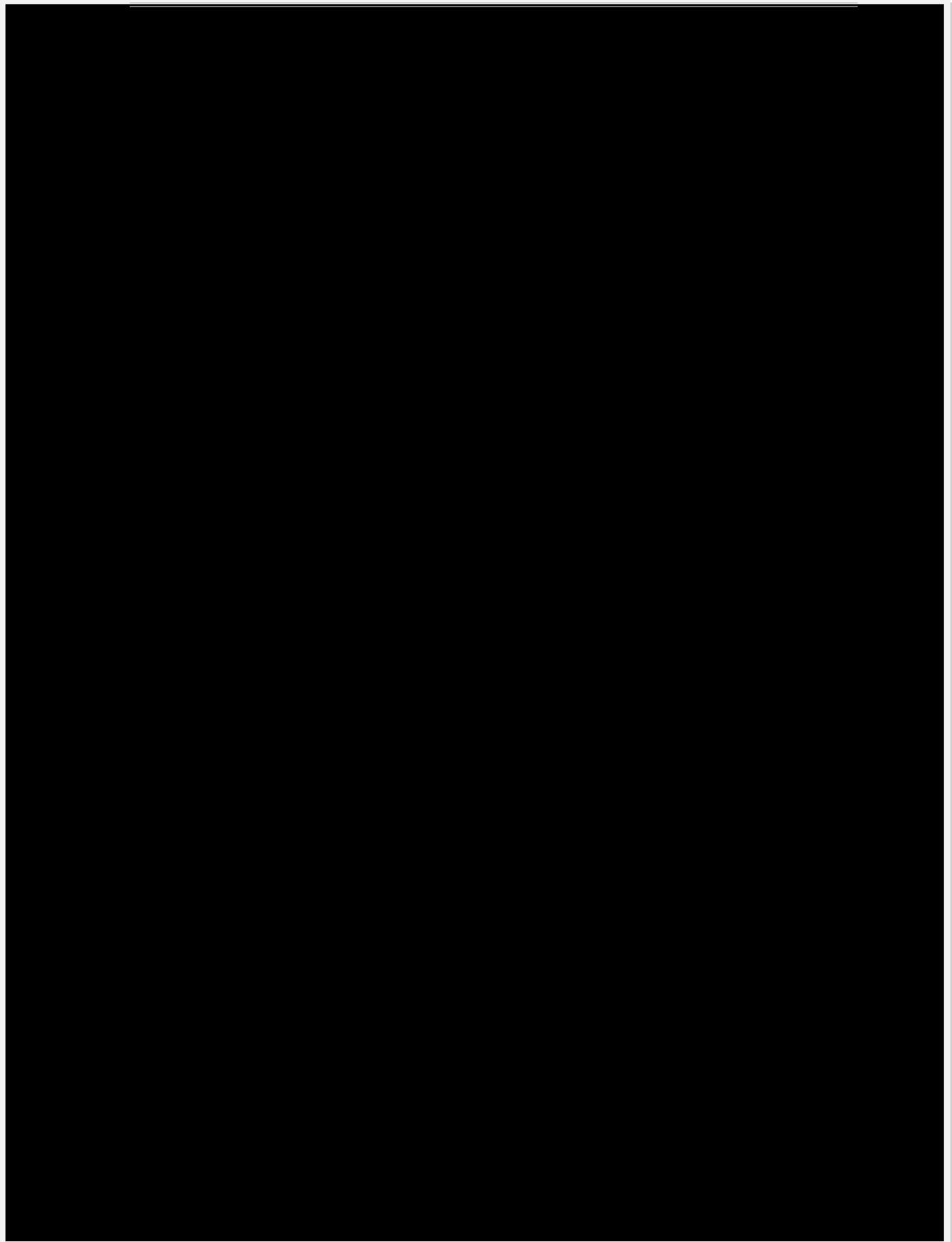
IV. Obligations of the District

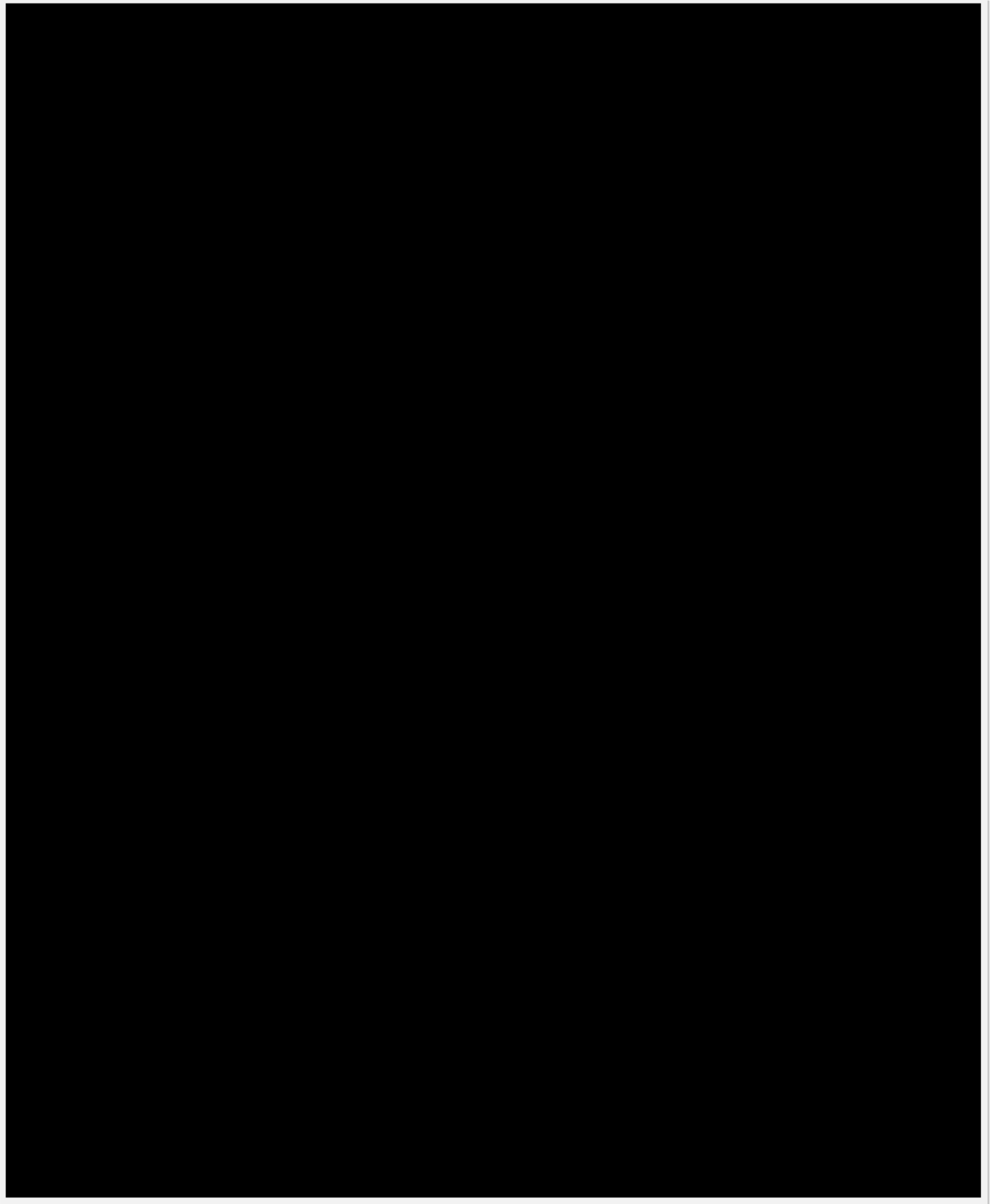
- 1) The District is responsible for allowing the use of the facility and all utilities (gas, electric, water and telecommunication) normally associated with its use as a school facility.
- 2) The District is responsible for providing use of all rooms, fixtures, and equipment existing at the facility that the Department regards as necessary for on-site use during the period of the emergency.
- 3) The District will provide at least one person on-site during the period of emergency use with access to the rooms, fixtures and equipment described above.
- 4) The District is responsible for the acts and negligence of its employees or volunteers, under state and federal law.


V. Term

This agreement becomes effective when approved by the governing body of the District and Department. Either party may cancel it by giving thirty days' notice to the other party; otherwise it remains in effect for five years and may be renewed by mutual agreement.

Any notice or communication required or permitted hereunder shall be given in writing, sent by (a) personal delivery, or (b) expedited delivery service with proof of delivery, (c) United States mail, postage prepaid, registered or certified mail, or (d) via facsimile, telegram or telex. address as follows:






County Signature-County Judge 9-7-16
Date


Department Signature-Health Director 9/6/2016
Date


District Signature-Director of Administration 8/31/2016
Date

ANNEX D



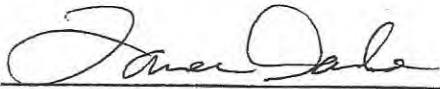
RADIOLOGICAL PROTECTION

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

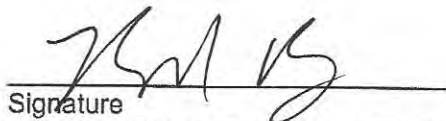
Annex D

Radiological Protection



Signature
Taner Drake, Chief
Victoria Fire Department

10/6/2016
Date



Signature
Ron Pray, Fire Marshall / Fire Chief
Victoria County

10/8/2016
Date

RECORD OF CHANGES

Annex D

Radiological Protection

Change #	Date of Change	Change	Entered By

ANNEX D

RADIOLOGICAL PROTECTION

I. AUTHORITY

- A. Refer to Section I of the basic plan for general authorities.
- B. OSHA Regulation 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*.
- C. Annex D, Radiological Emergency Management, to *the State of Texas Emergency Management Plan*.

II. PURPOSE

The purpose of this annex is to define organizational concepts and procedures, establish the local organization, and to assign responsibilities for an effective operational radiological protection program (RPP) for preparation and response in the event of a radiological emergency affecting this jurisdiction. This will allow our jurisdiction to provide a coordinated response to emergencies involving radioactive materials and for determination and implementation of local measures to protect life, property, and the environment during the course of the event.

III. EXPLANATION OF TERMS

DOE	(US) Department of Energy
DHS	Department of Homeland Security
DPS	Department of Public Safety
DSHS	Department of State Health Services
EOC	Emergency Operations Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
TDEM	Texas Division of Emergency Management
OSHA	Occupational Safety and Health Administration
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRC	Nuclear Regulatory Commission
RCP	Radiation Control Program
RO	Radiological Officer
RPP	Radiation Protection Program
SMRAP	The Southern Mutual Radiation Assistance Plan
SOP	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System
TxDOT	Texas Department of Transportation

IV. SITUATION & ASSUMPTIONS
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A. Situation

1. General.

- a. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
- b. Radioactive materials are hazardous materials that receive special coverage in state and federal laws and regulations covering such materials. However, radiological materials are also subject to a number of specific state and federal laws and regulations that control the handling and use of such materials, and plans that establish unique state and federal procedures for handling incidents involving them. In addition, the state and federal agencies that provide advice and assistance to local governments during radiological incidents differ from those that provide advice and assistance during most other hazardous materials incidents
- c. Except for radiological incidents involving federal facilities or federally owned nuclear materials, the State or local government has the responsibility for taking required emergency response actions. Response from this jurisdiction will be in compliance with the National Incident Management System (NIMS) operating principles and protocols, and will constitute general guidance for all responders to the radiological incident. Support may be requested from federal agencies pursuant to the National Response Framework (NRF). The Department of Homeland Security (DHS) has overall responsibility of all actual and potential Incident of National Significance and accidents or incidents involving nuclear or radioactive materials that may or may not rise to the level on an Incident of National Significance. Various federal coordinating agencies will lead the response to incidents of lesser severity by coordinating federal radiological monitoring assistance to state and local governments
- d. The Department of State Health Services, Radiation Control Program (DSHS/RCP), as the state radiation control agency, has primary responsibility for the state radiological protection program. DSHS/RCP also provides statewide training for ROs and radiological monitors.
- e. The federal agency responsible for accidents at nuclear facilities licensed by the State of Texas or incidents involving shipments of radioactive materials licensed by the State is the Nuclear Regulatory Commission (NRC). The US Department of Energy (DOE) and Department of Defense (DOD) have the lead federal role in incidents at their facilities or accidents involving their shipments. Each of these federal agencies in addition to the United States Coast Guard (USCG), the Environmental Protection Agency (EPA), and the National Aeronautics and Space Administration (NASA) may serve as a coordinating agency for DHS.
- f. Additional external resources may be available and requested by the State of Texas in accordance with the Southern Mutual Radiation Assistance Plan (SMRAP).

2. Radiological Hazards.

- a. Victoria County and/or the City of Victoria are susceptible to accidents involving radioactive materials at fixed sites and/or in transport. Hospitals and medical facilities use a wide range of radioactive sources in nuclear medicine, as well as, in research and development programs. Radioactive sources are used to x-ray pipe welds, in well logging, and for many other common industrial and business uses. These sources can be extremely hazardous (life threatening) when removed from their containers, either intentionally or by accident. A variety of radioactive materials are transported on our highways and rail systems, sometimes in unmarked vehicles. Additionally, radioactive materials may be present on some aircraft.

B. Assumptions

1. We may experience radiological emergency situations, which may threaten public health and safety, private or public property and/or the environment, which will necessitate the implementation of protective actions for the public at risk.
2. A nuclear attack against the United States is considered highly unlikely. The deliberate release of radioactive materials by criminals or terrorists in the local area is possible, but considered unlikely.
3. Proper development and execution of a RPP can significantly reduce the number of casualties that could result from a radiological accident. A combination of trained local radiological personnel, operational detection equipment, and containment/decontamination equipment and facilities should be available to detect, assess the threat posed by, and contain radiological accidents.
4. We must be prepared to carry out the initial emergency response on an independent basis. If our resources alone are inadequate to cope with a radiological incident we may request state assistance through our Disaster District. The DSHS/RCP, as the state radiation control agency, will provide advice and assistance to local personnel in responding to an incident involving an actual or suspected radiological release.
5. Local emergency operations, including the use of mutual aid resources, will be directed by local officials, except in those situations where state or federal law requires that a state or federal agency exercise lead responsibility or where local responders lack the necessary expertise and/or equipment to cope with the incident and agree to permit those with the expertise to take charge.
6. The State may request supplemental emergency assistance from other states or from the federal government when local and state resources are insufficient to deal with the emergency.

V. CONCEPT OF OPERATIONS

A. General

1. A basic local radiation protection program (RPP) consists of the Emergency Operations Center (EOC) and an incident response capability that includes one or more Radiological Officers (ROs) to manage the program and trained radiological monitors equipped with appropriate radiation detection and communication equipment.
2. To conduct an effective RPP, we will:
 - a. Maintain information on radiological monitoring instruments by type, number, location, and owner. We own and maintain specialized radiological detection equipment. We possess radiation detection equipment on loan from the State. See Appendix 1 for a list of radiological monitoring resources within our jurisdictions.
 - b. Establish procedures for initial emergency response to radiological accidents. See the Radiological Incident Response Checklist in Appendix 2.
 - c. Establish a radiological incident reporting system. See Appendix 3.
 - d. Appoint personnel and provide training to local emergency responders, emergency management personnel, ROs, and radiological monitors. See Appendix 4.
 - e. Establish procedures for decontamination and recovery operations.

B. Radiological Accidents

1. Discovery. Radiological accidents may be discovered by the public, by businesses that use or transport such materials, or by local responders who are summoned to an accident site. Local personnel are likely to be first emergency responders on the scene of a radiological accident. The first local emergency responder at the scene will take charge, initiating the incident command system (ICS), and serve as the Incident Commander until relieved by a more senior or more qualified individual.
2. Local Notification. The Incident Commander will provide information on the incident to local officials through the 911 Communications Center using the Hazardous Materials Incident Report provided in Tab A to Appendix 3. The Incident Commander shall make an initial assessment of the situation, to include an estimate of the likelihood of a release of radiological materials. If it appears that radiological materials have been released into the environment or such a release appears likely, the EOC will be activated to support the incident response.
3. Response Actions. The Incident Commander should identify response resources required and direct the on-scene response to contain or prevent spread of contamination at the incident site. The initial response should be accomplished in accordance with established hazardous materials response criteria and the general checklist in Appendix 2. At least one trained RO or radiological monitor should participate in the response to a known or suspected radiological incident.

4. Protective Actions.

a. Short Term.

- 1) If it appears that a release of radiological materials has occurred or is possible, the Incident Commander is responsible for determining and implementing appropriate protective actions for the public in the immediate area of the incident. The Incident Commander is also responsible for advising personnel responding to the incident of potential hazards and determining requirements for personal protective equipment (PPE). Responders who lack appropriate hazardous materials training and appropriate PPE should not be committed to radiological incidents.
- 2) If it appears that a radiological release has or may affect areas beyond the incident site, the incident commander should coordinate with the EOC to agree upon a division of responsibilities for warning the public, making required notifications, implementing protective actions for the public in areas beyond the incident site, and obtaining additional resources and technical assistance.
- 3) Suitable initial public protective actions for a radiological incident may include evacuation and/or sheltering in place. Appendix 4 to Annex Q, Hazardous Materials & Oil Spill Response provides additional information on selecting public protective measures.

b. Long-term Protective Measures. DSHS/RCP will normally conduct a detailed incident assessment, identify affected areas through radiological monitoring, recommend follow-on protective measures to protect public health, and oversee recovery operations. Long-term protective measures may be implemented by DSHS or other state regulatory agencies and may include controls on the movement and use of livestock, foodstuffs, milk, and feed from contaminated areas and on the use of drinking or irrigation water from contaminated sources.

5. State and Federal Notifications. The 911 Communications Center or the EOC, if activated, shall be responsible for making required emergency notifications to state and federal agencies. Radiological releases should be reported to:

- a. The local Department of Public Safety (DPS) office, which will relay information to the Disaster District Committee (DDC) and the Texas Division of Emergency Management.
- b. The DSHS/RCP at 512-458-7460 (24-hour).
- c. The State Environmental Hotline at 1-800-832-8224.
- d. The National Response Center at 1-800-424-8802.
- e. If incident involves a deliberate release of radiological materials, the FBI office in Victoria, Texas..

See Appendix 3, Texas Radiological Incident Reporting System, and Tab A to Appendix 3, Hazardous Materials Incident Report, for additional information.

6. State & Federal Assistance. The EOC is responsible for coordinating with the DSHS/RCP to obtain technical advice and assistance regarding radiological issues. The DSHS/RCP staff in Austin has the capability to provide advice by telephone to the EOC or directly to

the Incident Commander until DSHS/RCP personnel arrive on the scene. The DSHS/RCP may formulate requests for the Governor for additional radiological monitoring and assessment assistance from the federal government or from other states, if required. The Victoria County Judge and/or City of Victoria Mayor may request other types of state assistance through the Disaster District Committee Chairperson.

7. Situation Updates. The Incident Commander shall provide situation updates to the EOC; the EOC should prepare and transmit situation reports to the Disaster District. See Annex N for guidance on situation reporting.
8. Monitoring of Emergency Workers. Exposure records and medical follow-up will be provided for responders who have entered contaminated areas.
9. US Government Nuclear Materials. In the event of a radiological accident involving nuclear weapons, special nuclear material (SNM), or classified components, the federal agency, which owns that material may declare a National Defense Area (NDA) or National Security Area (NSA) around the site and take exclusive control within that area. NDAs and NSAs are established to safeguard classified information or restricted data, equipment, or material.
10. US Department of Energy (DOE) Shipments. US DOE has jurisdiction on accidents involving DOE transuranic waste shipments. Information on these shipments and guidance on dealing with incidents involving such shipments is provided in Appendix 5.

C. Deliberate Acts

The deliberate release of radioactive materials is a crime under a number of state and federal laws. Any incident of this type must be promptly reported to local and state law enforcement agencies. The Federal Bureau of Investigation (FBI) has lead responsibility for criminal investigations of terrorist acts or terrorist threats involving weapons of mass destruction (WMD), including improvised radiological dispersion devices; the Department of Public Safety (DPS) is the lead state agency. The DHS is responsible for overall coordination of all actual and potential Incidents of National Significance and accidents or incidents involving radiological materials that may or may not rise to the level of an Incident of National Significance; TDEM is the lead state agency. If a release of radiation is believed to be an act of terrorism, we will ensure the incident is reported to both to the Texas Department of Public Safety (DPS) and the FBI. More information on dealing with terrorist events is provided in Annex V, Terrorist Incident Response.

D. Activities by Phases of Emergency Management

1. Prevention
 - a. Maintain an effective public warning system.
 - b. Establish/maintain a hazardous cargo route.
2. Preparedness
 - a. Establish a RPP system.

- b. Select and train RPP personnel.
 - c. Ensure responders have data available on local facilities that are licensed to use, store, or transport radiological materials. This information may be obtained from the DSHS/RCP.
 - d. Ensure radiation detection instruments are available and operational.
 - e. Educate the public about radiological hazards and protective actions.
3. Response
- a. Activate the RPP system
 - b. Respond in accordance with the guidelines in Appendix 2.
 - c. Provide information and instructions to the public.
4. Recovery
- a. Ensure radiation source material is removed and ensure access to contaminated areas is controlled until they are cleaned up. Cleanup will normally be performed by a contractor supervised by state or federal agencies and paid for by the responsible party, if one can be located.
 - b. Work with state and federal agencies to assess damage, if any.
 - c. Work with the DSHS/RCP to continue area radiation monitoring, if required.
 - d. Work with the DSHS/RCP to determine the cause of the incident and determine liability.
 - e. Keep the public informed about the status of the incident.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
--

A. Organization

1. The Radiological Officer (RO) is in charge of the RPP on a day-to-day basis. Once a radiological accident occurs, responsibility for managing and directing the response is assigned to the Incident Commander and responsibility for coordinating external support is assigned to the EOC staff.
2. Effective response to a radiological incident requires a coordinated response by local departments, agencies, and officials, together with representatives of the facility or company responsible for the incident, augmented, in certain circumstances, by state and federal agencies with responsibilities for radiological incidents. Technical assistance for a radiological incident may be provided by the facility, by state and federal agencies, or

by industry. See paragraph V.B.6, this annex for more information on state and federal assistance.

B. Assignment of Responsibilities

1. The City of Victoria Fire Chief will designate one or more Radiological Officers to coordinate all radiological protection program activities.
2. The Incident Commander (IC) will:
 - a. Manage emergency response resources and operations at the incident site to control the incident.
 - b. Determine and implement protective actions for emergency responders and the public in the vicinity of the incident site.
3. Fire Service(s) will:
 - a. Provide personnel and equipment to contain or control radiological incidents.
 - b. Carry out initial radiological monitoring needed to assess the situation and determine protective actions. State or federal agencies may provide follow-on radiological monitoring assistance.
 - c. Carry out initial decontamination where needed. Large-scale decontamination, if needed, may be coordinated by state or federal agencies.
 - d. Assist in evacuation, if necessary.
4. The Radiological Officer (or EMC) will:
 - a. In January of each year, obtain a current listing of local licensed users of radiological materials from DSHS/RCP, maintain a copy of that list, and provide copies to emergency response elements and the EMC for use in operational planning.
 - b. Ensure a sufficient number of radiological detection instruments are in-place and operational.
 - c. Ensure selected emergency responders are provided training in radiological monitoring.
 - d. Schedule and conduct an annual review of this annex and coordinate update of the annex, if needed.
5. Law Enforcement will:
 - a. Restrict access to incident sites and contaminated areas to protect public health and safety.
 - b. Organize and conduct evacuations and provide traffic control as needed, if necessary.
 - c. Assist in warning the public, as necessary.

- d. If the release of radiation appears deliberate, control the scene, apprehend suspects, conduct an investigation, and if, the incident appears to be terrorism-related, ensure DPS and the FBI are advised.
6. Fire Service will:
 - a. Provide medical care and transportation for casualties.
 - b. Alert hospitals of the potential for contaminated victims.
 7. Hospitals will:
 - a. Provide medical care for casualties as needed.
 - b. Be prepared to decontaminate contaminated patients.
 8. Other Departments & Agencies will:
 - a. Provide personnel, equipment, and supplies requested to support emergency operations.
 - b. Provide technical assistance to the Incident Commander and the EOC upon request.
 - c. In accordance with established procedures, provide personnel to staff the Incident Command Post (ICP) or EOC when activated.

VII. DIRECTION & CONTROL

- A. Guidance.** The Victoria County Judge/City of Victoria Mayor will establish local policies relating to radiological protection and may provide general guidance for emergency operations.
- B. Program Management.** The RO will carry out day-to-day management of the RPP.
- C. Operational Direction.** During radiological incidents, the IC will manage radiological response operations at the incident site. The IC and the EOC shall agree upon a division of responsibilities for specific tasks. Typically, the EOC will conduct support operations, including activating additional resources and requesting external resources, making required notifications and reports, coordinating large scale evacuations and area traffic control, disseminating emergency public information, and other tasks to sustain emergency operations.
- D. Communications.** Telephone, radio, teletype, e-mail, and/or facsimile will be used to transmit reports of radiological incidents, obtain technical assistance, exchange information, and provide direction and control.

VIII. READINESS LEVELS

Most radiological incidents typically occur without warning. Hence, developing a systematic set of increased readiness actions is difficult.

A. Level IV - Normal Conditions.

See the prevention and preparedness activities in Section V.D, Emergency Management Activities by Phase.

B. Level III - Increased Readiness. Increased Readiness may be appropriate if there is a greater than normal threat of a radiological incident. Initiating conditions may include a radioactive source missing in our region, notification that a significant radioactive shipment will be transiting our area, or a significant change in the Homeland Security Threat Level due to a radiological threat. Level 3 readiness actions may include:

1. Monitoring the situation.
2. Informing first responders of the situation.
3. Ensuring the hazardous materials response team (if available) is aware of the situation and can respond if necessary.

C. Level II - High Readiness. High Readiness may be appropriate if there is an increased risk of a radiological incident. Initiating conditions may include a significant radiological shipment is transiting through our area, a radioactive source is missing in our jurisdiction, or notification of a significant change in the Homeland Security Threat Level due to a specific radiological threat. Level 2 readiness actions may include:

1. Monitoring the situation.
2. Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents.
3. Checking equipment and increasing short-term readiness if possible.
4. Issuing public warning and providing public information if necessary.

D. Level I - Maximum Readiness. Maximum readiness is appropriate when there is a significant possibility of a radiological release. Initiating conditions might include a lost radioactive source being located in the local area, activation of radiological alarms at a landfill screening point, an incident at a facility licensed to use radiological materials, or notification of a significant change in the Homeland Security Threat Level due to a specific radiological threat addressing this jurisdiction or facilities possessing radioactive materials. Level 1 readiness actions may include:

1. Investigating the situation and partially or fully activating the EOC to monitor it.
2. Placing first responders in alert status; placing off-duty personnel on standby.

3. Advising appropriate state and federal agencies.
4. Preparing to issue and issuing public warning if it becomes necessary.

IX. ADMINISTRATION & SUPPORT

A. Agreements & Contracts

Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from mutual aid agreements, state and/or federal agencies, and industry in accordance with existing mutual-aid agreements and contracts.

B. Reports & Records

1. **Situation Reports.** If there has been an actual release of radioactive materials, the EOC should prepare and disseminate a periodic situation report to state and federal agencies, through the DDC, until the situation is resolved. It may be desirable to also disseminate this report to nearby jurisdictions and to those cities or counties that are providing mutual aid resources. See Annex N, Direction and Control, for the format of and instructions for this report.
2. **Activity Logs.** The ICP and the EOC shall maintain accurate logs recording key response activities; activities to be logged are outlined in Section IX of our Basic Plan.
3. **Response & Recovery Expenses.** As it may be possible to recover some expenses incurred in responding to a release of radiological materials from the responsible party, insurers, or the federal government, each department or agency shall maintain detailed records of labor costs, equipment usage, and supplies expended to respond to or recover from an actual radiological release.
4. **Post-Incident Review.** A post-incident critique shall be conducted in the aftermath of any incident that resulted in an actual release of radiological materials.

C. Maintenance of Radiological Equipment

1. All radiological monitoring devices owned by Victoria County and the City of Victoria will be maintained in accordance with the manual of instructions for those instruments.
2. State-owned instrument sets obtained from DSH/RCP are normally exchanged periodically by the DSHS/RCP so they can be serviced and calibrated. The RO will coordinate instrument exchanges, calibrations, and any out-of-cycle maintenance requirements for state-owned instruments with DSHS/RCP.

D. Training

Federal law requires that individuals, who respond to hazardous materials incidents, including radiological incidents, should be adequately trained and equipped for the tasks they will perform. Training is available through a combination of federal, state, and local sources; see Appendix 4.

X. PLAN DEVELOPMENT & MAINTENANCE

A. Development. The City of Victoria Fire Chief and Victoria County Fire Marshall are responsible for developing and maintaining this annex.

B. Maintenance. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the basic plan.

XI. REFERENCES

U.S. Department of Transportation and Transport, *Emergency Response Guidebook*.

FEMA, *Guide for All-Hazard Emergency Operations Planning*, SLG-101.

FEMA, *Guidance for Developing State, Tribal, and Local Radiological Emergency Response Planning and Preparedness for Transportation Accidents*, FEMA-REP-5.

APPENDICES:

Appendix 1.....Radiological Instrument Inventory
Appendix 2..... Radiological Incident Response Checklist
Appendix 3..... Texas Radiological Incident Reporting System
 Tab A..... Hazardous Materials Incident Report
Appendix 4..... Radiological Response Training & Instruments
Appendix 5.....Shipments of Transuranic Waste [include only if applicable]

RADIOLOGICAL INSTRUMENT INVENTORY

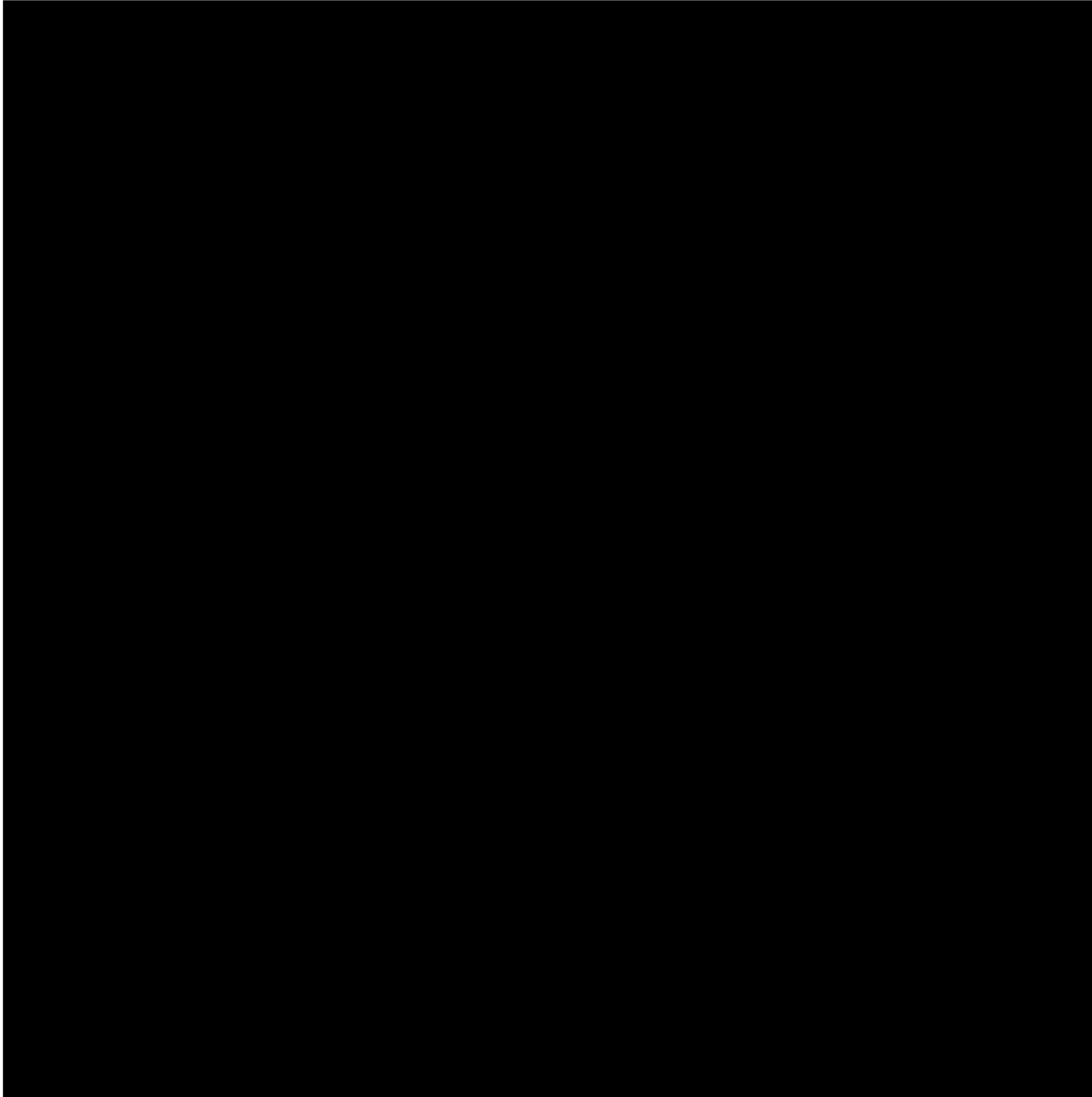
Type of Instrument	Number in Stock	Location (Office, Vehicle)	City	Owner (Local/State)
█	█	█	█	█
█	█	█	█	█

[Redacted]

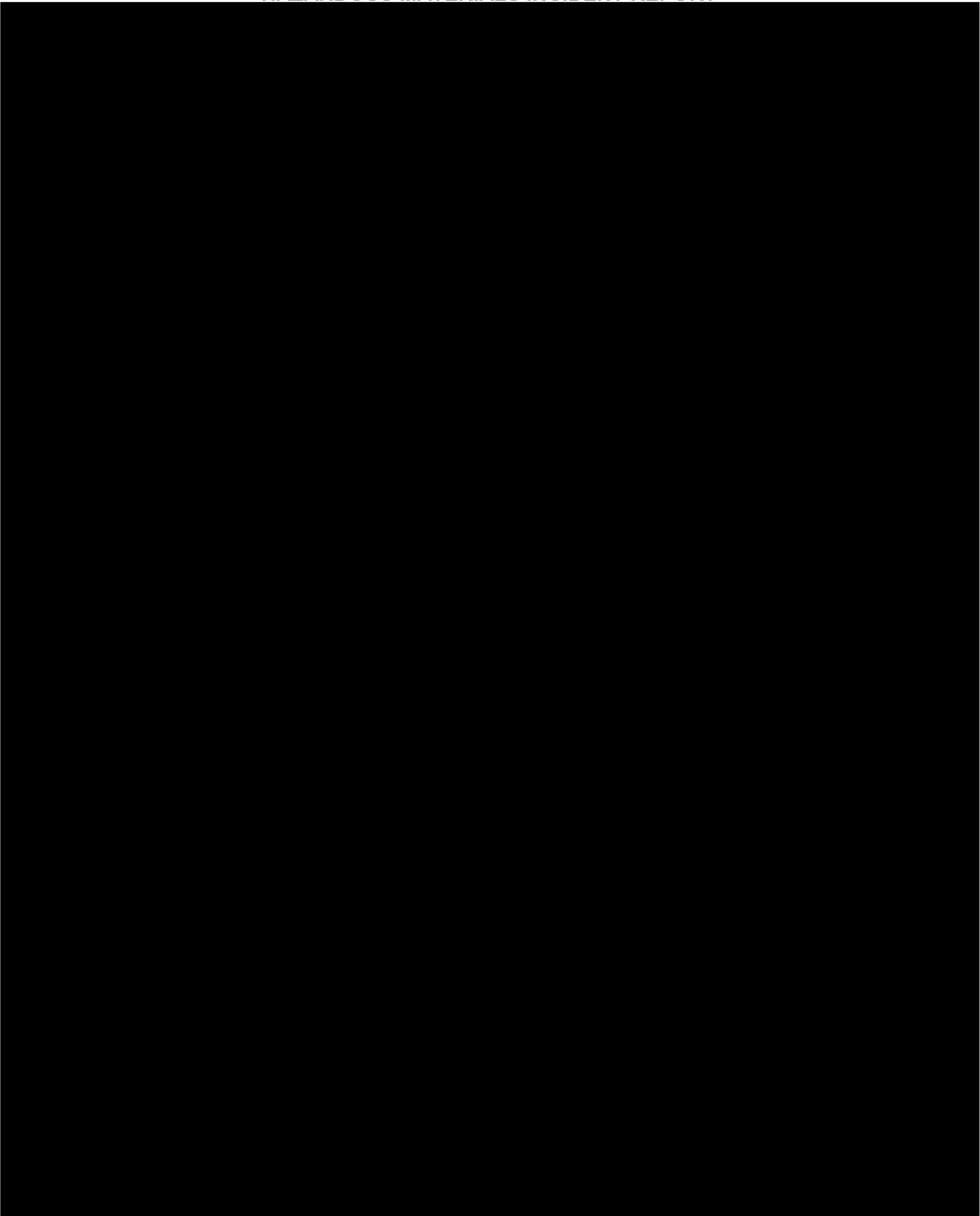
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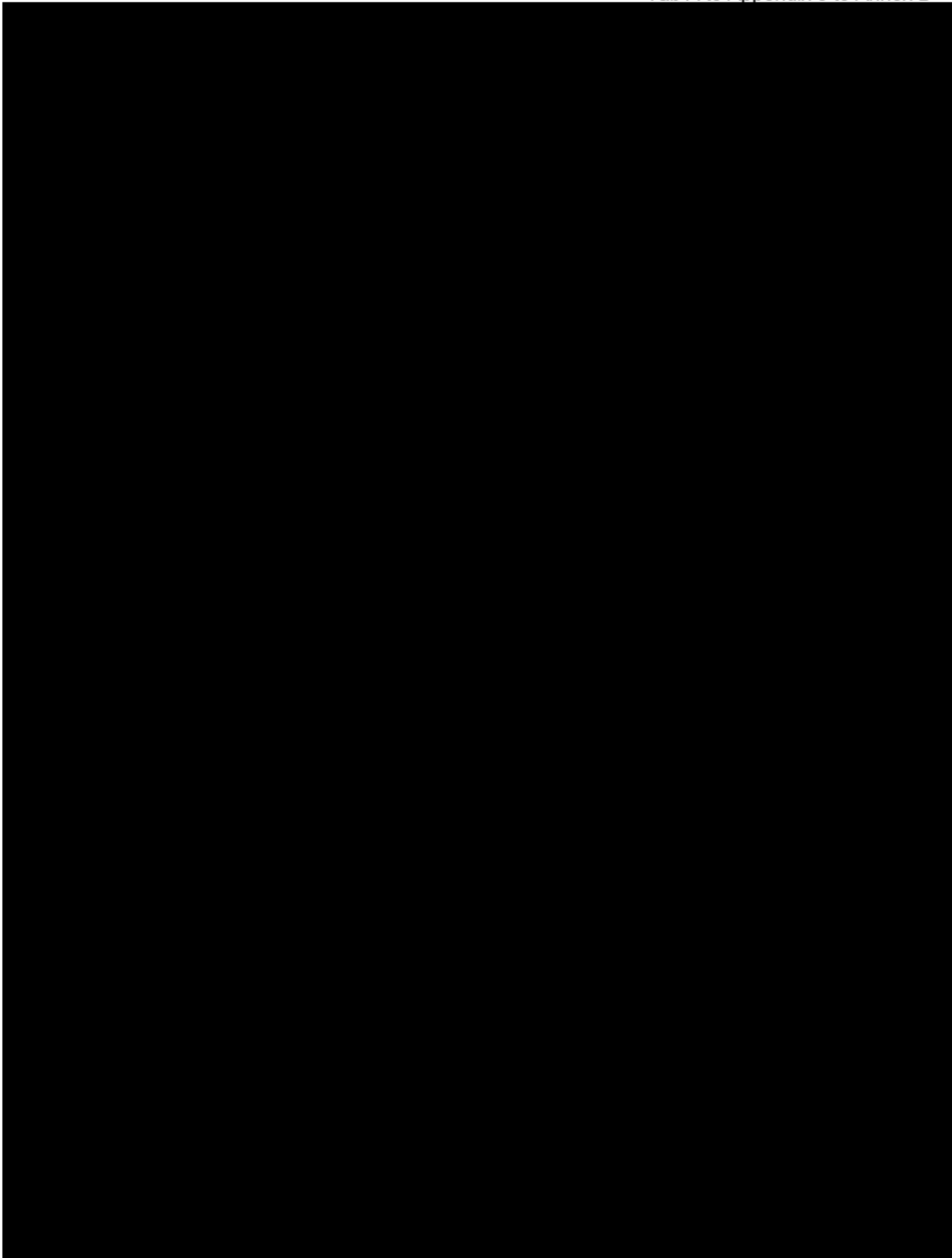


TEXAS RADIOLOGICAL INCIDENT REPORTING SYSTEM

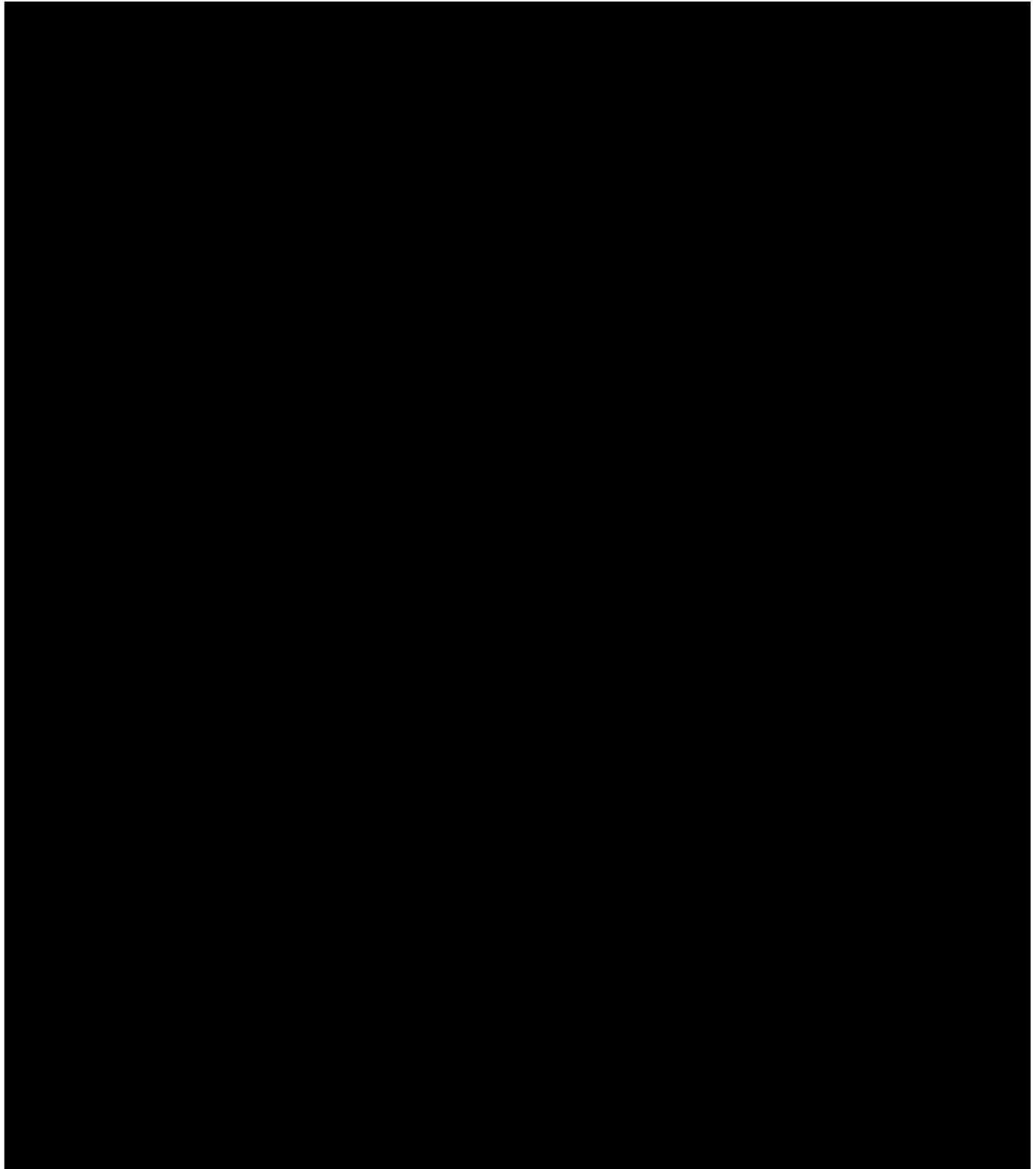


HAZARDOUS MATERIALS INCIDENT REPORT





RADIOLOGICAL RESPONSE TRAINING & INSTRUMENTS



ANNEX E



EVACUATION

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

Annex E

Evacuation



Signature
Richard McBrayer
Emergency Management Coordinator

2-7-2017

Date

RECORD OF CHANGES

Annex E

Evacuation

Change #	Date of Change	Change	Entered By

ANNEX E

EVACUATION

I. AUTHORITY

See Basic Plan, section I.

II. PURPOSE

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of Victoria County and/or the City of Victoria if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

III. EXPLANATION OF TERMS

A. Acronyms

EMC	Emergency Management Coordinator
EOC	Emergency Operating or Operations Center
ICP	Incident Command Post
ICS	Incident Command System
NRP	National Response Framework
NIMS	National Incident Management System
PIO	Public Information Office or Officer
RUC	Regional Unified Command
SOP	Standard Operating Procedure
STEAR	State of Texas Emergency Assistance Registry

B. Definitions

1. Functional Needs Facilities. Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:
 - Schools and day care centers, where students require supervision to ensure their safety.
 - Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
 - Correctional facilities, where offenders require security to keep them in custody.
2. Evacuation. The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. There are a wide variety of emergency situations that might require an evacuation of portions of the local area.
 - a. Limited evacuation of specific geographic areas might be needed as a result of a hazardous materials transportation accident, major fire, natural gas leak, or localized flash flooding.
 - b. Large-scale evacuation could be required in the event of a major hazardous materials spill, terrorist attack with chemical agent, extensive flooding, or a hurricane.
2. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Victoria County Judge and/or City of Victoria Mayor may order a mandatory evacuation of our county and/or city upon issuing a local disaster declaration. The Victoria County Judge and/or City of Victoria Mayor may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area.

B. Assumptions

1. Most people at risk will evacuate when local officials recommend that they do so. A general estimate is 80 percent of those at risk will comply when local officials direct an evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or increases in severity.
2. Some individuals will refuse to evacuate, regardless of the threat.
3. When there is sufficient warning of a significant threat, many individuals who are not at risk will evacuate.
4. Evacuation planning for known hazard areas can and should be done in advance.
5. While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.
6. The need to evacuate may become evident during the day or at night and there could be little control over the evacuation start time.
7. In most emergency situations, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.
8. Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles and those with functional

needs and their attendants. When confronting a major disaster or catastrophic incident, it may be necessary to employ all modes of transportation to include state and/or federal assistance to effectively evacuate our population.

V. CONCEPT OF OPERATIONS

A. General

1. Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.
2. We must be prepared to conduct both small-scale and large-scale evacuations at all times of the day both from known hazard areas and from unexpected incident locations. A General Evacuation Checklist, provided in Appendix 1, has been developed to guide the execution of evacuation operations.

B. Evacuation Decisions

1. The Incident Commander or, for large-scale evacuations, the Emergency Operations Center (EOC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
 - a. What areas or facilities are at risk and should be evacuated?
 - b. How will the public be advised of what to do?
 - c. What do evacuees need to take with them?
 - d. What travel routes should be used by evacuees?
 - e. What transportation support is needed?
 - f. What assistance will the functional needs population require?
 - g. What traffic control is needed?
 - h. Does the anticipated duration of the evacuation make it necessary to activate shelters?
 - i. How will evacuated areas be secured?
2. Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.
3. The decision to *recommend* an evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing the incident. In general, the Victoria County Judge and/or City of Victoria Mayor shall issue the order for large-scale evacuations.

C. Hazard Specific Evacuation Planning

1. Hazard-specific evacuation planning information will be developed for certain known hazards and included as appendices to this or other annexes. These appendices will describe the potential impact areas for known hazards, the number of people in the threatened area, and any functional needs populations affected. Such appendices should also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas.
2. Likely major evacuation areas, other than hazardous materials or hurricane risk areas, and the potential evacuation routes for those areas are described and depicted in Appendix 2 to this annex.
3. Hazardous materials risk areas and potential evacuation routes from those areas are described and depicted in the appendices to Annex Q, Hazardous Materials and Oil Spill Response.
4. Guidance for hurricane evacuation is provided in Appendix 3 to this annex, which also describes hurricane risk areas and evacuation routes.

D. Transportation

1. Individuals. It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. Many people do not own vehicles and others will need assistance in evacuating. Provisions must be made to furnish public transportation during an emergency evacuation.
2. Public/Private Facilities. Public schools normally maintain transportation resources; private schools and day care centers may also have limited transportation assets. Most other functional needs facilities rely on commercial or contract transportation companies for their specialized transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Hence, local government may be requested to assist in providing transport.
3. Emergency transportation may be provided by school buses, buses, ambulances, and other vehicles. See Annex S, Transportation, for transportation guidance; see Annex M, Resource Management, for transportation resources. In the case of large-scale evacuations with advance warning, pickup points may be designated or a telephone bank established to receive and process requests for transportation.
4. Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

E. Traffic Control

1. Actual evacuation movement will be controlled by local law enforcement agencies.
2. When possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.

3. For large-scale evacuations when time permits, traffic control devices, such as signs and barricades, will be provided by the City of Victoria Public Works Department and/or Victoria County Road & Bridge Crews upon request.
4. Law enforcement will request wrecker services when needed to clear disabled vehicles from evacuation routes.

F. Warning & Public Information

1. The Incident Commander will normally decide if an evacuation warning should be issued in and around an incident site. Respective EOCs or the Multi-Agency Coordination Center will normally disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an imminent threat.
 - a. All warning and public information will be issued in accordance with Annex A – Warning and Annex T – Public Information.
2. Advance Notice of Possible Evacuation
 - a. For slow developing emergency situations, advance warning should be given to affected residents as soon as it is clear evacuation may be required. Such advance notice is normally disseminated through the media. Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
 - b. Advance warning should be made to functional needs facilities in a threatened evacuation area as early as possible. During notification, request facility staff review and prepare to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the EOC.
 - c. The functional needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any special circumstances or requests for assistance should be reported to on-scene authorities or EOC.
3. Evacuation Warning
 - a. Evacuation warning should be disseminated through all available warning systems. See Annex A, Warning, for further information.
 - b. In the case of immediate evacuation in and around an incident site, route alerting using siren and speaker-equipped vehicles moving through the affected area is usually effective. When possible, two vehicles should be employed—the first to get the attention of the people and a second will deliver the evacuation message. Door-to-door notification should be considered for large buildings and in rural areas where residences may be some distance from the road. See Annex A, Warning, for further information.
 - c. Functional needs facilities may be notified directly by on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC will be making

notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.

- d. Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.

4. Emergency Public Information

- a. Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during an evacuation. The Public Information Officer (PIO) will insure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with functional needs, including the blind, hearing impaired and non-English speakers. Specific public information procedures are contained in Annex I (Emergency Public Information).
- b. Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up.
- c. When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

G. Institutional Facilities & Populations with Functional and Access Needs

- 1. Institutional facilities are responsible for the welfare and safety of their students, clients, patients, and inmates. Virtually all of these facilities are required to maintain an emergency plan that includes provisions for an emergency evacuation; however, in order to effectively implement those plans, they must be warned of emergency situations.
 - a. Schools & Day Care Centers
 - 1) If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where they can be picked up by their parents. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, schools will generally be closed and students returned to their homes so they can evacuate with their families.
 - 2) Private schools and day care centers, including adult day care facilities, typically maintain limited transportation resources and may require government assistance in evacuating.
 - b. Hospitals, Nursing Homes, & Correctional Facilities.

- 1) If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The **facility operator** is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.
2. Functional needs citizens may require special evacuation assistance, transportation, shelter facilities, and medical care during major evacuations (See Annex H – Health and Medical Annex H - Health & Medical.doc).

H. Handling Pets & Service Animals During Evacuations

1. Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies indicate that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a public safety concern. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Victoria Animal Issues Committee should coordinate these arrangements.
2. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
 - a. Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - b. Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporary housed.
 - c. Set up temporary pet shelters at fairgrounds, rodeo or stock show barns, livestock auctions, and other similar facilities.
3. Service animals are allowed in public shelters. The Americans with Disabilities Act (ADA) defines service animals as dogs that are individually trained to do work or perform tasks for people with disabilities. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under ADA and may not be allowed in public shelters. Service animals must be under control. For more information visit, http://www.ada.gov/service_animals_2010.htm

I. Access Control & Security

1. Security in evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on

foot. To the extent possible, fire departments will take measures to insure continued fire protection.

2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris. Refer to Annex G Annex G - Law Enforcement Annex.doc, Law Enforcement, for further information.

J. Return of Evacuees

1. Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, the decision will normally be made by the Victoria County Judge and/or City of Victoria Mayor and disseminated through the media.
2. The following conditions should prevail in the evacuated area before evacuees are authorized to return:
 - a. The threat prompting the evacuation has been resolved or subsided.
 - b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
 - d. Structures have been inspected and deemed safe for occupancy.
 - e. Adequate water is available for firefighting.
3. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be required.
4. Public information intended for returnees should address such issues as:
 - a) Documenting damage for insurance purposes.
 - b) Caution in reactivating utilities and damaged appliances.
 - c) Cleanup instructions.
 - d) Removal and disposal of debris.

K. Actions by Phases of Emergency Management

1. Prevention
 - a. Where possible, undertake mitigation for known hazards that have in the past led to evacuation.

- b. Discourage development, particularly residential construction, in potential risk areas, including floodplains, areas downstream from suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.
- c. Seek improvement to preplanned evacuation routes if needed.
- d. Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

2. Preparedness

- a. Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. See Appendix 2 for potential major evacuation areas other than hazardous materials risk areas; hazardous materials risk areas are described in Annex Q, Hazardous Materials & Oil Spill Response [Annex Q - Hazardous Materials.doc](#). Determine the population of risk areas and identify facilities that may require special assistance during evacuation (hospitals, nursing homes, schools, etc.) to determine potential transportation requirements.
- b. To the extent possible, identify individuals with functional needs who would require assistance in evacuating and maintain contact information for those individuals. See [Annex H - Health & Medical](#) and the collection of information through STEAR
- c. Identify primary and alternate evacuation routes, taking into account road capacities.
- d. Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.
- e. Include evacuations in the scenario of periodic emergency drills and exercises.
- f. Conduct public information programs to increase citizen awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food, clothing, and other disaster supplies during an evacuation, and the desirability of helping neighbors who may need assistance during an evacuation.
- g. Promulgate procedures for protecting government resources from known hazards by relocating them.

3. Response

See the General Evacuation Checklist in Appendix 1

4. Recovery

- a. Initiate return of evacuees, when it is safe to do so.
- b. Coordinate temporary housing for those who cannot return to their homes.

- c. Provide traffic control for return.
- d. Initiative recovery activities for evacuees who have suffered loss of or damage to their homes or businesses.
- e. Carry out appropriate public information activities.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will plan and carry out evacuations and the return of people to their homes or businesses. A large-scale evacuation, however, may require the formation of a regional Multi-Agency Coordination Center to support the Incident Command Posts (ICP) and EOCs.
2. Incident Command System (ICS) – EOC Interface
 - a. As noted previously, the Incident Commander will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation is required, our chief elected official should make the recommendation for such evacuation to the public.
 - b. A division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage evacuation operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.

B. Assignment of Responsibilities

1. The Victoria County Judge and/or City of Victoria Mayor will:
 - a. For emergencies and disasters, issue the order directing citizens to evacuate, when appropriate.
 - b. Approve release of warnings, instructions, and other emergency public information relating to evacuation.
 - c. Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.
 - d. Direct the relocation of at risk essential resources (personnel, equipment, and supplies) to safe areas.
 - e. Direct the opening of local shelter and mass care facilities, if needed.

2. The Incident Commander will:
 - a. Identify risk areas in the vicinity to the incident site and determine protective actions for people in those risk areas.
 - b. If evacuation of risk areas and functional needs facilities is required, plan, organize, and conduct the evacuation with the resources assigned.
 - c. Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.
3. The EMC will:
 - a. Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.
 - b. Review evacuation plans of functional needs facilities within known risk areas and determine possible need for evacuation support.
 - c. Coordinate evacuation planning to include:
 - 1) Selection of suitable evacuation routes, based on recommendations from law enforcement.
 - 2) Movement control, based on recommendations from law enforcement.
 - 3) Transportation arrangements.
 - 4) Shelter and mass care arrangements.
 - 5) Functional needs demographics and evacuation support requirements.
4. Common Tasks of All Organizations
 - a. If time permits, secure and protect facilities in evacuation areas.
 - b. If time permits, relocate essential equipment, supplies, and records to non-risk areas.
5. Law Enforcement will:
 - a. Recommend evacuation routes to the Incident Commander or EOC staff.
 - b. Assist in evacuation by providing traffic control.
 - c. Protect property in evacuated areas and limit access to those areas.
 - d. Secure and protect or relocate prisoners.
 - e. Coordinate law enforcement activities with other emergency services.

- f. Assist in warning the public.
 - g. Provide information to the PIO for public news releases on the evacuation routes.
6. The Fire Service will:
- a. Be responsible for fire protection in the vacated area.
 - b. Assist in warning the public.
 - c. Assist in evacuating functional needs groups, as requested.
7. The Public Information Officer (PIO) will:
- a. Disseminate emergency information from the Victoria County Judge and/or City of Victoria Mayor advising the public of evacuation actions to be taken.
 - b. Coordinate with area news media for news releases.
8. The City of Victoria Public Works Department and/or Victoria County Road & Bridge Crews will:
- a. Provide traffic control devices upon request.
 - b. Assist in keeping evacuation routes open.
 - c. Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.
9. The Transportation Representative will:
- a. Coordinate transportation for evacuees without vehicles or who need assistance in evacuating, determining and establishing pickup points if necessary.
 - b. Coordinate transportation assistance for the evacuation of functional needs facilities and functional needs population.
 - c. Coordinate all transportation relating to relocation of essential resources.
 - d. Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.
10. The Mass Care Representative will:
- a. For short-term evacuations, coordinate with operators of government-owned buildings schools, churches, and other facilities for use of their facilities as temporary evacuee holding areas.

- b. For other than short-term evacuations, coordinate with the American Red Cross, Salvation Army, and other service organizations to open shelters and activate mass care operations. See Annex C, Shelter & Mass Care Annex C - Shelter Mass Care.doc, for further information

11. Health and Medical Representative will:

Monitor evacuation of functional needs facilities and coordinate evacuation assistance, if requested.

12. Animal Issue Committee will:

- a. Coordinate arrangements to provide temporary facilities for pets arriving with evacuees.
- b. Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

13. Functional Needs Facilities (including hospitals, nursing homes, correctional facilities) will:

- a. Close and supervise evacuation of their facilities.
- b. Coordinate appropriate transportation for evacuees and en route medical or security support.
- c. Arrange for use of suitable host facilities.
- d. Request emergency assistance from local government if assistance cannot be obtained from other sources.
- e. Ensure assigned personnel are trained and knowledgeable of evacuation procedures.
- f. Disseminate public information to advise relatives and the general public of the status of their facilities and the individuals, patients, students, or inmates served by those facilities.

VII. DIRECTION AND CONTROL

A. General

1. The Victoria County Judge and/or City of Victoria Mayor has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard.
2. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.
3. Large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current incident scene will normally be coordinated and directed by the EOC.

B. Evacuation Area Definition

1. Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.
2. The hazard situation which gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.

C. Lines of Succession

1. The lines of succession for the Victoria County Judge\City of Victoria Mayor and the EMC are outlined in Section VII of the Basic Plan A - Basic Plan (NIMS).doc.
2. Lines of succession for each department and agency head shall be according to the standard operating procedures established by each department.

VIII. INCREASED READINESS ACTIONS
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A. Level IV - Normal Conditions.

See the prevention and preparedness activities in section V.K, Actions by Phases of Emergency Management.

B. Level III - Increased Readiness.

Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Level III readiness actions may include:

1. Review information on potential evacuation areas, facilities at risk, and evacuation routes.
2. Monitor the situation.
3. Inform first responders and local officials of the situation.
4. Check the status of potential evacuation routes and shelter/mass care facilities.

C. Level II - High Readiness.

High Readiness may be appropriate if there is an increased risk of a hazard which necessitates evacuation. Level II readiness actions may include:

1. Monitor the situation.
2. Alert response personnel for possible evacuation operations duty.
3. Coordinate with special facilities to determine their readiness to evacuate.

4. Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers.
5. Advise the public and functional needs facilities to monitor the situation.

D. Level I - Maximum Readiness. Maximum readiness is appropriate when there is a significant possibility that evacuation operation may have to be conducted. Level I readiness actions may include:

1. Activate the EOC to monitor the situation and track resource status.
2. Place first responders and transportation providers in an alert status; place off-duty personnel on standby.
3. Update the status of resources.
4. Check the status of evacuation routes and pre-position traffic control devices.
5. Update plans to move government equipment to safe havens.
6. Select shelter/mass care facilities for use.
7. Provide information to the public on planned evacuation routes, securing their homes, and what items they need to take with them. Prepare to issue a public warning if it becomes necessary.

IX. ADMINISTRATION AND SUPPORT

A. Reporting

Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations. The Situation Report format is provided in Annex N, Direction & Control.

B. Records

1. Activity Logs. The Incident Commander and, if activated, the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
2. Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

C. Resources

General emergency response resources that may be required to conduct an evacuation are listed in Annex M, Resource Management.

D. Post Incident Review

For large-scale evacuations, the Victoria County Judge/City of Victoria Mayor or EMC shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in Section IX.D of the Basic Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

E. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A.** The Victoria EMC is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B.** This annex will be revised and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

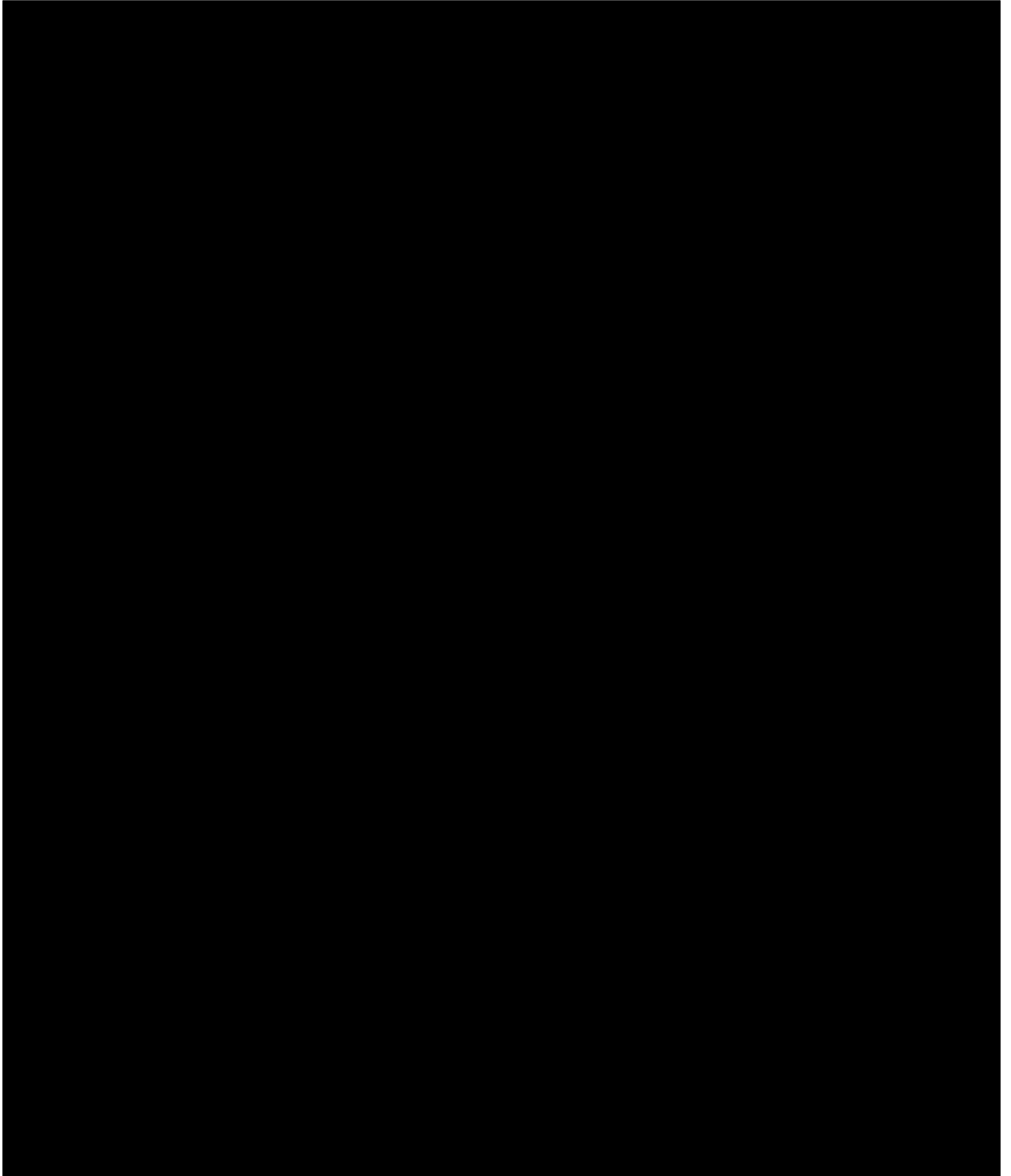
XI. REFERENCES

FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

APPENDICES:

Appendix 1 General Evacuation Checklist
 Tab A.....STEAR
 Appendix 2 Potential Evacuation Areas
 Tab A.....Chemical Hazard
 Tab B.....Flood Hazard, River/Dam
 Tab C.....Hurricane Hazard, Surge/Wind Load
 Appendix 3 Hurricane Evacuation
 Appendix 4.....Re-Entry

GENERAL EVACUATION CHECKLIST





STATE OF TEXAS EMERGENCY ASSISTANCE REGISTRY (STEAR)

The STEAR program was developed by the state of Texas to assist local governments with obtaining information on the needs of your citizens during an emergency event. The program provides detailed information on citizens who may have disabilities and require additional assistance during an event or who have transportation needs. The information can be used for preparedness and response activities. This program is free to local governments and individuals.

More information on how STEAR information is utilized and maintained for Nueces County, see Appendix 3.

LOCAL GOVERNMENT FREQUENTLY ASKED QUESTIONS

(As of October 9, 2013)

From: <https://www.txdps.state.tx.us/dem/stear/localGovtFAQs.pdf>

1. Can 2-1-1 provide the information of individuals registered in my City?

No, 2-1-1 cannot provide you information from the registry. The call specialists at 2-1-1 don't have access to the database, only the forms to input the information. To obtain information from the registry, you will need to assign a data custodian and then you will be provided a UserID and Password to access the system. This requirement is for security purposes so that unauthorized individuals cannot obtain personal information on the registrants. A Data Custodian appointment form is located on the TDEM web site at:

<http://www.txdps.state.tx.us/dem/stear/local.htm>.

2. Who should be the data custodian?

The data custodian can be any individual the local government decides will be appropriate. Some examples are: EMCs, fire department or law enforcement staff members, health department, and volunteers. A data custodian can be assigned for a single city, several cities, a county or several counties. Some local governments who don't have enough staff members to participate in this program are pooling resources. This is especially helpful for those local governments who have only a few individuals registered.

3. Can there be more than one data custodian?

Local governments can assign as many data custodians they decide they need. Some data custodians are covering the entire county, other jurisdictions have assigned several. We do require that each data custodian be formally assigned so that they receive their own User ID and Password for the system. This is due to security reasons.

4. Who selects and appoints the Data Custodian?

The local government leadership should make the decision as to who they will assign as data custodians. The registry contains personal information on registrants and local governments should use caution when assigning a data custodian since they will have access to this information. Appointment must be made by the Judge, Mayor, County Commissioner, City Manager, or an appointed Emergency Management Coordinator (EMC) for the City or County they are being appointed for.

5. What training is available for the selected data custodian?

TDEM periodically schedules a Data Custodian Training webinars. The training lasts for 1 ½ hours and are listed on PreparingTexas.org. Additionally, the training information is distributed to assigned data custodians as well as your TDEM District Coordinator.

6. How do I register as the data custodian?

An appointment form is available on the TDEM web site at:

<http://www.txdps.state.tx.us/dem/stear/local.htm>. The completed form can be mailed, faxed, or e-mailed to TDEM to the address on the form. Once assigned, the data custodian will receive an e-mail from our contractor with their User ID and Password and instructions on how to access the registry.

7. Can 2-1-1 be the Data Custodian?

No, 2-1-1 cannot act as a local government data custodian.

8. Can we use a volunteer organization to assist with Data Custodian duties?

Yes. Many jurisdictions utilize volunteers to assist with data custodian duties and some have assigned a volunteer as the data custodian. The registry contains personal information on registrants and local governments should use caution when assigning a data custodian since they will have access to this information.

9. Can the state geocode registrants for cities and counties?

Currently, TDEM cannot geocode registrants for local governments. Unfortunately, we don't have access to 9-1-1 information that is needed to geocode.

10. Can cities and counties correct registrations directly into the system? Will they be able to do this in the future?

Currently, to make changes to the system, data custodians must change the information in the exported spreadsheet and send it back to STEARHelp@csr.utexas.edu. TDEM is working with our contractor to develop the capability for data custodians will be able to make changes and register individuals directly. They will be notified when this is available.

11. Has anyone on the STEAR Committee used the STEAR data for a disaster response?

Yes, the City of Houston has used the TAR data for past responses. In addition, TDEM used the information housed in the TAR system for Search and Rescue operations before and after Hurricane Ike.

12. What information from STEAR can we share with Volunteer Fire Departments and others who might provide transportation for those registered?

That depends upon the local government's decision on how they are planning to use the information. If your volunteer Fire Departments assist with evacuation or providing assistance to individuals with needs during a response, then yes, you can provide the information to them. Some local governments provide the information to fire departments, law enforcement agencies and others, and geocode the information so that first responders can use the information for response.

13. Is there a template available to incorporate STEAR into our emergency management plan?

No, there is not currently a template that can be used to incorporate the STEAR into your emergency management plan. Please feel free to speak to your Regional Planner in the TDEM Plans Unit about working with you on incorporating this into your planning documents.

14. Is there a web site where the STEAR information is available?

Yes, STEAR information can be found on the TDEM web site.

15. Will individuals registered in TAR automatically be transferred to the STEAR registry?

The questions in the TAR system are not the same as the questions in the STEAR registry, so they cannot be automatically moved over. Some Data Custodians are manually moving this information by contacting the individuals in the TAR system, obtaining answers to the new questions and entering this information into the spreadsheet that has been downloaded from the STEAR system. Once completed, they can highlight this information and provide the information to STEARHelp@csr.utexas.edu. They will be happy to assist you with this process.

16. If a jurisdiction chooses not to participate, are residents informed of that decision?

Currently, there is no plan to notify registrants that the local government is not participating in the program. All forms used for registration, flyers, and 2-1-1 provide disclaimers that inform the registrant that that local governments use the information on the system in different ways and that they should check with the local government to determine how their information is used.

17. What is the level of expectations created by a resident who registers?

As mentioned above, registrants are provided disclaimers when they register.

18. Can the database be broken down by jurisdictional area and if not, at what level can the information be separated?

Database information is provided primarily by Zip Code. The information can be exported from the registry database in MS Excel or comma separated value (.csv) format. The MS Excel spreadsheet can be filtered by any column in the document. CSV format is used for importing into databases. Data custodians should review registrants to determine if they fall into their jurisdiction. Once determined, notify STEARHelp@csr.utexas.edu with the information. They will associate those individuals your jurisdiction and disassociate those that don't belong to you.

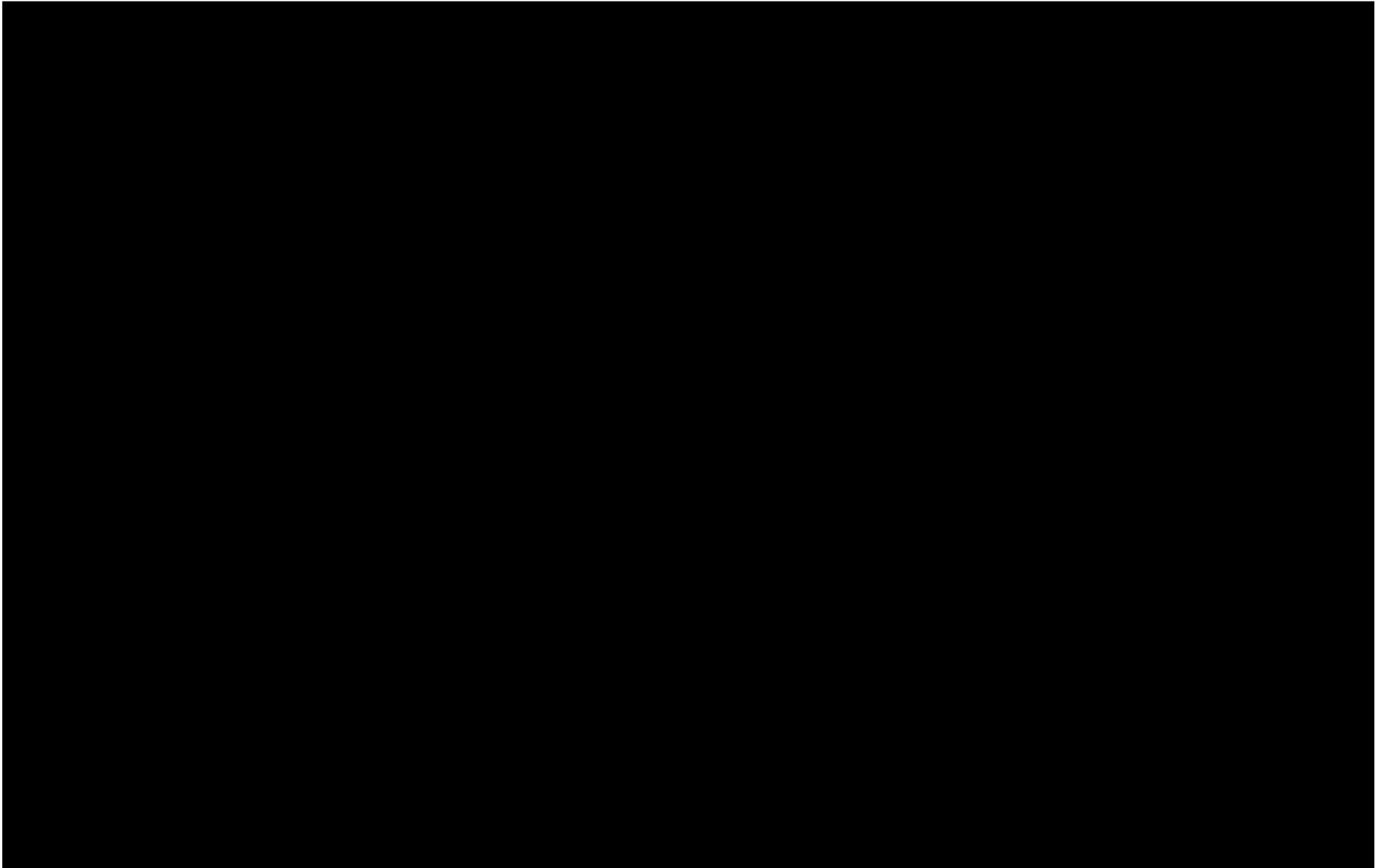
19. How are registrants removed from the database?

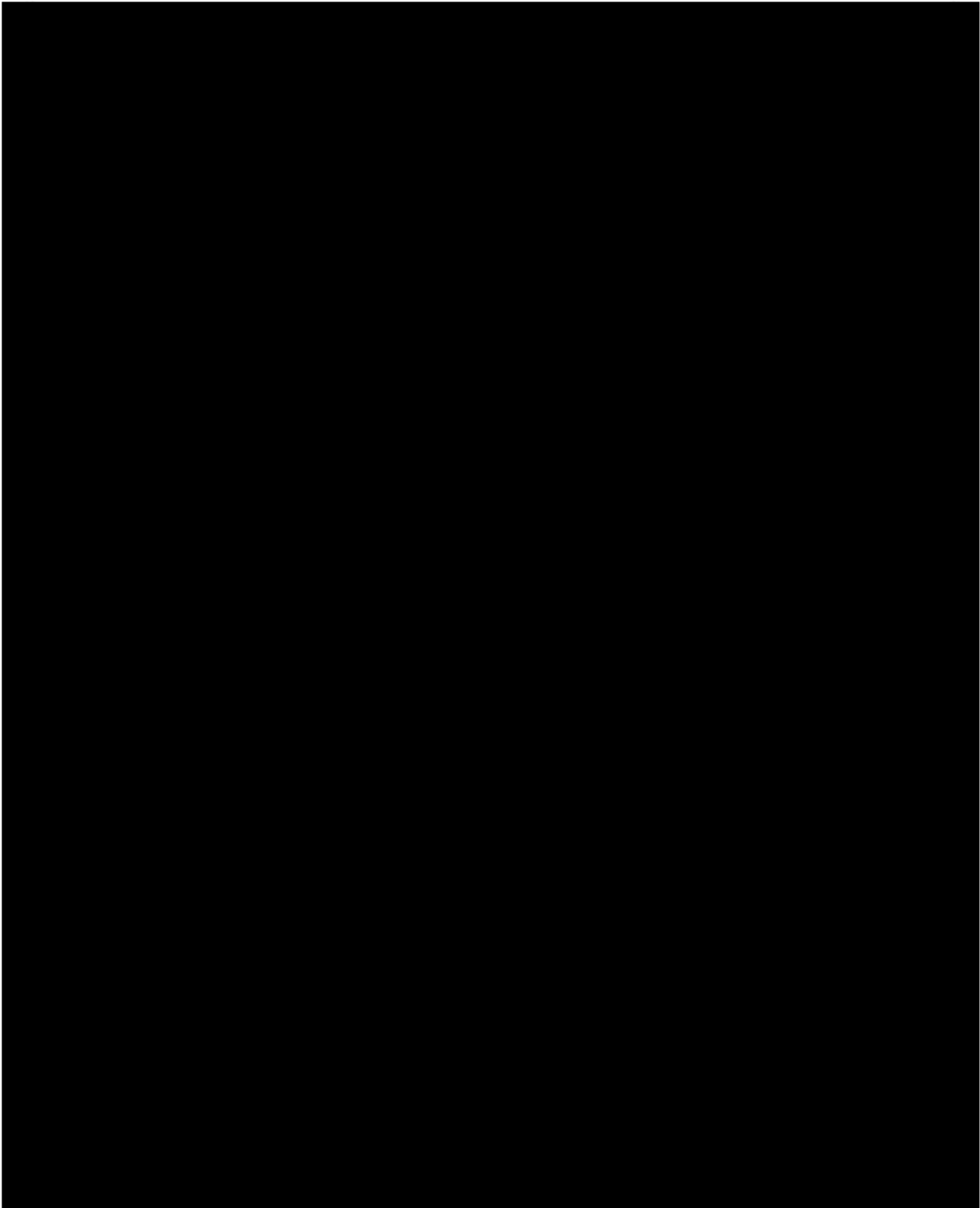
a. When they can't be contacted or no longer need assistance data custodians will need to notify UT/CSR at STEARHelp@csr.utexas.edu to have them removed from the system.

b. For Annual Registration. Your registrants will be archived and new registrations will be required. A meeting with Data Custodians and local representatives will be scheduled to determine the best time for the annual registration to begin. The STEAR committee will be meeting in the next few weeks to develop guidelines and recommendations

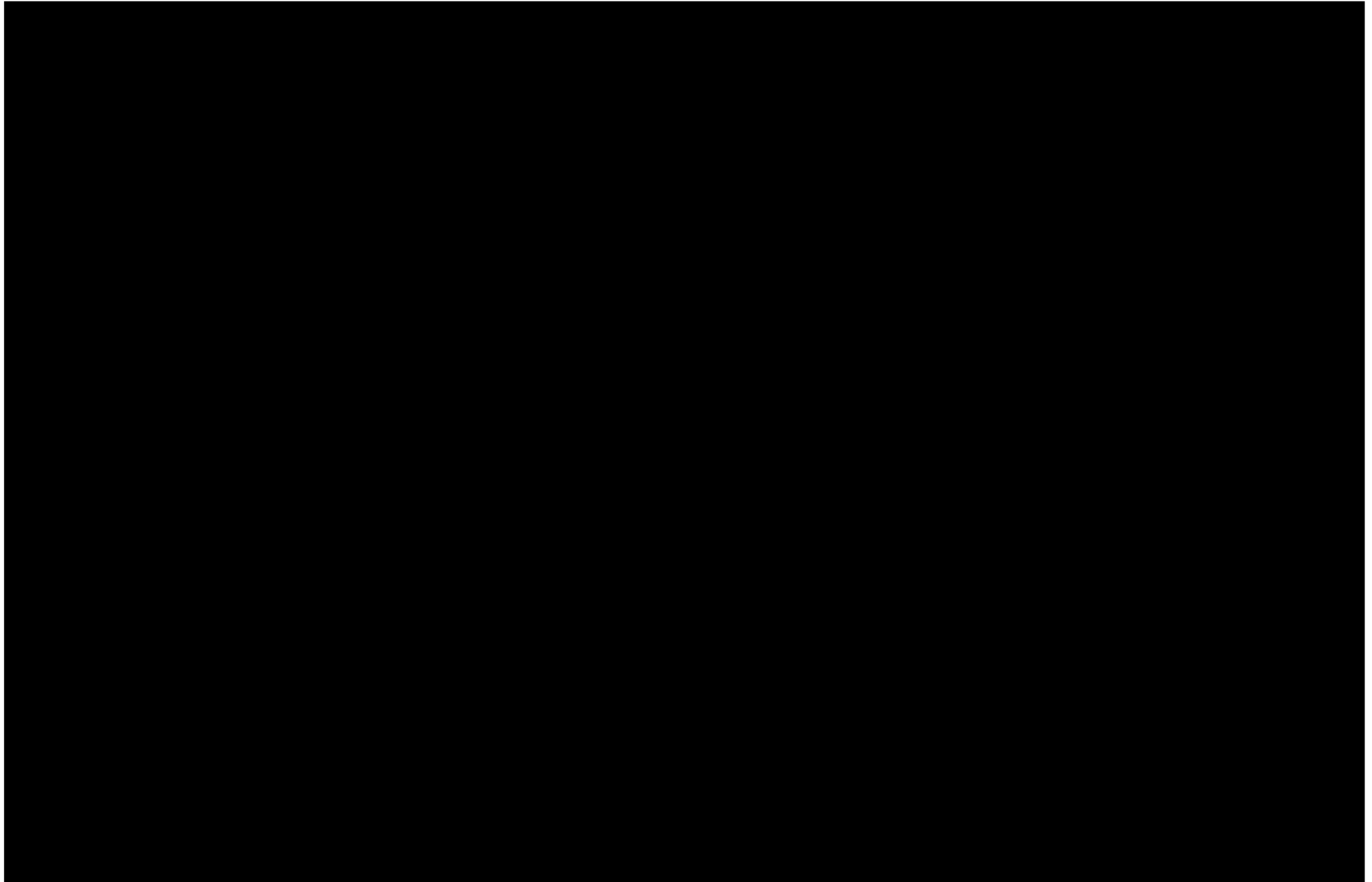
POTENTIAL EVACUATION AREAS
See Tab A, B, & C

CHEMICAL HAZARD

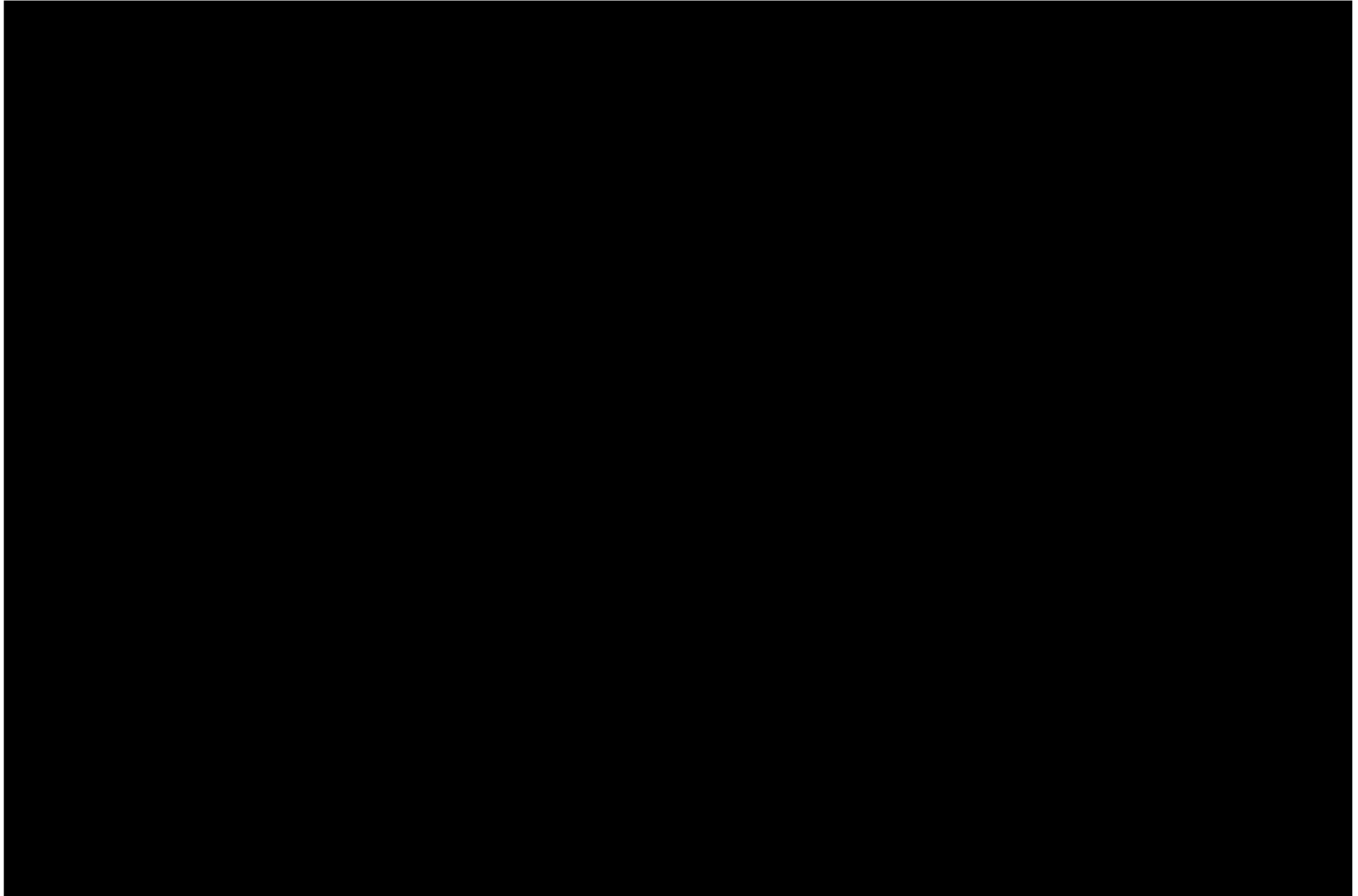




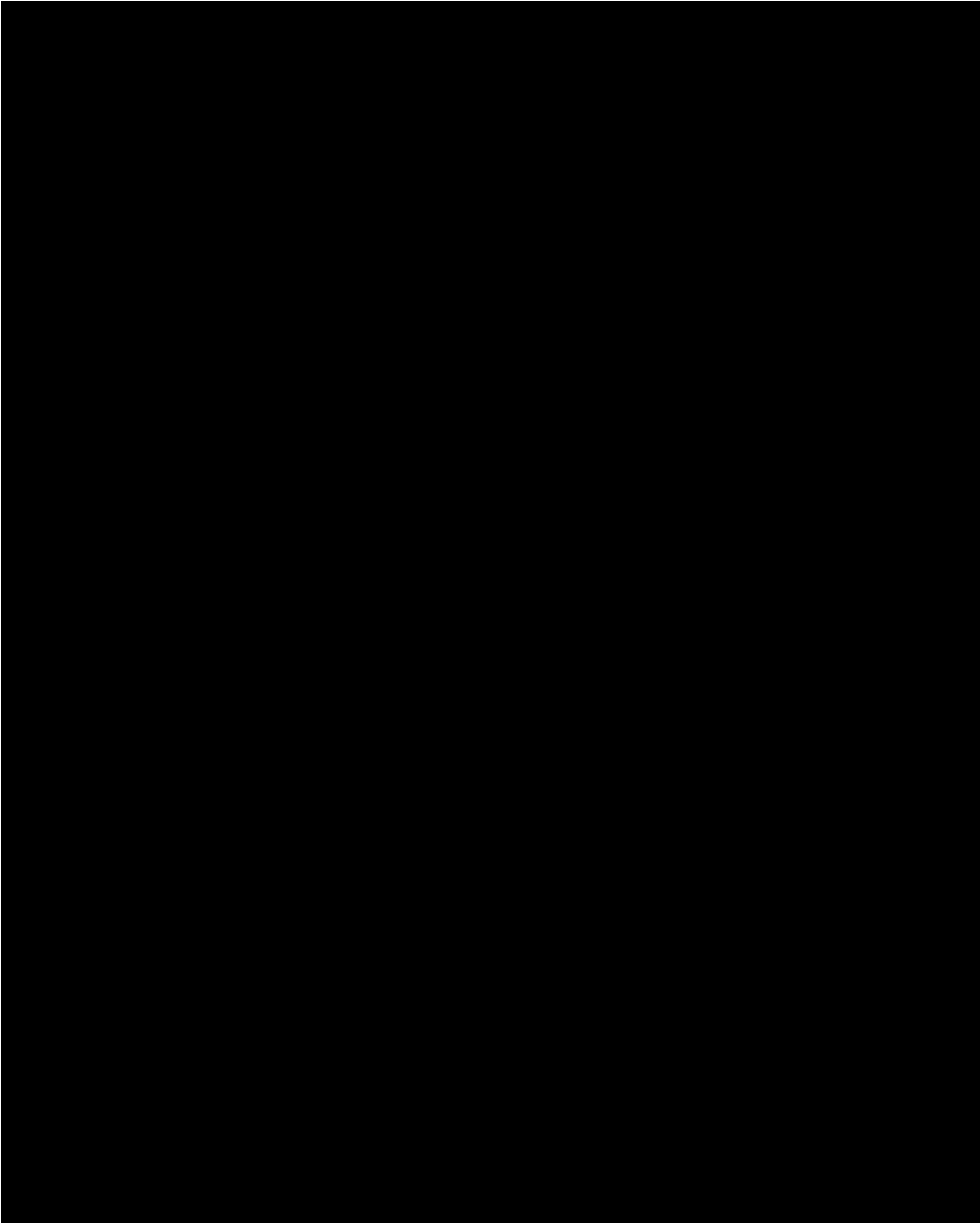
VICTORIA COUNTY HAZMAT ROUTES



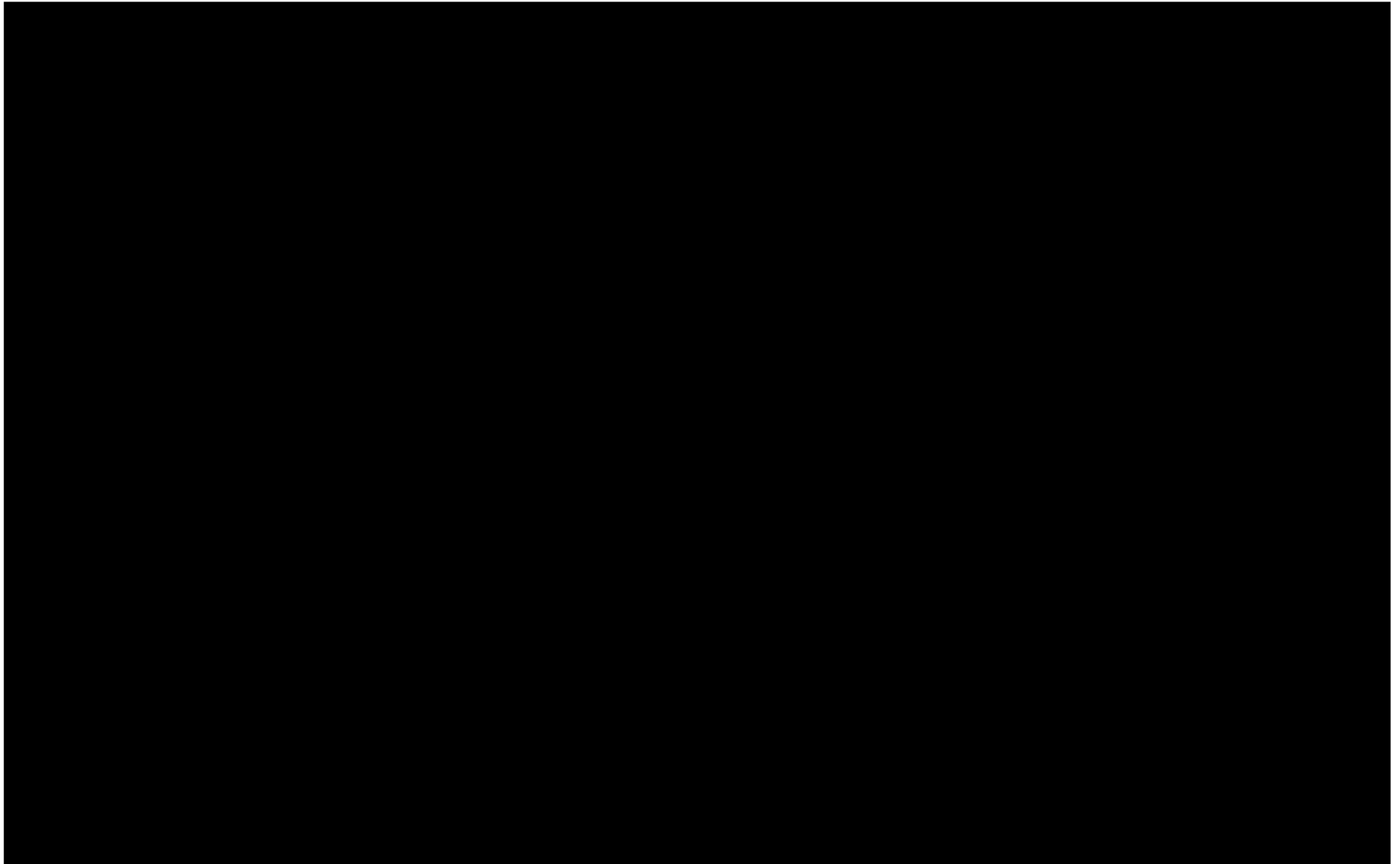
VICTORIA COUNTY RAIL LINES



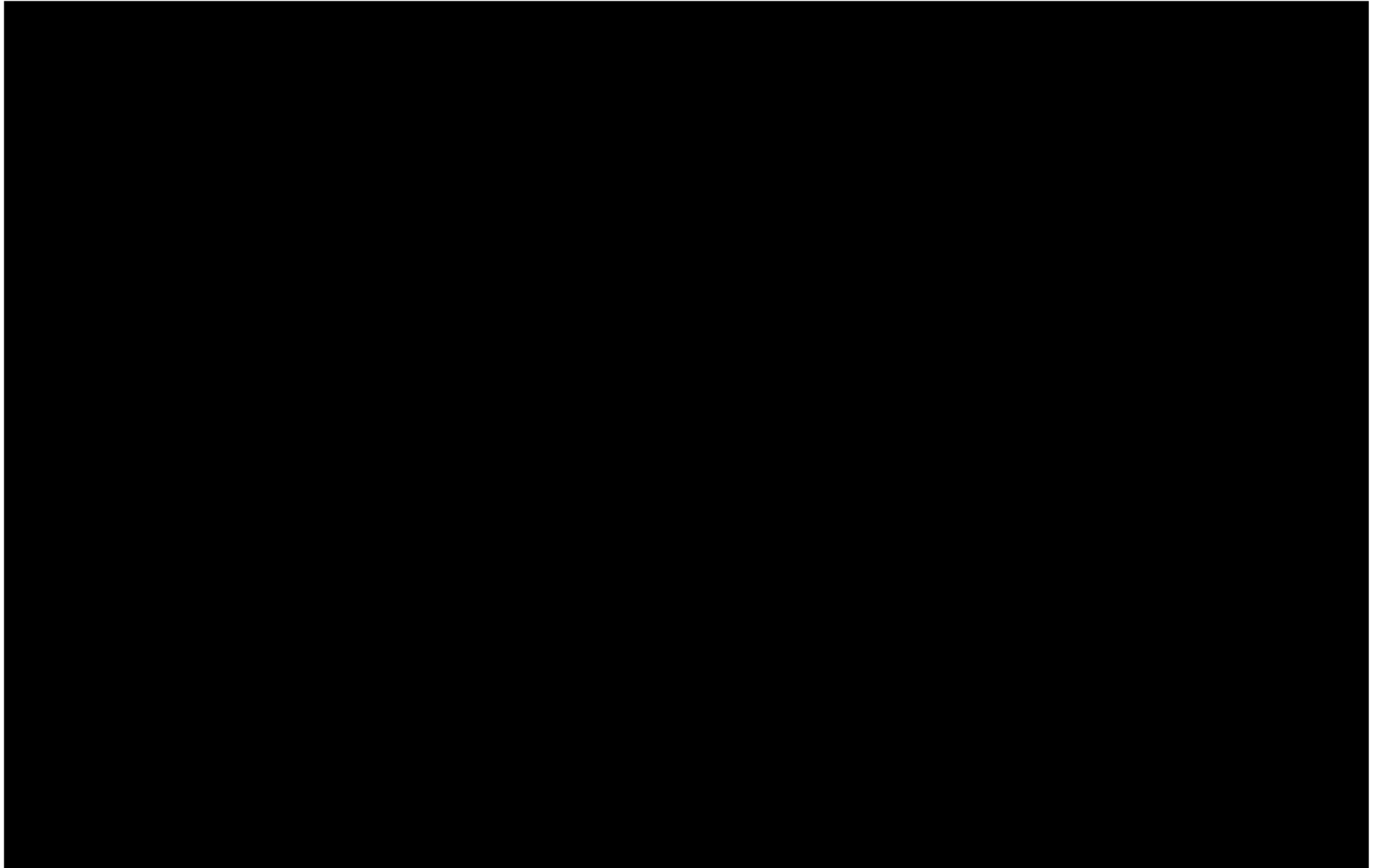
FLOOD HAZARD, RIVER/DAM



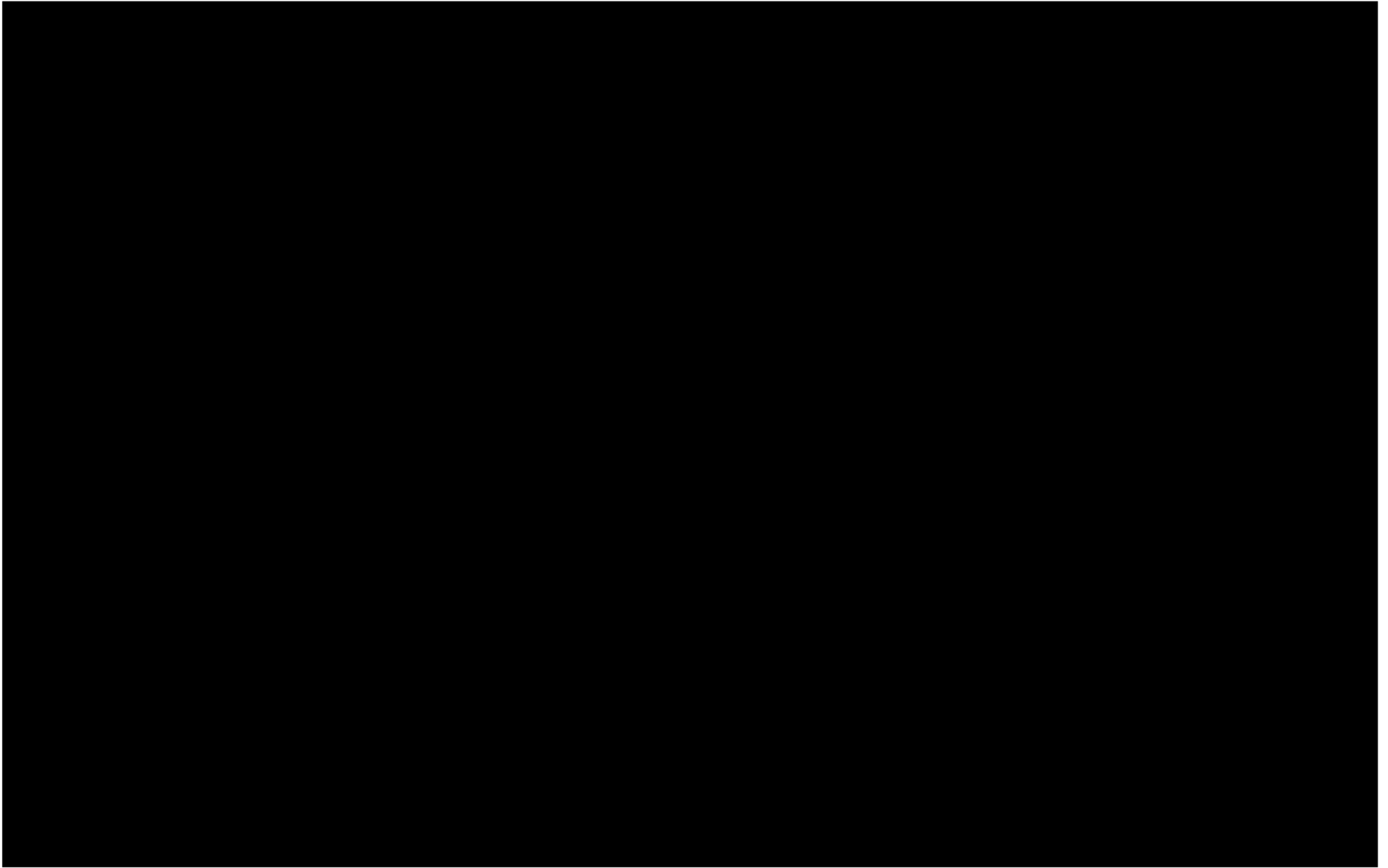
**COLETO DAM POSSIBLE MAX FLOOD BREACH
MAP 1**



**COLETO DAM POSSIBLE MAX FLOOD BREACH
MAP 2**

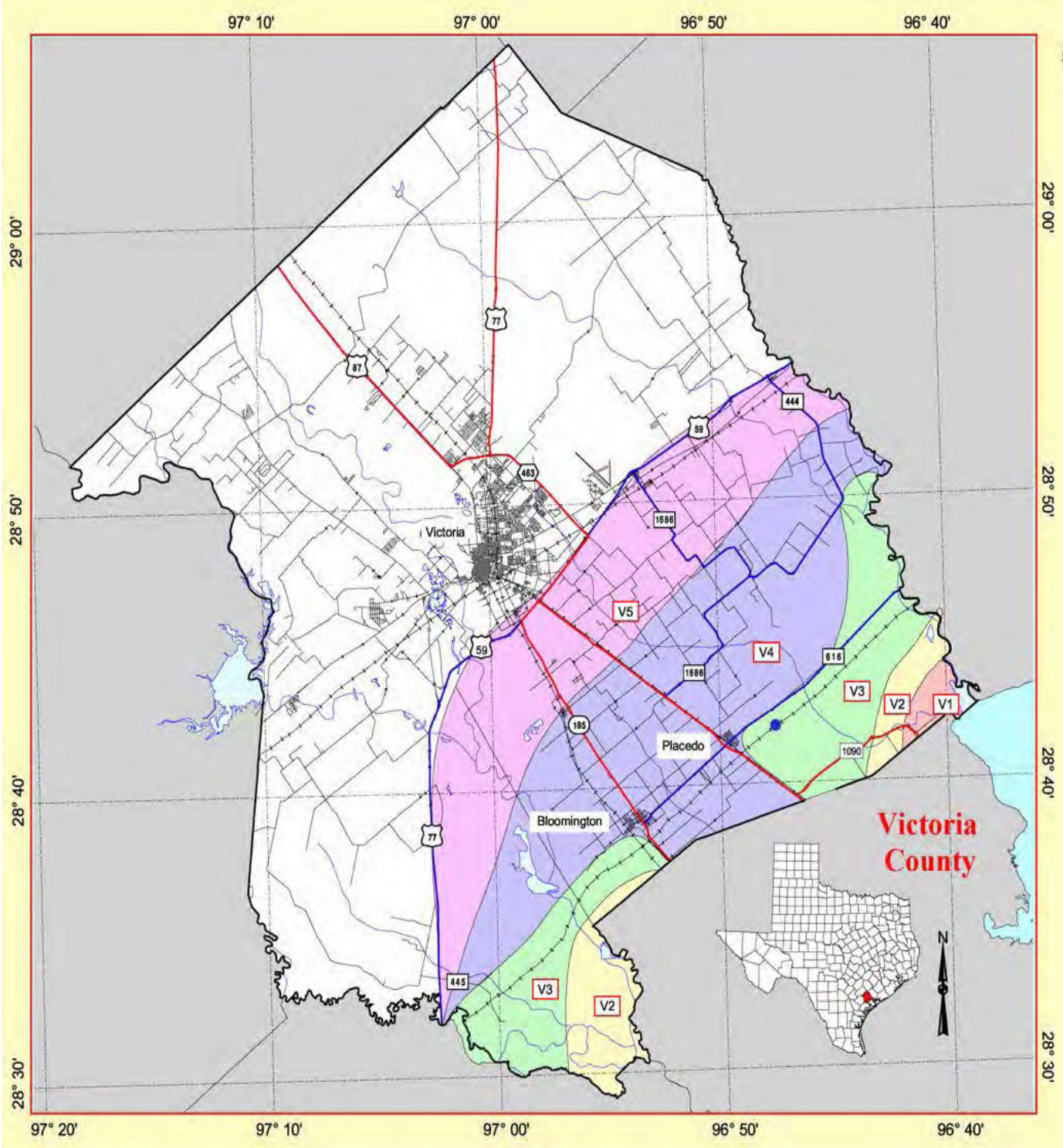


**COLETO DAM POSSIBLE MAX FLOOD BREACH
MAP 2**

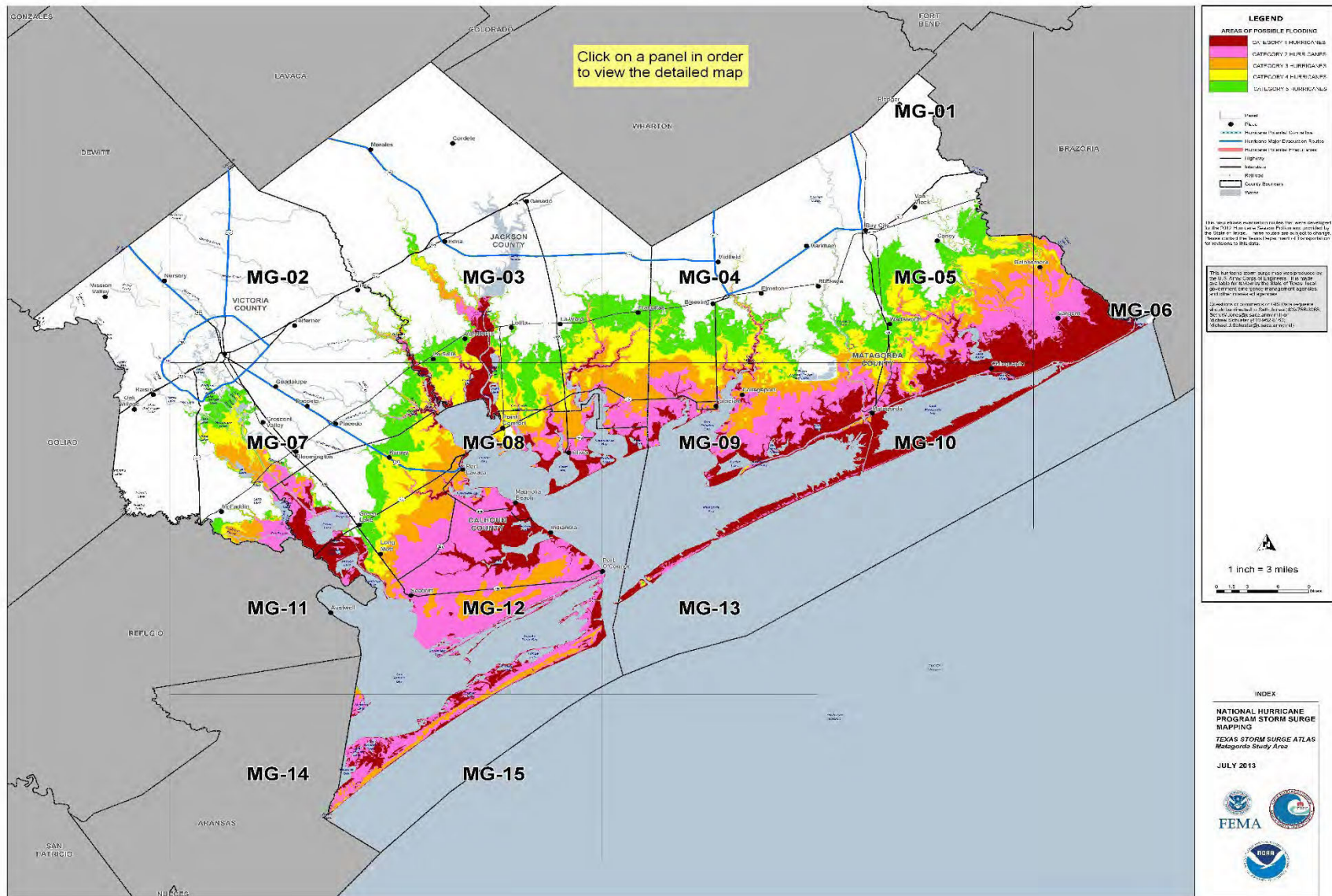


HURRICANE HAZARD, SURGE/WIND LOAD

Victoria County Surge Study



MATAGORDA SURGE STUDY 2008



WIND ZONE MAP

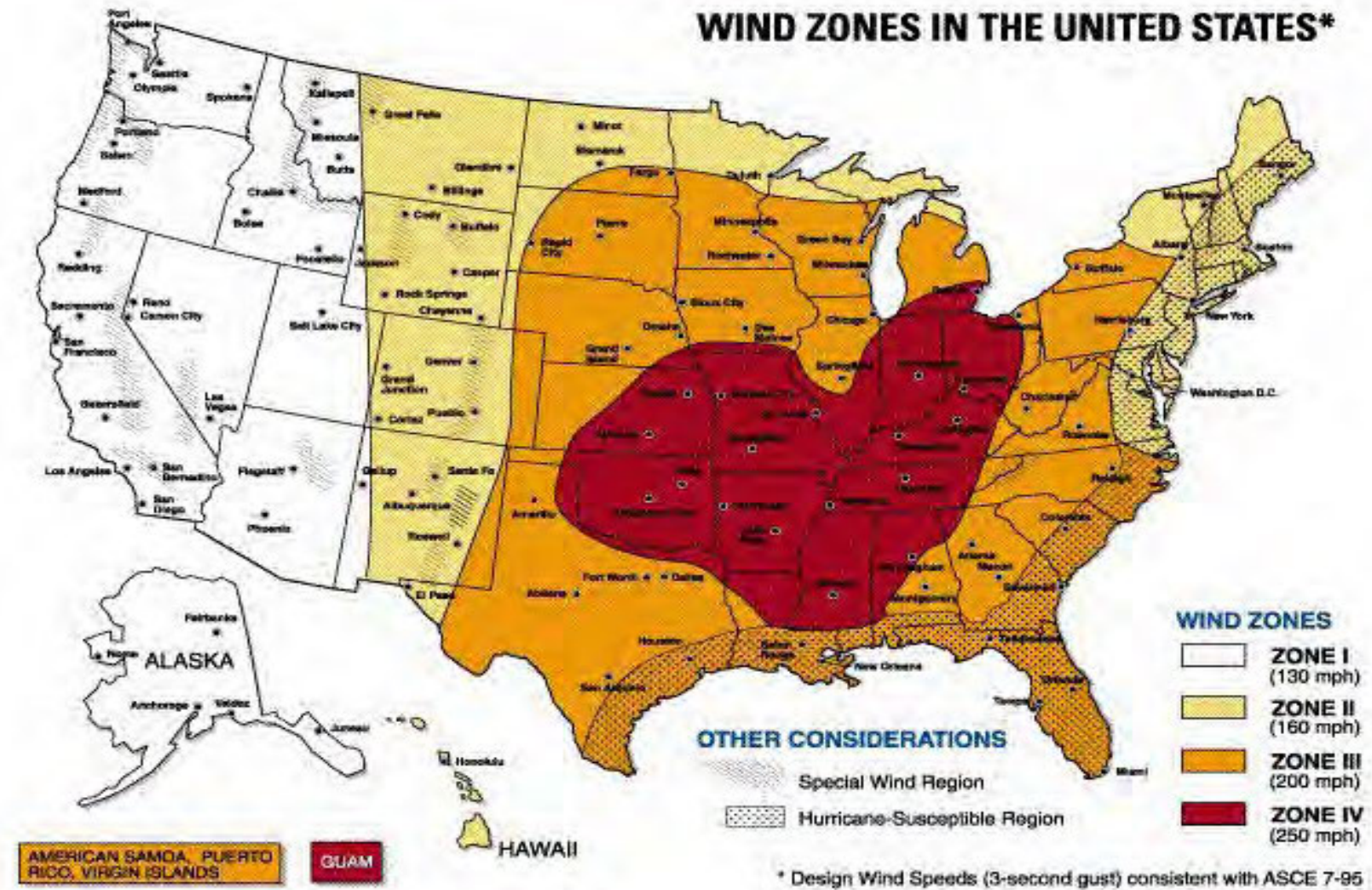
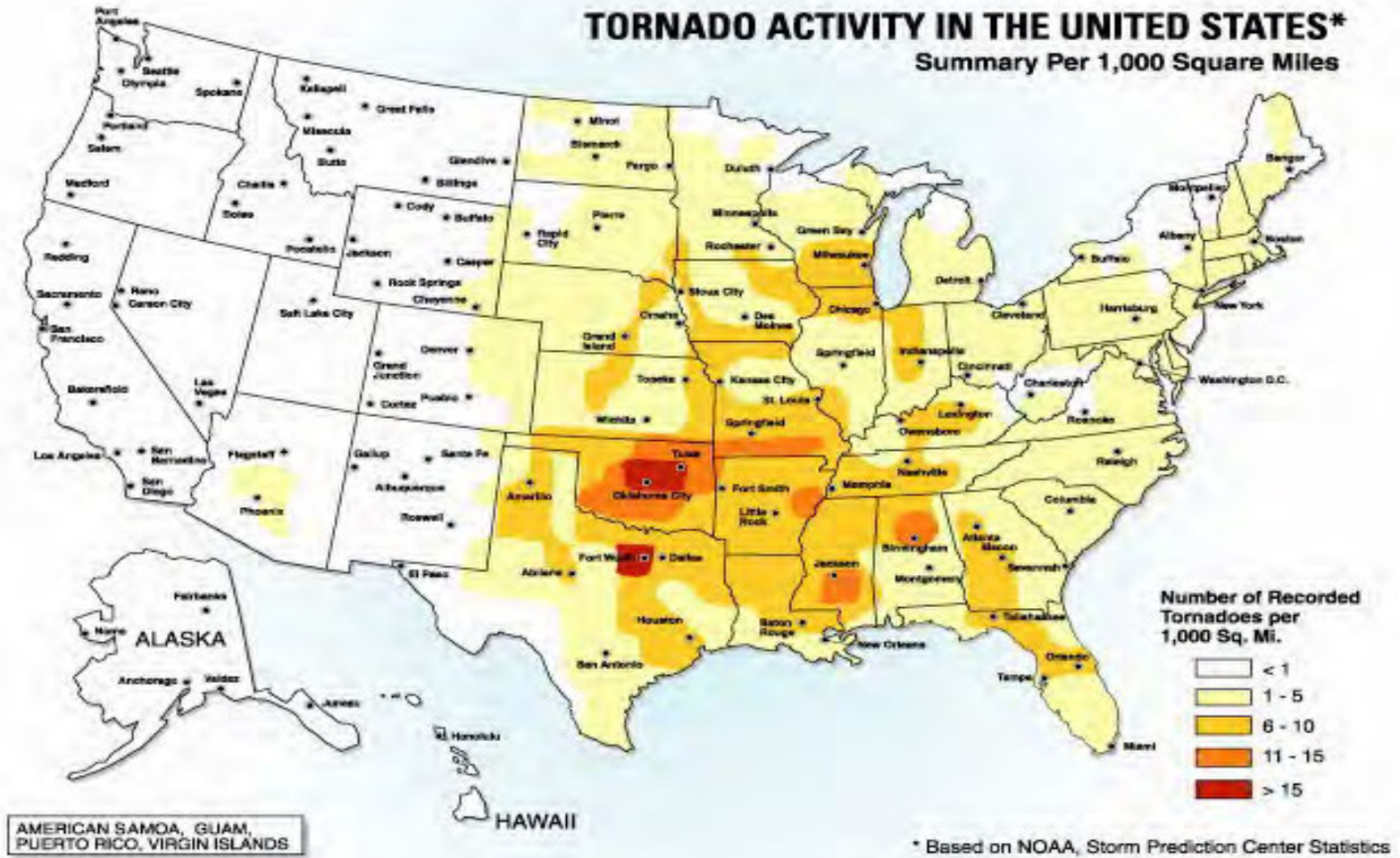


Figure I.2 Wind zones in the United States

Tornado Activity Map



HURRICANE EVACUATION



RE-ENTRY



ANNEX F



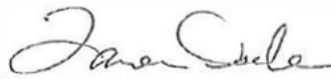
FIREFIGHTING

Victoria County/City of Victoria Emergency Management Plan

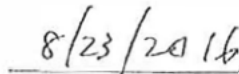
APPROVAL & IMPLEMENTATION

Annex F

Firefighting



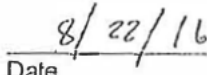
Signature
Taner Drake
City of Victoria, Fire Chief



Date



Signature
Ron Pray
Victoria County, Fire Marshal/Fire Chief



Date

RECORD OF CHANGES

Annex F

Firefighting

Change #	Date of Change	Change	Entered By

ANNEX F

FIREFIGHTING

I. AUTHORITY

See Section 1 of the Basic Plan for general authorities.

II. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for firefighting during emergency situations in our community. In addition to firefighting, the fire service has the responsibility for rescue, warning, and radiological protection operations as addressed in Annexes R, A, and D, respectively.

III. EXPLANATION OF TERMS

A. Acronyms

DDC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
NIMS	National Incident Management System
NRF	National Response Framework
RRP	Regional Response Plan
RUC	Regional Unified Command
SOC	State Operations Center
SOP	Standard Operating Procedures
TFS	Texas Forest Service
TRRN	Texas Regional Resource Network
VFD	Volunteer Fire Department

B. Definitions

1. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management. The requirements of crisis management and consequence management are combined in the National Response Framework (NRF).

2. Crisis Management. Measures taken to define the threat and identify terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law Enforcement agencies will normally take the lead role in crisis management. The requirements of crisis management and consequence management are combined in the NRP.
3. Expedient Evacuation. Evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander (IC) at the scene.
4. Hazmat. Hazardous materials. The NRP defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated under the provisions of 49 CFR 172.101. The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.
5. Incident Action Plan. An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of an incident during one or more operational periods.
6. Terrorist Incident. Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Victoria County depends on a combination of county, municipal and volunteer fire departments for fire protection. The City of Victoria depends on a municipal fire department for fire protection.
2. The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.
3. Uncontrolled fires may reach such proportions as to become a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.
4. Natural hazards and emergencies, such as flash flooding, may necessitate the use of fire service resources.

5. Fire scenes may present problems requiring a response by law enforcement, public works, utilities, public health authorities, and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
6. Large-scale emergencies, disasters, and acts of terrorism may adversely impact firefighting personnel, equipment, facilities, and communications systems.

B. Assumptions

1. During emergency situations, we will use our firefighting resources and those available pursuant to inter-local agreements, including mutual aid plans and agreements with industry.
2. Our resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. State and/or federal resources will be available to augment our firefighting requirements.
3. During major emergency situations, our firefighting resources may be damaged and specialized supplies depleted.

V. CONCEPT OF OPERATIONS

A. General

1. The fire service has the primary responsibility for protecting our community from fire hazards, hazmat spills, and radiological incidents. Our firefighting resources include:
 - a. The Victoria Fire Department.
 - b. The Bloomington Volunteer Fire Department.
 - c. The Dacosta Volunteer Fire Department.
 - d. The Fordtran Volunteer Fire Department.
 - e. The Raisin Volunteer Fire Department.
 - f. Victoria County Fire Marshal's Office.
 - g. Victoria County Fire Department
 - h. The Placedo Volunteer Fire Department.
 - i. The Quail Creek Volunteer Fire Department.
 - j. The Inez Volunteer Fire Department.
 - k. The Lone Tree Volunteer Fire Department.
 - l. The Mission Valley Volunteer Fire Department.
 - m. The Nursery Volunteer Fire Department.
2. Fire service responsibilities in emergency situations are basically the same as in daily operations. These responsibilities include fire control, hazmat and oil spill response, and radiological protection operations. The fire service is responsible for all rescue operations. During emergency situations, fire service teams may also be assigned to perform additional emergency tasks. These tasks may include providing fire protection for temporary shelters, assisting law enforcement personnel in route alerting, or going door-to-door to warn citizens who cannot be reached by primary warning systems.

B. Implementation of NIMS/ICS

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. For fire, hazmat, and radiological incidents, the First Officer will generally assume the role of IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations. In the event of a catastrophic incident, considerations will be made for the implementation of the Regional Response Plan (RRP).

C. Protective Action Recommendations

Fire service personnel are generally the most knowledgeable regarding the threats posed by fire, radiological materials, and other hazardous materials. As such, they are responsible for assessing threat hazards and recommending to the IC appropriate protective actions for emergency responders, including requirements for personal protective equipment. Fire service personnel are also responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

D. Evacuation Operations

1. The IC may direct an expedient evacuation at the incident site, isolation area, or protective action area associated with a fire, hazmat spill, or radiological incident. Fire service and other emergency responders on site will normally initiate the evacuation pending the arrival of follow-on forces.
2. Major fires, hazardous material spills, or a terrorist incident may require a large-scale evacuation. Law enforcement is the lead agency responsible for pre-planning evacuation of known risk areas and carrying out large-scale evacuation operations. During such evacuations, fire service teams may be tasked to:
 - a. Alert residents in the affected area who have not been warned by other means.
 - b. Evacuate individuals who require assistance.

E. Terrorist Incident Response

1. Crisis Management. Law enforcement agencies generally have the lead in terrorism crisis management activities. The fire service will provide support as requested. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities.

2. **Consequence Management.** Coordination will be paramount during terrorist incident consequence management activities due to multi-agency involvement and potentially overlapping roles and responsibilities. The ranking official from the agency with primary responsibility for the incident will assume the position of IC. The Fire Service will normally have the lead local role in consequence management for terrorist incidents involving conventional explosives, radiological materials, and chemical agents. During consequence management, the IC will coordinate response and recovery operations with law enforcement authorities conducting crisis management operations. Refer to Annex V, Terrorist Incident Response, Section V.B.2, for further information on terrorist incident consequence management.

F. Requesting External Assistance

1. If our local fire resources are inadequate to deal with an emergency situation, the Fire Chief/IC or other authorized official may request additional fire resources pursuant to inter-local (mutual aid) agreements to which local fire departments are a party. The (Fire Chief/IC) or other authorized official may also request assistance from industries and businesses with firefighting resources that have agreed to assist us during emergencies.
2. If the foregoing resources are inadequate to deal with an emergency situation, the Victoria County Judge and/or City of Victoria Mayor may request state firefighting assistance, in accordance with Section V.F. of the Basic Plan, from the DDC in District 17, Victoria, Texas.
3. During times of extreme fire danger, the TFS will pre-stage firefighting resources in several parts of the state. The Victoria County Judge or EMC shall make requests for these resources to the DDC. During emergency situations where time is of the essence, the Victoria County Judge/EMC/IC or designee may make resource requests directly to a TFS Regional Fire Coordinator.

G. Actions by Phases of Emergency Management

1. **Prevention**
 - a. Enforce fire codes.
 - b. Conduct fire safety education programs for the public.
 - c. Recommend fire prevention activities such as brush clearance, outdoor burning restrictions, and use of fireworks when conditions warrant.
 - d. Maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.
 - e. Maintain current information on known fire hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
2. **Preparedness**
 - a. Maintain a list of all firefighting resources (see Annex M).
 - b. Inspect and maintain all equipment.

- c. Stockpile specialized supplies.
 - d. Ensure all fire service personnel are properly trained on fire control, hazmat response, rescue, and NIMS/ICS. Our emergency response personnel meet the NIMS national qualification and certification standards.
 - e. Develop communications procedures to ensure adequate communications between fire units, law enforcement units, and other emergency responders.
 - f. Plan and execute NIMS compliant training exercises for all firefighting personnel on a regular basis.
 - g. Test, maintain, and repair equipment on a scheduled basis.
 - h. Revise and update response plans at regular intervals.
3. Response
- a. Contain, control, and extinguish fires.
 - b. Initiate rescue missions, as necessary.
 - c. Alert and advise all emergency response personnel and decision-makers to the dangers associated with hazmat and fire during emergency operations.
 - d. Control hazmat incidents within departmental capabilities giving priority to public and firefighter safety and protecting property, respectively (see Annex Q).
 - e. Conduct radiological monitoring and assessment within departmental capability. Maintain an operational Radiological Protection Program in accordance with state and federal standards (see Annex D). The NRF Nuclear/Radiological Incident Annex addresses the federal response to incidents involving radiological materials.
 - f. Initiate evacuation of emergency scenes, if necessary.
 - g. Provide fire inspections and fire protection for temporary shelter and mass care facilities.
4. Recovery
- a. Perform fire inspections of restored or reconstructed buildings.
 - b. Perform or assist in decontamination and cleanup.
 - c. Assess damage to fire equipment and facilities, if necessary.
 - d. Recommend condemnation of unsafe buildings.
 - e. Review fire codes in relation to an incident or disaster and recommend improvements to Victoria County Commissioners and Victoria City Council.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
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A. General

1. Our normal emergency organization, described in Section VI.A and depicted in Attachment 3 of the Basic Plan, shall coordinate firefighting efforts conducted as part of emergency operations in accordance with NIMS. Most fires can be handled by fire service personnel, with limited support from one or two other emergency services, operating under an IC. The EOC will normally be activated during major emergencies and disasters involving significant fires or fires occurring simultaneously with other hazards. These situations may require the commitment of all emergency services and external assistance. In such incidents, transition to a Multiagency Coordination System is advisable. In the event of a catastrophic incident, considerations will be made for the implementation of RRP.
2. The Fire Chief or Chief Officer shall serve as the Chief Fire Officer and coordinate emergency firefighting operations. A fire officer shall normally serve as the IC for the response to fires, hazmat incidents, oil spills, and radiological incidents.
3. The Victoria Commissioner's Court may restrict outdoor burning and use of fireworks if drought conditions are determined to exist by the TFS (see Annex U, Legal).

B. Task Assignments

1. The City of Victoria Fire Department/Victoria County Volunteer Fire Departments and the Victoria County Fire Marshals Office will:
 - a. Coordinate all fire service activities.
 - b. Provide fire control and protection.
 - c. Assist in warning.
 - d. Provide support for shelter/mass care operations (see Annex C).
 - e. Provide support for radiological protection (see Annex D).
 - f. Provide assistance during evacuations (see Annex E).
 - g. Respond to hazmat accidents/incidents (see Annex Q).
 - h. Enforce fire codes.
 - i. Prepare and execute inter-local agreements.
 - j. Provide support for other public safety operations, as necessary.
 - k. Conduct search and rescue operations (see Annex R).
 - l. Provide qualified individuals to staff the EOC and ICPs when activated.

2. The IC will:

- a. Establish an ICP and control and direct emergency response resources.
- b. Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated.
- c. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
- d. Approve the Incident Action Plan and all requests pertaining to the procurement and release of incident resources.
- e. Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
- f. During an Incident of National Significance, make a situation assessment and coordinate resource needs, as required, with the NRF, ESF #4. Coordination shall be made through the Regional Unified Command (RUC), DDC, SOC, and TFS to the JFO (See NRP, ESF #4-Fire-fighting Annex).

3. Law Enforcement will:

Upon request of the IC, initiate evacuation actions and will provide perimeter access control around incident sites.

4. The City of Victoria Public Works Department and/or Victoria County Road & Bridge Crews will:

Upon request of the IC, provide heavy equipment support for fire control operations.

5. The TFS will:

- a. Detect and/or coordinate response to wildland fires in the state.
- b. Process requests for state firefighting assistance.
- c. Coordinate firefighting ESF group actions to develop and implement mutual aid programs and procedures.
- d. Coordinate firefighting activities and issues involving fire departments.
- e. Within capabilities, provide personnel and equipment to assist local governments and industry in conducting fire suppression operations.
- f. Conduct wildland fire training academies for state and local personnel.

6. The U.S. Forest Service will:

Upon request from the TFS, provide support for local fire control operations when U.S. Forest Service lands are threatened.

7. The Victoria County legal designee will:

Upon request, assist the Victoria County Commissioner's Court by drafting legal documents enforcing outdoor burning and/or the use of fireworks (see Annex U).

VII. DIRECTION AND CONTROL

A. General

1. For most emergency situations, an IC will establish an ICP to direct and control fire service operations at the scene from the ICP. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC. This will typically be the senior fire service officer present. All fire service teams will carry out mission tasks assigned by the IC. The IC will be assisted by a staff, determined by the anticipated needs of the situation.
2. In some situations, the EOC may be activated without an incident command operation. This organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as the predicted landfall of a hurricane), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior fire service officer will normally report to the EOC to coordinate fire service actions.
3. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

B. Incident Command System – EOC Interface

When both the EOC and an ICP are activated, it is essential to establish a division of responsibilities between the IC and the EOC. A general division of responsibilities is outlined in Section V.D of Annex N, Direction and Control.

C. Line of Succession

The line of succession for the Chief Fire Officer is:

1. Fire Chief
2. Assistant Fire Chief
3. Battalion Chief, Captain, Lieutenant on scene

VIII. INCREASED READINESS ACTIONS**A. Readiness Level IV – Normal Conditions**

See the mitigation and preparedness activities in paragraphs V.G.1 and V.G.2 above.

B. Readiness Level III – Increased Readiness

1. Monitor the situation and consider situation briefings for senior staff.
2. Alert key personnel, determine personnel availability, and update staff call lists.
3. Check readiness of all equipment and repair or replace as needed.
4. Check status of supply items and restock as needed.
5. Review inter-local agreements for use of firefighting resources operated by other agencies.
6. Review plans and procedures and update them, if necessary.

C. Readiness Level II – High Readiness

1. Alert personnel of possible emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP when activated.
4. Prepare to implement inter-local agreements.

D. Readiness Level I – Maximum Readiness

1. Mobilize selected fire service personnel.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch fire service representative(s) to the EOC when activated.

IX. ADMINISTRATION AND SUPPORT**A. Reporting**

In addition to reports that may be required by their parent organization, fire service departments participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Reports. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

B. Records

1. Activity Logs. The IC and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in activity logs.
2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents may be recoverable from the responsible party. Hence, all fire service elements will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.

C. Preservation of Records

Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

D. Resources

1. A listing of local fire department resources is found in Annex M, Resource Management.
2. Our jurisdiction has implemented a firefighting equipment acquisition program to ensure our equipment complies with the relevant NIMS performance and interoperability standards.

E. Communications

The fire service communications network is shown in Appendix 1. The fire service will operate a base station in the EOC communications room during response operations.

F. Post Incident Review

For large-scale emergency operations, the Victoria County Judge/City of Victoria Mayor/Victoria City Manager or EMC shall organize and conduct an after action critique of emergency operations in accordance with the guidance provided in Section IX.F of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A.** The City of Victoria Fire Chief and Victoria County Fire Marshal are responsible for developing and maintaining this annex.
- B.** This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

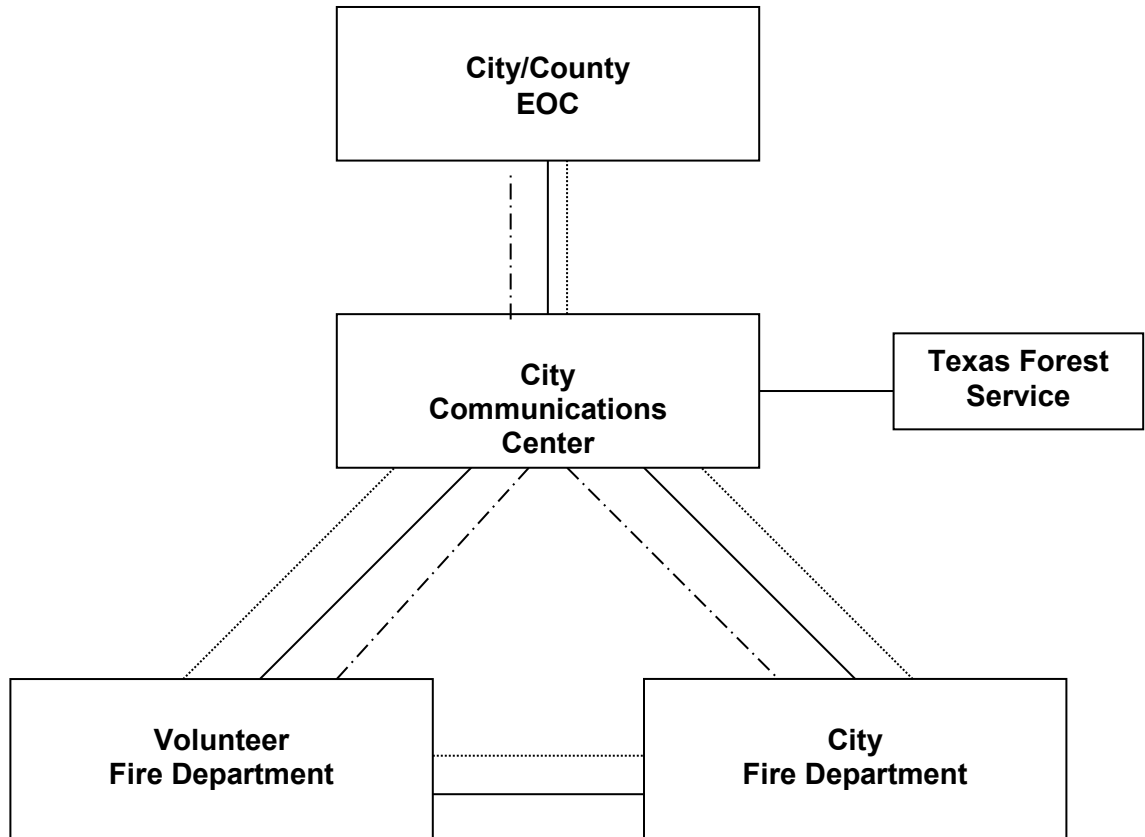
XI. REFERENCES

- A. *State of Texas Emergency Management Plan.*
- B. *Texas Fire and Rescue Mutual Aid Plan.*

APPENDICES

Appendix 1Fire Service Communications Network

FIRE SERVICE COMMUNICATIONS NETWORK



LEGEND:

- Phone
- 800 mhzRadio
- - - - - Cell Phone

ANNEX G



LAW ENFORCEMENT

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

Annex G

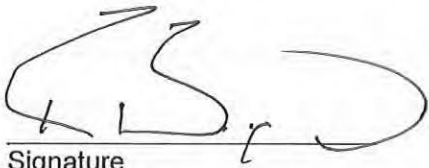
Law Enforcement



Signature

Jeffrey Craig
Chief of Police, City of Victoria

2-20-17
Date



Signature

Roy Boyd
Chief Deputy, Victoria County Sherriff's Office

02/21/2017
Date

RECORD OF CHANGES

Annex G

Law Enforcement

Change #	Date of Change	Change	Entered By

ANNEX G

LAW ENFORCEMENT

I. AUTHORITY

See Section 1 of the Basic Plan for general authorities.

II. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures to accomplish emergency law enforcement requirements. This annex is applicable to all agencies, organizations and personnel assigned law enforcement functional responsibilities.

III. EXPLANATION OF TERMS

A. Acronyms

DDC	Disaster District Committee
DPS	Department of Public Safety
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
NIMS	National Incident Management System
NRF/NRF	National Response Framework
PIO	Public Information Officer
SOC	State Operations Center
SOPs	Standard Operating Procedures
UC	Unified Command
RUC	Regional Unified Command

B. Definitions

1. Anti-terrorism Activities. Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

2. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.
3. Counter-terrorism Activities. Use of offensive measures to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.
4. Crisis Management. Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law enforcement agencies will normally take the lead role in crisis management.
5. Hazmat. Hazardous materials. The National Response Framework (NRF) defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.
6. Incident Action Plan. An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
7. National Incident Management System (NIMS). The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
8. National Response Framework (NRF). An all-discipline, all-hazards plan that establishes a single comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.
9. Terrorist Incident. According to the National Response Framework (NRF), a terrorist incident is any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United State or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Law enforcement agencies are expected to continue their efforts to protect lives and property during emergency situations.
2. During large-scale emergencies and major disasters, law enforcement agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.
3. Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.

B. Assumptions

1. During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.
2. During large-scale evacuations, law enforcement support may be needed to control traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.
3. In the aftermath of a disaster, it may be necessary to control access to damaged areas to protect public health and safety and deter theft.
4. If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require protection.

V. CONCEPT OF OPERATIONS

A. General

1. Local law enforcement agencies have the primary responsibility for enforcing laws and protecting lives and property during emergencies. Our law enforcement resources include:
 - a. The Victoria County Sheriff's Office and its reserves.
 - b. The City of Victoria Police Department.
 - c. The Constables of Victoria County, who shall, when requested by the Victoria County Sheriff Office, augment the Victoria County Sheriff's Office during major emergencies.
 - d. The Victoria College Police Department.
2. Our law enforcement emergency response operations are in accordance with National Incident Management System (NIMS), which employs two levels of incident management structures.

- a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
 - b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
3. Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. These responsibilities include enforcing laws, maintaining order, traffic control, and crowd control.
 4. During emergency situations, law enforcement may be called on to undertake a number of tasks not typically performed on daily basis, including protecting key facilities, enforcing curfews and restrictions on the sales of certain products, and controlling access to damaged areas.

B. Implementation of NIMS/ICS

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an ICP. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

C. Law Enforcement

1. Law enforcement personnel are expected to enforce the laws and regulations during emergency situations in the same way that they do on a daily basis.
2. During emergency situations, particularly major disasters, some disaster-related laws and regulations may be put into effect for a limited period; these must also be enforced by local law enforcement agencies. When a disaster threatens or has occurred, the Victoria County Judge and/or City of Victoria Mayor may issue a disaster declaration. The Victoria County Judge and/or City of Victoria Mayor] may then issue an order or the Victoria County Commissioner's Court and/or Victoria City Council may enact an emergency order/ordinance suspending other orders/ ordinances and/or putting into effect temporary emergency regulations. Appendix 5 to Annex U, Legal, outlines the types of emergency measures that may be promulgated.

D. Evacuation Operations

1. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Victoria County Judge and/or City of Victoria Mayor may order a mandatory evacuation of our County and/or City, upon issuing a local disaster declaration. The Victoria County Judge and/or City of Victoria Mayor may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area. Law enforcement agencies have the lead role in planning and conducting evacuations. See Annex E, Evacuation, for more detailed information on this emergency function.
2. Evacuation may be expedient or preplanned. Evacuation preplanning should be performed for those geographic areas known to be at risk from specific hazards. Such risk areas include hurricane risk areas, areas subject to recurrent flooding, areas downstream from unsafe dams, and areas at risk from a release of hazardous materials from facilities that make, use, or store such materials.

- a. Expedient Evacuation

Expedient evacuations are evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander at the scene.

- b. Preplanned Evacuation

For known risk areas, evacuation preplanning will be conducted and primary and alternate evacuation routes identified as part of this plan. Such evacuation preplanning should involve the emergency management staff and other emergency services. Known hazardous materials risk areas and the evacuation routes from those areas shall be described in Annex Q, Hazardous Materials & Oil Spill Response. Other known risk areas and the evacuation routes from those areas shall be described in Annex E, Evacuation. The Victoria County Judge and/or City of Victoria Mayor will normally initiate preplanned evacuations.

- c. During evacuations, law enforcement will:

- 1) Determine preferred evacuation routes, based on the status of preplanned primary and alternate routes and the current situation.
- 2) Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.
- 3) Alert those in the affected area who have not been warned by other means.
- 4) Deploy units to direct and control traffic.
- 5) If the evacuation of correctional facilities becomes necessary, provide security support for such operations.
- 6) If time permits, alter traffic signal timing and request that City of Victoria Public Works and/or Victoria County Road and Bridge Crews deploy signs and other traffic control devices to expedite the flow of traffic.
- 7) Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation commences.

- 8) Monitor traffic flow and resolve problems; report evacuation progress to the Emergency Operating Center (EOC).
- 9) Provide appropriate road condition information and travel recommendations to the public through the PIO.
- 10) For large-scale evacuations, ensure that there are provisions to remove disabled vehicles or those that run out of fuel from evacuation routes in a timely manner.

E. Warning

1. The 911 Communications Center has primary responsibility for the warning function and operates the local warning system. See Annex A, Warning, for further information on this emergency function.
2. Law enforcement agencies and other emergency services may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems, such as outdoor warning sirens and the Emergency Alert System. In most areas, law enforcement units and other vehicles equipped with sirens and public address systems can be used for route alerting. In some areas, such as large office or residential buildings, door-to-door warning may be necessary.

F. Area Security and Incident Scene Control

1. Incident Scene Control

In response to a request from the Incident Commander, the Victoria County Sheriff's Office and/or City of Victoria Police Department will provide traffic control and perimeter control at incident scenes, including hazmat spills, major fires and explosions, and other types of incidents.

2. Security for Evacuated Areas

In an evacuation, the security of evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Experience has shown that law enforcement agencies must provide security in evacuated areas to minimize looting. Access to such areas will be controlled by roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot.

3. Access Control and Security for Damaged Areas

- a. In areas that have suffered damage, access must be controlled to protect health and safety, as well as to protect property. When a county judge or mayor has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area. Law enforcement agencies will control access to such areas with roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot.

Re-entry to damaged areas will generally be conducted in the three phases outlined below:

- 1) Phase One – Emergency Workers. Admit police, fire, EMS, utility crews, emergency management personnel, building inspectors, limited media, state and federal response agencies.
 - 2) Phase Two – Concerned Parties. Admit homeowners, business owners, insurance agents, media, and contractors making temporary repairs. The following conditions should prevail before these individuals are authorized to enter the damaged area:
 - (a) The threat that caused the evacuation has been resolved.
 - (b) Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - (c) Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired or rendered safe; and other significant safety hazards have been eliminated.
 - (d) Structures have been inspected and those unsafe to enter are so marked.
 - (e) Some means of fire protection is available.
 - 3) Phase Three – General Public.
4. Guidance for Personnel Staffing Access Control Points
- a. To ensure consistent treatment, personnel staffing access control points shall be provided with clear written guidance on who may be admitted to damaged areas in each phase or reentry. This guidance should be formulated by the law enforcement staff, coordinated by the EMC, and approved by the Victoria County Judge and/or City of Victoria Mayor.
 - b. A pass or permit system may be implemented to simplify regular ingress and egress. If a pass or permit system is used, passes or permits and appropriate written instructions for their use should be developed by the law enforcement staff, coordinated by the EMC, and approved by the Victoria County Judge and/or City of Victoria Mayor. Copies should be provided to all personnel staffing access control points. Common sense suggests that identification cards issued by government, utilities, insurance companies, and the media to their employees be honored as passes or permits for those individuals, unless questions arise regarding their authenticity.

G. Security of Key Facilities

1. There are a number of public and private facilities that must remain in operation during and after an emergency situation to provide essential services to the public. These include selected government direction and control facilities, operating locations for emergency response units, utilities, medical facilities, food suppliers, and key communications services. When there is a credible threat to these facilities that threatens

to disrupt continuity of government or provision of essential services to the public, law enforcement may be requested to provide security for these key facilities. A list of key facilities is provided in Appendix 1 to this annex.

2. In the event there is a credible threat of terrorist action within the State of Texas, the State Operations Center may provide an alert to the DDC located in Victoria, Tx. requesting an increase of security personnel at the critical infrastructure facilities (listed in Appendix 1) and other potential targets throughout the affected jurisdiction(s). Law enforcement personnel shall then alert the appropriate officials, who shall review the potential emergency situation, plans, and procedures, and implement appropriate readiness actions as determined by the Victoria County Judge/City of Victoria Mayor, EMC, and/or appropriate facility personnel. See Annex V, Terrorist Incident Response, and Readiness Levels for a complete description of readiness actions.

H. Terrorism Incident Response

1. Crisis Management

Law enforcement agencies have the lead in terrorism crisis management activities. Pre-incident crisis management activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. The Victoria County Sheriff's Office and/or City of Victoria Police Department has the lead local role in terrorism crisis management and will coordinate its efforts with state and federal law enforcement agencies as appropriate. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities. The requirements of crisis management and consequence management are combined in the National Response Plan.

2. Consequence Management

Consequence management activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete. The lead role in terrorism consequence management may be assigned to one of several local departments or agencies, depending on the type of incident that has occurred. Law enforcement agencies will typically play a significant supporting role in the conduct of consequence management activities. The requirements of crisis management and consequence management are combined in the National Response Plan.

I. Disaster Reconnaissance

In the immediate aftermath of an emergency situation, the Incident Commander or the EOC staff may request law enforcement units to conduct reconnaissance to identify specified areas affected and provide an initial estimate of damages. Timely initial disaster reconnaissance,

also referred to as a windshield survey, is important in deciding what assistance is needed immediately and where limited resources should be initially committed.

J. External Assistance

If local law enforcement resources and those available through inter-local agreements are insufficient to deal with an emergency situation, local officials may request support from the State using the procedures outlined in Section V of the Basic Plan. Cities must seek assistance from their county before requesting resource assistance from the State.

K. Actions By Phases of Emergency Management

1. Prevention

- a. Operate a local warning system (see Annex A, Warning).
- b. Carry out anti-terrorist activities (see Annex V, Terrorist Incident Response).
- c. Avoid locating correctional facilities in known hazard areas so as to preclude the need for evacuation during emergency situations.

2. Preparedness

- a. Review and update plans and procedures.
- b. Identify preplanned evacuation routes for known risk areas and prepare traffic control plans.
- c. Identify key facilities and determine possible security requirements.
- d. Develop communications systems that provide for connectivity of all local law enforcement agencies and external agencies that may respond pursuant to inter-local agreements.
- e. Train primary and auxiliary law enforcement personnel to conduct emergency operations.
- f. Identify and train law enforcement personnel to staff the EOC and ICP.
- g. Conduct drills and exercises to test plans, procedures, and training.

3. Response

- a. Maintain law and order.
- b. Carry out backup warning (see Annex A, Warning).
- c. Perform traffic control for evacuations (see Annex E, Evacuation) and other appropriate situations.
- d. Carry out crowd control where needed.
- e. Provide security for key facilities (See Appendix 1 to this annex).
- f. Provide security for evacuated areas.
- g. Provide security for shelter and mass care facilities.
- h. Conduct counter-terrorism operations.
- i. Conduct initial disaster reconnaissance.
- j. Support other emergency operations.

4. Recovery
 - a. Continue security operations as needed.
 - b. Perform traffic control for return of evacuees, if needed.
 - c. Provide access control for damaged areas, issuing passes/permits if required.
 - d. Assist in damage assessment.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. General

Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will plan and carry out law enforcement operations.

B. Task Assignments

1. Victoria County Sheriff's Office and/or City of Victoria Police Department will:
 - a. Prepare law enforcement inter-local agreements.
 - b. Maintain law and order during emergency situations.
 - c. Plan, direct, and control evacuations (see Annex E).
 - d. Provide security for key facilities.
 - e. Protect property in evacuated areas.
 - f. Provide access control to damaged areas.
 - g. Carry out traffic control when and where needed.
 - h. Provide crowd control when needed.
 - i. Manage the local warning system (see Annex A).
 - j. Manage the local emergency communications network (see Annex B).
 - k. Conduct counter-terrorism and anti-terrorist operations.
 - l. Support search and rescue operations (see Annex R).
 - m. Assist in hazardous materials incidents (See Annex Q).
 - n. Provide security for shelter and mass care operations (See Annex C).
 - o. If necessary, evacuate prisoners from the jail to another suitable facility.
 - p. Provide qualified individuals to staff the EOC and ICPs when those facilities are activated.
 - q. Support other emergency functions as necessary.
2. Constables will:

Upon request of the Sheriff, augment the Sheriff's Office during major emergencies.
3. The Incident Commander will:
 - a. Establish an incident command post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
 - b. Provide an initial incident assessment, request additional resources if needed, and provide periodic updates to the EOC.

- c. Establish a specific division of responsibilities between the incident command operation and the EOC, if the EOC has been activated.
 - d. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
4. Victoria County Road and Bridge crews and/or City of Victoria Public Works will:
- a. Upon request, place traffic control devices to facilitate evacuation travel.
 - b. Assist in keeping evacuation routes open.
 - c. Upon request, provide barricades and barriers to restrict entry to evacuated and damaged areas.
5. The Victoria County legal designee and/ or City Attorney will:

Upon request, advise law enforcement agencies regarding the emergency powers of local government and their potential impact on law enforcement requirements during emergency situations.

VII. DIRECTION & CONTROL

A. General

1. Routine law enforcement operations may continue during some emergency situations. Direction and control of such operations will be by those that normally direct and control day-to-day operations.
2. For most emergency situations, an Incident Commander will establish an ICP at the scene and direct and control emergency operations at incident site from that command post; law enforcement and other resources committed to the incident will carry out missions assigned by the Incident Commander. The Incident Commander will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the Incident Commander. Hence, for incidents that primarily involve a law enforcement matter, the senior law enforcement officer present will typically serve as the Incident Commander.
3. In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as a predicted flood), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior law enforcement officer will normally direct the combined efforts of local law enforcement agencies from the EOC, receiving general guidance from the Victoria County Judge/City of Victoria Mayor and EOC Supervisor, and coordinating as necessary with the law enforcement agencies concerned and other emergency functions.

4. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

B. Incident Command System- EOC Interface

If both the EOC and an ICP are operating, the Incident Commander and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort and conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow. A general division of responsibilities between the ICP and the EOC that can be used as a basis for more specific agreement is provided in Section V of Annex N, Direction & Control.

C. Continuity of Government

The line of succession for the Victoria County Sheriff is:

1. Sheriff
2. Chief Deputy
3. Captain of Operations

The line of succession for the City of Victoria Police Chief is:

1. Chief of Police
2. Asst Police Chief
3. Captain of Patrol

VIII. READINESS LEVELS

A. Readiness Level IV – Normal Conditions

1. Review and update plans and SOPs.
2. Maintain list of law enforcement resources (see Annex M).
3. Develop and update a list of key facilities that may require security during emergency situations. See Appendix 1 to this annex.
4. Maintain and periodically test equipment.
5. Conduct appropriate training, drills, and exercises.
6. Identify potential evacuation, traffic control and security issues and estimate law enforcement requirements.
7. Develop tentative task assignments and identify potential resource shortfalls.

B. Readiness Level III – Increased Readiness

1. Check readiness of law enforcement equipment, supplies and facilities.
2. Correct equipment and facility deficiencies.
3. Correct shortages of essential supplies.
4. Update incident notification and staff recall rosters.

5. Notify key personnel of possible emergency operations.
6. Update information on key facilities and related security requirements.
7. If evacuation of correctional facilities may be required, review procedures for relocating prisoners and determine availability of required specialized equipment.

C. Readiness Level II – High Readiness

1. Alert personnel to the possibility of emergency duty.
2. Place selected personnel and equipment on standby.
3. Alert reserve/auxiliary personnel.
4. Identify personnel to staff the EOC and ICP if those facilities are activated.
5. Alert external resources covered by inter-local agreements.

D. Readiness Level I – Maximum Readiness

1. Mobilize selected law enforcement personnel.
2. Consider precautionary deployment of equipment and personnel to enhance response time.
3. If an evacuation has been recommended or spontaneous evacuation is taking place, activate traffic control plans and deploy traffic control resources.
4. Dispatch law enforcement representative(s) to the EOC when activated.
5. Provide increased security at key facilities if needed.

IX. ADMINISTRATION & SUPPORT

A. Reporting

In addition to reports that may be required by their parent organization, law enforcement elements participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an incident command operation has not been established, to the EOC. The Incident Commander will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

B. Records

1. Activity Logs. The Incident Commander and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in activity logs.
2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and

agencies will maintain records of personnel and equipment used and supplies consumed during large-scale law emergency operations.

C. Post Incident Review

For large-scale emergency operations, the Victoria County Judge/City of Victoria Mayor and/or EMC shall organize and conduct a review of emergency operations in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Law enforcement personnel who participated in the operations should participate in the review.

D. Communications

General emergency communications capabilities and connectivity are discussed and depicted in Annex B, Communications. The communications connectivity of law enforcement agencies is depicted in Appendix 2 to this annex.

E. Resources

A listing of law enforcement resources is provided in Annex M, Resource Management.

F. Key Facilities

A listing of key facilities that may require security during emergency situations is provided in Appendix 1 to this annex.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A.** The Victoria County Sheriff and City of Victoria Police Chief are responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B.** This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

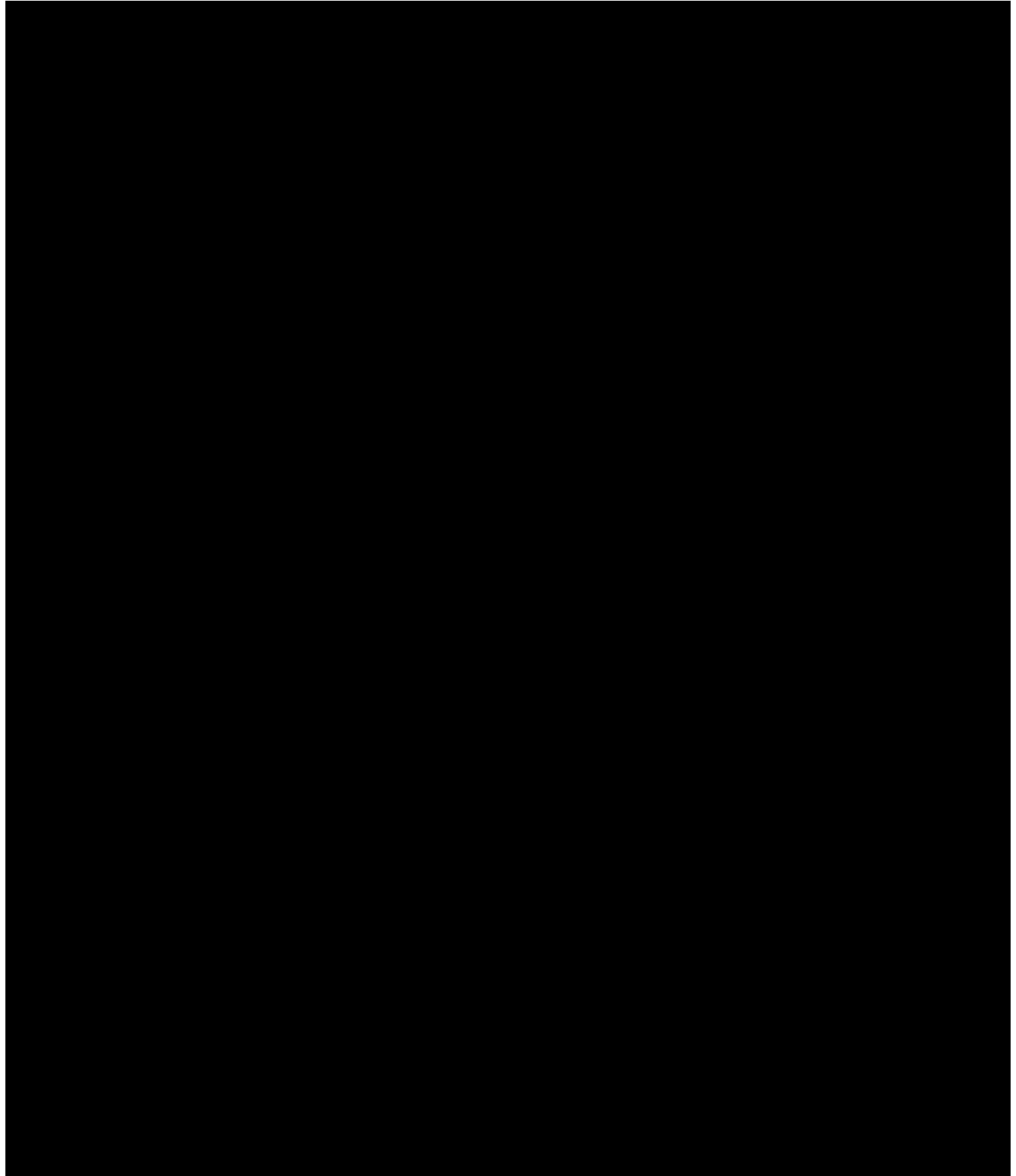
XI. REFERENCES

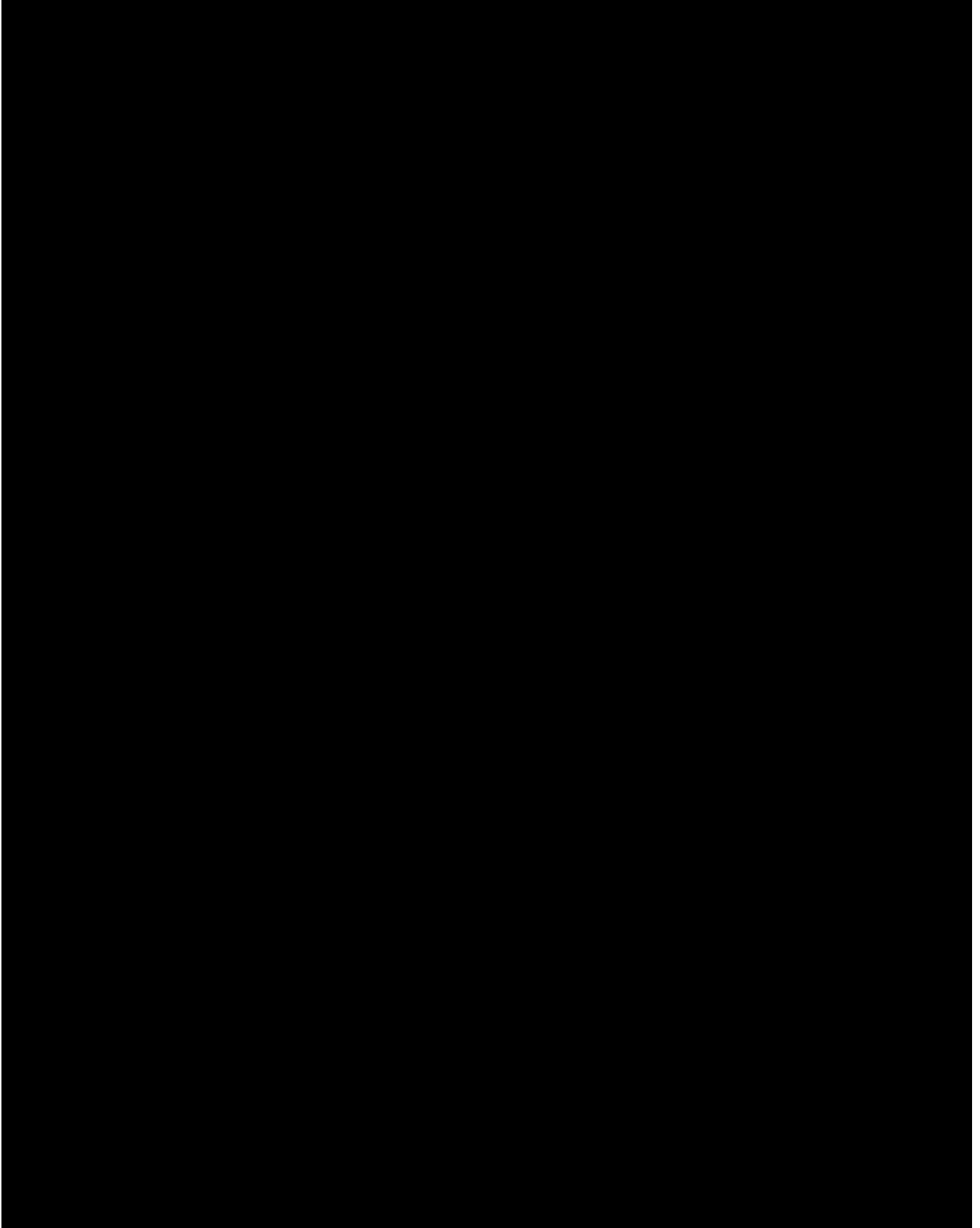
- A.** Annex A (Warning) to the *State of Texas Emergency Management Plan*
- B.** Annex E (Evacuation) to the *State of Texas Emergency Management Plan*
- C.** Annex G (Law Enforcement) to the *State of Texas Emergency Management Plan*
- D.** Annex V (Terrorist Incident Response) to the *State of Texas Emergency Management Plan*

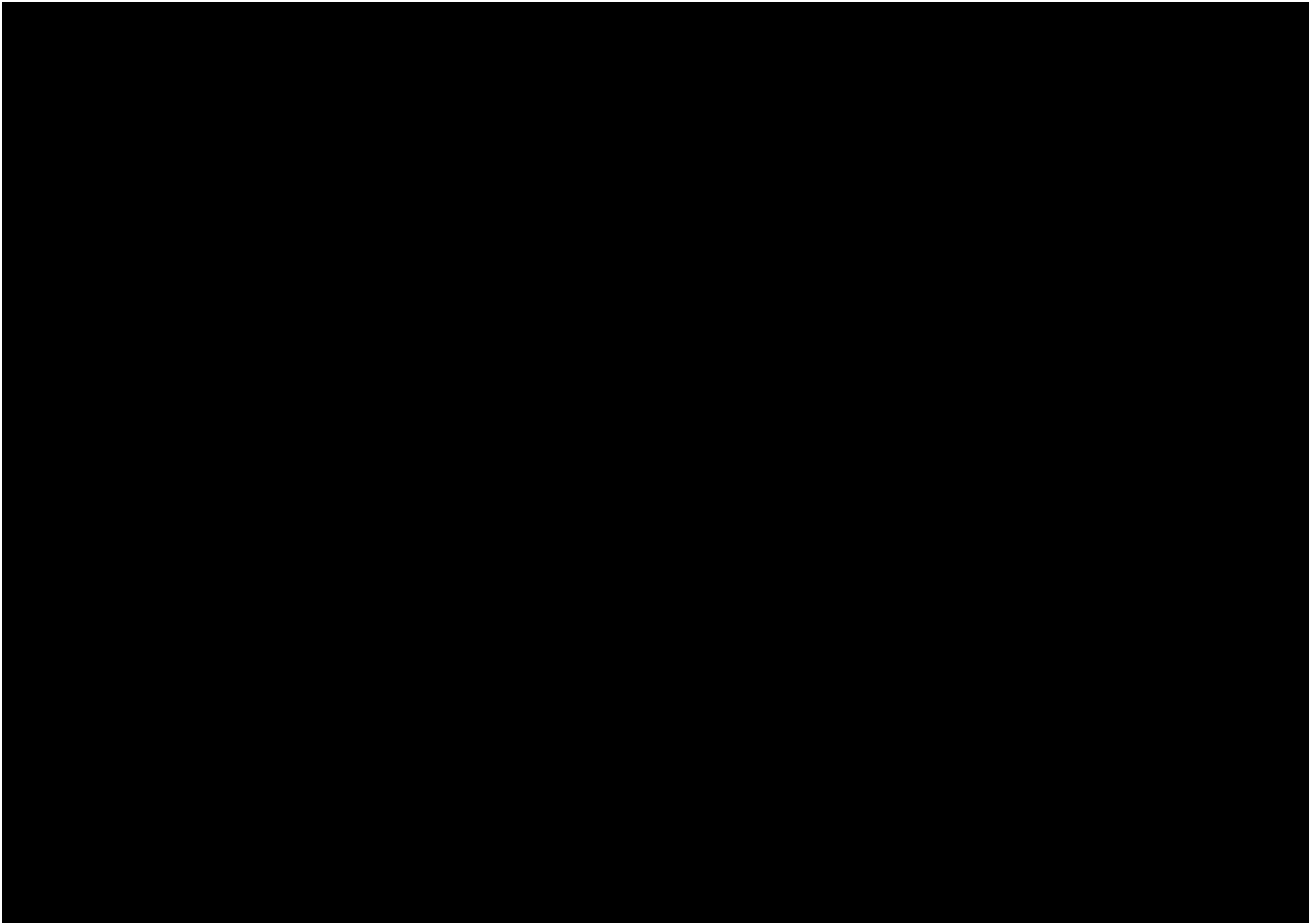
APPENDICES

Appendix 1Key Facilities
Appendix 2Law Enforcement Communications Diagram

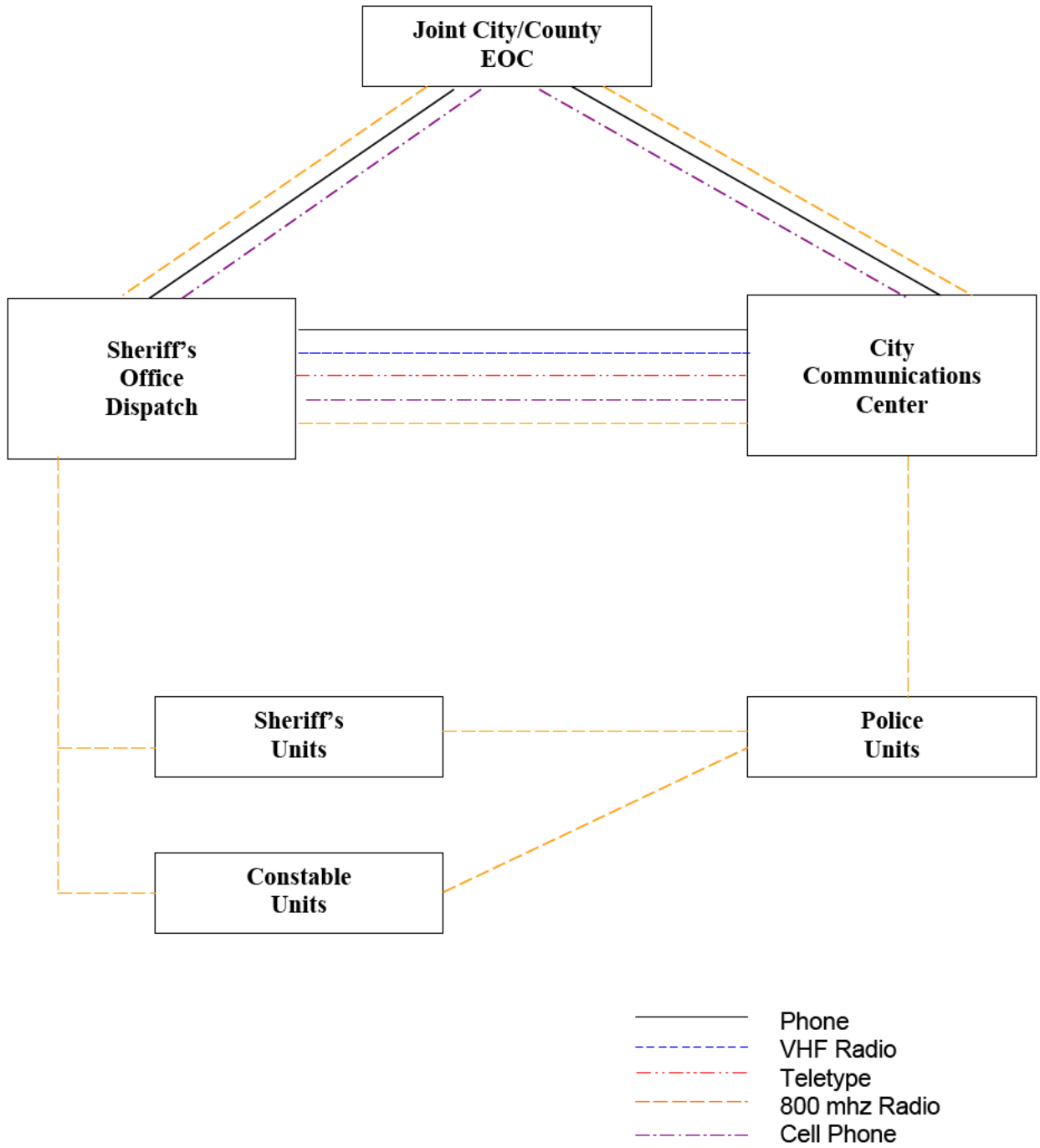
KEY FACILITIES







LAW ENFORCEMENT COMMUNICATIONS DIAGRAM



ANNEX H



HEALTH & MEDICAL SERVICES

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

Annex H

Health & Medical services

This annex is hereby approved for implementation and supersedes all previous editions.



Signed by Bain C. Cate, M.D.
Local Health Authority for
Victoria County and City of Victoria

10/07/2014

Date

RECORD OF CHANGES

Annex H

Health & Medical Services

Change #	Date of Change	Change	Entered By

ANNEX H - HEALTH & MEDICAL SERVICES

AUTHORITY

See Basic Plan, Section I.

Texas Code of Criminal Procedure, Part 1, Chapter 49, Inquests on Dead Bodies.

PURPOSE

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public health and medical services to reduce death and injury during emergency situations and restore essential health and medical services within a disaster area.

EXPLANATION OF TERMS

A. Acronyms

ARC	American Red Cross
DDC	Disaster District Committee
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Services Team
DSHS	Department of State Health Services
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations or Operating Center
FEMA	Federal Emergency Management Agency
ICP	Incident Command Post
ICS	Incident Command System
NDMS	National Disaster Medical System
NIMS	National Incident Management System
PIO	Public Information Officer
SOPs	Standard Operating Procedures
TAHC	Texas Animal Health Commission
VCPHD	Victoria County Public Health Department

B. Definitions

1. Disaster Medical Assistance Team. A team of volunteer medical professionals and support personnel equipped with deployable equipment and supplies that can move quickly to a disaster area and provide medical care.
2. Disaster Mortuary Services Team. A team of mortuary service and medical personnel that provide mortuary and victim identification services following major or catastrophic disasters.
3. National Disaster Medical System. A nation-wide mutual aid network consisting of federal agencies, businesses, and other organizations that coordinates disaster medical response, patient evacuation, and definitive medical care. At the federal level, it is a partnership between Department of Health and Human Services, the Department of Defense, the Department of Veterans Affairs, and FEMA. Non-federal participants include major pharmaceutical companies and hospital suppliers, the national Foundation for Mortuary Care, and certain international disaster response and health organizations.
4. Medical/Functional/Access Needs Individuals/Groups. Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need specially trained health care providers to care for them, special facilities equipped to meet their needs, and require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

IV. SITUATION & ASSUMPTIONS
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A. Situation

1. As outlined in section IV.A and Figure 1 in the Basic Plan, Victoria County and/or City of Victoria are/is vulnerable to a number of hazards. These hazards could result in the evacuation, destruction of or damage to homes and businesses, loss of personal property, disruption of food distribution and utility services, serious health risks, and other situations that adversely affect the daily life of our citizens.
2. Emergency situations could result in the loss of water supply, wastewater, and solid waste disposal services, creating potential health hazards.
3. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and Medical/Functional/Access Needs populations may be damaged or destroyed in major emergency situations.
4. Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.

5. Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the “walking wounded” and seriously injured victims transported to facilities in the aftermath of a disaster.
6. Uninjured persons who require frequent medications such as insulin and antihypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
7. Use of nuclear, chemical or biological weapons of mass destruction could produce a large number of injuries requiring specialized treatment that could overwhelm the local and state health and medical system.
8. Emergency responders, victims, and others who are affected by emergency situations may experience stress, anxiety, and display other physical and psychological symptoms that may adversely impinge on their daily lives. In some cases, disaster mental health services may be needed during response operations.

B. Assumptions

1. Although many health-related problems are associated with disasters, there is an adequate local capability to meet most emergency situations.
2. Public and private medical, health, and mortuary services resources located in Victoria County and/or City of Victoria will be available for use during emergency situations; however, these resources may be adversely impacted by the emergency.
3. If hospitals and nursing homes are damaged, it may be necessary to relocate significant numbers of patients to other comparable facilities elsewhere.
4. Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
5. Damage to chemical plants, sewer lines and water distribution systems, and secondary hazards such as fires could result in toxic environmental and public health hazards that pose a threat to response personnel and the general public. This includes exposure to hazardous chemicals, biologicals, radiological substances, and contaminated water supplies, crops, livestock, and food products.
6. The public will require guidance on how to avoid health hazards caused by the disaster or arising from its effects.

7. Some types of emergency situations, including earthquakes, hurricanes, and floods) may affect a large proportion of Victoria County and/or City of Victoria, making it difficult to obtain mutual aid from the usual sources.
8. State, and possibly federal, assistance will be available, upon request, to supplement local health and medical resources.

V. CONCEPT OF OPERATIONS

A. General

1. The Victoria County Public Health Department will provide a consistent approach to the effective management of actual or potential public health or medical situations to ensure the health and welfare of its citizens operating under the principles and protocols outlined in the National Incident Management System (NIMS).
2. The Victoria County Public Health Department is the local agency primarily responsible for the day-to-day provision of public health services for our community. This department or the appointed Local Health Authority serves as the Health Authority for Victoria County and the City of Victoria.
3. This annex is based upon the concept that the emergency functions of the public health, medical, and mortuary services will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Some day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and the resources that would normally be committed to those functions will be redirected to the accomplishment of emergency tasks.
4. Provisions must be made for the following:
 - a. Establishment of a medical command post at the disaster site.
 - b. Coordinating health & medical response team efforts.
 - c. Triage of the injured, if appropriate.
 - d. Medical care and transport for the injured.
 - e. Identification, transportation, and disposition of the deceased.
 - f. Holding and treatment areas for the injured.
 - g. Isolating, decontaminating, and treating victims of hazardous materials or infectious diseases, as needed.
 - h. Identifying hazardous materials or infectious diseases, controlling their spread, and reporting their presence to the appropriate state or federal health or environmental authorities.
 - i. Issuing health & medical advisories to the public on such issues as drinking water precautions, waste disposal, the need for immunizations, and food protection techniques.
 - j. Conducting health inspections of congregate care and emergency feeding facilities.

B. Mental Health Services

1. Appropriate disaster mental health services need to be made available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Services may include crisis counseling, critical incident stress management, information and referral to other services, and education about normal, predictable reactions to a disaster experience and how to cope with them.
2. Information on disaster mental health services procedures can be found in Annex O (Human Services).

C. Medical Services

1. Ambulance and Transportation
 - a. All ambulances and emergency rescue vehicles serving in Victoria County and/or City of Victoria will contain those essential items as specified by the Department of State Health Services (DSHS) Bureau of Emergency Management.
 - b. Upon notification of an emergency situation, the appropriate ambulance service will dispatch the necessary units to the scene.
 - c. Members of the Victoria Fire Department who first arrives on the scene will:
 - 1) Survey the disaster scene.
 - 2) Report to the Incident Commander and establish a triage area.
 - 3) Institute a preliminary screening of casualties and begin stabilizing and transporting those most critically injured.
 - 4) Record the number of casualties transported and their destination.
 - d. If the emergency situation warrants, medical personnel of the Victoria Fire Department will request, through the Incident Commander, that additional ambulances are sent to the scene.
 - e. Upon arrival of the Victoria Fire Department Control Officer or Triage Officer, all ambulance service personnel will place themselves at his/her disposal and will follow their directions in regard to casualty movement.
 - f. The senior fire department officer will report to the Triage Officer and inform the Triage Officer as to what procedures have begun, the location of the triage area, the number of casualties, and the number transported.
 - g. The fire department Transportation Officer, during the course of the disaster, will provide the ambulance personnel with information relative to situation and/or existing capabilities at the various medical treatment facilities.

2. Triage

- a. Medical supplies for providing advanced life support to trauma victims will be stored in a major rescue vehicle or trailer, or every responding service will bring a predetermined mass casualty supply package. Adequate supplies for treatment of victims requiring advanced life support will be stored in the rescue vehicle and mobilized to the scene of a mass casualty disaster.
- b. It is the responsibility of the first EMT/paramedic who arrives on the scene to institute triage, confer with the nearest emergency department physician, and to implement actions that may be required by the situation.
- c. If it is apparent that there will be mass casualties, the nearest hospital with emergency facilities and others with suitable facilities will be notified.
- d. The designated Control Officer shall respond to the scene during a medical disaster and shall act as liaison between the on-scene commander and the Victoria Fire Department. This individual shall be in charge of patient care, triage, transportation and all Victoria Fire Department personnel. This person is responsible for the formal declaration of a medical disaster.
- e. The Triage Officer shall respond immediately to the scene of a local disaster. This person is in charge of sorting patients to establish priority of treatment and transportation. This person is also in charge of the care of patients awaiting transportation.
- f. The Victoria Fire Department Transportation Officer is in charge of all ambulances and directs the loading and transportation of patients. This person acts as liaison with the field and the hospitals.
- g. Registered nurses and paramedics employed with local ambulance services and capable of providing advanced life support of the field will respond immediately to the disaster site. They will work with the Triage Officer and apply their skills as required to disaster victims.
- h. Equipment and medication for administering advanced life support to trauma victims will be transported to the scene by the assigned rescue unit. Additional supplies will be obtained from local hospitals upon request.
- i. Triage Priorities – Patients with certain conditions or injuries have priority for transportation and treatment over others. An outline of these conditions is as follows:
 - 1) Red Category – First Priority, most urgent
 - (a) Airway and breathing difficulties
 - (b) Uncontrolled or suspected severe bleeding
 - (c) Shock
 - (d) Open chest or abdominal wounds
 - (e) Severe head injuries

- 2) Yellow Category – Second Priority, Urgent
 - (a) Burns
 - (b) Major or multiple fractures
 - (c) Back injuries with or without spinal damages

- 3) Green Category – Third Priority, Non-urgent

Transportation and treatment is required for minor injuries (but not necessarily by EMS personnel), minor fractures, or other injuries of a minor nature.

- 4) Black Category – Deceased, Non-urgent

3. Off-Shore Response

- a. The need to furnish life support service to mariners or offshore workers could arise at any time. Trained personnel and medical supplies for providing advanced life support to trauma victims are available on the mainland and timely deployment to the scene of the incident can save lives.
- b. A request for offshore medical assistance should include details of the trauma to the extent necessary to determine the victims' needs, location, name and description of the vessel or platform, a description of medical items that are available, and other pertinent information.
- c. The most expedient method of transportation will be used to provide the life support service. This may consist of a helicopter, boat, or a combination of the two.
- d. The Transportation Officer is responsible for the overall coordination of the transportation activity and will be assisted by other agencies as requested.

D. Mortuary Services

1. Law enforcement is responsible for investigating deaths that are not due to natural causes or that do not occur in the presence of an attending physician. Justices of the Peace and/or Medical Examiners are responsible for determining cause of death, authorizing requiring autopsies to determine the cause of death, authorizing forensic investigations to identify unidentified bodies, and authorizing removal of bodies from incident sites.
2. When it appears that an incident involves fatalities, the Incident Commander shall request the 911Communications Center or Victoria County Sheriff's Office Dispatcher to make notifications to the appropriate Justice of the Peace and law enforcement agency, requesting that they respond to the scene.
3. Law enforcement or the Justice of the Peace shall arrange for the transportation of bodies requiring autopsy or identification to morgues or suitable examination facilities. When mass fatalities have occurred, it may be necessary to establish a

temporary morgue and holding facilities and obtain additional mortuary service assistance.

4. Funeral homes will collect bodies of victims from the scene and from hospitals, morgues, and other locations and arrange with next of kin for the disposition of remains.

E. Medical and Mortuary Assistance

1. Department of State Health (DSHS). When requested by local officials, DSHS can provide health and medical advice and assistance during emergency situations from its various regional offices.
2. Disaster Medical Assistance Team (DMAT)
 - a. As noted previously, DMAT is a group of volunteer medical professionals and support personnel equipped with supplies and equipment that can be moved quickly to a disaster area and provide medical care. DMATs are a part of the National Disaster Medical System (NDMS). The DMAT concept involves using volunteer medical professionals to provide emergency services to victims of disasters. Each DMAT is an independent, self-sufficient team that can be deployed within a matter of hours and can set up and continue operations at the disaster site for up to 72 hours with no additional supplies or personnel. The 72-hour period allows federal support, including medical supplies, food, water, and any other commodity required by the DMAT to arrive.
 - b. TX-1 DMAT is a federal and state response asset based in Texas. TX-1 DMAT can be activated by the State to respond to emergency events that may not be severe enough to warrant a federal response. Working closely with DSHS, TX-1 DMAT can serve as a state-level responder to major emergencies and disasters that require additional medical response resource.
3. Disaster Mortuary Services Team (DMORT)

The Texas DMORT provides mortuary and victim identification services following major or catastrophic disasters. The team is comprised of volunteer professionals from the mortuary and funeral industries.

F. Damage Assessment

1. Casualty Information. The Health Authority has primary responsibility for gathering information concerning injuries and fatalities resulting from emergency and disasters. Since accurate information concerning casualties is essential in identifying required levels of medical support, information of this type must be forwarded to Health Officer in the EOC as soon as it is available to support requests for assistance and for inclusion in required reports.
2. Water Supply Systems. In cooperation with City of Victoria Public Works, Texas Commission on Environmental Quality (TCEQ) has responsibility for evaluating damage to water treatment facilities following disaster occurrences. Because of

system vulnerability to numerous forms of contamination and because of the impact which prolonged shutdown of water treatment facilities could have on public health and welfare, it is essential that rapid and accurate assessments of damage be completed. Accurate timely estimates for required repairs will permit TCEQ to identify appropriate interim measures such as rationing, expedient water treatment, or construction of temporary water delivery systems.

3. **Wastewater Systems.** Wastewater treatment facilities are vulnerable to disaster-related interruptions and their unavailability can have a major impact on the community's health and wellbeing. TCEQ, in cooperation with Public Works, has a responsibility for evaluating damage to those facilities, as well as advising local officials concerning expedient sanitation practices which may be required in the affected areas.
4. **Medical Facilities.** The Health Authority has primary responsibility for evaluating damage sustained by medical facilities in a disaster area. The hospitals and nursing homes in Victoria County and/or City of Victoria will provide support in this activity. The facility administrator or his designee will gather initial damage reports and identify which patients must be removed pending repairs. This data will be provided to the lead facility to compile for the Health Authority's use.

G. Requesting External Assistance.

If health and medical problems resulting from an emergency situation cannot be resolved with local resources, those obtained pursuant to inter-local agreements, or resources obtained by the Resource Management staff in the EOC, local government may request medical or mortuary assistance from the State. The Victoria County Judge and/or City of Victoria Mayor should make requests for such assistance to the DDC Chairperson in Victoria. Cities must request assistance from their county before requesting assistance from the State.

H. Activities by Phases of Emergency Management

1. **Mitigation:**
 - a. Give immunizations.
 - b. Conduct continuous health inspections.
 - c. Promote and encourage the use of the blood donation program.
 - d. Conduct specialized training (e.g. hazmat, decontamination, etc.).
 - e. Conduct epidemic intelligence, evaluation, presentation, and detection of communicable diseases.
 - f. Conduct normal public health awareness programs.
2. **Preparedness:**
 - a. Maintain adequate medical supplies.
 - b. Coordinate with Victoria County and/or City of Victoria officials to ensure water quality.
 - c. Coordinate with Victoria County and/or City of Victoria officials to provide safe waste disposal.

- d. Review emergency plans for laboratory activities regarding examination of food and water, diagnostic tests, and identification, registration and disposal of the deceased.
 - e. Train and exercise personnel
3. Response:
- a. Conduct public information programs dealing with personal health and hygiene.
 - b. Conduct disease control operations.
 - c. Monitor sanitation activities.
 - d. Ensure that supplies of potable water are available.
 - e. Conduct environmental health activities regarding waste disposal, refuse, food and water control, and vector control.
 - f. Begin the collection of vital statistics.
4. Recovery:
- a. Compile health reports for state and federal officials.
 - b. Identify potential and/or continuing hazards affecting public health
 - c. Distribute appropriate guidance for the prevention of the harmful effects of the hazard.
 - d. Continue to collect vital statistics.

VI. ORGANIZATION & ASSIGNMENT REPONSIBILITIES
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A. Organization

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to that Plan, will plan and carry out health and medical operations during emergency situations.
2. The appointed Local Health Authority or Victoria County Public Health Department functions as the local Health Authority. The Health Authority has primary responsibility for the health and medical services function and shall designate a Health Officer to plan and coordinate public health and medical services during emergency situations. The Health Officer or a designee shall serve as a member of the EOC Staff. Health and medical service response activities at an incident scene will be coordinated through the Incident Commander. Large-scale health and medical efforts shall be coordinated from the EOC.
3. Upon receipt of official notification of an actual or potential emergency condition, it is the responsibility of the Health Authority to receive and evaluate all requests for health and medical assistance and to disseminate such notification to all appropriate public health, medical, and mortuary services.

B. Assignment of Responsibilities

1. General

All agencies/organizations assigned to provide health and medical services support are responsible for the following:

- a. Designating and training representatives of their agency, to include NIMS and ICS training.
- b. Ensuring that appropriate SOPs are developed and maintained.
- c. Maintaining current notification procedures to insure trained personnel are available for extended emergency duty in the EOC and, as needed, in the field.

2. Emergency Functions

Under the Victoria County/City of Victoria Emergency Management Plan, the Health Authority has primary responsibility to provide the following services in response to emergency situations:

- a. Essential medical, surgical, and hospital care and treatment for persons whose illnesses or injuries are a result of a disaster or where care and treatment are complicated by a disaster.
 - b. Public health protection for the affected population.
 - c. Mortuary and vital records services.
 - d. Damage assessment for public health & medical facilities and systems.
3. To ensure that these services are available as needed, various medical and public health services have been assigned primary or support responsibility for specific activities. Those activities, and the services responsible for their accomplishment, are summarized below.

C. Task Assignments

1. The Health Authority will:

- a. Designate a Health Officer to perform pre-emergency planning for emergency health and medical services and coordinate such activities during major emergencies and disasters.
- b. Provide qualified staff to support health and medical operations at the ICP and the EOC.

2. The Health Officer and Health Authority will:

- a. Coordinate emergency health and medical activities from the EOC when that facility is activated.
- b. Rapidly assess health and medical needs.
- c. Oversee and coordinate the efforts of local health and medical organizations activated for an emergency, assess their needs, help them obtain additional resources, and ensure that necessary services are provided.

- d. Ensure that emergency medical teams responding to a disaster site establish a medical command post.
 - e. Coordinate with neighboring community health and medical organizations on matters related to assistance from other jurisdictions
 - f. Coordinate state and federal officials regarding state and federal assistance.
 - g. Coordinate with incoming response units, such as DMAT, and screen individual health and medical volunteers.
 - h. Ensure that positive identification and proof of licensure is obtained from all volunteers.
 - i. Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
 - j. Provide, through the PIO, information to the news media on casualties and instructions to the public on dealing with public health problems.
 - k. Coordinate the provision of laboratory services required in support of emergency health and medical services.
 - l. Coordinate immunization campaigns or quarantines, if required.
 - m. Coordinate inspection of foodstuffs, water, drugs, and other consumables that were exposed to the hazard.
 - n. Coordinate inspection of damaged buildings for health hazards.
 - o. Coordinate with Victoria County/City of Victoria animal control agency and the Texas Animal Health Commission (TAHC) to dispose of dead animals.
 - p. Coordinate the implementation of measures to prevent or control disease vectors such as flies, mosquitoes, and rodents.
 - q. Establish preventive health services, including control of communicable diseases such as influenza, particularly in shelters.
 - r. Monitor food handling and sanitation in emergency facilities.
3. Emergency Medical Services will:
- a. Respond to the scene with appropriate emergency medical personnel and equipment.
 - b. Upon arrival at the scene, assume an appropriate role in the ICS. If ICS has not been established, initiate it and report to the 911 Communications Center and/or EOC.
 - c. Triage, stabilize, treat, and transport the injured.
 - d. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
 - e. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio and/or telephone communications with hospitals, as appropriate.
 - f. Direct the activities of private, volunteer, and other emergency medical units, and of bystander volunteers, as needed.
 - g. Evacuate patients from affected hospitals and nursing homes, if needed.
4. Hospitals will:
- a. Implement internal and/or external disaster plans.
 - b. Advise the Health and medical services staff in the EOC of conditions at the facility and the number and type of available beds.

- c. Establish and maintain field and inter-facility medical communications.
 - d. Provide medical guidance, as needed, to EMS.
 - e. Coordinate with EMS, other facilities, and any medical response personnel at the scene to ensure the following is accomplished:
 - 1) Casualties are transported to the appropriate medical facility.
 - 2) Patients are distributed to and among hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, and bed capacity.
 - 3) Take into account special designations such as trauma centers and burn centers.
 - 4) Consider the use of clinics to treat less than acute illnesses and injuries.
 - f. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
 - g. Coordinate with other hospitals and with EMS on the evacuation of affected hospitals, if necessary. Evacuation provisions should specify where the patients are to be taken.
 - h. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
 - i. Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
 - j. Provide patient identification information to the American Red Cross upon request.
5. The Mental Health Authority will:
- Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Information on disaster mental health services procedures can be found in Annex O (Human Services).
6. The Justice(s) of the Peace will:
- a. Conduct inquests for the deceased and prepared death certificates.
 - b. Order or conduct autopsies if necessary to determine cause of death.
 - c. Order or conduct forensic investigations to identify unidentified bodies.
 - d. Authorize removal of bodies from incident sites to the morgue or mortuary facilities.
 - e. Provide information through the PIO to the news media for the dissemination of public advisories, as needed.
7. Law Enforcement will:
- a. Upon request, provide security for medical facilities, ~~upon request.~~
 - b. Conduct investigations of deaths not due to natural causes.
 - c. Locate and notify next of kin.

8. Mortuary Services will:
 - a. Provide for the collection and care of human remains.
 - b. Establish temporary holding facilities and morgue sites, if required.
 - c. Coordinate, as necessary, with emergency health and medical services.

9. The City of Victoria Public Works Department/Building Maintenance and/or Victoria County Building & Grounds Department will:
 - a. Inspect damaged medical facilities.
 - b. Make temporary repairs to medical facilities.

10. The City of Victoria Utility Department will:

Coordinate in restoring utility service to key medical facilities.

11. The Public Information Office (PIO) will:

Disseminate emergency public information provided by health and medical officials. The Health Officer has primary responsibility for coordination of health & medical information intended for release through public media during emergency operations, with support provided by those public health and medical services responsible for particular aspects of the response. Additional information on emergency public information procedures can be found in Annex I (Emergency Public Information).

VII. DIRECTION & CONTROL

A. General

1. The Health Officer, working as a staff member of the Victoria County and/or City of Victoria emergency organization and supported by an appropriate staff, shall direct and coordinate the efforts of local health and medical services and agencies, and organizations during major emergencies and disasters requiring a coordinated response.

2. Routine health and medical services operations may continue during less severe emergency situations. Direction and control of such operations will be by those that normally direct and control day-to-day health and medical activities.

3. External agencies providing health and medical support during emergencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

B. Incident Command System – EOC Interface

If both the EOC and an ICP are operating, the Incident Commander and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort as well as conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow. A general division of responsibilities between the ICP and the EOC that can be used as a basis for more specific agreement is provided in Section V of Annex N, Direction & Control.

C. Disaster Area Medical Coordination

1. In emergency situations involving significant damage to Victoria County and/or City of Victoria medical facilities, each facility shall be responsible for determining its overall status and compiling a consolidated list of resources or services needed to restore vital functions. Each operating unit will report its status and needs to a single contact point designated by the facility. This facility contact should consolidate the data provided and report it to the Health and Medical staff in the EOC.
2. The Health Officer must be prepared to receive the consolidated requests and channel various elements of those requests to those local health and medical facilities as well as other departments, agencies, and organizations that can best respond. Requests for resources that cannot be obtained through normal sources of supply or through mutual aid by health and medical facilities outside the local area should be identified to the Resource Management staff in the EOC for action.

D. Line of Succession

To ensure continuity of health and medical activities during threatened or actual disasters, the following line of succession is established for the Health Officer:

1. Director of the Victoria County Public Health Department.
2. Assistant Director of the Victoria County Public Health Department
3. Charge Nurse of Nursing Division of the Victoria County Public Health Department

VIII. READINESS LEVELS

A. Level IV: Normal Conditions:

1. Review and update plans and related SOPs.
2. Review assignment of all personnel.
3. Coordinate with local private industries on related activities.
4. Maintain a list of health & medical resources (see Annex M).
5. Maintain and periodically test equipment.
6. Conduct appropriate training, drills, and exercises.
7. Develop tentative task assignments and identify potential resource shortfalls.

8. Establish a liaison with all private health & medical facilities.

B. Level III: Increased Readiness:

1. Check readiness of health and medical equipment, supplies, and facilities.
2. Correct any deficiencies in equipment and facilities.
3. Check readiness of equipment, supplies, and facilities.
4. Correct shortages of essential supplies and equipment.
5. Update incident notification and staff recall rosters.
6. Notify key personnel of possible emergency operations.
7. Review procedures for relocating patients and determine the availability of required specialized equipment if evacuation of health & medical facilities may be required.

C. Level II: High Readiness:

1. Alert personnel to the possibility of emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP if those facilities are activated.

D. Level I: Maximum Readiness:

1. Mobilize health and medical resources to include personnel and equipment.
2. Dispatch health and medical representative(s) to the EOC when activated.

IX ADMINISTRATION & SUPPORT
--

A. Reporting

1. In addition to reports that may be required by their parent organizations, health & medical elements participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an incident command operation has not been established, to the Health Officer in the EOC. The Incident Commander will forward periodic reports to the EOC.
2. Pertinent information from all sources will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N, Direction and Control.

B. Maintenance and Preservation of Records

1. Maintenance of Records. Health and medical operational records generated during an emergency will be collected and filed in an orderly manner. This is so a record of events is preserved for use in determining the possible recovery of emergency operations expenses, response costs, settling claims, assessing the effectiveness of operations, and updating emergency plans and procedures.

2. Documentation of Costs. Expenses incurred in carrying out health and medical services for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale health and medical operations.
3. Preservation of Records. Vital health & medical records should be protected from the effects of a disaster to the maximum extent possible. Should records be damaged during an emergency situation, professional assistance for preserving and restoring those records should be obtained as soon as possible

C. Post Incident Review

For large-scale emergencies and disasters, the Victoria County Judge/ City of Victoria Mayor or EMC shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Health and medical services that participated in the emergency operations that are being reviewed should participate in the post-incident review.

D. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises based on the hazards faced by Victoria County and/or City of Victoria should periodically include health and medical services operations. Additional drills and exercises may be conducted by various agencies and services for the purpose of developing and testing abilities to make effective health and medical response to various types of emergencies.

E. Resources

1. A list of local health & medical facilities is provided in Appendix 7.
2. A list of deployable health and medical response resources is provided in Annex M, Resource Management.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A.** The Victoria County Health Authority along with the EMC are responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B.** This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

XI. REFERENCES

- A. Annex H (Health & Medical Services) to the *State of Texas Emergency Management Plan*.
- B. Department of State Health Services (DSHS) website: <http://www.dshs.state.tx.us>.
- C. DSHS Public Health Region website:
<http://www.dshs.state.tx.us/regions/default.shtm>.

This site contains information on the counties served by the 11 DSHS Public Health Regions.

APPENDICES

- Appendix 1.....Bioterrorism Preparedness
 - Attachment A – SNS
 - Tab 1 – RSS
 - Tab 2 – Coordination with Treatment Centers
 - Tab 3 – Inventory Control
 - Tab 4 – Repackaging
 - Tab 5 – Security
 - Tab 6 – Dispensing
 - Tab 7 – Command and Control
 - Tab 8 – Communications
- Appendix 2 Mass Dispensing and Immunization
- Appendix 3Epidemiology and Surveillance
 - Attachment A – Pandemic Influenza
 - Attachment B – SARS
 - Attachment C – Smallpox
 - Attachment D – Laboratory Response
 - Attachment E – Isolation & Quarantine
 - Attachment F – Disease Reporting
- Appendix 4Behavioral Health
- Appendix 5Hospital & Medical Services Coordination
 - Attachment A - Triage
- Appendix 6Staffing Management
 - Attachment A – Volunteers
 - Attachment C – Worker Safety
- Appendix 7.....Local Health & Medical Facilities

Appendix 1 – Bioterrorism Preparedness

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**Appendix 1, Attachment A –
Strategic National Stockpile Plan**

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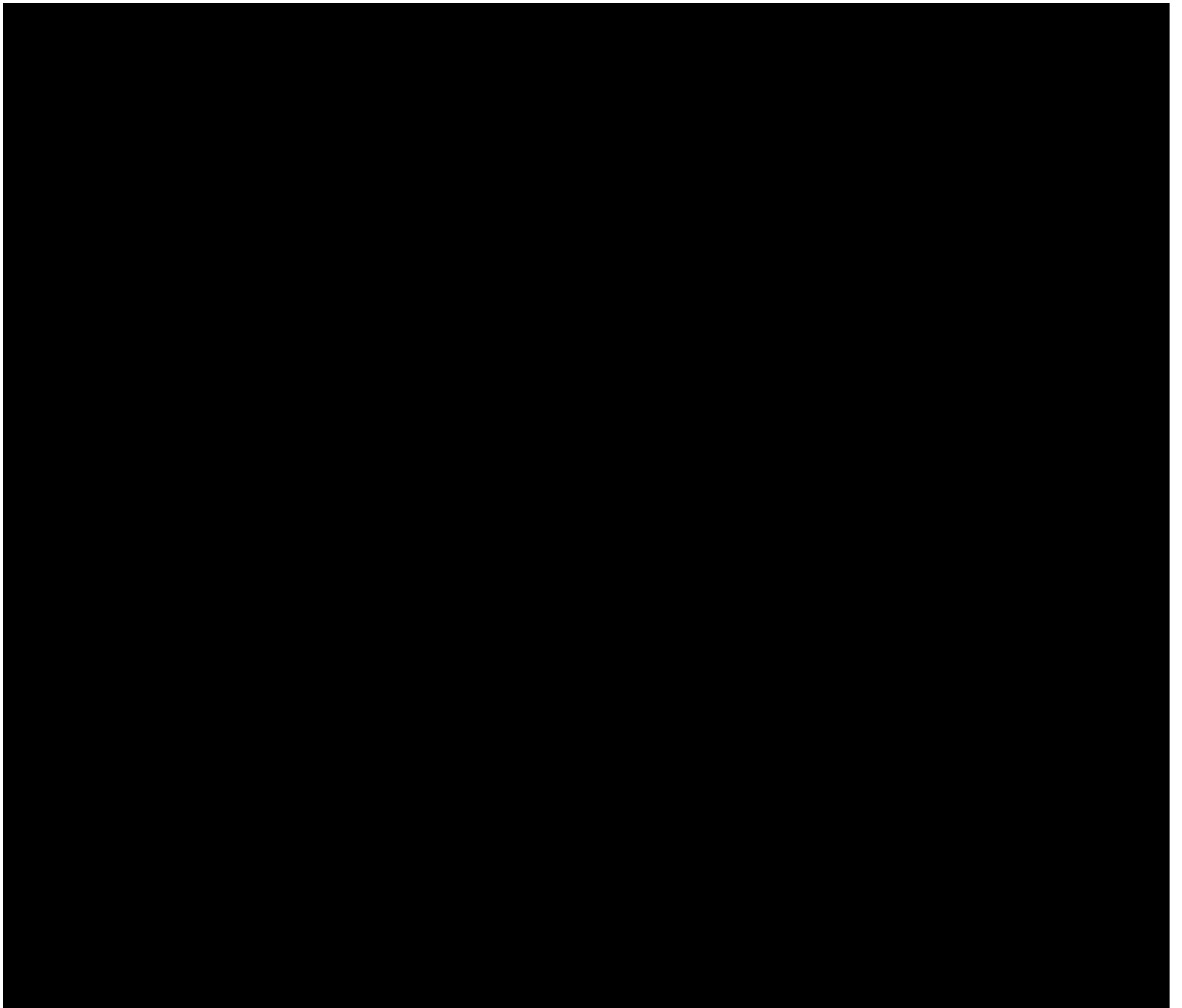
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Appendix 1, Attachment A, Tab 1 – RSS



**Appendix 1, Attachment A, Tab 2 –
Coordination with Treatment Centers**

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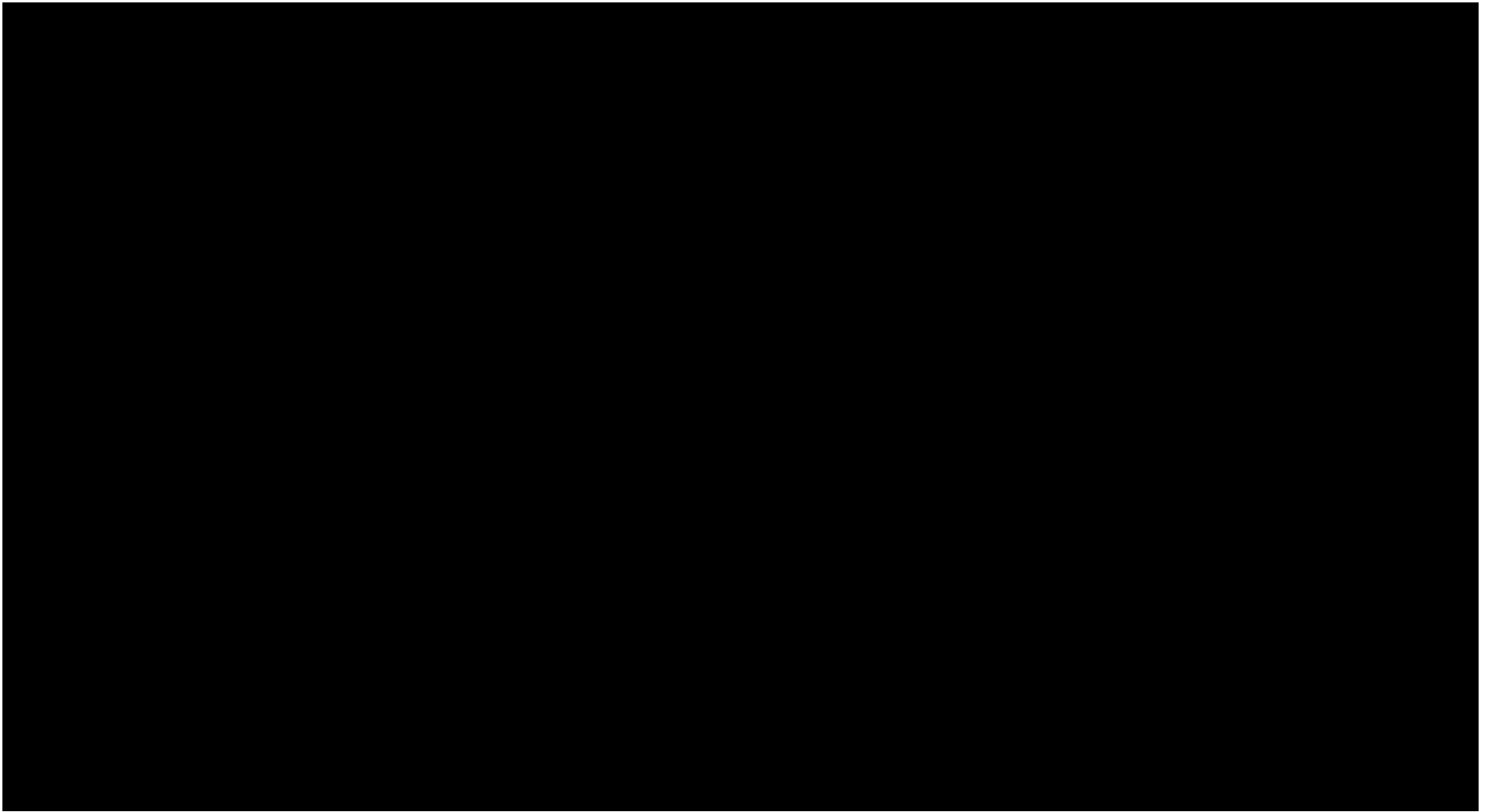
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Attachment A
Treatment Center Capacity



Attachment B

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**Appendix 1, Attachment A, Tab 3 –
Inventory Control of the SNS**



**Appendix 1, Attachment A, Tab 4 –
Repackaging of the SNS**



**Appendix 1, Attachment A, Tab 5 –
Security of the SNS**

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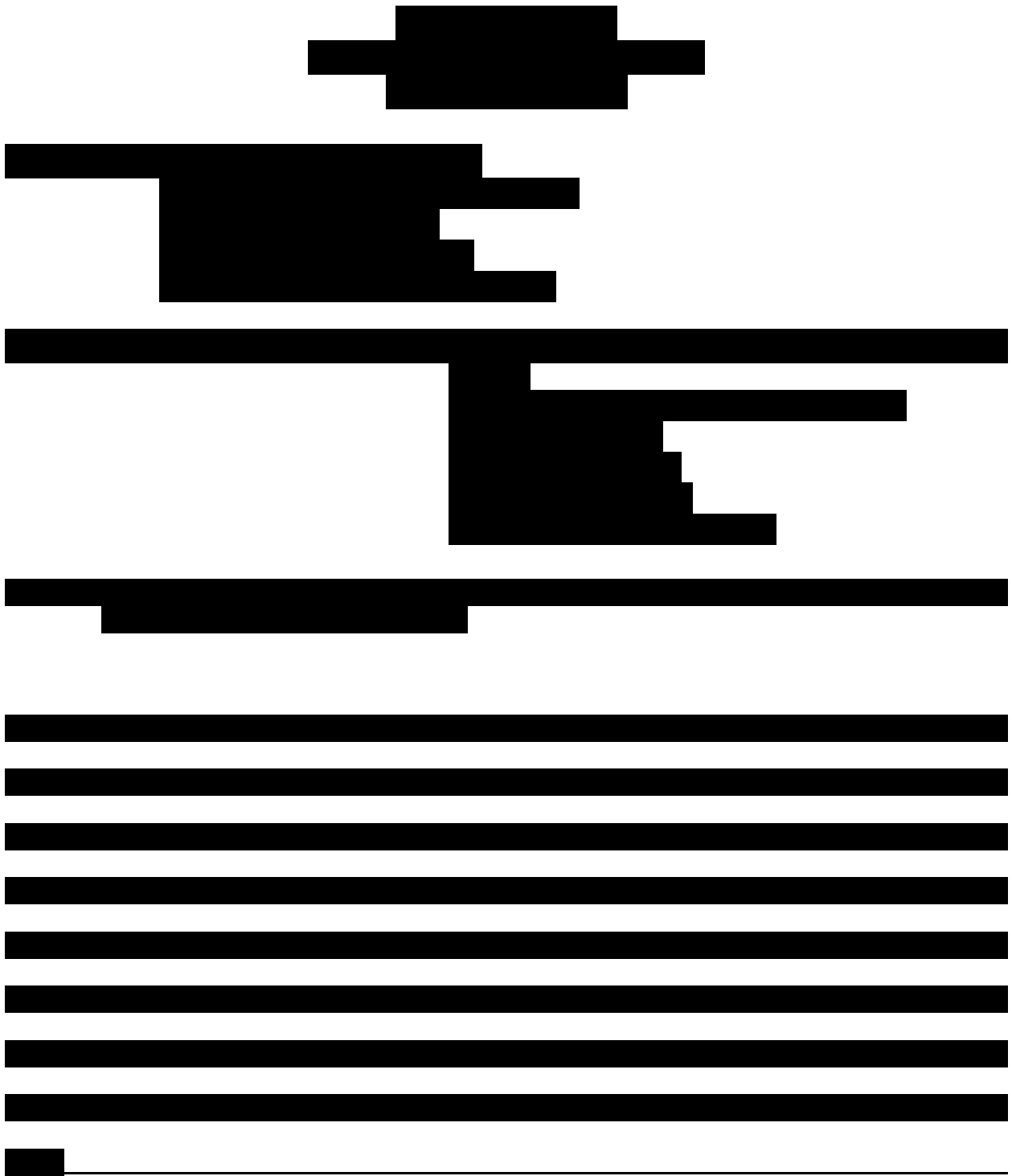
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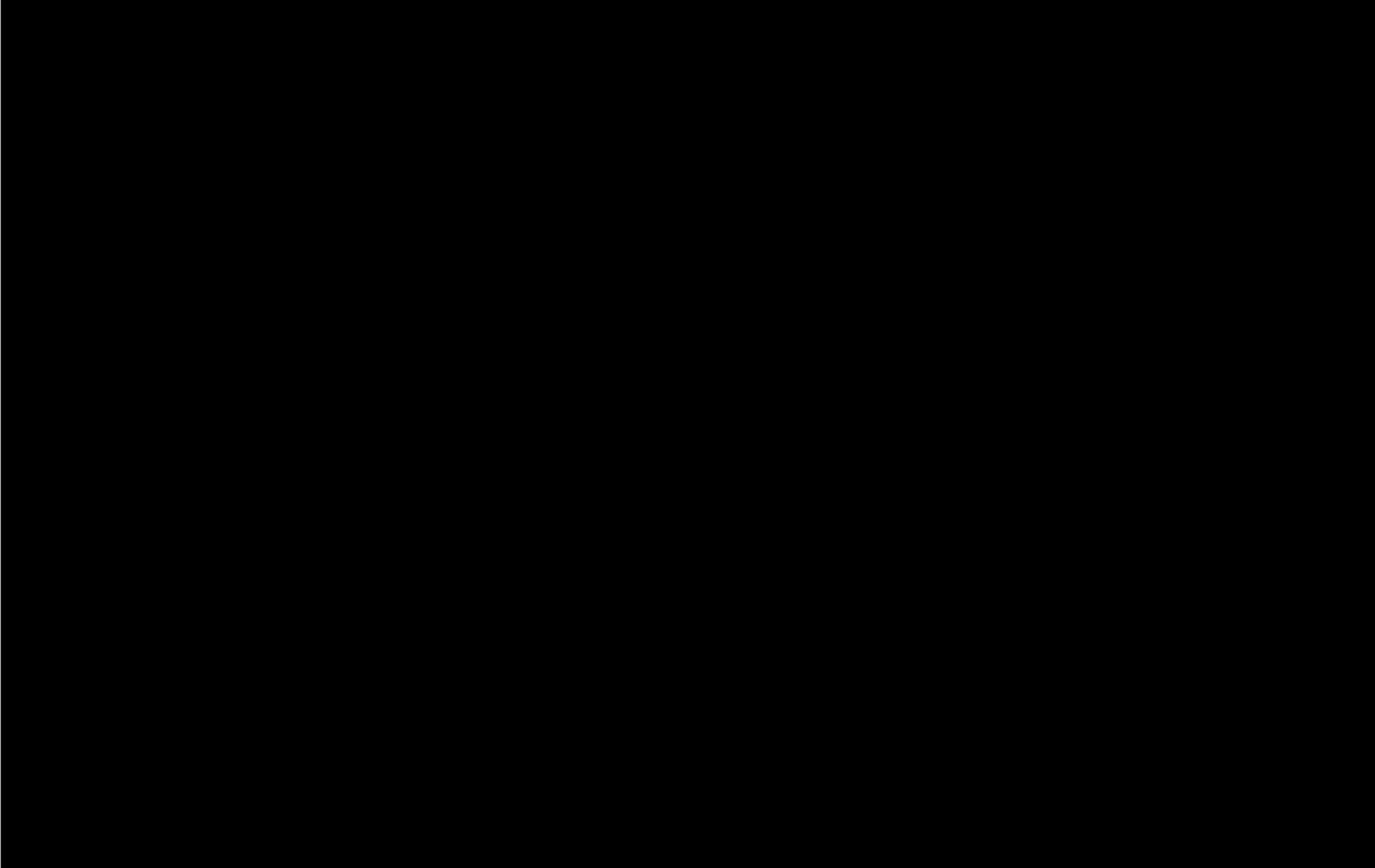
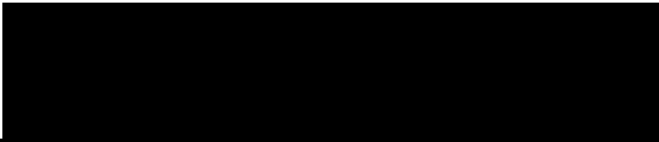
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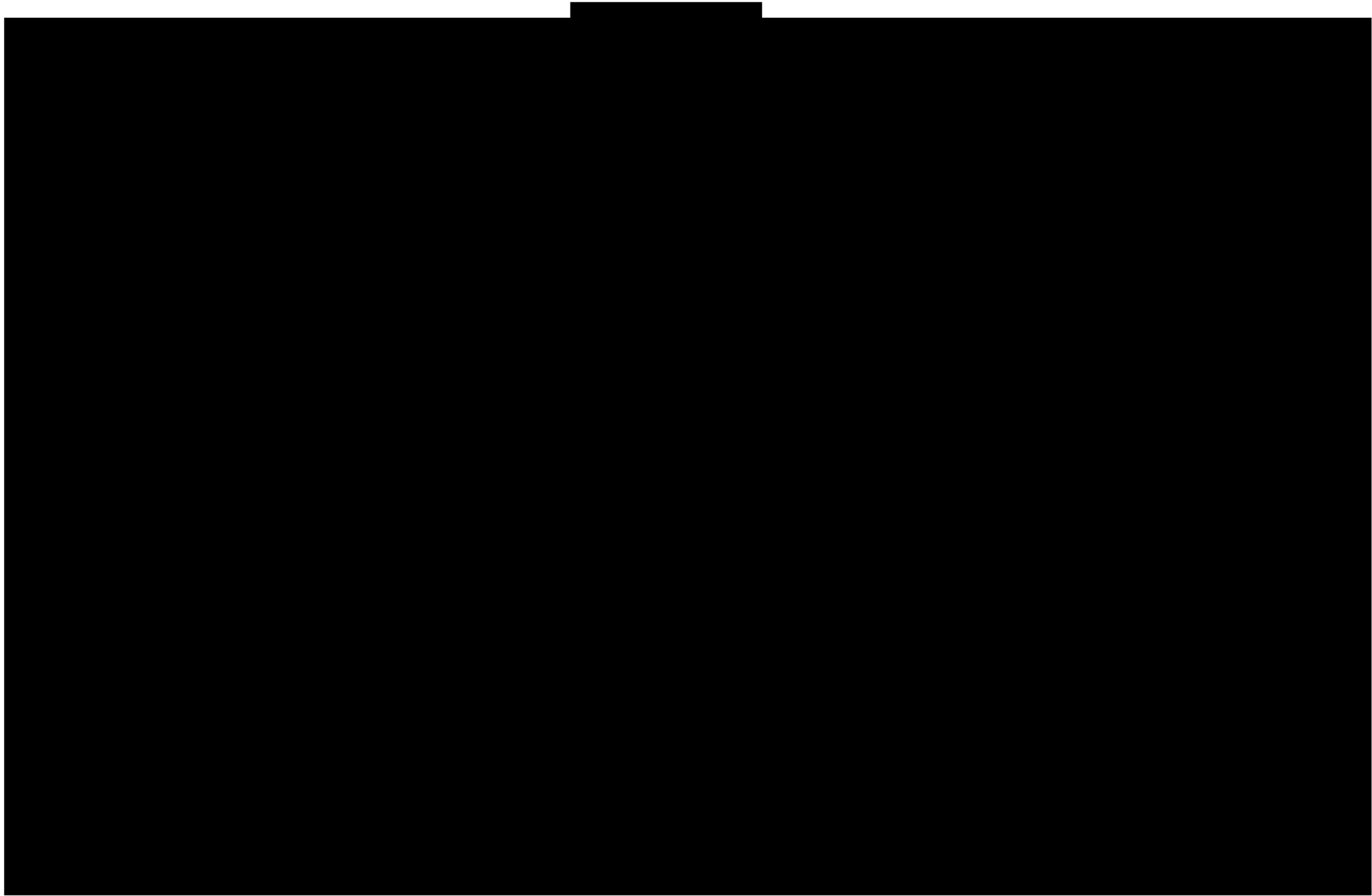


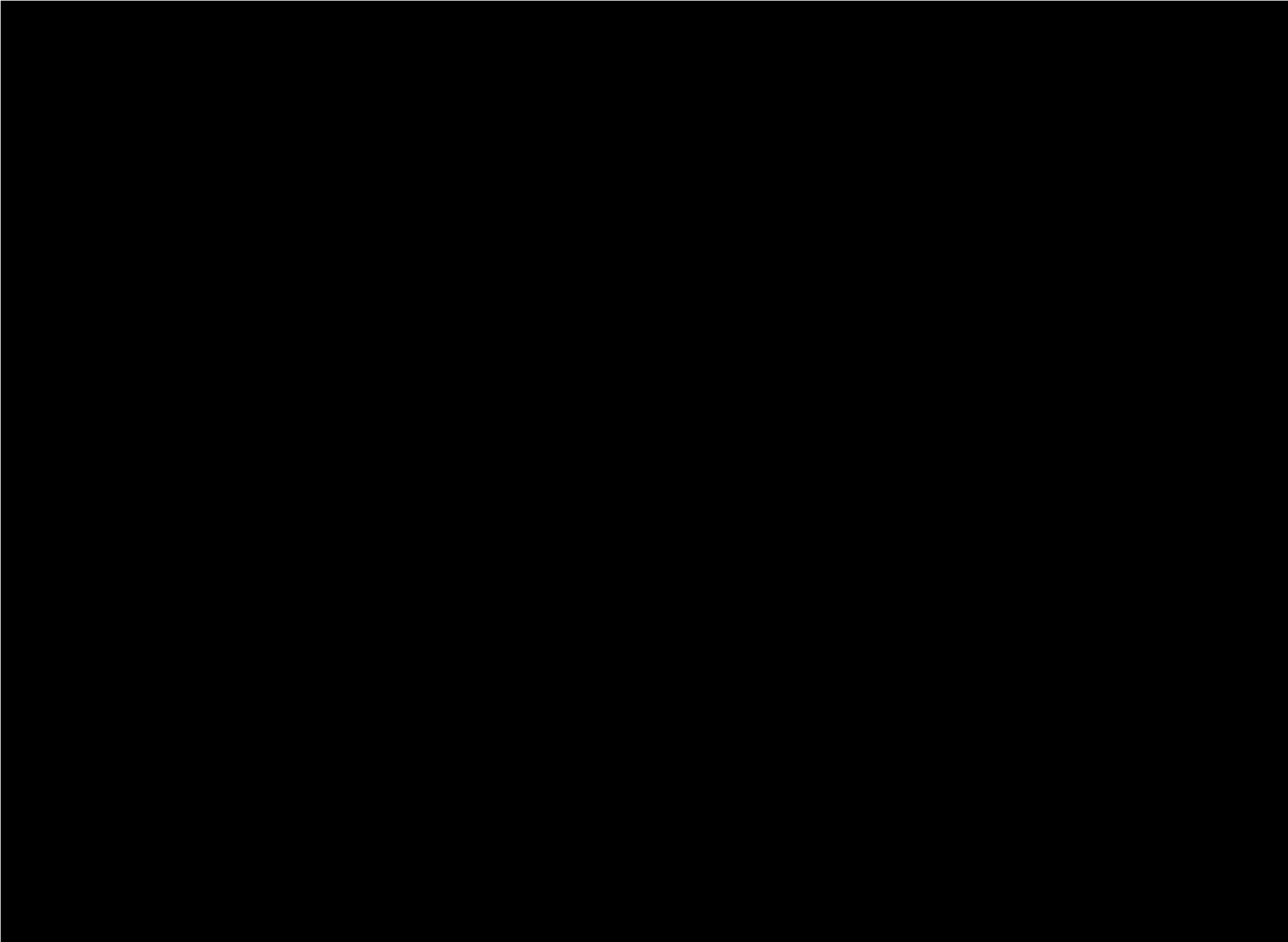


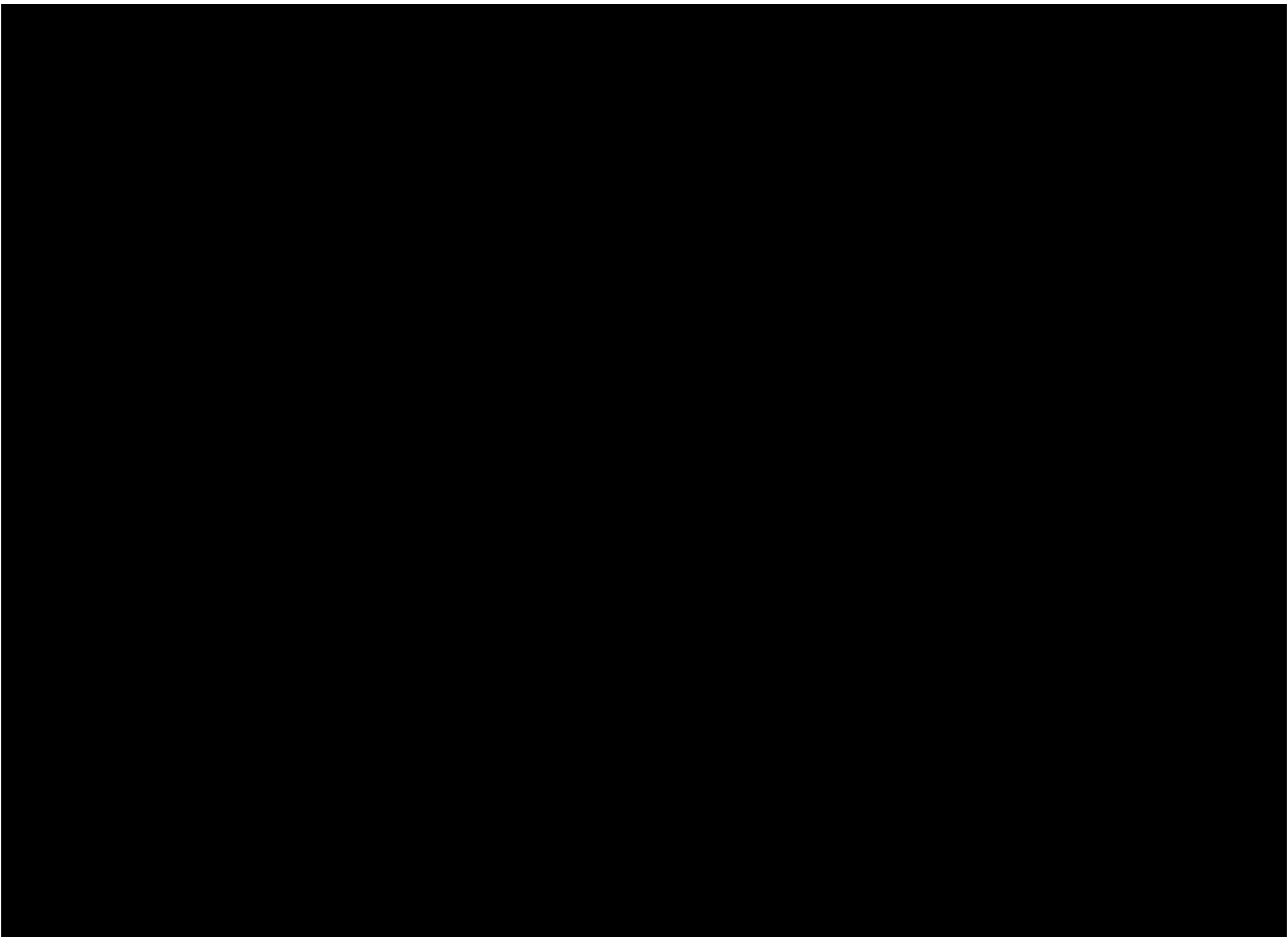
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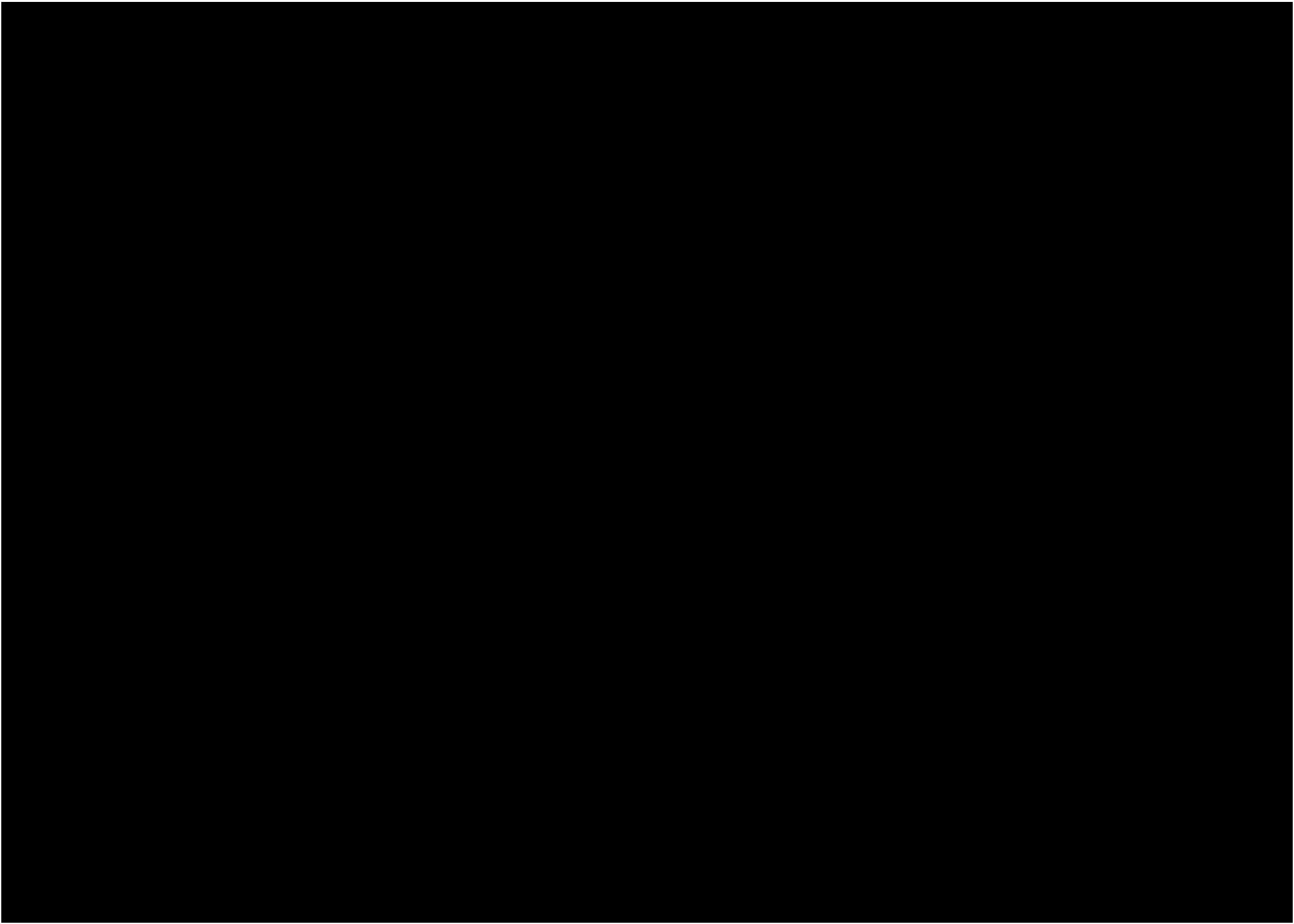
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Appendix 1, Attachment A, Tab 6 – SNS Dispensing

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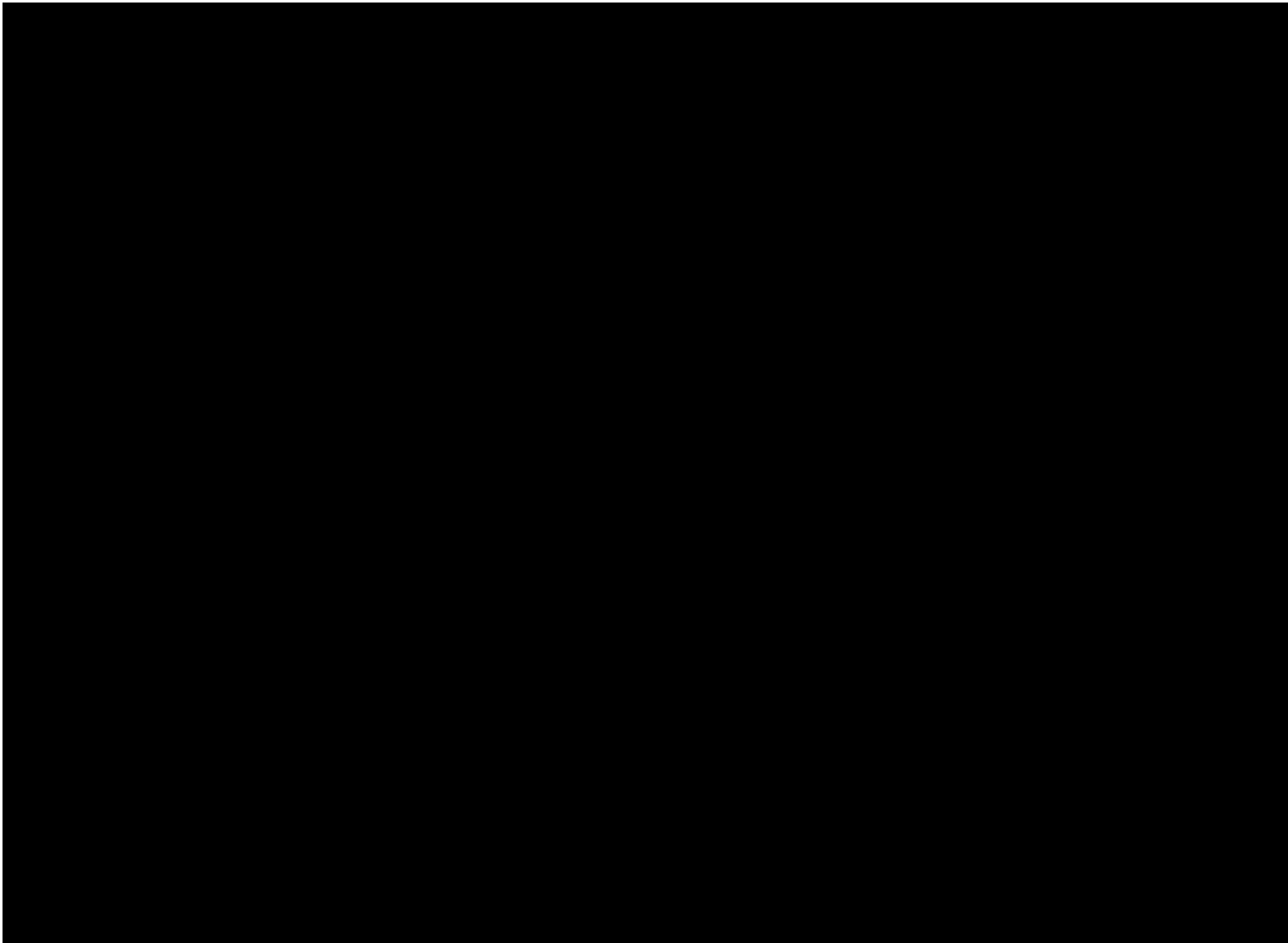
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**See Appendix 1 to this Tab for Job Action Sheets and
Just-in-Time training guidelines.**

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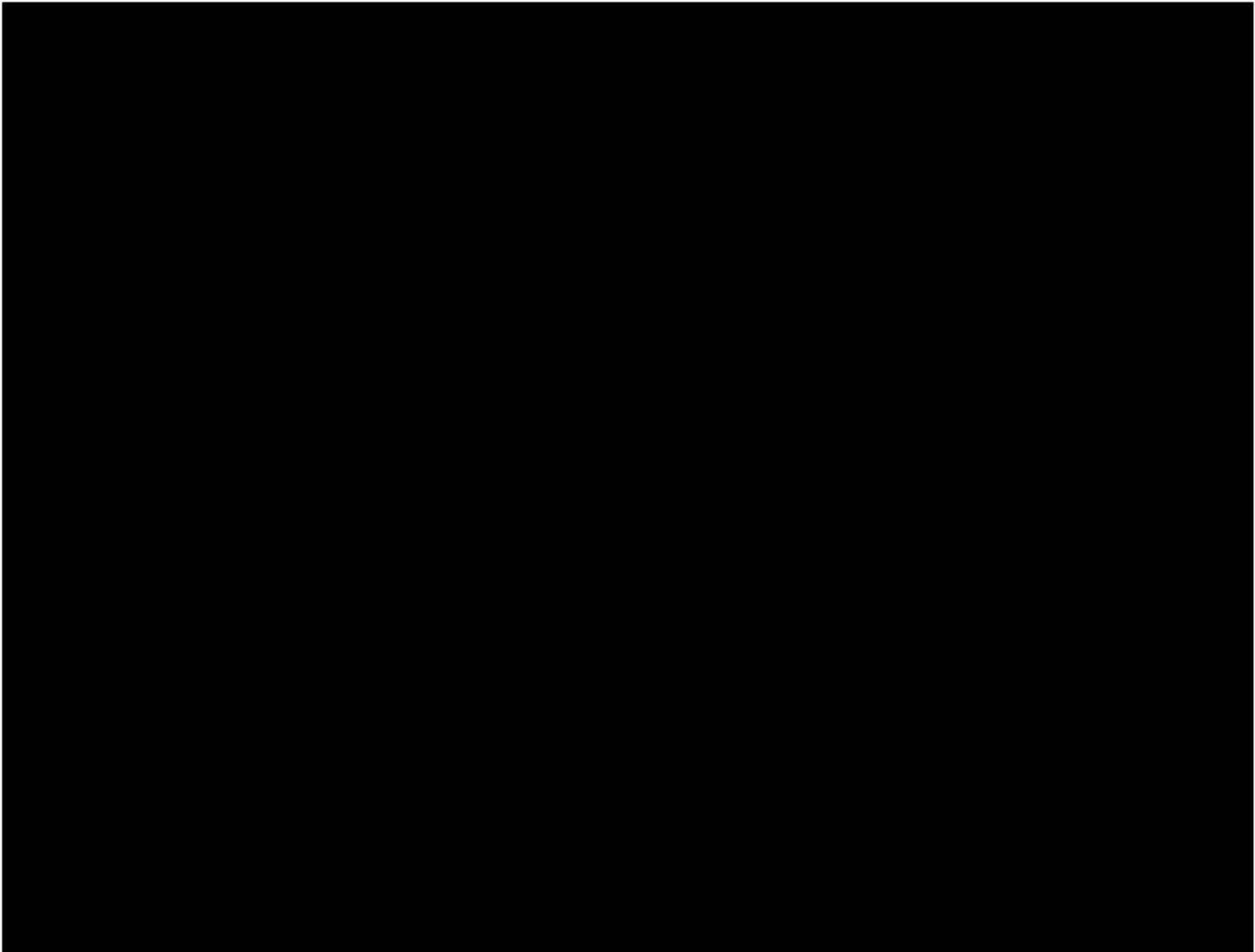
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VII. Development and Maintenance



Appendix 1, Attachment A, Tab 8 – Communications

See Annex B – Communications, for Plan

Appendix 1, Attachment B – 1st Responder Prophylaxis

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Appendix 1, Attachment C – Chempack

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Appendix 2 – Mass Dispensing and Immunization



Appendix 3 – Epidemiology and Surveillance

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Appendix 3, Attachment A – Pandemic Influenza

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Appendix 3, Attachment B – SARS

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Appendix 3, Attachment C – Smallpox

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Appendix 3, Attachment D – Laboratory Response

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Appendix 3, Attachment E – Isolation and Quarantine

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Appendix 3, Attachment F – Disease Reporting

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Appendix 4 – Behavioral Health

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Appendix 5 – Hospital & Medical Services Coordination

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Appendix 5, Attachment A – Triage

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Appendix 6 – Staffing Management

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Appendix 6, Attachment A – Volunteers

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Appendix 6, Attachment C – Worker Safety

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ANNEX I



PUBLIC INFORMATION

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

Annex I

PUBLIC INFORMATION

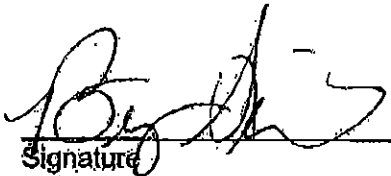


Signature

O.C. Garza

Director of Communications, City of Victoria

12/12/2016
Date



Signature

Bryan Simons

PIO, Victoria County Sheriffs' Office

12-6-16
Date

RECORD OF CHANGES

Annex I

PUBLIC INFORMATION

Change #	Date of Change	Entered By	Date Entered

ANNEX I

PUBLIC INFORMATION

I. AUTHORITY

- A. See Section I of the Basic Plan for general authorities.
- B. Texas Local Government Code, Chapter 203 (Management and Preservation of Records).

II. PURPOSE

The purpose of this annex is to outline the means, organization, and process by which we will provide appropriate information and instructions to the public during emergency situations. This annex also provides for public education to be conducted in advance of emergency situations to reduce the likelihood that citizens will place themselves in hazardous situations that may require an emergency response.

III. EXPLANATION OF TERMS

A. Acronyms

EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
IC	Incident Command/Commander
ICP	Incident Command Post
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LWP	Local Warning Point
PIO	Public Information Officer
TV	Television

B. Definitions

Public Information: Information provided to citizens before, during, and after emergency situations/incidents specifically including instructions on how to protect personal health, safety, and property or how to obtain assistance.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Victoria County and/or the City of Victoria face a number of hazards which may cause emergency situations; see Section IV of the Basic Plan for a summary of those hazards and their possible impact.
2. During emergencies, the public needs timely, accurate information on the emergency situation and appropriate instructions regarding protective actions that should be taken to minimize injuries, loss of life and damage to property.
3. For some slowly developing emergency situations (such as river flooding or hurricanes), there may be several days for local government and the media to provide detailed information about the hazard and what citizens should do.
4. For other emergency situations, there may be no warning, leaving the public information system unable to react rapidly enough to properly inform the public about the hazard and what to do about it. For this reason, it is important that the public be advised of likely hazards and what protective measures should be taken to lessen the effect of an emergency and/or disaster.

B. Assumptions

1. An effective program combining both education and emergency information can significantly reduce loss of life and property. However, many people are unconcerned about hazards until they may be affected and will not participate in or retain pre-emergency education; therefore, special emphasis must be placed on the delivery of emergency information during emergencies and disasters.
2. Local media will cooperate in disseminating warning and emergency public information during emergency situations and may participate in pre-disaster awareness programs and other disaster education activities.
3. Some emergency situations may generate substantial media interest and draw both local media and media from outside the local area, overwhelming the available emergency public information staff.

V. CONCEPT OF OPERATIONS

A. General

1. Pursuant to the National Incident Management System (NIMS) operating principles and protocols, public information efforts should generally focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. Appendix 2 describes some basic emergency information needs.

2. A special effort should be made to keep the public informed of the general progress of events. Reporting positive information regarding emergency response will help to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Public feedback should be used as a measure of the program's effectiveness.
3. Education efforts are to be directed toward increasing public awareness about potential hazards and how people should prepare for them. All information and education efforts will rely heavily on the cooperation of every type of media organization.

B. Information Dissemination

1. In the initial stages of an emergency situation, the Local Warning Point may have to take action on time-sensitive hazards. Within the limits of the authority delegated to it, the Local Warning Point (LWP), located at the 911 Communications Center. Will determine if a warning needs to be issued, formulate a warning if necessary, and disseminate it. Pre-scripted emergency messages have been prepared for likely hazards and are included in Annex A, Warning. A list of these messages is provided in Appendix 5. These pre-scripted messages may be used as written or tailored as needed for specific circumstances.
2. As Emergency Alert System (EAS) messages are limited to two minutes, EAS warning messages may have to be supplemented with Special News Advisories prepared by the PIO staff that contains amplifying emergency information. Special News Advisories are generally disseminated to media outlets via normal methods to include email, fax. Social media platforms and text messaging. [Copies of the pre-scripted messages, which include warning messages and Special News Advisories, are maintained on computers at the Warning Point and in the EOC so that they can be modified quickly.]
 - a. Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local governments. The Federal Communications Commission encourages licensees to broadcast local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcasters.
 - b. Broadcasters and cable operators will expect EAS to be used for life-threatening emergencies.
3. When the Incident Command System is activated for an emergency situation, the Incident Commander will normally warn the public in and around the incident site. A designated PIO at the Incident Command Post (ICP), assisted by the Victoria County and/or City of Victoria PIO staff if necessary, will normally provide information on the emergency situation to the media if the EOC has not been activated. All information relayed to the media by the PIO will be approved by the IC or the Victoria County Judge and/or City of Victoria Mayor.
4. Once the EOC has been activated for an emergency situation, the EOC Supervisor will normally determine the need for additional warning and instructions. The PIO staff will formulate additional warning messages and public instructions, using the sample messages contained in Annex A as a basis, where appropriate. The LWP will normally execute such warnings by activating the warning system, including transmitting EAS

messages to broadcasters. The PIO staff will disseminate Special News Advisories and other emergency public information materials to the media directly using its contact list.

5. In the case of large-scale emergencies or disasters where there are substantial external responders from other jurisdictions and/or state or federal agencies and the response and recovery effort may continue for an extended period, a Joint Information Center (JIC) may be established. The JIC, an element of the Joint Information System (JIS) developed to provide information to the public during an emergency, is a working facility where the emergency public efforts of all participating jurisdictions, agencies, volunteer organizations, and other responders can be coordinated to ensure consistency and accuracy. In federally declared incidents, a JIC will typically be set up as part of the Joint Field Office (JFO).
6. The following means will be used to provide emergency information and instructions to the public:
 - a. EAS broadcasts by radio, television, and cable companies.
 - b. Special news broadcasts by radio, television, and cable companies.
 - c. Local newspapers.
 - d. Reverse-911 telephone warning system.
 - e. Public Safety vehicles equipped with public address systems.
 - f. Recorded information on the Citizen's Information Hotline.
 - g. The local government Internet site. www.victoriatx.org and www.vctx.org
 - h. Victoria TV Channel 15.
 - i. Approved social media sites and tools, including Facebook and Twitter.
 - j. Door to door notification.
 - k. E-mail addresses and lists.
 - l. Victoria Partners in Preparedness contacts.

C. Providing Emergency Information to Special Populations

Special populations will be provided information on emergency situations and appropriate instructions by the following methods:

1. Visually-impaired: EAS messages and news advisories on radio, NOAA Weather Radio, or by door-to-door notification
2. Hearing-impaired: Captioned EAS messages and news advisories on television, print media, social media sites and City of Victoria/Victoria County websites.
3. Non-English Speakers:
 - a. Television
 - KVTX Channel 45 Spanish
 - KUNU Channel 21 Spanish
 - b. Radio
 - KHMC 95.9 Spanish

D. Resources

The PIO shall maintain a Media Roster that contains the names, telephone and facsimile numbers, and E-mail addresses of each of the media resources listed below. See Appendix 1 for an example.

1. Broadcast Television

- | | |
|--|----------------------|
| a. KAVU Channel 25 - 3808 N. Navarro, Victoria | 24 hour broadcasting |
| b. KVCT Channel 19 - 3808 N. Navarro, Victoria | 24 hour broadcasting |
| c. KXTS Channel 41 - 3808 N. Navarro, Victoria | 24 hour broadcasting |
| d. KVTX Channel 45 - 3808 N. Navarro, Victoria | 24 hour broadcasting |
| e. KUNU Channel 21 -3808 N. Navarro, Victoria | 24 hour broadcasting |

2. Cable Television

- | | |
|--|----------------------|
| a. Suddenlink – 105 Industrial Drive, Victoria | 24 hour broadcasting |
|--|----------------------|

3. Radio

- | | |
|--|--------------------------------|
| a. KVNN 1340 AM 3613 N. Main, Victoria | Syndicated |
| b. KVIC 95.1 FM, 3613 N. Main, Victoria | Live Mon-Fri 6 a.m. to 10 a.m. |
| c. KITE 93.3 FM, 3613 N. Main, Victoria | Live Mon-Fri 6 a.m. to 9 a.m. |
| d. KEPG 100.9 FM, 3613 N. Main, Victoria | Live Mon-Fri 6 a.m. to 7 a.m. |
| e. KNAL 1340 AM, 3613 N. Main, Victoria | Syndicated |
| f. KIXS 108 FM, 109 North Star, Victoria | Live Mon-Fri 6 a.m. to 3 p.m. |
| g. KLUB 106.9 FM, 109 North Star, Victoria | Live Mon-Fri 6 a.m. to 3 p.m. |
| h. KQVT 92.3 FM, 109 North Star, Victoria | Live Mon-Fri 6 a.m. to 3 p.m. |
| i. KHMC 95.9 FM, 2001 E. Sabine, Victoria | Live Mon-Fri 6 a.m. to 3 p.m. |
| j. KVIC 104.7 FM, 3613 N Main St, Victoria | |

4. Newspapers

- a. Victoria Advocate, 311 E. Constitution, Victoria - daily
- b. Thrifty Nickel, 2708 N. Ben Jordan, Victoria - weekly
- c. Cuero Record, 119 E. Main, Cuero - weekly
- d. Jackson County Herald Tribune, 306 N. Wells, Edna - weekly
- e. Port Lavaca Wave, 107 E. Austin, Pt. Lavaca – twice weekly
- f. Refugio County Press, 412 N. Alamo, Refugio - weekly
- g. Texan Express, 202 S. Commercial, Goliad - weekly
- h. Tribune Herald, 108 S. Texana, Hallettsville - weekly
- i. Yoakum Herald Times, 312 Lott, Yoakum - weekly
- j. Yorktown News-View, 133 E. Main, Yorktown - weekly
- k. Shiner Gazette, 713 N. Ave D, Shiner - weekly
- l. Gonzales Inquirer, 622 ST. Paul, Gonzales – twice weekly

5. Magazines

- a. All Things Crossroads, 8806 N. Navarro, Ste. 600-272, Victoria – monthly
- b. Victoria Connection Magazine – monthly
- c. Victoria in Motion Magazine, 5003-J John Stockbauer, Victoria – monthly

E. Phases of Management

1. Mitigation

- a. Conduct hazard awareness programs.
- b. Develop systems to enhance information dissemination during emergency situations.

2. Preparedness

- a. Develop and distribute educational materials; conduct public education programs.
- b. In coordination with the EMC, prepare pre-scripted warning and public instruction messages for known hazards. See Appendix 5 to this annex for a list of those messages included in Annex A, Warning.
- c. Brief local media on local warning systems and coordinate procedures for transmitting emergency information to media.
- d. Conduct public education on warning systems and the actions that should be taken for various types of warnings.
- e. Train public information staff.
- f. Brief local officials and emergency responders on working with the media. See Appendix 3.
- g. Maintain this annex.
- h. Identify suitable facilities for a Joint Information Center.

3. Response

- a. Develop, obtain authorization, and release public information on the emergency situation.
- b. Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions.
- c. Manage rumor control.
- d. Conduct news conferences and arrange interviews as needed.

4. Recovery

- a. Provide public information relating to recovery process and programs.
- b. Compile record of events.
- c. Assess effectiveness of public information and education program.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
--

A. General

1. The overall responsibility for providing emergency information and instructions to the public rests with the Victoria County Judge and/or City of Victoria Mayor.
2. The Victoria County Judge and/or City of Victoria Mayor shall provide general guidance for Public Information (PI) programs and appoint a Public Information Officer (PIO).
3. The PIO will manage and coordinate all emergency public information related activities and direct such staff as may be assigned or recruited to assist in those activities.
4. Trained public information specialists will staff PIO positions at the Incident Command Post and in the EOC.

B. Task Assignments

1. The Victoria County Judge and/or City of Victoria Mayor will:
 - a. Appoint a Public Information Officer (PIO).
 - b. Ensure that the jurisdiction has implemented and institutionalized processes and procedures to coordinate and integrate public information functions including the development of a public education program for emergency situations.
 - c. Authorize release of all IC approved incident information to the media.
 - d. Ensure that a Joint Information Center (JIC) is activated when warranted by the incident.
2. The Public Information Officer (PIO) will:
 - a. Represent and advise the IC on all public information matters relating to the management of the incident.
 - b. Ensure the IC approves the release of all incident-related information.
 - c. Coordinate and integrate public information functions across jurisdictions and functional agencies as required.
 - d. Develop accurate and complete information on the incident for both internal and external consumption.
 - e. Coordinate the overall emergency public information efforts of local government.
 - f. Serve as the official Victoria County and/or City of Victoria representative in the JIC.
 - g. Conduct public education programs as an ongoing activity.

- h. Develop and disseminate public information materials and maintain a stock of materials for emergency use based on hazards likely to confront the jurisdiction. Such materials should include:
 - 1) General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency, including shelter-in-place and evacuation.
 - 2) Hazard specific instructions on “where to go and what to do” in an emergency.
 - 3) Information on how emergency warnings are disseminated and the meaning of warning signals.
- i. In coordination with the Victoria County Sheriff, City of Victoria Police Chief, City of Victoria Fire Chief and the EMC, develop pre-scripted warning messages for known hazards for use by the local warning point and the EOC.
- j. Develop methods (i.e., newspaper supplements, prepared TV/radio scripts for broadcast stations, social media posts, website content) for distribution of EPI materials to the public, to include materials for non-English speaking groups, if appropriate.
- k. In cooperation with the EMC, coordinate with broadcasters (radio and television stations and cable television companies) to develop procedures for local government to disseminate warning messages and emergency information through the broadcast media.
- l. Authenticate sources of information, verify for accuracy, and obtain authorization before issuing news releases.
- m. Provide authorized news releases to the media and the public while keeping the Victoria County Judge/City of Victoria Mayor/Victoria City Manager informed of message content.
- n. Monitor media coverage of emergency operations for accuracy of reports and issue corrections where necessary.
- o. Take action to control rumors.
- p. Brief potential Incident Commanders, department heads and key staff, and the EOC staff on basic public information needs, working with the media, and media access during emergency operations. See Appendices 2, 3 and 4 for further information on these subjects.
- q. Maintain a media briefing area in the vicinity of the EOC.
- r. Periodically brief the media and public on local warning systems and warning procedures.
- s. Maintain a Media Contact Roster. See Appendix 1 for a sample.
- t. Compile printed and photographic documentation of the emergency/disaster.

- u. Develop public information emergency checklists for known hazards. See Appendix 6.
 - v. Anticipate and be prepared to handle unscheduled inquiries from the media and the public.
 - w. Train a group of government employees and/or volunteers to staff PIO positions at the Incident Command Post and in the EOC.
3. The EMC will:
- a. Advise the Victoria County Judge and/or City of Victoria Mayor on when to disseminate emergency instructions to the public.
 - b. Coordinate with the PIO in the development of pre-scripted emergency messages.
 - c. Work with the PIO in public education activities relating to emergency management.
 - d. Identify concerns raised by the public, rumors, and other issues involving citizens to the PIO so they may be addressed in public information activities.
4. All local government departments and agencies will:
- a. Refer media inquiries during emergency situations to the PIO.
 - b. Assist the PIO in responding to requests for information from the public or the media.
5. Media companies are expected to:
- a. Disseminate warning messages and special news advisories provided by local government to the public as rapidly as possible.
 - b. Participate in periodic tests of the EAS and other warning systems.
 - c. Provide coverage of emergency management activities.
 - d. Work with PIO and EMC on public educational programs relating to emergencies.
 - e. Check accuracy of information on emergency operations with the PIO or EMC.

VII. DIRECTION & CONTROL

A. General

1. The Victoria County Judge and/or City of Victoria Mayor has overall responsibility for the emergency public information program, shall provide general guidance for emergency-related public education and information activities, shall appoint a PIO, and in conjunction with the IC, approve all information released to the news media and the public.

2. The Public Information Officer shall direct all emergency public information activities, coordinating as necessary with other individuals, departments, and agencies performing other emergency functions.
3. To the extent possible, the PIO shall release, upon approval, all information to the public and the media during emergency operations. During emergency operations, departments and agencies shall refer media inquiries to the PIO.

B. Line of Succession. The line of succession for the Public Information Officer is:

1. Trained PIOs will be responsible for carrying out the duties in the Annex. A list of PIOs available to fill this role will be maintained, and staff members will be selected/recalled as needed based on the incident type.

VIII. READINESS LEVELS

A. Readiness Level 4 - Normal Conditions

See the mitigation and preparedness activities in Section V.E, Emergency Management Activities by Phase.

B. Readiness Level 3 - Increased Readiness

1. Monitor the situation.
2. Check and update Media Contact Roster.
3. Alert media of the increased threat so they are aware of the situation and are prepared to disseminate warnings and public instructions if necessary.

C. Readiness Level 2 - High Readiness

1. Monitor the situation.
2. Review pre-scripted warning messages and public instruction messages; draft updated versions or additional messages tailored for the impending threat.
3. Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period.
4. Determine requirements for additional pre-emergency public information and instructions and produce and disseminate those materials.
5. Consider placing public information personnel on shifts to provide for increased situation monitoring and to conduct additional public information planning.

D. Readiness Level 1 - Maximum Readiness

1. Monitor the situation.

2. Update warning messages as necessary.
3. Update public information materials based on current threat and disseminate.
4. Provide information to the media on local readiness activities.
5. Place selected off-duty personnel on standby to increase staffing if necessary.
6. Staff public information positions in the EOC or at the ICP when activated.

IX. ADMINISTRATION & SUPPORT

A. Media Contact Roster

The PIO shall maintain a contact roster for the media organizations that are involved in local emergency management programs. A sample is provided in Appendix 1.

B. Records

1. The PIO shall maintain a file of all news advisories, press releases and social media archives issued during emergency operations.
2. The PIO shall also compile and maintain copies of newspaper articles, videofiles of emergency operations and news broadcasts relating to an emergency, and other media materials distributed for use in post-incident analysis and future training activities.

C. Educational Programs

1. The PIO and the EMC shall conduct disaster educational programs to increase citizen preparedness. Educational programs may include presentations in schools and for community organizations, displays at local public gatherings, community meetings, distribution of educational materials, and other activities. The local media may be willing to assist with such activities and local businesses may be willing to sponsor such events and assist with costs. Educational brochures may also be distributed with regularly scheduled government, utility, or business mailings.
2. The PIO is expected to obtain and maintain materials for disaster-related public education. A wide variety of educational materials dealing with emergency management and disaster preparedness are available. Materials include pamphlets, posters, videofiles, DVDs, podcasts, YouTube URLs, and complete training curricula for school children. Many publications are available in ready-to-distribute form or as fact sheets whose content can be incorporated into locally developed materials. Materials available include emergency preparedness information of general interest and specialized preparedness publications for school children, the elderly, and people with various disabilities. Public education materials relating to emergency management are available in a variety of foreign languages.
3. The principal providers of disaster-related educational materials are the Federal Emergency Management Agency (FEMA), the American Red Cross (ARC), and the

Texas Division of Emergency Management (TDEM); many agencies and volunteer organizations also publish specialized disaster-related educational materials. FEMA publishes a catalog of their publications and both FEMA and the ARC include educational materials on their web sites; see Section XI, References, for their addresses. The GDEM also distributes hazard-specific awareness materials periodically throughout the year to local EMCs as part of state awareness campaigns.

D. Training

Members of the public information staff for whom public information is not their primary daily work should attend public information training, preferably training focusing on emergency public information activities. GDEM and FEMA offer Public Information Officer training.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. **Development.** The Public Information Officer is responsible for developing and maintaining this annex.
- B. **Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. **Operating Procedures.** The Public Information Officer is responsible for developing and maintaining SOPs covering recurring public information tasks.

XI. REFERENCES

- A. FEMA, *FEMA Publications Catalog*
- B. FEMA, *Guide to All-Hazard Emergency Operations Planning* (SLG-101)
- C. FEMA web site: www.fema.gov
- D. American Red Cross web site: www.redcross.org
- E. Department of Homeland Security, *National Incident Management System*

APPENDICES:

Appendix 1 Media Contact Roster
Appendix 2 Public Information Needs
Appendix 3 Working With the Media
Appendix 4 Media Access & Identification
Appendix 5 List of Pre-scripted Emergency Messages
Appendix 6 Public Information Checklists

 Tab A Public Information Checklist for Flooding
 Tab B Public Information Checklist for Hazmat Incident
 Tab C Public Information Checklist for Hurricanes

Appendix 7Phone Bank Operations

MEDIA CONTACT ROSTER

A comprehensive media contact roster is maintained by the City of Victoria Communications Department and is available upon request.

PUBLIC INFORMATION NEEDS

1. Background

During emergency situations, it is important to provide the general public with adequate information on the situation as rapidly as possible to alleviate concerns and reduce the likelihood of panic or inappropriate actions. Social Media platforms and the news media are the primary means of disseminating such information by providing up-to-date information quickly to a wide audience. The information they provide reduces the time and manpower that local government would have to divert from response and recovery tasks to deal with (which could be an overwhelming number of inquiries from the public). Every effort should be made to cooperate with the news media in providing information and in recognition of the rights of the news media to perform their proper function.

2. Information Needs

The following types of information shall be provided to the public as soon as possible in as much detail as possible.

A. What Happened

- 1) Nature of incident or emergency
- 2) Location
- 3) Time of occurrence
- 4) Situation resolved or response on-going
- 5) Cause (Until an investigation has determined the cause with reasonable certainty, it is not advisable to speculate.)

B. Current Response Actions

What actions have been or are being taken to protect public health and safety and public and private property?

C. Known Damages

- 1) Homes
- 2) Businesses
- 3) Government buildings
- 4) Infrastructure – roads, bridges, parks, etc.

D. Casualties

- 1) Number dead and apparent cause
- 2) Number injured and nature/severity of injuries and where being treated
- 3) Number missing and circumstances
- 4) General identification of casualties – age, sex, situation (employee, homeowner, responder, etc.
- 5) Names of casualties – only released after next of kin have been notified

E. Evacuations

- 1) Areas and facilities evacuated
- 2) Approximate number of evacuees

F. Shelter & Mass Care

- 1) Shelters open – name and location
- 2) Approximate number of persons being housed in shelters
- 3) Mass feeding site or other mass care facilities in operation – name, location, and number of persons being served.

G. Status of Utilities

- 1) Electric service
- 2) Telephone and cable systems
- 3) Water system
- 4) Sewer system
- 5) Natural gas distribution

H. Road and Facility Closures

I. Organizations Responding

- 1) Local government
- 2) State agencies
- 3) Federal agencies
- 4) Volunteer groups

J. Means of contacting evacuees

K. Areas to which access is restricted and the reason(s) for such restriction

L. For ongoing emergency situations, planned response activities

M. In the recovery phase:

- 1) Disaster assistance programs available
- 2) How to apply for disaster assistance

3. Collection and Dissemination of Information

Information shall be collected and disseminated as soon as possible by the appropriate personnel. All incident related information must be approved by the IC prior to dissemination.

- A. Where an Incident Command Post has been established and a qualified public information staff member is at the scene, that individual may provide information directly to the media if the EOC is not activated. If no qualified public information staff member is present at the scene, the Incident Commander or a member of his staff should pass situation information to the Public Information Officer for release to the media.

- B. Where an Incident Command Post has been established and the EOC has been activated, information from the incident scene will normally be passed to the Public Information Officer at the EOC. The Public Information Officer will utilize reports from the scene and other available pertinent information to brief the media and prepare news advisories for release to the media.
- C. The Shelter and Mass Care Officer is responsible for collecting information on shelter and mass care activities and providing that information to the PIO.
- D. The Energy and Utilities representative in the EOC is responsible for obtaining information on the status of utilities and providing it to the PIO.
- E. Law Enforcement and Public Works/Engineering are responsible for obtaining information on road closures and facility closures and providing it to the PIO.
- F. The PIO is responsible for collection of information from the Incident Commander, the EOC staff, and other sources and agencies. The PIO staff is responsible for preparation of news releases, for the dissemination of information directly to the news media, and, where appropriate, for making arrangements for announcements directly to the public via radio and/or television hookups.
- G. Hospitals are responsible for dissemination of information concerning casualties and deaths. They generally have policies restricting the release of detailed information without permission of patients or their families. This information that they choose to release will normally be disseminated directly to the news media. The PIO should request that the EOC be provided copies of any information released to the media.

WORKING WITH THE MEDIA

1. What to do when working with the media:

- A. Identify your spokesperson beforehand.
- B. Have a number the media know to call when they need information.
- C. Make certain the person answering the phones knows to whom to direct media calls.
- D. Get all the information you can from those in charge before you talk with the media.
- E. Write out the answers to these questions for **your** use:
 - 1) What happened?
 - 2) When did it happen?
 - 3) Where did it happen?
 - 4) Why did this happen?
 - 5) Who's responsible, involved, injured?
 - 6) How many were hurt or killed? What are their names/ages/addresses?
 - 7) Can I shoot video/take photos? How close can I get?
 - 8) Who can I talk to?
 - 9) What is your agency doing about it?

2. When you talk with the media:

- A. Tell the truth and if related to the incident, ensure the IC has approved the information.
- B. Be courteous and don't play favorites.
- C. Avoid "off the record" remarks.
- D. Never say anything you would not want to see printed or broadcast.
- E. Stay on top of the interview by listening to the reporter's questions.
- F. Don't accept the reporter's definitions of what happened.
- G. Pause, think; ask for more time if you need it.
- H. Respond only to the question you've been asked. Don't speculate.
- I. Stick to the core message

MEDIA ACCESS & IDENTIFICATION
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1. Media Access

In recognition of the public's right to know as much information as possible about a disaster, local response agencies will cooperate with legitimate news media representatives and provide equal access to information and, within the limits of safety and other response needs, access to incident scene to various news organizations. News media representatives are required to cooperate with response personnel as directed for safety and efficient operation.

- A. The Incident Commander or his designated representative will allow media such access to the incident scene as is consistent with safety and does not disrupt critical operations.
- B. The EMC, in coordination with the PIO, shall establish rules for media access to the EOC. When the EOC is activated, representatives of news media may be provided access to those areas of the EOC designated by the EMC. As a general rule, press briefings will not be conducted in the EOC because they can disrupt on-going EOC operations; briefings will normally be conducted in the press area of the EOC. Photo shoots and interviews may be conducted in the EOC, but these should be scheduled so as to minimize disruption.
- C. Hospitals establish their own rules of access for news media representatives and these may vary for individual circumstances. For emergency situations where there have been substantial casualties, it may be desirable for hospitals to provide a pressroom or other designated area with access to telephones for the use of news media representatives.
- D. When incident scenes are on private property, the property owner may establish and enforce policies with regard to access by the media and other persons who are not emergency responders.

2. Media Identification

Representatives of news media will be considered to have satisfactory identification if they have:

- A. A media company identification card with photo that identifies them as a media representative, unless there is reason to believe that the identification is not genuine.
- B. Texas Department of Public Safety Press identification card.

LIST OF PRE-SCRIPTED EMERGENCY MESSAGES
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The following pre-scripted emergency messages have been prepared and are included in Annex A, Warning:

1. Warning – General Incident
2. Warning – Road/Facility Closure
3. Warning – Shelter-in-Place
4. Special News Advisory – Pre-Evacuation
5. Warning – Urgent Evacuation
6. Warning – Deliberate Evacuation
7. Special News Advisory – Supplemental Evacuation Information
8. Special News Advisory – Schools & Public Facility Status

PUBLIC INFORMATION CHECKLISTS

This appendix includes the following Emergency Public Information (PI) Checklists:

- Tab A Pubic Information Checklist for Flooding
- Tab B Public Information Checklist for Hazmat Incidents
- Tab C Public Information Checklist for Hurricanes

Public Information Checklist for Flooding

✓	Pre-Emergency Phase
	1. Conduct public education and distribute preparedness materials highlighting local flood risk areas, precautionary actions, and protective actions.
	2. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A to the Basic Plan.
	3. Coordinate with school authorities/PIOs on policies/procedures for announcing school closures.
	4. Review local Hazard Analysis and Annex E to EM Plan to identify potential flood risk areas and evacuation routes.
	5. Coordinate with Animal Control, Animal Shelter, and other organizations to determine availability of facilities for evacuated pets and large animals.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	Readiness Phase
	1. Ensure PIO receives current information on flood watches & warnings, as well as street and road closures.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A of EM Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	6. Disseminate property protection and evacuation preparedness information to public through media.
	Emergency Response Phase
	1. Provide evacuation area and evacuation route maps to media.
	2. Release evacuation recommendation through warning system.
	3. Release information on how transportation will be provided for those who lack it.
	4. Release public instructions on securing property, evacuation routes, and what to take with you.
	5. Release information to media on shelter and mass care facilities available.
	6. Release information to media on where persons needing assistance should call.
	7. Release special instructions for those evacuating pets.
	8. Release information on curfews and travel restrictions in effect within evacuation areas.
	9. Release information on disaster welfare inquiry procedures.
	10. Advise the public not to return to the evacuation area until told to do so.
	11. Inform media of emergency response actions and organizations participating.

✓	Post-Emergency Phase
	1. Coordinate with Law Enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage assessments to media, updating as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any.
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information to media on termination of shelter operations
	8. Release information on debris removal activities.
	9. Release information on volunteer assistance for home cleanup and repair.
	10. Release information on re-opening of streets and roads.

Note: This public information checklist is designed for slowly developing floods. For a fast-breaking flood situation, it may not be feasible to conduct some of the readiness activities listed.

Public Information Checklist for Hazmat Incidents

✓	Pre-Emergency Phase
	1. Review local Hazard Analysis and Annex E, to obtain information on potential Hazmat risk areas and evacuation routes.
	2. Conduct public education and distribute preparedness materials highlighting local Hazmat risk areas, precautionary actions, and protective actions.
	3. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A.
	4. Coordinate with school authorities, other PIOs, and local media on policies/procedures for announcing school closures or evacuations.
	5. Coordinate with special facilities or Medical/Functional/Access Needs populations and local media on policies/ procedures for announcing closures or evacuations.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	7. Coordinate with local media to ensure thorough understanding of Hazmat response operations and protective actions such as shelter-in-place and evacuation.
	8. Disseminate evacuation preparedness information to the media and public.
	Readiness Phase
	1. Ensure PIO receives current information on potential Hazmat incidents.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A to the Basic Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	Emergency Response Phase
	1. Provide information to the media and public about the incident to include information on the nature of the incident, the expected duration of the incident, instructions to the community on evacuation or shelter in place procedures, symptoms of contamination, and potential health-risks.
	2. Disseminate property protection and evacuation preparedness information to public through the media.
	3. Shelter in Place Actions
	a. Release shelter in place recommendation to the media and public.
	b. Provide shelter in place instructions to the media and public.
	c. Provide maps of geographic area that will shelter in place.

	Emergency Response Phase (Continued)
	4. <i>Evacuation Actions</i>
	a. Release evacuation recommendation through media and social media platforms.
	b. Provide evacuation area and evacuation route maps to media and public.
	c. Release information on how transportation will be provided for those who lack it.
	d. Release public instructions on securing property, property protection, and what to take with you.
	e. Release information to media on shelter and mass care facilities available.
	f. Release special instructions for those evacuating pets, and ensure that you have the information on which shelters will accept pets or available sheltering facilities for animals.
	5. <i>General Actions</i>
	a. Release information to media on where persons needing assistance should call.
	b. Release information on curfews and travel restrictions in effect within evacuation areas.
	c. Release information on disaster welfare inquiry procedures
	d. Advise the public not to return to the evacuation/shelter in place area until told to do so by the proper authorities.
	e. Inform media of emergency response actions and organizations participating.
	Post-Emergency Phase
	1. Coordinate with law enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage/contamination assessments to media, and update them as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged areas and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information on termination of shelter operations.
	8. Release information on decontamination activities.
	9. Release information on volunteer assistance.
	10. Release information on clean-up/decontamination activities, if needed.
	11. Keep public and media informed of long-term clean-up activities, potential long-term health effects, liability information, and future mitigation efforts.

Note: As most Hazmat incidents occur without significant warning, it may not be feasible to conduct some of the activities listed in the Readiness Phase.

Public Information Checklist for Hurricanes

✓	Pre-Emergency Phase
	1. Conduct public education and distribute preparedness materials highlighting local hurricane risk areas, precautionary actions, and protective actions.
	2. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A to the Basic Plan.
	3. Coordinate with school authorities/PIOs on policies/procedures for announcing school closures.
	4. Review local Hazard Analysis and Annex E to EM Plan, to identify potential hurricane risk areas and evacuation routes.
	5. Disseminate information on the availability of facilities for evacuated pets and large animals.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	7. Disseminate information emphasizing the need for ride sharing during an evacuation.
	Readiness Phase
	1. Ensure PIO receives current information on hurricane watches & warning.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites that could be used during the recovery phase.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A to the Basic Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media and public.
	6. Disseminate property protection and evacuation preparedness information to public through media.
	7. Disseminate information to special need facilities and those in mobile home/trailer parks recommending an early precautionary evacuation.
	Emergency Response Phase
	1. Provide evacuation area and evacuation route maps to media.
	2. Release evacuation recommendation through warning system.
	3. Release information on how transportation will be provided for those who lack it.
	4. Release public instructions on securing property, evacuation routes, and what to take with you.
	5. Release information to media and public on shelter and mass care facilities available.
	6. Release information to media and public on where persons needing assistance should call.
	7. Release special instructions for those evacuating pets.
	8. Release information on curfews and travel restrictions in effect within evacuation areas.
	9. Release information on disaster welfare inquiry procedures.
	10. Advise the public not to return to the evacuation area until told to do so.
	11. Inform media of emergency response actions and organizations participating.
	12. Release information on the availability of food service, gas stations, and medical facilities.

✓	Post-Emergency Phase
	1. Coordinate with Law Enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage assessments to media, updating as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any.
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information to media on termination of shelter operations
	8. Release information on debris removal activities.
	9. Release information on where to obtain disaster mental health/crisis counseling services.
	10. Release information on volunteer assistance for home cleanup and repair.

PHONE BANK OPERATIONS

During an Emergency Operations Center activation, an establishment of a phone bank may be necessary to address questions and inquiries from the general public. In order to effectively and efficiently handle these requests for information, a phone bank operated under the Public Information function of the Victoria Emergency Operations Center may be established.

The following steps should be taken to assist in the establishment of this function:

1. Determine if a phone bank operation is needed based on a recommendation from Policy Group, PIO or Incident Commander
2. Request a hotline phone number set up by Victoria County IT Department
3. Acquire phones from Victoria County IT Department
4. Set up schedule to staff phone bank hours of operations determined by Public Information Officer
5. Phone bank personnel answering phones should count all incoming calls.

The appointment of personnel to staff phone bank will be the responsibility of the county and city public information officers. Some of these members may be representatives from the following organizations/ departments:

1. County or City personnel
2. Police Academy students
3. Civilian Police Academy volunteers
4. Victoria Fire Corp volunteers
5. Spanish speaking personnel

Phone bank personnel will be provided with the following:

1. Quick training on phone usage which may be supplemented with Job Action Sheets or Just-in-time training.
2. Briefings and copies of all news releases that are issued. (All public information for the event should be issued through news releases)
3. Briefings after every news conference
4. Whiteboard used for “hot” information, web site information and emergency phone numbers.
5. TV with a local news outlet and a radio to listen to news reports. (Report any wrong news reports to the Public Information Officer.)
6. The ability to monitor social media. (Report any wrong news reports to the Public Information Officer.)

ANNEX J

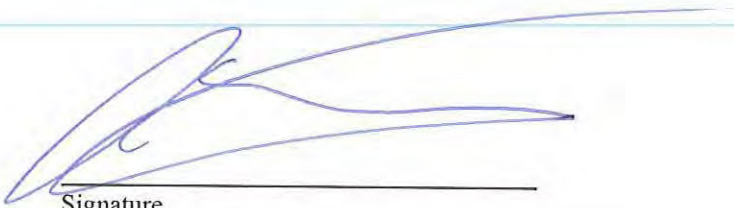


RECOVERY

Victoria County/City of Victoria Emergency Management Plan

APPROVAL & IMPLEMENTATION

Annex J Recovery



Signature
Richard McBrayer
Emergency Management Coordinator

10-26-2016
Date

RECORD OF CHANGES

Annex J

Recovery

Change #	Date of Change	Change	Entered By

ANNEX J
RECOVERY

I. AUTHORITY

- A.** See Section I of the Basic Plan.
- B.** Public Law 93-28, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
- C.** Title 44 (Emergency Management and Assistance), Code of Federal Regulations.

II. PURPOSE

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its citizens and businesses to recover from a major emergency or disaster.

III. EXPLANATION OF TERMS

A. Acronyms

CFR	Code of Federal Regulations
TDEM	Texas Division of Emergency Management
JFO	Joint Field Office
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
FEMA	Federal Emergency Management Agency
JIC	Joint Information Center
IA	Individual Assistance
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
DC	(TDEM) District Coordinator
SBA	Small Business Administration
SOP	Standard Operating Procedure

B. Definitions

1. Individual Assistance. Programs providing financial assistance to individuals, families, and business owners in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered by insurance.

2. Public Assistance. Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.
3. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
4. Primary and Secondary Agents. The individuals who will be representing the jurisdiction in the grant process.
5. Project Worksheet. A FEMA document that lists the specifications of an approved PA project.

IV. SITUATION & ASSUMPTIONS
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A. Situation

1. As identified in the Victoria County/City of Victoria Hazard Analysis, which is summarized in Section IV of the Basic Plan, these jurisdictions are at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.
2. The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.
3. The State of Texas does not have a specific disaster assistance program for individuals and local governments similar to the Stafford Act. Pursuant to provisions of the Texas Disaster Act, state agencies frequently provide assistance to local governments in the aftermath of a disaster.
4. Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

B. Assumptions

1. Adopting and enforcing land use regulations can reduce much of the structural damage which would otherwise result from a disaster.
2. We must be prepared to deal with a major emergency or disaster until outside help arrives.
3. Timely and accurate damage assessment to private and public property forms the basis for requesting state and federal assistance for citizens (Individual Assistance or IA) and for repairs to infrastructure (Public Assistance or PA) and should be a vital concern to local officials following a disaster.
4. State and federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in

the form of financial reimbursement and will require considerable paperwork and take some time to deliver.

5. Volunteer organizations will be available to assist citizens in meeting some basic needs, but they may not provide all needed assistance.
6. Damage assessment and recovery operations may commence while some emergency response activities are still underway.

V. CONCEPT OF OPERATIONS

A. General

Our disaster recovery program will be conducted in five steps:

1. **Pre-Emergency Preparedness.** Prior to an emergency, this annex shall be developed and maintained and key recovery staff members appointed, including the Damage Assessment Officer, Public Assistance Officer, and Individual Assistance Officer. These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage assessment teams and assist in recovery programs shall be determined and basic training provided.
2. **Initial Damage Assessment.** An initial damage assessment is required to support our request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the Damage Assessment Officer. During this phase, the Victoria County Judge and/or City of Victoria Mayor should declare a local state of disaster as such a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in Annex U, Legal. Section V.B below provides amplifying information on the initial damage assessment process.
3. **Requesting Assistance.** State and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a DSO reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration. Refer to Section V.C for specific procedures on requesting assistance.
4. **Short Term Recovery Activities.** Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through the DDC in District 17, Victoria Tx. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government. See Annex O, Human Services, and Annex T, Donations Management, regarding these programs.

5. Post-Declaration Recovery Programs. Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration or other types of disaster declarations are issued. See Section V.D below regarding these programs.

B. Damage Assessment

1. An extensive detailed damage assessment is the basis of most recovery programs at the state and federal levels. Victoria County and/or the City of Victoria is/are responsible for compiling the necessary information regarding the loss of life, injuries, and property damage. Appraised value information should be obtained from the Central Appraisal District.
2. The Damage Assessment Officer will manage the damage assessment function by organizing, training, and employing a Damage Assessment Team composed of local personnel.
3. Damage Assessment Teams

There will be two types of damage assessment teams. PA teams will survey damage to government property and private non-profit organizations. IA teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the Damage Assessment Officer.

- a. PA Team. This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:
 - 1) Emergency services
 - 2) Debris removal and disposal
 - 3) Roadways and bridges
 - 4) Water control facilities
 - 5) Buildings, equipment, and vehicles
 - 6) Publicly owned utilities
 - 7) Parks and recreational facilities
- b. IA Team. This team will survey damage to homes and businesses.
 - 1) Homes. The DSO form (DEM-93), included in Appendix 1 to this annex and in the Forms section of the TDEM *Disaster Recovery Manual* (DEM-62) provides a matrix used to report the following information:
 - a) Damage to homes will be categorized by:
 - (1) Type of housing unit: single family, mobile homes, multi-family units.
 - (2) Type of damage: destroyed, major damage, minor damage, affected
 - b) For each type of housing unit, an estimate of average percent of units covered by insurance must be provided.
 - 2) Businesses.

- a) The *Business Losses/Impacts* section of the DSO (see Appendix 1) should be used to report business damages to the state officials.
- b) In addition to the information on the DSO, the following should also be obtained using the Site Assessment-Business Losses form (see Appendix 2). This information will be needed should our jurisdiction not qualify for FEMA assistance.
 - 1) Business name and address
 - 2) Owner's name and phone number
 - 3) Type of business
 - 4) Estimated dollar loss
 - 5) Amount of anticipated insurance
 - 6) Value of business
 - 7) Fair replacement value of
 - (a) Contents
 - (b) Structure
 - (c) Land
 - 8) Number of employees
 - 9) Number of employees for which unemployment insurance is carried
 - 10) Estimated number of days out of operation
 - 11) Percent of uninsured loss

C. Requesting Assistance

Requests for assistance should be forwarded to TDEM within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.

1. If the City of Victoria Mayor determines that a disaster is of such severity as to be beyond the local capability to recover and that state or federal assistance is needed for long term recovery, he/she should:
 - a. Prepare a letter requesting disaster assistance. Sample letters are included in the TDEM *Disaster Recovery Manual*.
 - b. Attach a completed DSO and local disaster declaration. See Annex U, Legal, regarding the preparation of disaster declarations.
 - c. Forward the letter and its attachments to the Victoria County Judge.
2. The Victoria County Judge should:
 - a. Prepare a letter to the Governor requesting assistance (samples are included in the *Disaster Recovery Manual*) and attach:
 - 1) A DSO for incorporated areas of the county, if such areas suffered damage.
 - 2) A consolidated DSO reflecting data from all cities and unincorporated areas that suffered damage.
 - 3) A disaster declaration for the county if unincorporated areas suffered damage. See Annex U, Legal, for guidance on preparing a disaster declaration.
 - 4) All letters from mayors with their attached DSOs and disaster declarations.

- b. Forward the foregoing to TDEM. Fax a copy of the package and send the original documents by mail. TDEM's address and fax number are printed on the DSO form.
3. TDEM will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the Victoria County Judge and City of Victoria Mayor as the request is processed.
4. If local damages appear to exceed the state and local capability to recover, TDEM will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct a preliminary damage assessment. If the results of that assessment confirm that the severity of the disaster is beyond state and local capabilities and federal assistance appears warranted, the Governor will forward a request for assistance to the President through FEMA.

D. Post-Declaration Emergency Programs

1. Presidential Disaster Declaration.

When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. A JFO staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more DRCs staffed by state and federal agency personnel may be established to assist disaster victims in obtaining assistance; mobile DRCs may also be employed.

a. Individual Assistance.

- 1) The FEMA Tele-registration System is activated so that disaster victims may register by phone for federal disaster assistance.
- 2) Federal, state, and local personnel conduct follow-up damage assessments.
- 3) State and federal Outreach programs for disaster victims are initiated.
- 4) Individual assistance activities for citizens and businesses may continue for months.

b. Public Assistance

- 1) Public assistance is provided to repair or rebuild public facilities affected by a disaster, including buildings, state or local roads and bridges, water supply and sewage treatment, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.
- 2) As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.

3) Virtually all federal public assistance programs are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.

a) Victoria FY 2015 threshold, based on 2010 Population Census (86,793), is \$308,983.

2. Other Assistance

a. SBA Disaster Declarations.

If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA. Information on SBA declarations is provided in the *Disaster Recovery Manual*.

b. Agricultural Disaster Declarations.

The Secretary of Agriculture is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for an emergency loan program. For information on agricultural disaster declarations, see the *Disaster Recovery Manual*.

c. Other State Programs.

Limited assistance may be available through other state agencies.

E. Actions by Phases of Emergency Management

1. Mitigation

- a. Develop and enforce adequate building codes.
- b. Develop and enforce adequate land use regulations.
- c. Develop hazard analysis.
- d. Develop potential mitigation measure to address the hazards identified in the analysis.

2. Preparedness

- a. Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
- b. Identify damage assessment team members.
- c. Train personnel in damage assessment techniques.
- d. Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.
- e. Identify critical facilities requiring priority repairs if damaged.
- f. Ensure that key local officials are familiar with jurisdiction's insurance coverage.
- g. Conduct public education on disaster preparedness.
- h. Conduct exercises.

3. Response

- a. Gather damage reports.
- b. Compile damage assessment reports.
- c. Complete DSO.
- d. Keep complete records of all expenses.

4. Recovery

- a. Identify unsafe structures and recommend condemnation.
- b. Monitor restoration activities.
- c. Review building codes and land use regulations for possible improvements.
- d. Communicate effectively with disaster victims.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. The Victoria County and/or City of Victoria organization for disaster recovery includes the general emergency structure described in Section VI of the Basic Plan and the additional recovery positions described in this annex.
2. The EMC shall coordinate recovery efforts. The EMC will serve as the Damage Assessment Officer or designate an individual to serve in that capacity.
3. All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

B. Assignment of Responsibilities

1. The Victoria County Judge and/or City of Victoria Mayor will:
 - a. Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.
 - b. Appoint an Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer who will carry out specific recovery program activities and report to the EMC.
 - c. In the aftermath of a disaster:
 - 1) Review damage assessments and request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
 - 2) Participate in recovery program briefings and periodic reviews.
 - 3) Monitor and provide general guidance for the operation of the local recovery program when implemented.

2. The EMC will:

- a. Serve as the Damage Assessment Officer or designate an individual to fill that position.
- b. Participate in recovery program briefings, meetings, and work groups.
- c. Supervise local recovery operations, coordinating as needed with state and federal agencies and maintaining required records.
- d. Provide guidance to and supervise recovery activities of the Individual Assistance Officer, Public Assistance Officer, and Recovery Fiscal Officer.
- e. Coordinate training for damage assessment team members and other individuals with disaster recovery responsibilities.
- f. Assist the Victoria County Judge and/or City of Victoria Mayor in preparing documents to request state and federal recovery assistance.
- g. Develop appropriate public information relating to recovery programs, in coordination with the PIO.
- h. Provide situation updates to the DC.

3. The Damage Assessment Officer will:

- a. Develop a damage assessment program.
- b. Organize and coordinate training for damage assessment teams.
- c. In the aftermath of a disaster:
 - 1) Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.
 - 2) Compile damage assessment information and complete the DSO.
 - 3) Participate with state and FEMA representatives in the PDA process.
 - 4) Coordinate with the Incident Commander to ensure that response activities have either terminated or are in a phase of transitioning to recovery, before deploying damage assessment teams.

4. The PA Officer will:

- a. Attend the following PA program meetings:
 - 1) Applicant's Briefing
 - 2) Recovery Scoping Meeting
 - 3) Other program meetings, as needed
- b. Obtain maps showing damage areas from PDA team leaders.

- c. Prepare or assist state and federal teams in preparing recovery PWs for the local area.
- d. Monitor all PA program activities and:
 - 1) Ensure deadlines are complied with or time extensions requested in a timely manner.
 - 2) Ensure the work performed complies with the description and intent of the PW.
 - 3) Ensure all environmental protection and historical preservation regulations are complied with.
 - 4) Request alternate or improved projects, when appropriate.
 - 5) Request progress payments on large projects, if appropriate.
 - 6) Provide quarterly reports to TDEM.
 - 7) Request final inspections and audit when projects are completed.
 - 8) Prepare and submit Project Completion and Certification Report (P.4) as appropriate.
 - 9) Provide insurance information when needed.
 - 10) Ensure costs are properly documented.
 - 11) Assist with final inspections and audits.
 - 12) Monitor contract for de-barred contractors.

The duties of the PA Officer are further explained in the *Disaster Recovery Manual*.

5. The IA Officer will:

- a. Act as our liaison with state and federal Outreach and Public Relations programs.
- b. Assist in locating a local facility for use as DRC, if needed.
- c. Act as the local government representative at the DRC, when needed.
- d. Coordinate with the state and federal Outreach staff to arrange community meetings.
- e. Act as an advocate for disaster victims who need assistance in dealing with state, federal, and volunteer agencies.

The duties of the IA Officer are further explained in the *Disaster Recovery Manual*.

6. The PIO will:

Establish a media site, sometimes referred to as a JIC, to ensure that accurate and current information is disseminated to the public.

7. The Recovery Fiscal Officer will:

- a. Administer fiscal aspects of the recovery program.
- b. Ensure that the financial results of each project are accurate and fully disclosed.
- c. Monitor the source and application of all funds.

- d. Ensure that outlays do not exceed approved amounts for each award.
- e. Maintain information establishing the local cost share.
- f. Ensure that all laws, regulations, and grant requirements are complied with.
- g. Coordinate between the grant managers (also known as Primary and Secondary Agents) and the accounting staff.

These duties are further explained in the *Disaster Recovery Manual*.

8. Chief Appraiser of the Appraisal District will:

Provide estimates of value of damaged and destroyed property to support the damage assessment process.

9. The Victoria County Road & Bridge Crews and /or City of Victoria Public Works Department will:

Survey roads, bridges, traffic control devices, and other facilities and determine extent of damage and estimate cost of restoration.

10. The Utilities/Water & Wastewater Departments will:

- a. Determine extent of damage to government-owned water and wastewater systems and other utilities and estimate the cost of restoration.
- b. Coordinate with local public non-profit utility providers to obtain estimates of damage to their facilities and equipment and estimates of the cost of restoration.

11. Victoria Transit Authority will:

Assess and report damage to its facilities and equipment and the estimated cost of repairs.

12. The Victoria and Bloomington Independent School Districts will:

- a. Assess and report damage to its facilities and equipment and the estimated cost of repairs.
- b. Estimate the effects of the disaster on the school district tax base.

13. The Victoria County Tax Assessor-Collector/City Finance Director will:

- a. Estimate dollar losses to local government due to disaster.
- b. Estimate the effects of the disaster on the local tax base and economy.

14. All departments and agencies will:

a. Pre-emergency:

- 1) Identify personnel to perform damage assessment tasks.
- 2) Identify private sector organizations and individual with appropriate skills and knowledge that may be able to assist in damage assessment.
- 3) Participate in periodic damage assessment training.
- 4) Participate in using geographic information systems (GIS) that may be used in damage assessment.
- 5) Periodically review forms and procedures for reporting damage with designated damage assessment team members.

b. Emergency:

- 1) Make tentative staff assignments for damage assessment operations.
- 2) Review damage assessment procedures and forms with team members.
- 3) Prepare maps and take photos and videos to document damage.

c. Post-emergency:

- 1) Identify and prioritize areas to survey.
- 2) Refresh damage assessment team members on assessment procedures.
- 3) Deploy damage assessment teams.
- 4) Complete damage survey forms and forward to the Damage Assessment Officer.
- 5) Catalog and maintain copies of maps, photos, and videotapes documenting damage for further reference.
- 6) Provide technical assistance for preparation of recovery project plans.
- 7) Maintain disaster-related records.

VII. DIRECTION AND CONTROL

- A.** The Victoria County Commissioner's Court and/or Victoria City Council may establish local rules and regulations for the disaster recovery program and may approve those recovery programs and projects that require approval by the local governing body.
- B.** The Victoria County Judge and/or City of Victoria Mayor shall provide general guidance for and oversee the operation of the local disaster recovery program and may authorize those programs and projects that require approval by the chief elected official or chief operating officer of the jurisdiction.
- C.** The EMC shall direct day-to-day disaster recovery activities and shall serve as the Damage Assessment Officer or designate an individual to fill that position.
- D.** The Victoria County Judge and/or City of Victoria Mayor shall appoint local officials to fill the positions of IA Officer, PA Officer, and Recovery Fiscal Officer. These individuals shall report to the EMC in matters relating to the recovery program.

VIII. INCREASED READINESS LEVELS

A. Readiness Level 4 – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.E.1 and V.E.2.

B. Readiness Level 3 – Increased Readiness

1. Alert key staff and volunteer organizations of the current situation.
2. Fill vacancies on damage assessment teams; conduct refresher training; check team equipment such as cameras.

C. Readiness Level 2 – High Readiness

1. Notify DC of the situation.
2. Brief damage assessment teams and place on standby.
3. Brief senior staff on the damage assessment process and the need for detailed record keeping of emergency response and recovery activity expenses.

D. Readiness Level 1 – Maximum Readiness

1. Provide situation updates to the DC.
2. Have damage assessment teams ready for deployment.

IX. ADMINISTRATION & SUPPORT

A. Reports

1. Survey Team Reports

Each damage survey team will collect data using the Site Assessment forms (see Appendix 2) which can be found in the *Disaster Recovery Manual*. Once completed, these forms should be utilized to determine priorities for beginning repairs and evaluating the need for requesting state and federal assistance.

2. Disaster Summary Outline (DSO).

Totals from the Site Assessment forms and other reports will be compiled and transferred to the DSO. A copy of the DSO is provided in Appendix 1 to this annex and also included in the *Disaster Recovery Manual*.

B. Records

Each department or agency will keep detailed records on disaster related expenses, including:

1. Labor
 - a. Paid (regular and overtime)
 - b. Volunteer
2. Equipment Used
 - a. Owned
 - b. Rented /leased
 - c. Volunteered
3. Materials
 - a. Purchased
 - b. Taken from inventory
 - c. Donated
4. Contracts (see below)
 - a. Services
 - b. Repairs

C. Contracts

1. The Recovery Fiscal Officer should monitor all contracts relating to the recovery process. Contracts that will be paid from federal funds must meet the following criteria:
 - a. Meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the federal and state criteria.
 - b. Be reasonable.
 - c. Contain right to audit and retention of records clauses.
 - d. Contain standards of performance and monitoring provisions.
 - e. Fall within the scope of work of each FEMA project.
 - f. Use line items to identify each FEMA project, for multiple project contracts.
2. The following contract-related documents must be kept:
 - a. Copy of contract
 - b. Copy of PWs
 - c. Copies of requests for bids
 - d. Bid documents
 - e. Bid advertisement
 - f. List of bidders
 - g. Contract let out
 - h. Invoices, cancelled checks, and inspection records

D. Training

1. The individual assigned primary responsibility for the recovery function shall attend disaster recovery training. A variety of disaster recovery training courses are offered by TDEM and FEMA.
2. Those individuals assigned duties as the IA Officer and PA Officer should also attend training appropriate to their duties.

- 3. The Damage Assessment Officer is responsible for coordinating appropriate training for local damage assessment teams.

E. Release of Information

- 1. Personal information, such as marital status, income, and Social Security numbers gathered during the damage assessment and recovery process is protected by state and federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release.
- 2. General information, such as the numbers of homes damaged and their general locations, may be provided to private appraisers, insurance adjusters, etc.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. Development

The EMC is responsible for developing and maintaining this annex.

B. Maintenance

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

C. Procedures

Those individuals charged with responsibilities for managing various recovery activities are also responsible for developing standard operating procedures for those activities.

XI. REFERENCES

- A. TDEM, *Disaster Recovery Manual* (DEM-62). (Available from TDEM in hard copy and online at the TDEM web site: www.txdps.state.tx.us/dem/documents.htm#recovery.)
- B. FEMA, *Public Assistance Applicant Handbook* (FEMA-323).
- C. FEMA, *Debris Management Guide* (FEMA-325).
- D. Current FEMA Policy Letters. (Available online at www.fema.gov/r-n-r/pa/policy.htm)

APPENDIX

Appendix 1 Disaster Summary Outline
Appendix 2 Site Assessment Forms

Current State PDF Disaster Summary Outline can be found at:
<https://www.dps.texas.gov/internetforms/Forms/TDEM-93.pdf>
 Must use Internet Explorer

EXAMPLE
 Disaster Summary Outline

Date: _____
 Time: _____

I. GENERAL

Jurisdiction (*County/City*): _____ Population: _____

Type of Disaster (*Flood, Hurricane, Tornado, etc.*) _____

If this is a flood event, does the City/County participate in the National Flood Insurance Program (*NFIP*)?
 Yes/No

Inclusive dates of the disaster: _____

Was a local disaster declaration issued? Yes/ No (*Not applicable for Agriculture assistance only*)

Contact Person: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone () _____ Fax () _____

Pager () _____ 24-Hour Duty Officer/Sheriff's Office () _____

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

- A. Number of Fatalities _____
- B. Number of Injuries _____
- C. Number Hospitalized _____

Number of homes isolated due to road closure (high water, etc.): _____

Agricultural Losses: (Contact the Farm Service Agency in your county)

Is agricultural assistance needed? Yes/ No If yes, please attach USDA flash situation report.

Residential Losses - Primary Residence Only: (*Local Damage Assessment*) See guidelines on page 4.

Type of Homes	Destroyed	Major Damage	Minor Damage	Affected	% Covered by Insurance
Single Family Homes					
Mobile Homes					
Multi-Family Units					
Totals					

Estimated number of persons whose situation will not be satisfied by volunteer organizations (Contact local volunteer organizations) _____

Are shelters opened? Yes/No How many? _____

Name, location, capacity, and current occupancy of shelters?

Business Losses/Impacts:

	Number	# Covered by Adequate Insurance	Total estimated repair cost
Major Damage(greater than 40%)			\$
Minor Damage (less than 40%)			\$
Totals			\$

How many businesses have ceased operations: _____

How many businesses have experienced economic injury: _____

Estimated number of persons unemployed because of this disaster _____
 (Contact affected businesses and the local Texas Workforce Commission Office)

PUBLIC ASSISTANCE

NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

Category	Subcategory	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
Debris Clearance			\$	\$
Emergency (EMS, Fire, Police)			\$	\$
Road & Bridge	Roads - Paved		\$	\$
	Roads - Unpaved		\$	\$
	Bridges - Destroyed		\$	\$
	Bridges - Closed & Repairable		\$	\$
	Bridges - Damaged & Serviceable		\$	\$
	Culverts - Totally washed away		\$	\$
	Culverts - Damaged & still in place		\$	\$
Water Control Facilities (Dams, levees, dikes)			\$	\$
Buildings & Equipment			\$	\$
Public Utility Systems (Gas, Electric, Sewer, Water)			\$	\$
Other (Recreational Facilities, Airports, etc.)			\$	\$
Totals			\$	\$

* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncovered loss from the estimated repair cost.

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Total annual maintenance budget (i.e. Public Works, Road & Bridge): \$ _____

Start of Fiscal Year: Month _____

Others (Contact non-profit or governmental, medical, emergency, utility, educational, custodial care facilities, etc.)

Organization/ Facility	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Totals		\$	\$

This form is for damage assessment reporting purposes only. In accordance with the State Emergency Management Plan, if a Mayor/County Judge determines that a situation is of such severity and magnitude that an effective response is beyond the affected jurisdiction's capability to recover, a letter outlining the disaster impact and the need for supplemental State and/or Federal assistance must accompany this DSO.

Once this form is completed, submit pages 1-3 to your local Disaster District Committee, and to:

Texas Department of Public Safety
 Division of Emergency Management
 P.O. Box 4087
 Austin, Texas 78773 or FAX to: 512-424-2444

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RESIDENTIAL LOSS GUIDELINES

Destroyed: Structure is permanently uninhabitable and can not be repaired. Look for the following:

- Structure gone, only foundation remains;
- Major sections of walls missing or collapsed;
- Entire roof gone with noticeable distortion of the walls;
- Structure has shifted off of its foundation;
- More than 4 feet of water, over 12" for mobile homes.

Major: Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:

- Portions of the roof, including decking, missing;
- Twisted, bowed or cracked walls;
- Penetration of structure by trees or cars, etc.;
- 2 to 4 feet of water, 6" to 12" for mobile homes.

Minor: Structure is habitable with minor repairs. Look for the following:

- Many** missing shingles, broken windows and doors;
- Siding loose, missing or damaged;
- Minor shifting or settling of foundation;
- Damaged septic systems (flood);
- 6" to 2 feet of water, less than 6" for mobile homes.

Affected: Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:

- A **few** missing shingles;
- Some broken windows;
- Damage to cars;
- Damage to Air Conditioner Compressor only;
- Less than 6" of water.

Estimating Insurance: The following are general guidelines to estimating insurance coverage.

- Renters are less likely to have insurance.
- Low income residents are less likely to have insurance.
- Homeowners who are still paying off their mortgage will normally have the appropriate type of insurance.
- Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.
- Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.

SITE ASSESSMENT - BUSINESS LOSSES

(1) COUNTY _____

(4) DAMAGE ASSESSMENT TEAM _____

(5) INCIDENT PERIOD: _____

(2) CITY _____

(6) DATE OF SURVEY: _____

(3) INCIDENT: _____

(7) PAGE ___ OF ___

REF NO. (8)	NAME OF BUSINESS NAME OF TENANT/OWNER TYPE OF BUSINESS STREET ADDRESS PHONE NO. (9)	ESTIMATED DAYS OUT OF OPERATION (10)	EMPLOYEES		FAIR REPLACEMENT VALUE (13)	ESTIMATED DOLLAR LOSS (14)	AMT OF ANTICIPATED INSURANCE (15)	% UNINSURED LOSS (16)	IF COL 16 IS	
			NO. (11)	UI (12)					< 40% MIN (17)	> 40% MAJ (18)
					CONTENTS \$	\$	\$			
					STRUCTURE \$	\$	\$			
					LAND \$	\$	\$			
					CONTENTS \$	\$	\$			
					STRUCTURE \$	\$	\$			
					LAND \$	\$	\$			
					CONTENTS \$	\$	\$			
					STRUCTURE \$	\$	\$			
					LAND \$	\$	\$			
					CONTENTS \$	\$	\$			
					STRUCTURE \$	\$	\$			
					LAND \$	\$	\$			
					CONTENTS \$	\$	\$			
					STRUCTURE \$	\$	\$			
					LAND \$	\$	\$			

Instructions for Site Assessment – Business Losses

- (1) County where the business is located
- (2) City, if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Reference number (for local use)
- (9) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.
- (10) Estimated days business will be out of operation
- (11) Total number of employees
- (12) Number of employees in which unemployment insurance is carried
- (13) Fair replacement value, for this purpose, is the cost to replace equivalent real/personal property or the fair market value of the pre-disaster property whichever is less, for each potential applicant.
- (14) Estimated dollar loss
- (15) The amount of anticipated insurance. Anticipated insurance is normally calculated by subtracting any deductible, depreciated or uncovered loss from the estimated repair cost.
- (16) Percentage of uninsured loss. Uninsured loss for this purpose, is the dollar amount of damage less any insurance received to repair that damage.

$$\frac{\text{Dollar value of uninsured loss}}{\text{Fair replacement value}} = \text{Percent of uninsured loss}$$
- (17) If column 16 is less than 40%, it is considered minor damage
- (18) If column 16 is greater than 40%, it is considered major damage

SITE ASSESSMENT - HOUSING LOSSES

(1) COUNTY _____

(4) INCIDENT PERIOD: _____

(7) ASSESSMENT TEAM: _____

(6) PAGE OF

(2) MUNICIPALITY _____

(5) DATE OF SURVEY: _____

(3) TYPE OF INCIDENT: _____

REF NO. (5)	NAME ADDRESS PHONE	TYPE OF STRUCTURE SF MF MH	DAMAGE CATEGORY AFFECTED DESTROYED MAJOR MINOR	WATER LEVEL IN STRUCTURE (INCHES)	ESTIMATED INCOME HIGH MIDDLE LOW	IS STRUCTURE OCCUPIED Y/N	STATUS OWN RENT	RESIDENCE PRIMARY OR SECONDARY	FAIR REPLACEMENT VALUE STRUCTURE CONTENTS	ESTIMATED LOSS \$	ANTICIPATED INSURANCE \$	AMOUNT OF UNINSURED LOSS \$	PERCENT OF UNINSURED LOSS
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
									STRUCTURE CONTENTS				
	TOTALS	SF MF MH	AFF MIN MAJ DEST		L M H	Y N	O R	P S	STRUCTURE CONTENTS	\$	\$	\$	\$

Instructions for Site Assessment – Housing Losses

- (1) County where the damage is located
- (2) City if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Locally established reference number – 1, 2, 3...etc
- (9) Name of occupant, street address, phone number.
- (10) Type of Structure (SF – Single Family, MH – Mobile Home, MF – Multi-Family)
- (11) Damage Category – Destroyed, Major, Minor
- (12) Water Level in Structure (in feet)
- (13) Estimated income (High, Medium, Low)
- (14) Is structure occupied?
- (15) Own/Rent
- (16) Primary/Secondary Residence (If secondary structure is occupied; evaluate extent of damage and % of uninsured loss to the tenant” property and evaluate extent of damage and % of uninsured loss to the owner” property)
- (17) Fair Replacement Value (structure and contents)
- (18) Insurance coverage

ANNEX K



PUBLIC WORKS & ENGINEERING

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

Annex K PUBLIC WORKS & ENGINEERING



Donald Reese
Director of Public Works, City of Victoria

4/3/2017
Date

RECORD OF CHANGES

Annex K

Public Works & Engineering

Change #	Date of Change	Change	Entered By

ANNEX K

Public Works & Engineering

I. AUTHORITY

See Section I of the Basic Plan for general authorities.

Texas Government Code, Section 418.023, Clearance of Debris.

City of Victoria Ordinance No. 94-18, dated 07-19-94.

II. PURPOSE

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public works and engineering activities during emergency situations

III. EXPLANATION OF TERMS

A. Acronyms

DPS	Texas Department of Public Safety
DSHS	Department of State Health Services
EOC	Emergency Operations Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
GDEM	Governor's Division of Emergency Management
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
SAR	Search and Rescue
SOP	Standard Operating Procedures
TAHC	Texas Animal Health Commission
TCEQ	Texas Commission on Environmental Quality
TDSR	Temporary Debris Storage and Reduction
TRRN	Texas Regional Resource Network
TxDOT	Texas Department of Transportation

B. Definitions

1. Debris Clearance. Clearing roads of debris by pushing debris to the roadside.
2. Debris Disposal. Placing mixed debris and or the residue of debris volume reduction operations into an approved landfill.
3. Debris Removal. Debris collection and transport to a temporary storage site for sorting and/or volume reduction or to a permanent disposal site. Debris removal also includes damaged structure demolition and removal.

IV. SITUATION & ASSUMPTIONS
--

A. Situation

1. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. This jurisdiction anticipates emergency situations may occur which threaten public health, safety, and property. An emergency situation of this nature may require emergency public works and engineering services.

B. Assumptions

1. Employing public works and engineering personnel and equipment during pre-disaster operations should minimize disaster damage. Advance preparation of personnel and equipment may also hasten restoration efforts.
2. Local departments and agencies responsible for the public works and engineering function may have insufficient resources to remove the debris created by a major emergency or disaster and accomplish other recovery tasks.
3. Public works & engineering departments and agencies are expected to accomplish expedient repair and restoration of essential services and vital facilities. Dependent on the scale of the operation(s), major reconstruction initiatives will likely require contract assistance.
4. Public works and engineering will be able to organize and carry out debris clearance in the aftermath of an emergency. Large scale debris and/or hazardous material operations, however, will likely require external assistance.
5. Private construction companies, engineering firms, and equipment rental contractors have staff and equipment resources that may be contracted to carry out public works and engineering activities during emergency situations. However, local government may have to compete with businesses and individuals seeking those resources for repairs or rebuilding.
6. Assistance may be available from other jurisdictions through inter-local agreements and from commercial firms through contingency contracts. Some types of emergency

situations, including earthquakes, hurricanes, and floods may affect large areas, making it difficult to obtain assistance from usual sources.

7. Damage to chemical plants, power lines, sewer and water distribution systems, and secondary hazards, such as fires, may result in health and safety hazards. These hazards could pose a threat to public works and engineering personnel and impede operational capabilities.
8. Alternate disposal methods and facilities may be needed as local landfills and waste disposal facilities may prove inadequate to deal with large amounts of debris. Special considerations must be made if the debris has been contaminated with chemicals or petroleum products.
9. If local capabilities prove inadequate to deal with a major emergency or disaster, state, and/or federal resources will be available to assist in debris removal and restoration of essential services.

V. CONCEPT OF OPERATIONS

A. General

1. The general public works and engineering tasks to be performed during emergency situations include:
 - a) For slowly developing emergency situations, take actions to protect government facilities, equipment, and supplies prior to the onset of hazardous conditions.
 - b) Provide heavy equipment support for search and rescue operations.
 - c) Conduct damage-assessment surveys of public facilities, roads, bridges, and other infrastructure.
2. Inspect damaged structures.
 - a) Clear debris from roadways and make repairs to reopen transportation arteries.
 - b) Make expedient repairs to essential public facilities to restore operations or protect them from further damage.
 - c) Remove debris from public property and manage debris disposal operations for public and private property.
3. Assist in controlling public access to hazardous areas.

B. Protecting Resources and Preserving Capabilities

1. Public works and engineering resources may be employed during slow developing emergency situations to protect and limit damage to government facilities, equipment, and essential utilities. Protective actions may include sandbagging, building protective levees, ditching, installing protective window coverings, or removing vital equipment. Public works and engineering elements are expected to identify buildings and other infrastructure that will benefit from protective measures and, in coordination with the

departments or agencies that occupy those facilities, carry out necessary protective actions.

2. If time permits, public works and engineering elements are also expected to take action in advance of an emergency situation to preserve response and recovery capabilities by protecting vital equipment and supplies, either in place or by relocating them to a safe location. It is desirable for agencies to enter into advanced agreements with other agencies or jurisdictions to ensure the safety and security of vital equipment and resources.

C. Search & Rescue (SAR) Support

Public works and engineering crews may be required to provide heavy equipment support for search and rescue operations, particularly support for search operations in collapsed buildings.

D. Damage Assessment

1. Public works/Engineering and Inspection Departments will lead preliminary damage assessments of public buildings, homes, businesses, roads, bridges, and other infrastructure following a disaster. Damage assessment procedures and forms used in the assessment processes are discussed in Annex J, Recovery.
2. Inspections and engineering personnel shall inspect damaged structures. Inspections are conducted to identify unsafe structures and, if necessary, take actions to restrict entry and occupancy until the structures can be made safe.
3. Damaged buildings posing an immediate threat to public health and safety should be appropriately posted to restrict public access pending repairs or demolition. City of Victoria Ordinance 94-18, dated 07-19-94, provides for expedited demolition of structures that pose a threat to public health during emergency situations.

E. Debris Clearance and Removal

See Appendix 1, Debris Management.

F. Temporary Repairs and Restoration

1. The City of Victoria Building Maintenance and/or Victoria County Building Maintenance staff is expected to make timely temporary repairs to government-owned buildings and other infrastructure essential to emergency response and recovery operations. Building contents should be removed or restricted until the restoration process is complete. Personnel should coordinate with building occupants to determine which areas and equipment have the highest priority for protection.
2. Hazardous situations may result in damage to computers storing vital government records and/or hard copy records, such as building plans, legal documents, tax records, and other documents. When computers or paper records are damaged, it is essential to obtain professional technical assistance for restoration as soon as possible.

3. It is generally impractical to restore buildings sustaining major damage during the emergency response phase. Major repairs will normally be postponed until recovery operations commence and will typically be performed by contract personnel.

G. Actions by Phases of Emergency Management:

1. Prevention

- a. Identify vulnerabilities of existing public buildings, roads, bridges, water systems, and sewer systems to known hazards and take steps to lessen vulnerabilities.
- b. Reduce vulnerability of new public facilities to known hazards through proper design and site selection.
- c. Develop plans to protect facilities and equipment at risk from known hazards.
- d. Install emergency generators in key facilities and have portable generators available to meet unexpected needs. Ensure procedures are in place to maintain and periodically test back-up sources of power, such as generators and fuel, in the event of an emergency power loss.

2. Preparedness

- a. Ensure government buildings, roads and bridges, and public works equipment are in good repair.
- b. Ensure an adequate number of personnel are trained to operate heavy equipment and other specialized equipment.
- c. Stockpile materials needed to protect and repair structures, roads, bridges, and other infrastructure.
- d. Develop general priorities for clearing debris from roads.
- e. Maintain an adequate quantity of barricades and temporary fencing.
- f. Maintain current maps and plans of government facilities, roads, bridges, and utilities.
- g. Review plans, evaluate emergency staffing needs in light of potential requirements, and make tentative emergency task assignments.
- h. Establish and train damage survey teams.
- i. Execute contingency contracts for emergency equipment and services with local contractors and execute agreements with individuals and businesses to borrow equipment.
- j. Develop procedures to support or accomplish the tasks outlined in this annex.

- k. Ensure government-owned vehicles and other equipment can be fueled during an electrical outage.

3. Response

- a. If warning is available, take actions to protect government facilities and equipment.
- b. Survey areas affected by a hazard, assess damage, and determine the need and priority for expedient repair or protection to prevent further damage. Report damage assessments to the EOC.
- c. Upon request, provide heavy equipment support for SAR operations. See Annex R, Search and Rescue.
- d. Clear roads of debris. See Appendix 1.
- e. Inspect damaged buildings to determine if they are safe for occupancy.
- f. Remove debris from public property and manage proper debris disposal. See Appendix 1.
- g. Make repairs to damaged government facilities and equipment, as needed.
- h. Coordinate with the Energy & Utilities staff to arrange for emergency electrical service, if required, to support emergency operations.
- j. Assist Water & Sewer Department in making emergency repairs to government-owned utility systems, as necessary. See Annex L, Utilities.
- k. Restrict access to hazardous areas, using barricades and temporary fencing, upon request.

4. Recovery

- a. Repair or contract repairs to government-owned buildings, roads, bridges, and other infrastructure.
- b. Support community clean up efforts, as necessary.
- c. Participate in compiling estimates of damage and response and recovery costs.
- d. Participate in post-incident review of emergency operations and make necessary changes to improve emergency plans and procedures.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. The function of public works and engineering during emergency situations shall be

carried out in the framework of our normal emergency organization described in Section VI.A of the Basic Plan, and in accordance with National Incident Management System.

2. (NIMS)/National Response Plan (NRP) protocols. Preplanning for emergency public works and engineering tasks shall be conducted to ensure staff and procedures needed to manage resources in an emergency situation are in place.
3. During an Incident of National Significance or Disaster Declaration under the Stafford Act Public Assistance Program, Public Works and Engineering may integrate, as required, with the National Response Framework (NRF), Emergency Support Function (ESF) #3 activities. The Federal ESF #3 will develop work priorities in cooperation with state, local, and/or tribal governments and in coordination with the Federal Coordinating Officer and/or the Federal Resource Coordinator. (See Annex 3, Public Works and Engineering – National Response Framework).

B. Assignment of Responsibilities

1. The City of Victoria Director of Public Works and/or Victoria County Commissioner will serve as the Public Works Representative during emergencies and will:
 - a. Coordinate certain pre-emergency programs to reduce the vulnerability of local facilities and other infrastructure to known hazards. See Annex P, Hazard Mitigation.
 - b. Manage the public works and engineering function during emergency situations in accordance with the NIMS.
 - c. Oversee the restoration of key facilities and systems and debris removal following a disaster.
 - d. Develop and implement procedures to ensure a coordinated effort between the various local departments and agencies that perform the public works and engineering functions. Ensure appropriate emergency response training for assigned personnel in accordance with Section IX.D of the Basic Plan.
 - e. Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that may be willing to lend equipment to local government during emergencies.
 - f. Assist the Resource Manager in maintaining a current list of public works and engineering resources. See Annex M, Resource Management. In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are typed according to NIMS.
 - g. Maintain this annex.
2. The City Public Works Department will:
 - a. Carry out pre-disaster protective actions for impending hazards, including identifying possible facilities for debris storage and reduction.

- b. Support damage assessments in the aftermath of a disaster.
 - c. Provide heavy and specialized equipment support for SAR operations.
 - d. Carry out debris clearance and removal. See Appendix 1.
 - e. With the assistance of the Legal Officer, negotiate inter-local agreements for public works and engineering support.
 - f. Maintain stockpiles of disaster supplies such as sandbags, plastic sheeting, and plywood.
 - g. Place barricades where needed.
 - h. Maintain reasonable stockpiles of emergency paving materials.
 - i. Make emergency repairs to city roads, bridges, culverts and drainage systems.
3. The City of Victoria Engineer and/or the Victoria County Designee will:
- a. Develop damage assessment procedures and provide training for damage survey teams.
 - b. Provide engineering services and advice to the Incident Commander and EOC staff.
 - c. Assist in conducting damage assessments in the aftermath of an emergency. See Annex J, Recovery.
 - d. Safeguard vital engineering records.
4. Victoria County Road & Bridge Crews may be called upon to:
- a. Maintain reasonable stockpiles of emergency paving materials.
 - b. Make emergency repairs to county roads, bridges, culverts, and drainage systems.
 - c. Supervise debris clearance from the public right-of-way and support debris removal operations.
 - d. Emplace barricades where needed for safety.
 - e. Provide personnel and equipment to aid in SAR operations as needed.
 - f. Provide heavy equipment support for protective actions taken prior to an emergency and for response and recovery operations.
 - g. Assist in repairs to government-owned utilities and drainage systems.
- 5 The City of Victoria Environmental Services Department will:

- a. Collect and properly dispose of refuse.
 - b. Support emergency public works and engineering operations with available resources.
6. The City of Victoria Inspection Department will:
- a. Conduct damage assessment operations.
 - b. Determine if access to damaged structures should be restricted or if they should be condemned and demolished.
 - c. Inspect expedient shelter and mass care facilities for safety
7. City of Victoria Communications and/or Victoria County designee will:
- a. Restore damaged communications systems.
 - b. Provide communications technical and equipment support for emergency operations.
8. City of Victoria Parks and Recreation Department and/or Victoria County Commissioners will:
- a. Assess damage to parks and recreation facilities and assist in assessing damage to other facilities.
 - b. Provide personnel and light equipment support for public works and engineering operations.
 - c. Upon request, establish and staff a facility to sort and catalog property removed from damaged government-owned facilities.

VII. DIRECTION & CONTROL

- A.** The Victoria County Judge and/or City of Victoria Mayor shall, pursuant to NIMS, provide general guidance for the public works and engineering function and, when necessary, approve requests for state or federal resources.
- B.** The Incident Commander (IC) will manage public works and engineering emergency resources committed to an incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. If the EOC is not activated, the IC may request additional resources from local departments and agencies. The IC may also request authorized officials to activate mutual aid agreements or emergency response contracts to obtain additional resources.
- C.** The EOC will be activated for major emergencies and disasters. When the EOC is activated, the Public Works Representative will manage the emergency public works and engineering function from the EOC. The IC shall direct resources committed to the incident

site and coordinate resource requests through the Public Works Representative. The Public Works Representative shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.

- D. The Public Works Representative will respond to mission priorities established by the IC or the EMC, direct departments and agencies with public works and engineering resources to accomplish specific tasks, and coordinate task assignments to achieve overall objectives.
- E. The Public Works Representative will identify public and private sources from which needed resources can be obtained during an emergency and coordinate with the Resource Manager to originate emergency procurements or to obtain such resources by lease, rental, borrowing, donation, or other means.
- F. A major emergency or disaster may produce substantial property damage and debris requiring a lengthy recovery operation. In such incidents, it may be desirable to establish a Debris Removal Task Force to manage debris removal and disposal. The task force may continue to operate even after the EOC deactivates. See Appendix 1 for the organization and responsibilities of this element.
- G. Normal supervisors of public works and engineering personnel participating in emergency operations will exercise their usual supervisory responsibilities over assigned personnel, subject to NIMS span of control guidelines. Organized crews from other jurisdictions responding pursuant to inter-local agreements will normally operate under the direct supervision of their own supervisors. Individual volunteers will work under the supervision of the individual heading the team or crew to which they are assigned.
- H. The line of succession for the City of Victoria Public Works Representative will be in accordance with local policies regarding ESF Representative appointment.

VIII. READINESS LEVELS

A. Readiness Level IV - Normal Conditions

See the mitigation and preparedness activities in Section V.G.

B. Readiness Level III - Increased Readiness

1. Review plans and procedures.
2. Inform key public works and engineering personnel.
3. Monitor the situation.
4. Check equipment readiness and correct deficiencies.
5. Check emergency supply status and fill shortfalls.

C. Readiness Level II - High Readiness

1. Monitor the situation.
2. Alert personnel for possible emergency duty.
3. Increase short-term readiness of equipment if possible.
4. Review inter-local agreements and contracts for resource support and alert potential resource providers of possible emergency operations.
5. Identify personnel to staff the ICP and EOC.

D. Readiness Level I - Maximum Readiness.

1. Mobilize selected public works and engineering personnel.
2. Implement plans to protect government facilities and equipment.
3. Ensure equipment is loaded and fueled; consider precautionary deployment of resources.
4. Dispatch personnel to the ICP and EOC when activated.
5. Advise resource suppliers of situation.
6. Continue to monitor the situation.

IX. ADMINISTRATION & SUPPORT**A. Resource Support**

1. A listing of local public works and engineering equipment is provided in Annex M, Resource Management.
2. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.
3. If the public works and engineering resources available locally, from other jurisdictions, and from businesses pursuant to contracts are insufficient to deal the emergency situation, assistance may be requested from the State. The Victoria County Judge and/or City of Victoria Mayor should approve requests for state aid, which should be forwarded to the Disaster District Committee (DDC) in Victoria, Tx. Cities must request resource support from their county before requesting assistance from the State in accordance with Section V.F of the Basic Plan.

a) Communications

The public works and engineering communications network is depicted in Appendix 1.

C. Key Facilities

A listing of key local facilities, providing a general priority for damage assessment, debris clearance, and repair, is contained in Annex G, Law Enforcement. The IC shall determine the specific priority for public works and engineering work on each of these facilities in the aftermath of an emergency.

D. Reporting

In addition to reports that may be required by their parent organization, public works and engineering departments and agencies participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Reports. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

E. Records

Expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party, insurers, or as a basis for requesting reimbursement for certain allowable costs from the state and/or federal government. Hence, all public works and engineering elements will maintain detailed records of labor, materials, equipment, contract services, and supplies consumed during large-scale emergency operations.

F. Post Incident Review

For large-scale emergency operations, the Victoria County Judge/Mayor and/or EMC shall organize and conduct an after action critique of emergency operations in accordance with the guidance provided in Section IX.F of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A.** The City of Victoria Public Works Representative is responsible for developing and maintaining this annex.
- B.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex will develop and maintain SOPs covering those responsibilities.

XI. REFERENCES

- A. DEM, Texas Disaster Recovery Manual.
- B. FEMA, Public Assistance Debris Management Guide (FEMA-325).
- C. FEMA, State and Local Guide for All-Hazard Emergency Operations Planning (SLG-101).
- D. FEMA, Reducing Losses in High Risk Flood Hazard Areas: A Guidebook for Local Officials (FEMA-116).

APPENDICES:

Appendix 1 Debris Management

Appendix 2.....See Annex J - Recovery, Support Information, Debris Management Plans, County-City of Victoria Debris Management Plan

DEBRIS MANAGEMENT

1. Objectives

The objectives of debris management in the aftermath of an emergency are to:

- A. Reopen roads and provide access to facilities that provide essential government and population support services.
- B. Remove debris from public property.
- C. Assist citizens in removing debris from private property.
- D. Reduce the volume of debris going to disposal facilities to extend the life of those facilities and reduce costs.
- E. Ensure hazardous materials are segregated from other debris and properly disposed of.

2. Explanation of Terms

- A. Debris is the remains of things destroyed or damaged as a result of natural or technological disasters. Disaster debris may include yard waste, building materials, household items, personal property, hazardous household products, batteries, automobiles, boats, hazardous chemicals, spoiled food, dead animals, and other materials. Some types of debris pose a threat to health, safety, and the environment.
- B. Categorization of Debris. There are a variety of schemes for categorizing debris. In this appendix, the following categorization is used:
 - 1) Burnable Materials, which include:
 - a) Burnable Natural Debris – generally trees, shrubs, and vegetation
 - b) Burnable Construction and Demolition (C&D) Debris – wooden structural members and other wood products such as roof decking, siding, doors
 - 2) Non-burnable Debris – plastic, glass, metal, sheet rock, roofing shingles, carpet, tires, treated lumber, bricks, concrete, soil, and similar items. Household waste is a type of non-burnable debris.
 - 3) Hazardous Debris – industrial and household hazardous waste, paint, materials containing asbestos, batteries, petroleum products, agricultural chemicals, dead animals, and similar products.

3. Situation & Assumptions

A. Situation

- 1) The type and quantity of debris generated by an emergency situation is a function of the type of event, the location of impact, and the magnitude, intensity, and duration.
- 2) The quantity and type of debris generated, its location, and the size of the area over which it is spread affect the choice of removal and disposal methods, the costs incurred in doing so, and the time it will take to accomplish the task.

B. Assumptions

- 1) Emergency situations requiring debris removal may occur at any time.
- 2) Local government may have insufficient resources to remove debris created by a major emergency or disaster and accomplish other recovery tasks.
- 3) If local debris removal capabilities are insufficient, the chief elected official may issue a local disaster declaration and request State assistance in debris removal. If the local emergency situation is of such magnitude that the Governor requests a Presidential Disaster Declaration and such a declaration is approved, federal resources could become available.
- 4) For major emergencies or disasters, private contractors may be needed to collect, reduce the volume of, and dispose of debris
- 5) Citizens should assist in removing debris from the immediate area of their homes and businesses, but will generally need government assistance in removing it for disposal.
- 6) Citizens are often willing to help their neighbors in removing debris. Proper public information can encourage such cooperative action, speeding up the process and reducing costs.

4. Concept of Operations

A. Phased Approach. Debris management shall be conducted in phases, including:

- 1) Phase 1 - Emergency Roadway Clearance
 - a) Following a disaster, the top priority is to clear major roads and routes providing access to key population support facilities such as hospitals, to allow for the movement of emergency vehicles, resumption of critical services, and damage assessment. Emergency roadway clearance also facilitates the deployment of external response elements and delivery of emergency equipment and supplies. In initial roadway debris clearance, debris is normally pushed to the side of the road with no attempt to remove or dispose of it.
 - b) Local government is responsible for clearing city streets, county roads, and their rights of way. The Texas Department of Transportation (TxDOT) is responsible for clearing state and federal highways and the rights of way for such highways along with debris disposal resulting from the clearing process.
 - c) In this phase, crews equipped with chain saws will generally be required to cut up down trees and heavy equipment will be needed to move the remains. If possible, heavy equipment used for moving debris should be equipped with protective cabs and all personnel should wear protective equipment. Fire hydrants, driveway cutouts, and utility valves should be left unobstructed.
 - d) Electrical systems are often damaged by the same hazards that create substantial debris, public works and engineering crews may need to coordinate

their efforts to remove debris with utility crews.

2) Phase 2 – Debris Removal and Disposal

a) Debris Removal from Public Property.

(1) In the aftermath of a disaster, it may be necessary to remove debris from a variety of public property, including:

- (a) Roads and rights of way.
- (b) Government buildings, grounds, and parking lots.
- (c) Parks and recreation facilities.
- (d) Storm drainage systems and reservoirs.

(2) If the emergency situation resulted in a Presidential Disaster Declaration, the expense of debris removal from public property may be partially reimbursed by the federal government if the debris must be removed to:

- (a) Eliminate immediate threats to life, public health and safety.
- (b) Eliminate immediate threats of significant damage to improved public or private property.
- (c) Ensure economic recovery of the affected community.

Large-scale debris removal and disposal operations can be extremely costly. It is vital to determine if federal assistance will be provided and the rules that apply to such assistance before commencing debris removal operations. See the DEM *Texas Disaster Recovery Manual* for further information.

(3) State law provides that state resources may not be used to clear or remove debris from local public property unless the local government presents the State an unconditional authorization for removal.

b) Debris Removal from Private Property.

(1) Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner, and the cost may be wholly or partly covered by insurance. If there has been a Presidential Disaster Declaration and debris on private property is so widespread that public health, safety, or the economic recovery is threatened, local government may be partially reimbursed for the cost of debris removal from private property. Local government normally has responsibility for picking up and disposing of debris from private property placed at the curb and bears the cost of that effort.

(2) When the Governor has issued a disaster declaration for an emergency situation, § 418.023 of the Government Code law provides that state resources may be used to remove debris from private property. As a general rule, the property owner must authorize removal of debris, grant unrestricted access, and indemnify the state against any claim resulting from the removal. As the Executive Order of the Governor Relating to Emergency Management provides that county judges and mayors who have issued a local disaster

declaration may exercise the emergency powers of the Governor on an appropriate local scale, local governments may remove debris from private property subject to the same conditions cited above. Attachment 1 to this appendix provides a sample Debris Removal Access Agreement that should be used to meet statutory requirements.

B. Preparation for Debris Removal

Considerable time and labor can be saved in the debris removal process by sorting debris from public property and encouraging the public to sort debris from private property before it is picked up. A proactive public outreach program should advise the public of the actions they can take to facilitate pickup, including:

- 1) Sorting debris into categories – burnable natural debris, burnable construction and demolition debris, non-burnable debris, and potentially hazardous debris.
- 2) Placing sorted debris piles at curbside.
- 3) Keeping debris off roadways and away from fire hydrants and utility valves.
- 4) Disposing of household waste in normal refuse containers.

C. Estimating the Amount of Debris

In determining the means to be used to remove and dispose of debris, it is essential that local officials have a reasonable estimate of the amount of debris that must be removed and eventually disposed of. Attachment 3 to this appendix provides a methodology that may be used to estimate the amount of debris that must be removed.

D. Determining Debris Removal Strategy

- 1) After an estimate of the amount of debris that needs to be removed is made, options for removing the debris should be evaluated in terms of their cost and timeliness.
- 2) The general strategies for debris removal and processing are:
 - a) Removal and processing of debris by local government.
 - (1) Advantages:
 - Direct government control.
 - (2) Disadvantages:
 - Normally requires diversion of significant government resources from regular functions and makes them unavailable for other recovery tasks.
 - Speed of debris removal may be constrained by the government equipment and personnel available.
 - Local government may lack specialized equipment and skills needed to carry out all aspects of debris removal.
 - b) Removal and processing of debris by contractors.
 - (1) Advantages:
 - Speed of debris removal may be increased by contracting for additional resources.

- If local contractors are used, may provide local economic benefit.
- (2) Disadvantages:
- Requires detailed contracts.
 - Requires extensive oversight and inspection.
- c) Removal and processing of debris by a combination of local government and contractors.
- 3) If contractors are used, the disaster area should be divided into geographic sectors for control purposes and bids solicited based on the estimated quantity of debris in each sector. In defining sectors, it is desirable to group properties of like type, construction, and with similar vegetation together. This will also facilitate estimating the quantity of debris that needs to be removed.
- 4) Debris may be removed by one time collection of all debris at each property or using multiple passes to collect different types of material that have been pre-sorted by the property owner.

E. Establishing Temporary Debris Storage and Reduction (TDSR) Facilities.

- 1) The effective disposal of large quantities of disaster debris requires that suitable temporary storage and volume reduction facilities be established. Such facilities hold debris until it can be sorted, reduced in volume, and dispatched to an appropriate disposal facility. Sorting and volume reduction can significantly reduce the costs of disposing of debris and prevent potentially serious environmental problems.
- 2) Sorting. TDSR facilities sort debris and send it to the most appropriate facility for treatment or disposal. Sorting is needed to separate burnable from non-burnable materials and segregate hazardous products for disposal at authorized facilities and identify debris that can be burned, chipped or ground, recycled, or simply disposed of at a landfill without treatment.
- 3) The volume of debris can be greatly reduced by a variety of methods, including:
- a) Incineration. This method includes open burning, use of air curtain pit incineration (trench burners), or use of portable air curtain incinerators. Incineration of burnable debris typically reduces its volume by 95 percent.
 - b) Chipping and grinding. Chipping and grinding is appropriate for clean, woody debris and typically reduces its volume by 75 percent. However, chipping and grinding normally costs as much as incineration and unless the resulting mulch can be disposed of without cost or at a profit, local government may incur additional costs to have the residual material hauled to a landfill.
 - c) Recycling. Recycling debris may present an opportunity to reduce the overall cost of disposal. Metals, lumber, and soil are the most likely candidates for recycling. Before local government attempts to operate a recycling operation, it is essential to determine if there is, in fact, a market for the materials sorted out in the recycling process; otherwise the output may simply have to be hauled to a landfill. Specialized contractors may be willing to undertake recycling,

particularly if it involves large amounts of well sorted debris.

4) Site Selection

a) Criteria pertinent to selecting TDSR facilities are:

- (1) Preferably government-owned.
- (2) Large enough to accommodate a storage area, a sorting area, and volume reduction operations area(s).
- (3) Reasonable proximity to disaster areas and debris disposal sites.
- (4) Good road access.
- (5) Not in a residential area or in the vicinity of schools, churches, or other facilities with concentrations of population.
- (6) Not in an environmentally sensitive area, such as wetlands or a water well field.

b) Local landfills and possible local sites for TDSR facilities are described in Attachment 2 to this appendix. The selection of specific sites to be used for TDSR facilities will normally be made by a team of local, state, and, where appropriate, federal personnel, who are familiar with the local area and the specific environmental regulations governing such facilities. Attachment 3 to this appendix provides methods for determining space requirements for TDSR sites and estimating the quantity of debris that must be disposed of after processing.

F. Public Information and Instructions

- 1) In the aftermath of an emergency situation, the Public Information staff should provide the public detailed information on debris removal and disposal plans and procedures. Providing appropriate instructions to the public concerning debris removal can significantly reduce the time and costs involved. Public information on debris removal must start as soon as possible after the disaster – before people start moving and stacking large amounts of debris.
- 2) Public instructions should encourage citizens to:
 - a) Assist their neighbors, particularly the elderly or infirm, in removing debris.
 - b) Move debris to curbside for pickup.
 - c) Separate debris into the categories determined by local officials.
 - d) Keep debris piles away from fire hydrant and utility valves.
- 3) Public information should keep citizens advised of:
 - a) Debris pickup schedules and the system of pickup, if various types of debris will be picked up on different days.
 - b) Self help disposal guidelines for citizens and businesses that wish to haul their own debris to a debris storage area or landfill.
- 4) The normal methods of public information dissemination through the media should be used to provide information to the public. If loss of electric power has occurred, extra effort must be made to reach those without power using door hangers, flyers, signs, and, if necessary, door-to-door outreach.

G. Regulatory Issues and Technical Assistance

- 1) The Texas Commission on Environmental Quality (TCEQ) regulates the disposal of waste, including hazardous waste. TCEQ also issues emergency permits for debris incineration. Hence, the advice and assistance of TCEQ should be obtained in developing and implementing plans for debris disposal.
- 2) The Department of State Health Services (DSHS) is the state agency responsible for ensuring food safety. The assistance of DSHS should be sought when there are questions regarding the safety of foodstuffs in damaged retail stores, warehouses, and processing facilities. DSHS has the authority to condemn unsafe foodstuffs so that they can be disposed of.
- 3) The Texas Animal Health Commission (TAHC) can provide advice and assistance regarding the disposition of dead animals. TAHC may also help identify stray live animals so they can be returned to their owners.

5. Organization

A. Phase 1 - Emergency Roadway Clearance

During Phase 1, our normal emergency organization as outlined in the Section VI.A of the Basic Plan and this annex should coordinate debris clearance operations. Debris clearance will normally be managed from the EOC. However, if debris is localized, an incident command operation may be established at the incident site to manage debris clearance.

B. Phase 2 - Debris Removal and Disposal

- 1) For small-scale debris removal and disposal operations, our normal emergency organization as outlined in the Basic Plan and this annex may coordinate debris removal and disposal.
- 2) For major emergencies or disasters that result in large volumes of debris, removal and disposal may have to continue for an extended period. For these situations, a Debris Management Task Force, consisting of personnel from those departments and agencies having the required expertise, shall be formed to manage debris removal and disposal operations. The Task Force should be comprised of personnel to perform the following functions:
 - a) Operations: Plan debris removal and processing, manage the use of government resources, and monitor the use of contract resources committed to the task.
 - b) Contracting & Procurement: Develop contracts for services and/or equipment, obtain bids, and award contracts.
 - c) Legal: Contract review, manage authorizations for debris removal, and prepare legal documents for building condemnation and land acquisition.
 - d) Administration: Provide supply, administrative, and accounting support.
 - e) Engineering: Damage assessment, develop scopes of work and specifications for contracts, and prepare cost estimates.
 - f) Public Information: Provide information and instructions relating to debris

removal to the public.

It may be desirable to organize the Debris Management Task Force as an ICS operation under an Incident Commander.

- 3) If the government uses its own resources to remove debris, the primary role of the operations staff is to plan and supervise debris removal. If contractors will be removing debris, then the primary role of the operations staff is to monitor contractor work and ensure contract provisions are followed.

6. Task Assignments

A. Phase 1 - Emergency Roadway Clearance

Task assignments shall be as stated in Section VI.B of this annex.

B. Phase 2 - Debris Removal and Disposal Phase

Task assignments shall be determined by the Debris Management Task Force leader. General tasks of the various components of the Task Force are described in the Chapter 3 of the *FEMA Debris Management Guide* (FEMA-325).

Attachment 1

Debris Removal Access Agreement

I/We _____, the owner(s) of the property
commonly identified as _____,
(street address)
_____, State of Texas
(city/town) (county)

do hereby grant and give freely and without coercion, the right of access and entry to said property to the [County/City] of _____, its agencies, contractors, and subcontractors thereof, for the purpose of removing and cleaning any or all storm-generated debris of whatever nature from the above described property.

It is fully understood that this agreement is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the [City/County] of _____, State of Texas, its agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waiver any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and other utility lines located on the described property.

I/We (have _____, have not _____)(will _____, will not _____) received any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conservation Service (NRCS), private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. For the considerations and purposes set forth herein, I set my hand this _____ day of _____ 20____.

Owner

Owner

Telephone No. Address _____

Witness

Attachment 2

**Landfills
&
Potential Temporary Debris Storage and Reduction (TDSR) Sites**

1. Landfills

[Redacted text block]

[Redacted text block]

2. Possible TDSR Facilities

[Redacted text block]

Attachment 3

Debris Estimation

This attachment contains the following tabs:

1. Tab A – Estimating Debris Quantity.

This tab includes two worksheets (Worksheet 1 and Worksheet 2) which outline a methodology that can be used to estimate the quantity of debris produced by a disaster. The methodology allows the user to estimate the debris in various geographic areas (sectors) and then sum the amount of debris in each sector to determine the overall volume of debris that must be dealt with. The sectors developed in this process can be used in operational planning and contracting. To the extent possible, sectors should be drawn to encompass areas with buildings of similar construction and vegetative cover.

[The methodology in this tab should not be used for hurricane debris; use the methodology in Tab E instead.]

2. Tab B – Estimating Debris Removal Time. This tab includes two worksheets (Worksheet 3 and Worksheet 4). The worksheets provide a methodology that can be used to estimate the time in days that it will take to remove specific quantities of debris given a known set of hauling resources and a reasonable estimate of the cycle time for those resources (time spent in pickup, hauling, unloading, and, waiting on one trip).
3. Tab C – Estimating Debris Disposal Quantity. Worksheet 5 outlines a method to determine the volume of debris that will have to be disposed of after sorting and volume reduction, given information on the composition of debris that must be disposed of. To utilize this methodology, you must remove a sample of debris in each sector and sort it to determine the characteristics of the debris from that sector. If the sample of debris is not representative of debris in the sector, this method will be inaccurate.
4. Tab D – Estimating Requirements for Debris Processing. Worksheet 6 can be used to estimate how much space will be required for temporary debris storage and reduction facilities. This worksheet is based on a US Army Corps of Engineers methodology.
5. Tab E – Estimating Hurricane Debris Quantity. Worksheet 7 can be used to estimate the quantity of debris produced by a hurricane. This worksheet is based on US Army Corps of Engineers methodology.

Tab A

ESTIMATING DEBRIS QUANTITY

Complete a separate Worksheet 1 for each Sector.
 Transfer results from each Worksheet 1 to Worksheet 2.
 CF = cubic feet & CY = cubic yards

Use Tab E for Estimating Hurricane Debris

WORKSHEET 1				
Sector:				
Description:		N = Number	M = Multiplier	CY = (NxM)
A. Homes (1800-2000 square feet)		100	300	30000
B. Mobile Homes		130	80	10400

C. Other Buildings	L = Length/ft	W = Width/ft	H = Height/ft	CF = (LxWxH)	CY = (CF/27) x.33
Apex Center	250	60	10	150000	1833
Anchor Fire Station	100	100	12	120000	1467
Teasdale School	125	100	10	125000	1527
Subtotal [sum the right column]					4827

D. Debris Piles	L = Length/ft	W = Width/ft	H = Height/ft	CF = (LxWxH)	CY (CF/27)
Crystal Creek @ Compton	150	8	4	4800	177
Hungry Hollow Bridge	80	20	8	12800	474
Willow Road @ Newton	100	16	5	8000	296
Subtotal [sum the right column]					947

WORKSHEET 2	Sector A	Sector B	Sector C	Sector D
<i>Debris Volume Estimate (cubic yards/CY)</i>				
A. Homes [from Worksheet 1]	30000	4200		
B. Mobile Homes [from Worksheet 1]	10400	2400		
C. Other Buildings [from Worksheet 1]	4827	1021		
SD = Structural debris (A + B + C)	45227	7621		
V = Vegetation Multiplier [see note]	1.3	1.1		
ST = Subtotal (SD x V)	58795	8383		
D. Debris Piles [from Worksheet 1]	947	1200		
E. SV = Sector Volume (ST + D)	59742	9583		
TOTAL [add entries in row E above]	69325			

Note:

V= Vegetative Multiplier:	<u>Vegetative Cover</u>	<u>V =</u>
	None	1
	Light	1.1
	Medium	1.3
	Heavy	1.5

Tab B
ESTIMATING DEBRIS REMOVAL TIME

Worksheets 3 and 4 may be used to estimate the time it will take to remove a quantity of debris given information on the quantity and capacity of the hauling resources available and estimates of the cycle time for those resources. Cycle time is the time it takes a cargo truck to complete a round trip. Cycle time is computed by adding the time it takes to load a truck, the round-trip travel time between the loading point and the off-load point, unloading time, and any unproductive waiting time. This methodology will be most accurate if you use times observed during actual operations, not theoretical numbers.

WORKSHEET 3	Sector A	Sector B	Sector C	Sector D
<i>A. Debris to be Removed in cubic yards (CY) from Worksheet 2 or 7</i>	59742	9583		
<i>Removal Cycle (all times in hours)</i>				
B. Estimated loading time	.2	.2		
C. Estimated travel time (roundtrip)	.4	.6		
D. Estimated unload time	.1	.1		
E. Estimated waiting time	.1	.1		
F. Cycle time (B+C+D+E)	.8	1.0		
G. Daily work period	7.5	7.5		
H. Cycles per day (G / F)	9	7		
<i>Removal Time</i>				
I. Capacity (CY) per cycle [Worksheet 4]	136	136		
J. Capacity (CY) per day [H x I]	1224	952		
K. Days to Clear Sector [A / J]	48.8	10.0		
L. Days to Clear All Sectors [add entries in Row K above]	58.8			

WORKSHEET 4	A. Truck Capacity (CY)	B. Units Available	C. Group Capacity (AxB)
<i>Equipment</i>			
Dump Truck, Light	6	4	24
Dump Truck, Medium	8	4	32
Dump Truck, Heavy	10	8	80
Capacity Per Cycle (CY) [sum the right column]			136

Note: In estimating units available, it is essential to consider that some equipment may not operationally ready each day. Hence, an out-of-service factor based on local experience should be applied to obtain a realistic estimate of equipment available for use on a daily basis.

Tab C
ESTIMATING DEBRIS DISPOSAL QUANTITY

Worksheet 5 provides a method of estimating the volume of debris that will have to be disposed of after volume reduction. It requires taking a **sample of the debris in each sector** to determine the percent of burnable debris (B below), the percent of burnable C&D debris (C below), the percent of non-burnable debris (D below) broken down by recyclable materials (D-1) and other material (D-2), and the percent of hazardous debris. In taking a sample, it is desirable to include debris from at least 10 properties.

Worksheet 5	Sector 1	Sector 2	Sector 3	Sector 4
<i>Sample Debris Characteristics</i>				
A. Debris volume [from Worksheet 2]	59742	9583		
B. % Burnable Natural Debris	.30	.40		
C. % Burnable C&D Debris	.32	.28		
D. % Non-Burnable Debris	.35	.32		
D-1. Potentially Recyclable	.07	.10		
D-2. Landfill	.28	.20		
E. % Hazardous Debris	.03	.02		
<i>Disposal Volume (cubic yards)</i>				
F. Burnable Natural Debris (A x B)	17922	3833		
F-1. Amount to be chipped/ground ¹	200	0		
F-2. Amount to be burned	17722	3833		
G. Burnable C&D Debris (A x C)	19117	2683		
H. Total Burnable (F-2 + G)	36839	6516		
I. Volume for disposal after burning (H x .05)	1841	326		
J. Volume for disposal after chipping or shredding (F-1 x .25)	50	0		
K. Non-Burnable Debris (A x D)	20910	3067		
L. Less Non-Burnables to be Recycled ²	5400	767		
M. Volume of Non-Burnables for Disposal (K - L)	15510	2300		
N. Volume (Non-hazardous) for Landfill Disposal (I + J + M) ³	17401	5693		
N. Total for Landfill Disposal [add quantities in row N above]	23094			
O. Volume for Hazmat Disposal (A x E)	1792	191		
P. Total for Hazmat Disposal [add quantities in row O above]	1983			

Notes:

- Local officials need to decide how much debris to chip or grind instead of burning. The quantity should be based on a) the amount of chipped/ground wood that local government wants to retain for use as mulch and b) the amount that can be disposed of without cost or at some profit to landscape products firms. Since chipping and grinding costs approximately the same as burning and produces a higher volume of residue, there is little reason to chip and grind instead of burning if you also have to pay to have the resulting mulch hauled away.
- This number should be based on the proportion of recyclable materials for which you can determine there is a ready market. Recycling materials for which there is no market simply leaves you sorted debris to haul to the landfill.
- If mulch produced in the chipping and grinding operation is hauled away without cost, do not include it (Item J) in the equation because disposal of that material is no longer your problem.

Tab D
ESTIMATING REQUIREMENTS FOR DEBRIS STORAGE & PROCESSING SITES

This methodology may be used to determine the space required for debris storage and processing sites.

It assumes that:

1. Debris will be stacked 10 feet high.
2. 40 percent of a site will be used for storage; 60 percent will be used for sorting areas, separation between debris piles, roads, site buffers, and burn pits

WORKSHEET 6		
A. Debris Volume in cubic yards (CY) [From Worksheet 2 or 7]		69325
B. CY per acre assuming 10' stack height ¹		16117
C. Acres for debris storage only (A/B)		4.3
D. Multiplier for processing, roads, & buffers		1.66
E. Required facility area in acres ²		7.1

Notes:

1. If you plan to use a stack height other than the typical 10 feet, use the following formula to compute CY per acre:

$$\text{CY} = (\text{stack height in feet} / 3) \times 4840$$

2. Where the area requirement is large, the requirement is generally satisfied by establishing several sites that, taken collectively, provided the needed area.

Tab E
ESTIMATING HURRICANE DEBRIS QUANTITY

Worksheet 7 may be used to estimate the quantity of debris that must be removed. This worksheet uses the formula $Q = H \times C \times V \times B \times S$, where:

- Q = the quantity of debris in cubic yards (CF)
- H = the number of households
- C = the storm factor in CY:
- V = the vegetation characteristic multiplier:
- B = the business/commercial use multiplier
- S = the storm precipitation characteristic multiplier

WORKSHEET 7	Sector A	Sector B	Sector C	Sector D
<i>Debris Volume Estimate - Hurricane</i>				
1. H = households	5167	2100		
2. C = Storm category	26	8		
3. V = Vegetation multiplier	1.5	1.1		
4. B = Business/commercial multiplier	1.3	1.0		
5. S = Storm precipitation multiplier	1.3	1.3		
6. Q = H x C x V x B x S	340557	24024		
TOTAL (add columns in item 6 above)	364581			

Notes:

1. H = Households. If you do not know the number of households, estimate the number by dividing the population of the area by 3.

2. C = Hurricane Category	<u>Category</u>	<u>C =</u>
	1 2	
	2 8	
	3 26	
	4 50	
	5 80	

3. V= Vegetative Multiplier	<u>Vegetative Cover</u>	<u>V =</u>
	None	1
	Light	1.1
	Medium	1.3
	Heavy	1.5

4. B = Business/Commercial Density Multiplier	<u>Density</u>	<u>B =</u>
	Light	1.0
	Medium	1.2
	Heavy	1.3

5. S = Storm Precipitation Multiplier	<u>Precipitation</u>	<u>S =</u>
	None to Light	1.0
	Medium to Heavy	1.3

**SEE ANNEX J - RECOVERY, SUPPORT INFORMATION, DEBRIS MANAGEMENT PLANS,
COUNTY-CITY OF VICTORIA DEBRIS MANAGEMENT PLANS**

ANNEX L



UTILITIES

Victoria County/City of Victoria Emergency Management Plan

APPROVAL & IMPLEMENTATION

Annex L UTILITIES



Richard McBrayer
Emergency Management Coordinator

10-5-2016
Date

RECORD OF CHANGES

Annex L

UTILITIES

Change #	Date of Change	Change	Entered By

ANNEX L

UTILITIES

I. AUTHORITY

See Basic Plan, Section I.

16 TAC, Part 1, Chapter 7 (Gas Utilities), Subchapter B, Rule 7.45 (Quality of Service).

16 TAC, Part 2, Chapter 25 (Electric Service Providers), Subchapter C, Rules 25.52 (Reliability and Continuity of Service) and 25.53 (Emergency Operations Plan).

16 TAC, Part 2, Chapter 26 (Telecommunications Service Providers), Subchapter C, Rules 26.51 (Continuity of Service) and 26.52 (Emergency Operations).

II. PURPOSE

The purpose of this annex is to describe the organization, operational concepts, responsibilities, and procedures to prevent, protect from, respond to, and recover from temporary disruptions in utility services that threaten public health or safety in the local area.

This annex is not intended to deal with persistent shortages of water due to drought or with prolonged statewide or regional shortages of electricity or natural gas. Measures to deal with protracted water shortages are addressed in the drought plans that must be maintained by each public water supply utility. Resolving protracted water shortages normally requires long-term efforts to improve supplies. Measures to deal with widespread energy shortages are normally promulgated by state and federal regulatory agencies. Local governments may support utility efforts to deal with long-term water and energy supply problems by enacting and enforcing conservation measures and providing the public information pertinent to the local situation.

III. EXPLANATION OF TERMS

A. Acronyms

Co-Op	Cooperative
COOP	Continuity of Operations Plan
DD	Disaster District
DDC	Disaster District Committee
DSHS	Texas Department of State Health Services
EAP	Emergency Action Plan
EMC	Emergency Management Coordinator
GBRA	Guadalupe-Blanco River Authority
GDEM	Governor's Division of Emergency Management
IC	Incident Commander

ICS	Incident Command System
ICP	Incident Command Post
MUD	Municipal Utility District
NIMS	National Incident Management System
NRP	National Response Plan
PUC	Public Utility Commission
RRC	Railroad Commission
SOC	State Operations Center
SOP	Standard Operating Procedures
TAC	Texas Administrative Code
TCEQ	Texas Commission of Environmental Quality

B. Definitions

Electric Cooperatives. Member- owned non-profit electric utilities.

IV. SITUATION & ASSUMPTIONS
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A. Situation

1. As noted in the general situation statement and hazard summary in Section IV.A. and Figure 1 of the Basic Plan, our area is vulnerable to a number of hazards. These hazards could result in the disruption of electrical power, telephone service, and water and wastewater services as well as natural gas service.
2. The loss of utility services, particularly extended utility outages, could adversely affect the capability of local personnel to respond to and recover from the emergency situation that caused the disruption of utility service and create additional health and safety risks for the general public.
3. Public utilities are defined as those companies and organizations authorized to provide utility services, including electricity, water, sewer service, natural gas, and telecommunications, to the general public in a specified geographic area. Utilities may be owned and/or operated by a municipality, a municipal utility district (MUD), a regional utility authority, investors, or by a private non-profit organization such as a member cooperative (co-op).

The public utilities serving our community include:

- a) Electric:
- b) Water/Wastewater:
- c) Telecommunications:
- d) Coletto Creek (See Annex L, Support Documentation for Coletto EAP):
- e) Natural Gas:

Additional information on these utilities is provided in Appendix 1 to this annex.

4. The state and/or federal government regulate most utility providers. State regulators include:
 - a) The Public Utilities Commission (PUC) for telecommunications companies and most electrical utilities, other than municipal electric utilities.
 - b) The Texas Commission on Environmental Quality (TCEQ) for most water suppliers and wastewater utilities.
 - c) The Railroad Commission of Texas (RRC) for gas utilities.
5. Virtually all utilities are required by state regulations to have emergency operations plans for restoring disrupted service. Many utilities maintain emergency operations centers and those that do not normally have procedures to establish temporary facilities when they need them.
6. Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems. In areas where telephone service is provided by above-ground lines that share poles with electrical distribution lines, telecommunications providers may not be able to make repairs to the telephone system until electric utilities restore power lines to a safe condition.
7. Municipal utilities and private non-profit utilities such as electric cooperatives, may be eligible for reimbursement of a portion of the costs for repair and restoration of damaged infrastructure in the event the emergency situation is approved for a Presidential disaster declaration that includes public assistance (PA).

B. Assumptions:

1. In the event of damage to or destruction of utility systems, utility operators will restore service to their customers as quickly as possible.
2. A major disaster or a disaster affecting a wide area may require extensive repairs and reconstruction of portions of utility systems that may take considerable time to complete.
3. Damage to electrical distribution systems and sewer and water systems may create secondary hazards such as increased risk of fire and public health hazards.
4. Each utility will direct and control its own resources and plan to carry out its own response operations, coordinating as necessary with local government and with other utilities.
5. Individual utility operators, particularly small companies, may not have sufficient physical or monetary resources to restore utility systems affected by a major disaster or one having widespread effects. Utilities typically obtain supplementary repair and restoration assistance from other utilities pursuant to mutual aid agreements and by using contractors hired by the utility.
6. Equipment and personnel from other city departments and agencies may be employed to assist a municipal utility in repairing its systems and restoring service to the public.

V. CONCEPT OF OPERATIONS

A. General

1. Incident activities for the utilities function will include work in an Incident Command System (ICS) environment with an Incident Commander (IC), maintaining communications with the IC and Emergency Operations Center (EOC), and implementing local and regional mutual aid agreements as required.
2. In the event of a loss of utility service for any reason, local government is expected to rapidly assess the possible impact on public health, safety, and property, and on private property, and take appropriate actions to prevent a critical situation from occurring or to minimize the impact in accordance with the Continuity of Operations Plan. Where utility service cannot be quickly restored, the County and/or City government will have to take timely action to protect people, property, and the environment from the effects of a loss of service.
3. Local governments are not expected to direct utility companies to repair utility problems. Utilities have a franchise that requires them to provide service to their customers and they have the ultimate responsibility for dealing with utility service outages. Virtually all utilities are required by state regulations to make all reasonable efforts to prevent interruptions of service and, if interruptions occur, to reestablish service in the shortest possible time. Utilities are required to inform state officials of significant service outages and expected to keep their customers and local officials informed of the extent of utility outages and, if possible, provide estimates of when service will be restored.
4. Local governments that own or operate utilities are responsible for restoring service to local customers and may commit both their utility and non-utility resources to accomplish that task.
5. For utilities that are not government-owned, local government is expected to coordinate with those utilities to facilitate their efforts to restore service to the local area.
6. Victoria County and the City of Victoria should identify critical local facilities and establish general priorities for restoration of utility service. This list of priorities must be communicated to the utilities serving those facilities. Examples of critical facilities may include:
 - a) The EOC
 - b) Police, fire, and EMS stations
 - c) Hospitals
 - d) Water treatment and distribution facilities
 - e) Sewage pumping and treatment facilities
 - f) Buildings serving as public shelters or mass feeding facilities

g) Fueling facilities

Appendix 2, Utility Restoration Priorities for Critical Facilities, provides a sample of initial utility restoration priorities for critical facilities. These priorities are based on general planning considerations; they should be reviewed and, if necessary, updated based on the needs of a specific situation.

7. Utility companies may not be able to restore service to all critical facilities in a timely manner, particularly if damage has been catastrophic and a substantial amount of equipment must be replaced or if repairs require specialized equipment or materials that are not readily available. In large-scale emergencies, utility companies may have to compete with individuals, businesses, industry, government, and other utility companies for manpower, equipment, and supplies.

B. Local Government Response to a Utility Outage

1. It is essential for Victoria County and/or City of Victoria officials to obtain an initial estimate of the likely duration of a major utility outage from the utility as soon as possible for response actions to begin. Once that estimate is obtained, local officials should make a determination of the anticipated impact and determine the actions required to protect public health and safety and public and private property.
2. Extended utilities outages may require Victoria County and/or the City of Victoria to take action to protect public health and safety and public and private property. Such actions may include:
 - a) Water or Sewer Outage
 - 1) Curtail general water service to residents to retain water in tanks for firefighting and for controlled distribution to local residents in containers.
 - 2) Arrange for supplies of emergency drinking water for the general public and for bulk water for those critical facilities that require it to continue operations.
 - 3) If sewer service is disrupted, arrange for portable toilets and hand washing facilities to meet sanitary needs.
 - b) Electrical or Natural Gas Outage
 - 1) Obtain emergency generators to power water pumping stations, water treatment facilities, sewage lift stations, sewage treatment facilities, fueling facilities, and other critical sites. See Appendix 3 to this annex.
 - 2) During period of cold weather, establish public shelters for residents who lack heat in their homes.
 - 3) During periods of extreme heat, establish “cooling sites” for residents who do not have air conditioning in their homes
 - 4) Request volunteer groups set-up mass feeding facilities for those without electrical or gas service and cannot prepare meals.
 - 5) Coordinate with ice distributors to ensure ice is available locally to help citizens preserve food and medicines.
 - 6) Arrange for fuel deliveries to keep emergency generators running at critical facilities.

c) Telecommunications Outage

- 1) Request telecommunications providers implement priority service restoration plans.
- 2) Activate amateur radio support.
- 3) Request external assistance in obtaining additional radios and repeaters or satellite telephones.

d) General

- 1) Isolate damaged portions of utility systems to restore service quickly to those areas where systems are substantially undamaged.
 - 2) In cooperation with utilities, institute utility conservation measures. See Appendix 4 to this annex.
 - 3) Disseminate emergency public information requesting conservation of utilities.
 - 4) Assist in relocating patients of medical facilities, residential schools, and similar institutions that cannot maintain the required level of service for their clients.
 - 5) Provide law enforcement personnel to control traffic at key intersections if traffic control devices are inoperative.
 - 6) Consider staging fire equipment in areas without electrical or water service.
 - 7) Consider increased security patrols in areas that have been evacuated due to lack of utility service.
3. See Appendix 1 to Annex M, Resource Management, for planning factors for emergency drinking water, ice, portable toilets, and food.

C. Facilitating Utility Response

1. Local officials may facilitate utility response by:

- a) Identifying utility outage areas reported to local government. Although many utility systems have equipment that reports system faults and customer service numbers for people to report problems, outage information reported to local government can also be helpful.
- b) Asking citizens to minimize use of utilities that have been degraded by emergency situations. See Appendix 4 for utility conservation measures.
- c) Identifying local facilities for priority restoration of utilities.
- d) Coordinating with the utility on priorities for clearing debris from roads which also provides access to damaged utility equipment.
- e) Providing access and traffic control in utility repair areas where appropriate.

2. Large-scale Emergency Situations.

In large-scale emergency situations which produce catastrophic damage in a limited area (such as a tornado) or severe damage over a wide area (such as an ice storm), utilities are typically faced with a massive repair and rebuilding effort that cannot be completed in a reasonable time without external support. In such circumstances, utilities typically bring

in equipment and crews from other utilities and from specialized contractors. In these situations, utilities may request assistance from Victoria County and/or City of Victoria in:

- a) Identifying lodging for repair crews – hotels, motels, school dormitories, camp cabins, and other facilities.
- b) Identifying restaurants to feed crews or caterers who can prepare crew meals.
- c) Identifying or providing a staging area or areas for utility equipment coming from other locations and providing security for such areas.
- d) Obtaining water for repair crews.
- e) Identifying operational sources of fuel in the local area.

D. Protecting Resources and Preserving Capabilities

In the event of a slowly developing emergency, it is possible that utilities may be able to mitigate some of the effects of a major emergency or disaster by protecting key facilities and equipment. The critical facilities/key resources within our community are identified in *Appendix 2*.

1. In the event of a flooding threat, facilities such as sewage or water-treatment constructing dikes, sandbagging, or using pumps to prevent water from entering the facility may protect facilities or electrical substations. In some cases, in an effort to preserve pumps, electrical control panels, and other vital equipment, it may also be prudent to remove that equipment from facilities to prevent damage due to rising water.
2. In the event of a hazardous materials spill in rivers or lakes used for water supplies, contamination of water distribution systems may be avoided by temporarily shutting down water intakes.
3. Loss of power could severely affect critical functions such as communications, water pumping, purification, and distribution; sewage disposal; traffic control; and operation of critical medical equipment. Critical facilities that require back-up electrical power should have appropriate generation equipment on site if possible. If this is not feasible, emergency generator requirements should be determined in advance to facilitate timely arrangements for such equipment during emergency situations. Appendix 3 provides forms to record information on existing backup generators and to identify requirements for additional emergency generators. The Utility Coordinator will provide such forms to facility operators to complete and maintain a file of completed forms for both existing generators and potential generator requirements.

E. Utility Support for Emergency Response Operations

The assistance of utility providers may be needed to support other emergency response and recovery operations. Such assistance may include:

1. Rendering downed or damaged electric lines safe to facilitate debris removal from roadways.

2. Cutting off utilities to facilitate the emergency response to fires, explosions, building collapses, and other emergency situations.
3. Facilitating search and rescue operations by cutting off electrical power, gas, and water to areas to be searched.
4. Establishing temporary utility hookups to facilitate response activities.

F. Utility Support for Disaster Recovery Operations

Utilities play a primary role in the recovery process and must coordinate closely with local government to:

1. Render electrical lines and gas distribution lines safe before local officials authorize re-entry of property owners into affected areas to salvage belongings and repair damage to their homes and businesses.
2. Participate in inspections of affected structures to identify hazards created by damaged utilities and eliminate those hazards.
3. Determine the extent of damage to publicly owned utility infrastructure and equipment.
4. Restore utility systems to their pre-disaster condition.

G. Public Information

1. It is essential to provide the public current information on utility status, the anticipated time to restore service, recommendations on dealing with the consequences of a utility outage, conservation measures, and information on sources of essential life support items such as water. Locally developed emergency public information relating to utility outages should be developed in coordination with the utilities concerned to ensure that messages are accurate and consistent.
2. In some emergency situations, many of the normal means of disseminating emergency public information may be unavailable and alternative methods of getting information out to the public may have to be used.
3. Utilities are complex systems and service may be restored on a patchwork basis as damaged components are repaired or replaced. Some neighborhoods may have utility service restored while adjacent neighborhoods are still without power or water. In some cases, one side of a street may have power and the opposite side may not. In these circumstances, the quality of life for local residents can often be significantly improved by using public information messages to encourage those who have working utilities to take in their neighbors who do not. This approach can also significantly reduce the number of people occupying public shelters and using mass feeding facilities.

H. Activities by Phases of Emergency Management:

1. Prevention
 - a) All utilities. Local officials should:

Have emergency management personnel familiar with the local hazard assessment review proposed utility construction or renovation activities to determine if existing hazards will be increased by such activities.

- b) Utilities owned or operated by Victoria County and/or City of Victoria. Utility officials should:
 - 1) Assess the vulnerability of existing municipal electrical, gas, water, and sewer systems to known hazards and take actions to avoid or lessen such vulnerabilities.
 - 2) Maintain portable generators and pumps to meet unexpected needs and/or identify rental sources for such equipment that can respond rapidly during an emergency to avoid and/or reduce the effects of other incidents.

2. Preparedness

- a) All utilities. Local officials should:
 - 1) Contact local utilities to determine the type of damage assessment information that they can normally provide in an emergency. Provide utilities with names of key officials and contact information for those officials and the local EOC that utilities can use to provide information to local government during an emergency.
 - 2) Reduce vulnerability of new utility infrastructure to known hazards through proper site selection and facility design.
 - 3) Coordinate with the emergency management staff to develop plans to protect public utility facilities and equipment at risk from known hazards, and to maintain supplies and equipment to carry out such plans.
 - 4) Develop plans to install emergency generators in key facilities and identify emergency generator requirements for facilities where it is not possible to permanently install backup generators. See Appendix 3 for further information.
 - 5) Ensure the Utility Coordinator and the local EOC have emergency contact numbers for utilities serving the local area other than published customer service numbers.
 - 6) Coordinate with the occupants of critical governmental and non-government facilities to establish a tentative utility restoration priority list for such facilities; see Appendix 2 for utility restoration priorities for critical facilities. Provide the restoration priority list to appropriate utilities.
 - 7) Cooperate with social service agencies and volunteer groups to identify local residents with potential health or safety problems that could be immediately affected by utility outages and provide such information to utilities for action.
 - 8) Request utilities brief local officials and members of the EOC staff on their emergency service restoration plans periodically.
 - 9) Encourage utilities to participate in local emergency drills and exercises.
 - 10) Train workers, especially supervisors, to be familiar with ICS incident site procedures.
 - 11) Ensure mutual aid agreements are completed.
- c) Utilities owned or operated by the Victoria County and/or City of Victoria. Utility officials should:
 - 1) Train and exercise personnel in emergency response operations.
 - 2) Plan for adequate staffing during and after emergencies.

- 3) Ensure emergency plans are kept up-to-date.
- 4) Ensure emergency equipment is in good repair and secured against damage from likely hazards.
- 5) Stockpile adequate repair supplies for likely emergency situations.
- 6) Conclude utility mutual aid agreements and establish procedures for requesting assistance from other utilities.

3. Response

a) All utilities. Local officials should:

- 1) Request that each utility that serves the local area which has suffered system damage regularly report its operational status, the number of customers affected by service outages, and areas affected.
- 2) Provide expedient substitutes for inoperable utilities at critical facilities to the extent possible or relocate those facilities if necessary. Update utility restoration priorities for critical facilities as necessary.
- 3) If an extended utility outage is anticipated, take those actions necessary to protect public health and safety and private and public property and implement utility conservation measures. See Section V.B and Appendix 4 to this annex.
- 4) Facilitate utility emergency response to the extent possible. See Section V.C of this annex.
- 5) Include utility status information in the Initial Emergency Report and period Situation Reports produced during major emergencies and disasters. See Annex N, Direction & Control.

b) Utilities owned or operated by Victoria County and/or City of Victoria. Utility officials should:

- 1) For slowly developing emergency situations, take appropriate action to protect utility infrastructure from the likely effects of the situation. See Section V.D of this annex.
- 2) Make emergency utility repairs as necessary. If a large number of utility customers or a wide area is affected, use the critical facility utility restoration priorities in Appendix 2 to this annex, as modified by the EOC, as a basis for initial actions.
- 3) Request mutual aid assistance or contractor support if needed.
- 4) If possible, provide trained utility crews to assist emergency services during emergency response operations.

4. Recovery

a) All Utilities. Local officials should:

- 1) Continue to request regular reports from each utility serving the local area concerning its operational status, the number of customers affected by service outages, and areas affected.
- 2) For major emergencies and disasters, obtain estimates of damages from municipal utilities or member-owned non-profit utilities for inclusion in local requests for disaster assistance. See Annex J, Recovery.

- 3) Update utility restoration priorities for critical facilities as appropriate. See Appendix 2 to this annex
 - 4) Request utilities that participate in major emergency operations to participate in any local post-incident review of such operations.
- b) Utilities owned or operated by Victoria County and/or City of Victoria. Utility officials should:
- 1) Provide regular updates to the EOC on utility damages incurred, the number of customers affected, and areas affected.
 - 2) Participate in utility damage assessment surveys with state and federal emergency management personnel.
 - 3) In coordination with the EOC staff, request mutual aid resources, contractor support, or state assistance, if necessary.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
--

A. Organization

1. The operations of utilities owned or operated by local government will be directed by those individuals who manage the utility on a daily basis, including:
 - a) The Director of Utilities
 - b) Deputy Director of Utilities
 - c) Distribution and Collection Manager
 - d) Surface Water Treatment Plant Manager

These individuals are expected to continue to manage the operations of those utilities during emergency situations.

2. Individuals designated by the owners or operators of utilities that are not owned or operated by local government will manage the operation of those utilities.
3. The Victoria County Judge and City of Victoria Mayor] shall direct the EMC to coordinate emergency preparedness activities with utilities, maintain this annex and related utility data that may be needed during emergency, and act as a liaison with utilities during emergency operations.

B. Assignment of Responsibilities

1. The Victoria County Judge and/or City of Victoria Mayor will:

Provide general direction for the local response to major utility outages that may affect public health and safety or threaten public or private property and, within the limits of legal authority, implement measures to conserve utilities.

2. The City of Victoria Manager will:

For city-owned or operated utilities, the City Manager may provide general guidance and recommendations regarding the utility response to emergency situations in the local area through the Utility Coordinator or, where appropriate, through individual utility managers.

3. The Energy Representative will:

- a) Coordinate with utilities to obtain utility emergency point of contact information and provide emergency contact information for key local officials and the EOC to energy utilities.
- b) Maintain information on the utilities serving the local area, including maps of service areas. See Appendix 1
- c) Maintain the Utility Restoration Priorities for Critical Facilities (Appendix 2). In coordination with the EMC, update utility restoration priorities for critical facilities in the aftermath of an emergency situation if required.
- d) Maintain information on existing emergency generators and potential generator requirements. See Appendix 3.
- e) Coordinate regularly with utilities during an emergency situation to determine utility status, customers and areas affected, and what response, repair, and restoration actions are being undertaken, and provide information to the EMC.
- f) Advise the EMC what actions should be taken to obtain services for those without utilities or to relocate those where services cannot be restored where it appears outages will be long-term.
- g) Coordinate with the EMC and respond to requests from utilities for assistance in facilitating their repair and reconstruction activities (see Section V.C of this annex) or coordinating their efforts with other emergency responders.
- h) Ensure current information on utility assets is provided for inclusion in Annex M, Resource Management.
- i) Request resource assistance from utilities during emergencies when requested by the Resource Management staff.
- j) Develop and maintain this annex.

3. The Emergency Management Coordinator (EMC) will:

- a) Provide guidance to appropriate representatives on handling utility issues and obtaining utility status reports.
- b) Assign utility-related problems to the appropriate representative for resolution.

4. Public Works Representative may assist private Utilities to:

- a) Ensure utility emergency plans comply with state regulations and are up-to-date.

- b) Respond in a timely manner during emergency situations to restore utility service. Advise designated local officials or the Utility Coordinator in the EOC of utility status, number of customers affected, and areas affected so that local government may take action to assist residents that may be adversely affected by utility outages.
 - c) Train and equip utility personnel to conduct emergency operations.
 - d) Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures.
 - e) Maintain adequate stocks of needed emergency supplies and identify sources of timely resupply of such supplies during an emergency.
 - f) Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that could assist in restoration of utilities for major disasters.
 - g) Ensure utility maps, blueprints, engineering records, and other materials needed to conduct emergency operations are available during emergencies.
 - h) Obtain utility restoration priorities for critical local facilities from the Utility Coordinator for consideration in utility response and recovery planning.
 - i) Take appropriate measures to protect and preserve utility equipment, personnel, and infrastructure, including increasing security when there is a threat of terrorism directed against utility facilities.
5. City owned or operated utilities will, through the Public Works Representative:
- a) Identify and train personnel to assist in damage assessment for public facilities.
 - b) Where possible, provide personnel with required technical skills to assist in restoring operational capabilities of other government departments and agencies and in search and rescue activities.
 - c) When requested, provide heavy equipment support for emergency response and recovery activities of local government.
 - d) Draft regulations or guidelines for the conservation of power, natural gas, or water during emergency situations. If local officials approve such rules or guidelines, assist the Public Information Officer in communicating them to the public.
 - e) Maintain records of expenses for personnel, equipment, and supplies incurred in restoring public utilities damaged or destroyed in a major emergency or disaster as a basis for requesting state or federal financial assistance, if such assistance is authorized.
6. The Incident Commander will coordinate utility-related response issues through the Utility Coordinator if the EOC has been activated, or through the EMC or directly with the utility or utilities affected if that facility has not been activated. The Incident Commander may assign missions to utility crews that have been committed to an incident.

7. The Public Information Officer will:

Coordinate with the Utility Coordinator and utilities to provide timely, accurate, and consistent information to the public regarding utility outages, including communicating:

- a) Protective measures, such as boil water orders.
- b) Conservation guidance, such as that provided in Appendix 4.
- c) Instructions, including where to obtain water, ice, and other essentials.

8. The City of Victoria Public Works Department and/or Victoria County Road & Bridge Crews will:

Upon request, provide heavy equipment and personnel support for restoration of government-owned or operated utilities.

VII. DIRECTION & CONTROL

- A.** The Victoria County Judge and/or City of Victoria Mayor will provide general direction for the local response to major utility outages that may affect public health and safety or threaten public or private property and may, within the limits of legal authority, direct implementation of local measures to conserve utilities.
- B.** The Incident Commander (IC), to protect lives and property, can make operational decisions affecting all incident activities and workers at the incident site. The Incident Commander normally may assign missions to utility crews from government-owned or operated utilities that utility managers have committed to an incident or request other utilities to perform specific tasks to facilitate the emergency response.
- C.** The Public Works and Energy Representatives will monitor utility response and recovery operations, receive situation reports from utilities and disseminate these to local officials and the SOC, identify local utility restoration priorities to utility providers, coordinate utility support for the Incident Command Post, facilitate local government support for utility response and recovery efforts, request resource support from utilities, and perform other tasks necessary to coordinate the response and recovery efforts of utilities and local government.
- D.** Utility managers will normally direct the emergency response and recovery activities of their organizations. Utility crews will generally be directed by their normal supervisors.
- E.** Utility crews responding from other areas pursuant to a utility mutual aid agreement and contractors hired by utilities to undertake repairs will normally receive their work assignments from the utility which summoned or hired them. Organized crews will normally work under the immediate control of their own supervisors.
- F.** Line of Succession of Energy Rep and Public Works Rep:

VIII. READINESS LEVELS

A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in section V.H. of this annex.

B. Readiness Level III – Increased Readiness

1. Government-owned or operated utilities:
 - a) Inform key utility staff members of the potential for an emergency.
 - b) Review emergency plans and procedures.
 - c) Check equipment status and correct deficiencies.
 - d) Review supply status and fill shortfalls.
 - e) Monitor the situation.
 - f) Ensure recall rosters are up-to-date.
2. For other utilities, the Utility Coordinator should:
 - a) Ensure utility managers are aware of the possible impending threat.
 - b) Check emergency contact information for each utility and ensure that each utility manager knows how to contact the local Utility Coordinator and the EOC.
 - c) Ensure each utility has a copy of the current Utility Restoration Priorities for Critical Facilities and a list of any known special utility service needs.
 - d) Request utilities keep the Utility Coordinator informed of any plans, protective actions, or preparedness activities that may affect the local area.

C. Readiness Level II – High Readiness

1. Government-owned or operated utilities:
 - a) Monitor the situation.
 - b) Increase short-term readiness of equipment if possible.
 - c) Alert utility response personnel for possible emergency duty.
 - d) Review mutual aid plans and advise mutual aid resources of possible emergency operations.
 - e) Review contractor and supplier lists and alert contractors and suppliers of possible emergency operations.

- f) Identify personnel to the staff the Incident Command Post (ICP) and EOC.
2. For other utilities, the Utility Coordinator should:
- a) Advise utilities them of the impending emergency.
 - b) Update them on the status of local preparedness actions.
 - c) Request utilities keep the Utility Coordinator informed of any plans, protective actions, or preparedness activities that may affect the local area.
 - d) Notify them if the EOC is activated.

D. Readiness Level I – Maximum Readiness

1. Government-owned or operated utilities:
- a) Continue to monitor and review the impending situation.
 - b) Activate utility emergency control center, as appropriate, and, upon request, provide utility representation to the EOC if it is activated.
 - c) Place utility emergency response crews in alert status and off-duty personnel on standby.
 - d) Implement planned protective measures for utility infrastructure and equipment.
 - e) Test utility communications systems.
 - f) Consider precautionary deployment of emergency response crews.
2. For other utilities, the Utility Coordinator should:
- a) Advise utilities of the impending situation and planned local response actions.
 - b) Advise utilities when the EOC or an Incident Command Post is activated.
 - c) Update point of contact information if necessary
 - d) Conduct communications checks.
 - e) If the primary impact of the impending hazard is likely to be on utilities, invite appropriate utilities to send a liaison officer to the local EOC.

IX. ADMINISTRATION & SUPPORT

A. Resource Support and Readiness

1. In general, utilities are responsible for obtaining and employing the resources needed to make repairs to or reconstruct their systems.
 - a) Local governments may commit their non-utility resources to assist the utilities they own or operate in responding to emergency situations. Local governments may also utilize their utility resources in responding to non-utility emergencies unless local statutes preclude this.
 - b) In general, local governments may not use public resources to perform work for privately owned companies, including utility companies. Privately owned utility companies are expected to use their own resources and additional resources obtained through mutual aid. They may also contract services in response to emergency situations. Most electric and telecommunications utilities are party to mutual aid agreements that allow them to request assistance from similar types of utilities within the region, within the State, or from other states. Some water and gas companies may also be party to mutual aid agreements. Many privately owned utility companies have contingency contracts with private contractors for repair and reconstruction.
 - c) Although local government may not use its resources to perform repair work for privately owned utilities, it may take certain actions to facilitate the response of utilities, whether public or private, to an emergency situation. Some of these actions are outlined in Section V.C of this annex.
2. In the event of a utility outage, Victoria County and/or City of Victoria is/are expected to use its/their own resources and those that it can obtain pursuant to mutual aid agreements or by contracting with commercial suppliers to protect public health and safety as well as public and private property. In the event that these resources are insufficient to deal with the situation, Victoria County and/or City of Victoria may request state resource assistance through the Disaster District Committee (DDC) District Coordinator in Disaster District 17, Victoria, TX. Requests for state assistance should be made or authorized by the Victoria County Judge and/or City of Victoria Mayor; cities must first seek assistance from their County before requesting state assistance.

B. Coordination

During emergency situations involving utility outages, the Utility Coordinator is expected to maintain communications with utilities by any means possible. When the County/City EOC is operational, that facility will act as the focal point for communications between the County/City and utilities. The utilities communication network is depicted in Appendix 5. The GBRA Emergency Action Plan (EAP) is located in Appendix 6.

C. Critical Facilities List

The Utility Coordinator will ensure all utilities that serve Victoria County and/or City of Victoria are provided copies of the restoration priorities for local critical facilities. See Appendix 2, Utility Restoration Priorities for Critical Facilities.

D. Reporting

1. During major emergencies, the Utilities Coordinator should coordinate with utilities serving the local area to obtain information on their operational status, the number of customers and areas affected, and the estimated time for restoration of service. If possible, a schedule of periodic reporting should be established.
2. The Utilities Coordinator should provide utility status information to the EOC staff and provide utility status inputs for the Initial Emergency Report and periodic Situation Reports prepared during major emergencies and disasters. See Appendices 2 and 3 to Annex N, Direction & Control, for information regarding these reports.

E. Records

1. Certain expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party or, in the event of a Presidential disaster declaration, partially reimbursed by the federal government. Therefore, all government-owned or operated utilities should keep records of labor, materials, and equipment used and goods and services contracted for during large-scale emergency operations to provide a basis for possible reimbursement, future program planning, and settlement of claims.
2. Municipal utility districts and electric cooperatives are also eligible for federal assistance in a Presidential declared disaster. Estimates of damage to these utilities should be included in damage reports submitted by Victoria County and/or City of Victoria to support a request for federal assistance. Hence, such utilities should be advised to maintain records of repair expenses as indicated in the previous paragraph in order to provide a basis for possible reimbursement of a portion of those expenses.

F. Post-Incident Review

Our Basic Plan provides that a post-incident review be conducted in the aftermath of a significant emergency event. The purpose of this review is to identify needed improvements in plans, procedures, facilities, and equipment. Utility managers and other key personnel who participate in major emergency operations should also participate in the post-incident review.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. The Utility Coordinator is responsible for developing and maintaining this annex with the support from individuals and organizations specified in Section VI.B.
- B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies tasked in this annex will develop SOPs that address assigned tasks.

XI. REFERENCES

- A. Annex L, Energy & Utilities, to the *State of Texas Emergency Management Plan*.
- B. FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101)
- C. GDEM, Disaster Recovery Texas Manual (DEM-62)

APPENDICES:

Appendix 1 Local Utility Information

Appendix 2 Utility Restoration Priorities for Critical Facilities

Appendix 3..... Emergency Generator Forms

Appendix 4..... Utility Conservation Measures

Appendix 5..... Utility Communications Network

Appendix 6.....GBRA, EAP

Appendix 7.....City of Victoria /Victoria County Water Plants, Wells, Tower, Lift Stations & Wastewater Treatment Plants & Critical Facilities

LOCAL UTILITY INFORMATION

1. Electric

Utility Name: American Electric Power/CPL
 Approximate Number of Local Customers: 30,000
 Service Area: Victoria County
 Major Local Facilities: [REDACTED]

24-Hour Emergency Contact: Central Dispatch Center

Contact Phone: [REDACTED] Contact Fax: [REDACTED]

Utility Name: South Texas Electric Coop
 Approximate Number of Local Customers: Service Provider Only
 Service Area: Victoria County
 Major Local Facilities: South Texas Electric Coop Plant
 24-Hour Emergency Contact: Systems Operations Office
 Contact Phone: [REDACTED] Contact Fax: [REDACTED]

Utility Name: Victoria Electric Coop
 Approximate Number of Local Customers: 18,000
 Service Area: Victoria County
 Major Local Facilities: [REDACTED]
 24-Hour Emergency Contact:
 Contact Phone: [REDACTED] Contact Fax: [REDACTED]

2. Telephone

Utility Name: AT&T
 Approximate Number of Local Customers: 75,000
 Service Area: Victoria County
 Major Local Facilities:
 24-Hour Emergency Contact: Dispatch
 Contact Phone: [REDACTED] Contact Fax:

3. Water

Utility Name: City of Victoria
 Approximate Number of Local Customers: 21,000
 Service Area: City of Victoria
 Major Local Facilities: [REDACTED]

24-Hour Emergency Contact: 911 Communications Dispatcher

Contact Phone: 911 Contact Fax: [REDACTED]

4. Wastewater

Utility Name: City of Victoria
Approximate Number of Local Customers: 21,000
Service Area: City of Victoria
Major Local Facilities: [REDACTED]

24-Hour Emergency Contact: 911 Communications
Contact Phone: 911 Contact Fax: [REDACTED]

5. Natural Gas

Utility Name: Center Point
Approximate Number of Local Customers: 13,000
Service Area: Victoria County
Major Local Facilities: [REDACTED]

24-Hour Emergency Contact: Central Dispatch
Contact Phone: [REDACTED] Contact Fax: [REDACTED]

6. Cable / Internet

Utility Name: Suddenlink
Approximate Number of Local Customers: 25,000
Service Area: Victoria County
Major Local Facilities: [REDACTED]

24-Hour Emergency Contact: [REDACTED]
Bart Young Contact Mobile: [REDACTED]
On Call Employee Contact Phone: [REDACTED]

7. Utility Name: Coletto Creek Dam

Approximate Number of Local Customers: 450 Parcels affected by possible dam breach.
Service Area: Coletto Creek Drainage Area
Major Local Facilities: [REDACTED]

24-Hour Emergency Contact: Chief Operator, [REDACTED]

2nd Contact Phone: Operations Manager, [REDACTED]

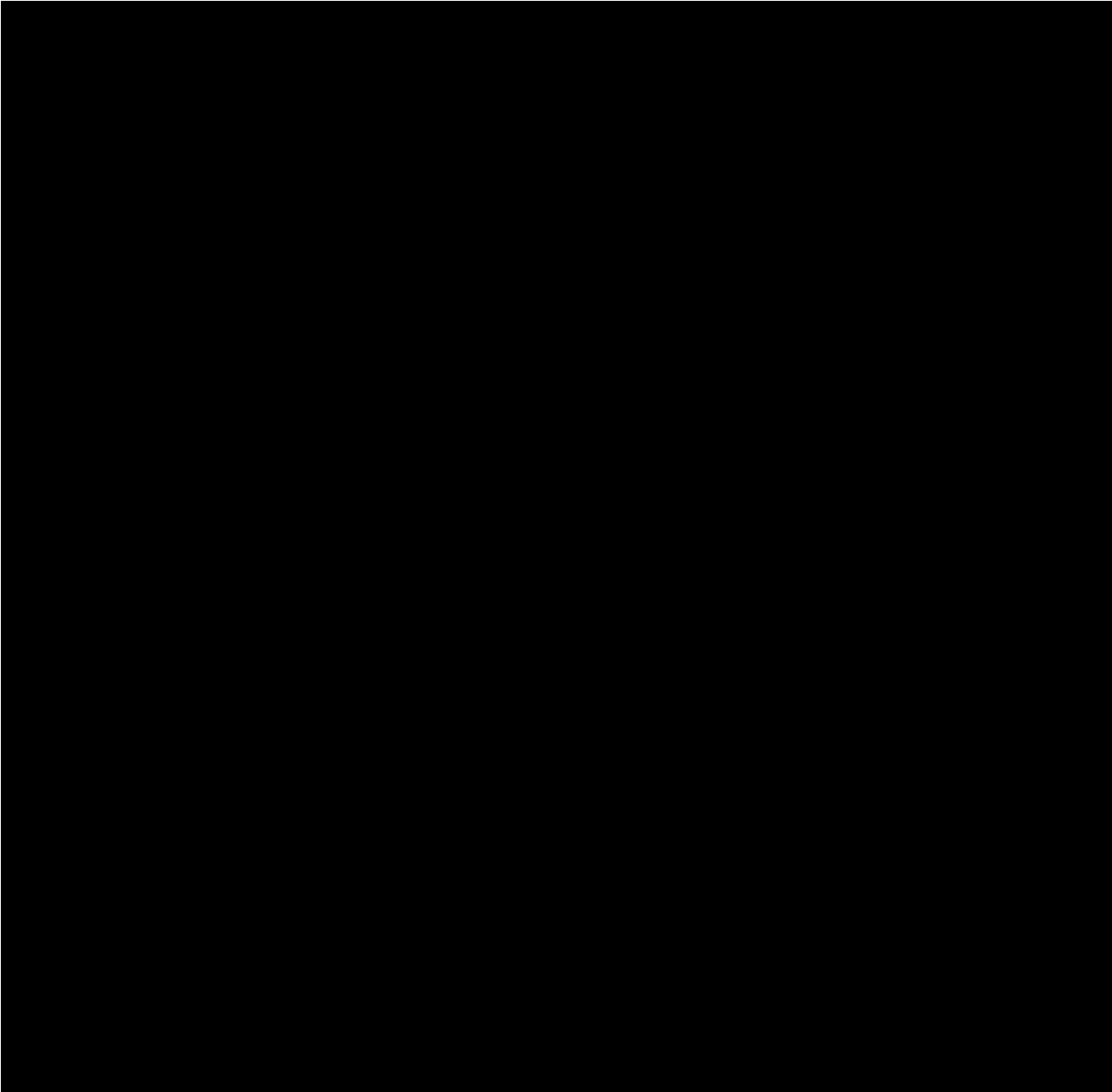
Contact Fax: [REDACTED]

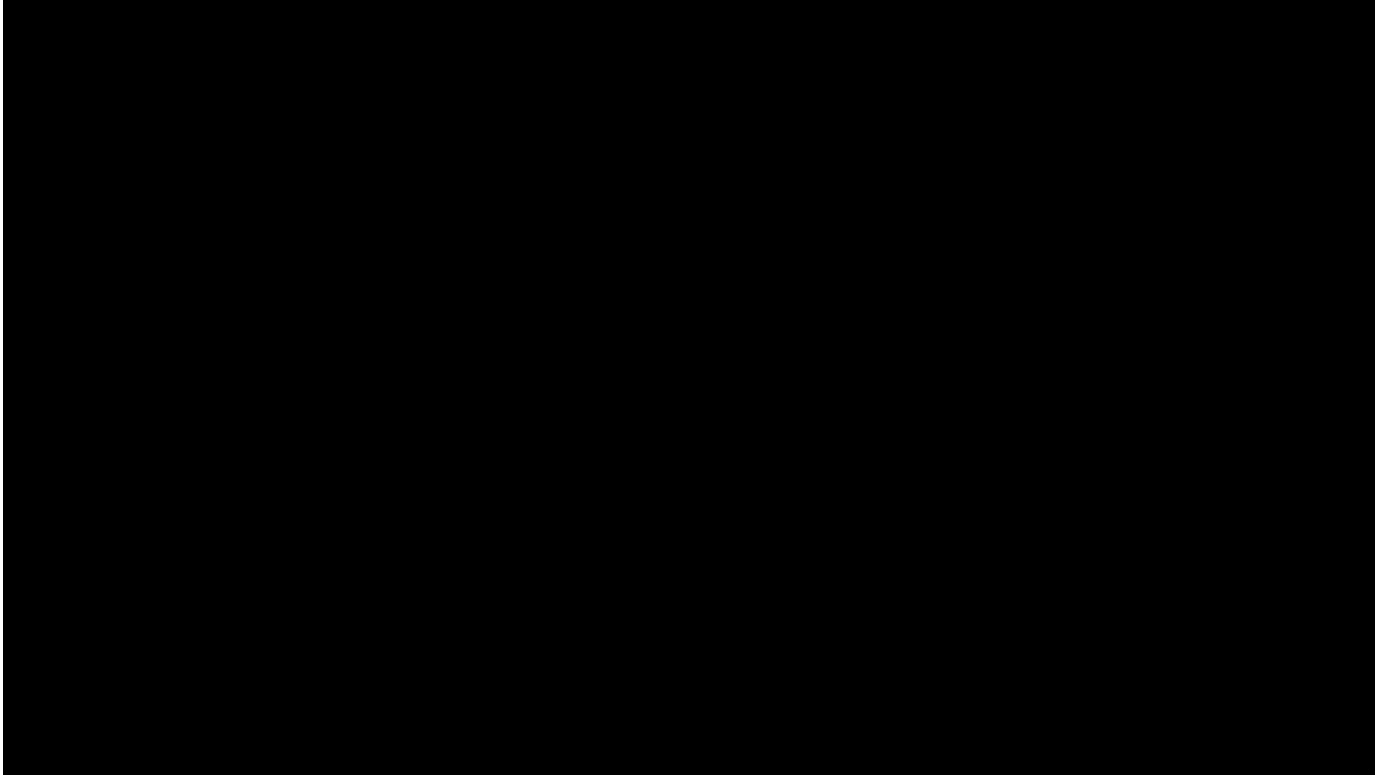
UTILITY RESTORATION PRIORITIES FOR CRITICAL FACILITIES

Utility Service Restoration Priorities: 1 = Highest, 5 = Lowest

Emer. Gen.: Yes = Emergency Generator on site.

Ltd = Generator available, but powers only a limited portion of the facility





EMERGENCY GENERATOR FORMS

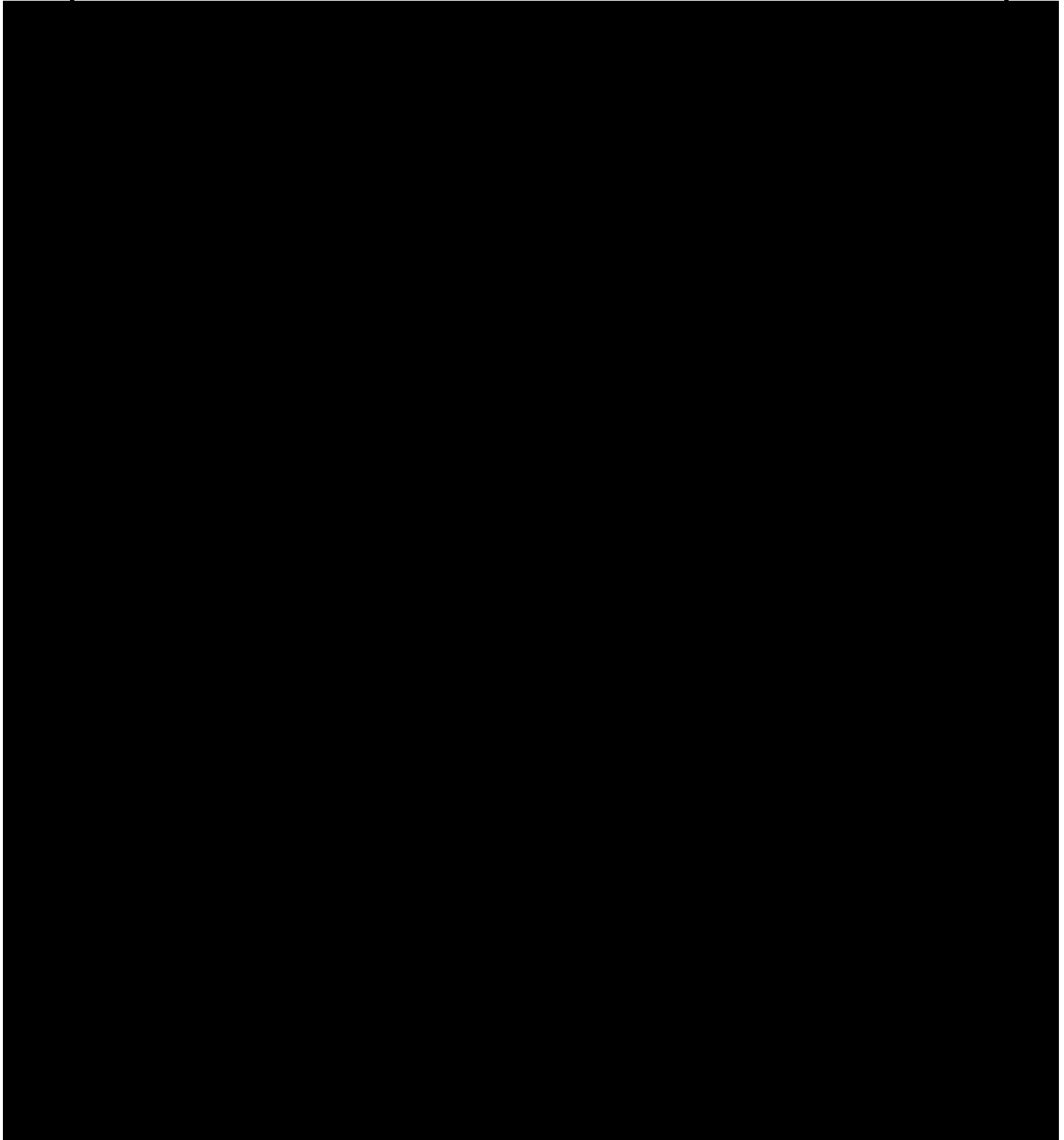
1. The emergency generator forms which follow are provided to facilitate pre-planning for emergency generator requirements, either to obtain a generator which does not have one or replace an existing generator which has failed.

The Emergency Generator Information – Existing Installation forms should be used to record information on existing emergency generators in case they must be replaced.

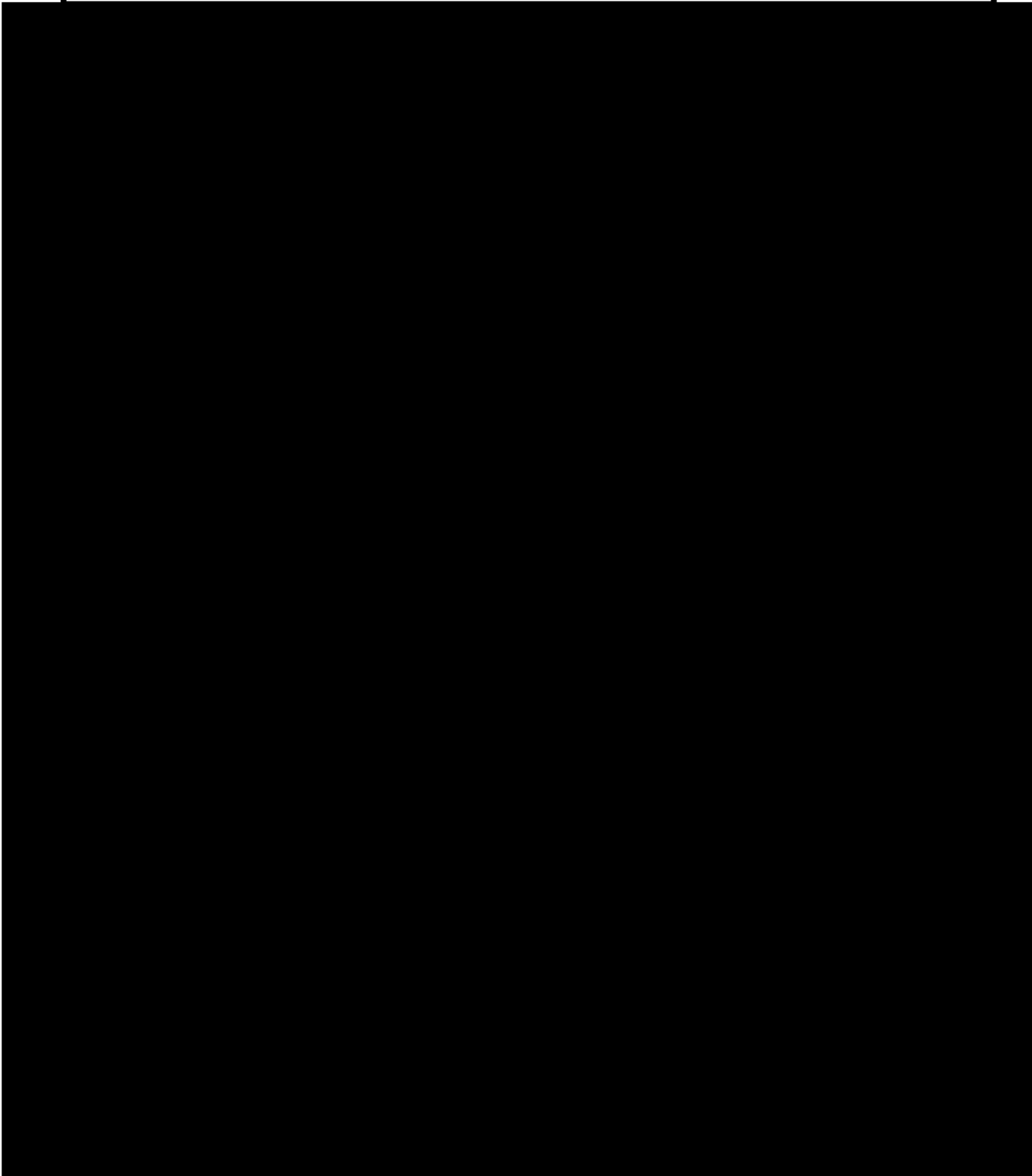
The Emergency Generator Information – Additional Equipment forms should be used to identify requirements for additional emergency generators for critical facilities that do not currently have such generators.

2. Forms should be completed by the owner or operator of the facility that has or may need a generator, and a copy provided to the local EMC. A separate form should be completed for each existing generator or additional generator that is required. The local Utility Coordinator will maintain completed forms for use during emergencies. It is suggested that individuals completing these forms retain a copy for their own records.
3. In completing these forms, keep the following in mind:
 - A. If in doubt about what type of capability is needed, consult a qualified electrician.
 - B. Generators are often quite heavy and should be emplaced on a firm, level site, and preferably a paved area.
 - C. A forklift is normally used to emplace a skid-mounted generator. The forklift operator must have adequate room to maneuver.
 - D. In considering emergency generator sites, remember that generators are often noisy and produce exhaust fumes that may be sucked into nearby ventilation intakes. Vehicle access will be needed to refuel.

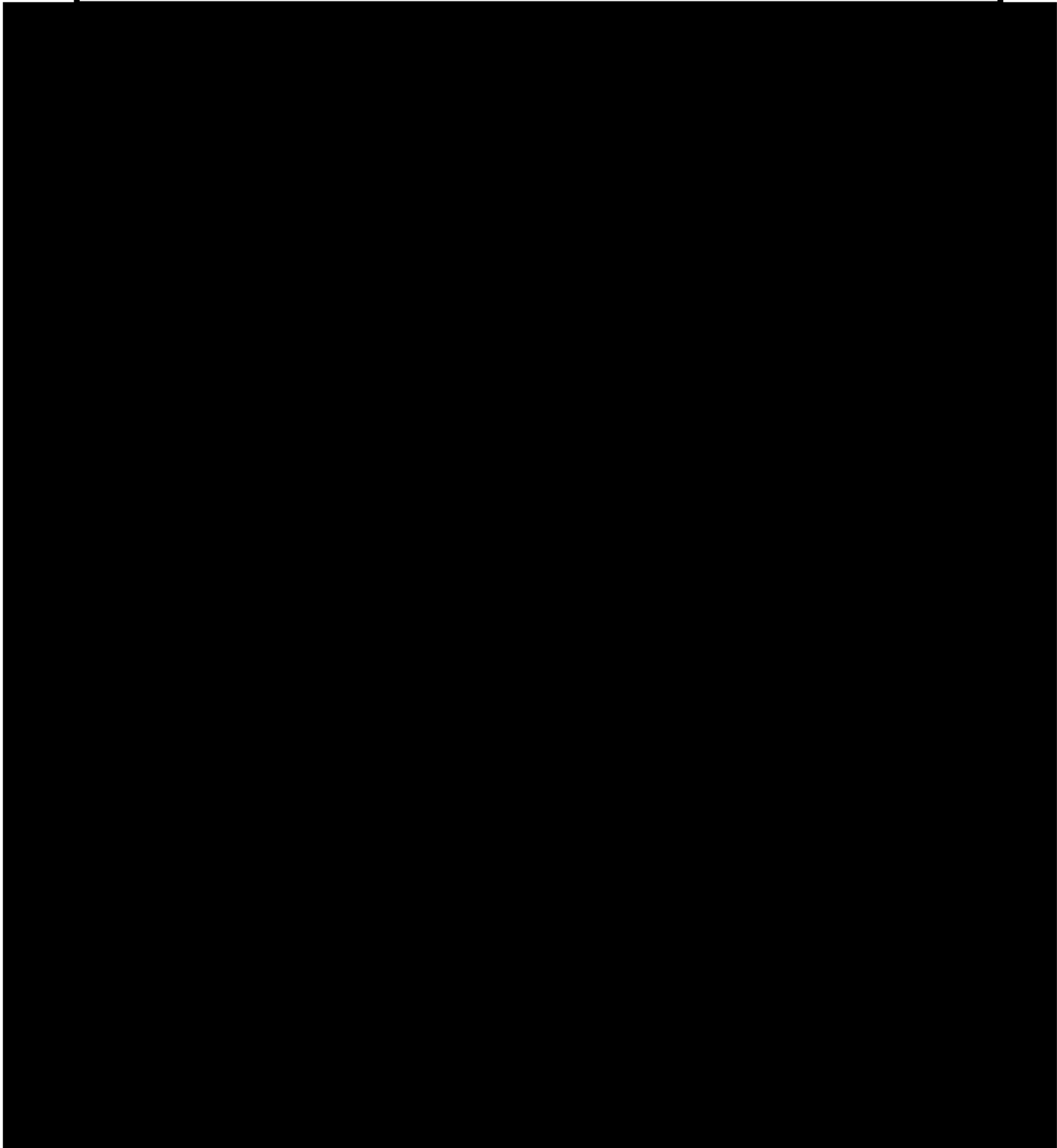
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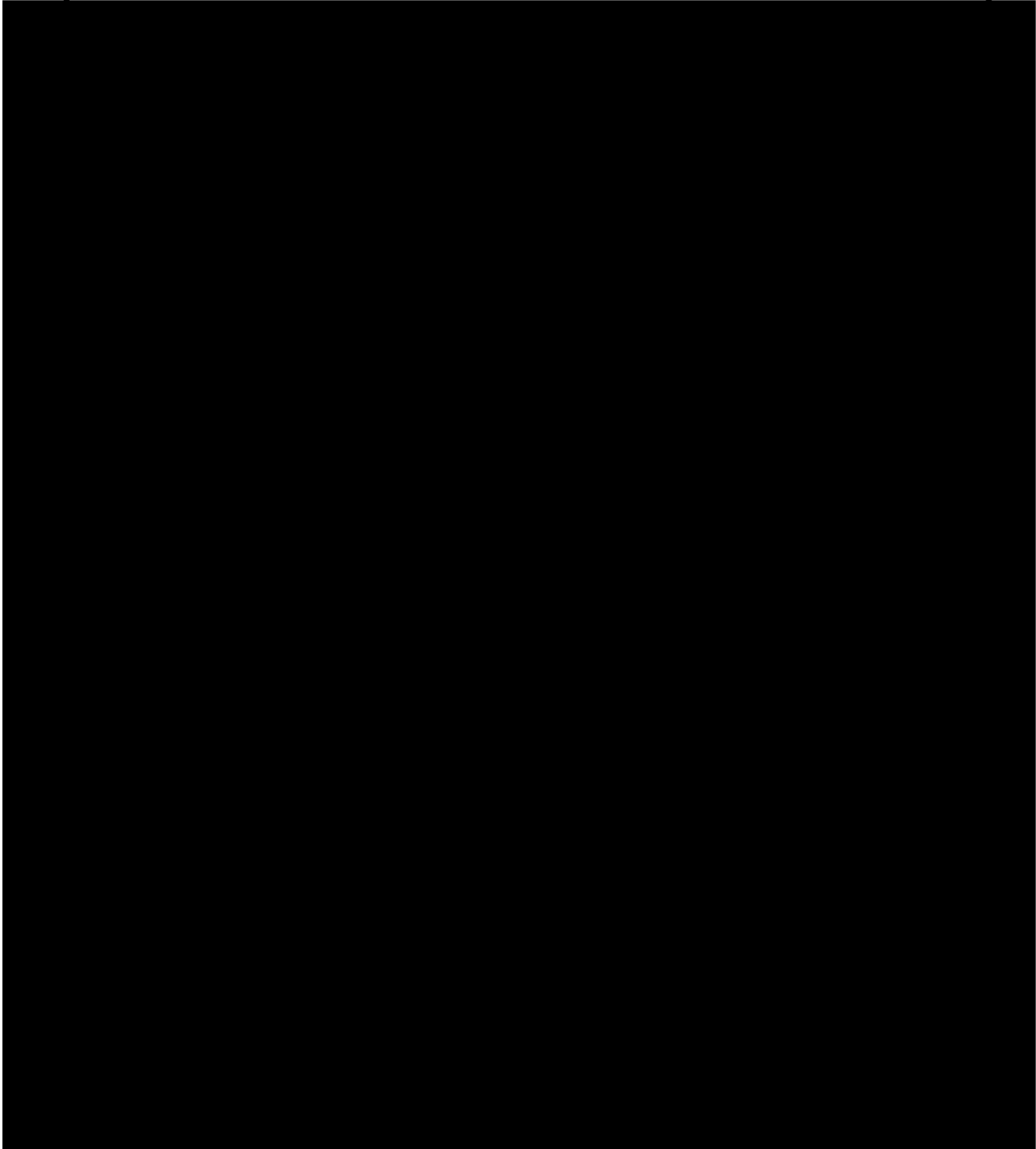
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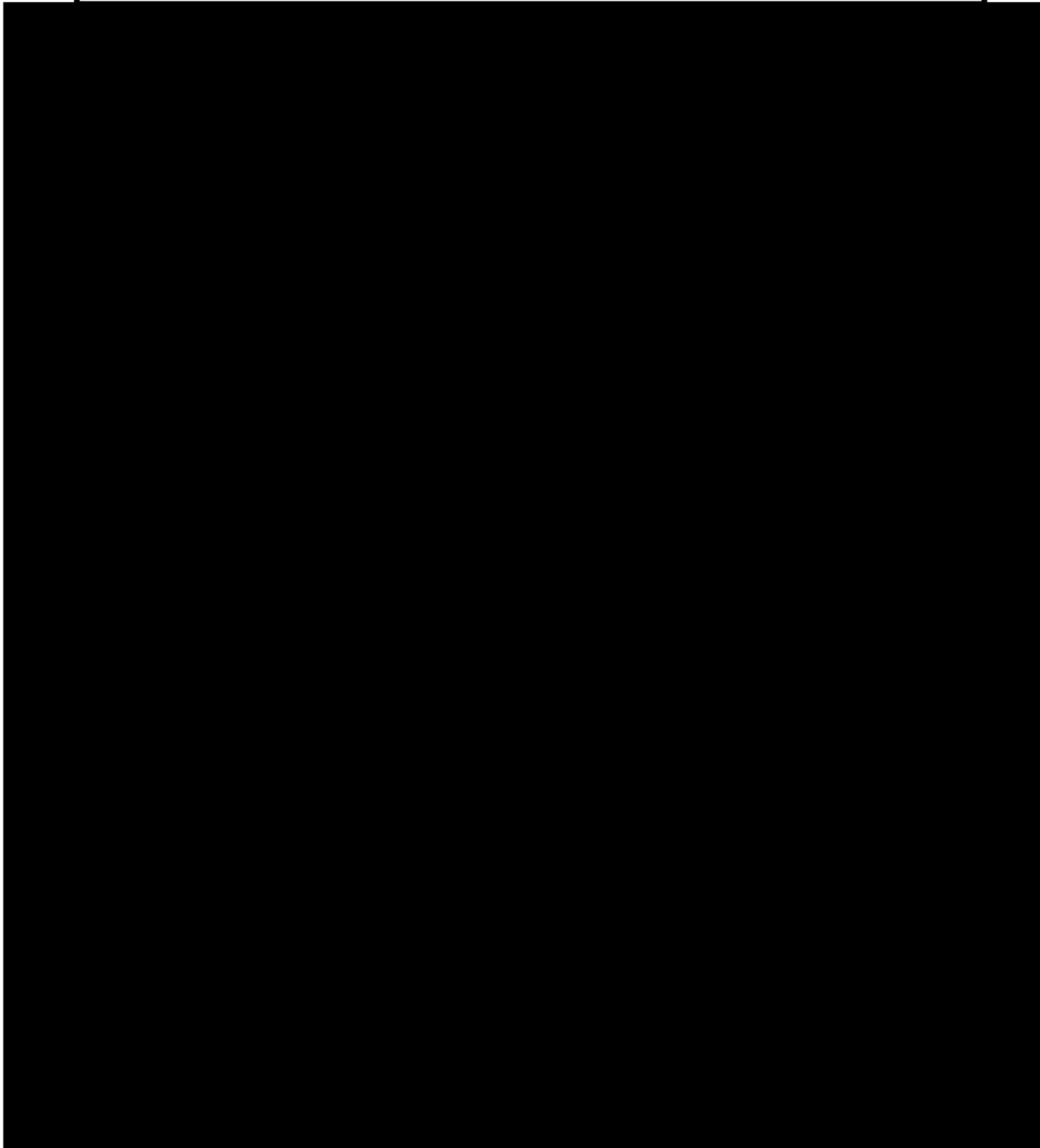
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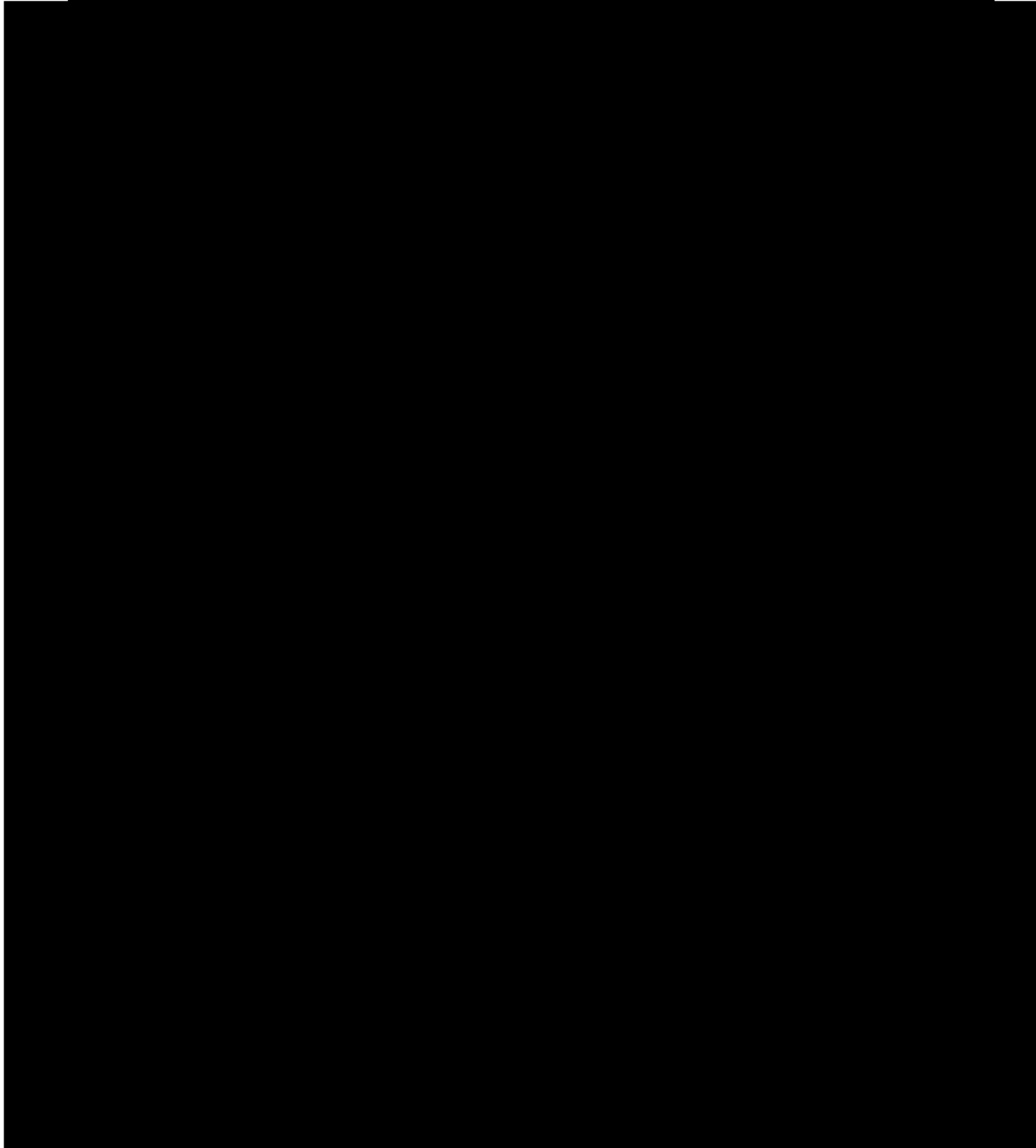
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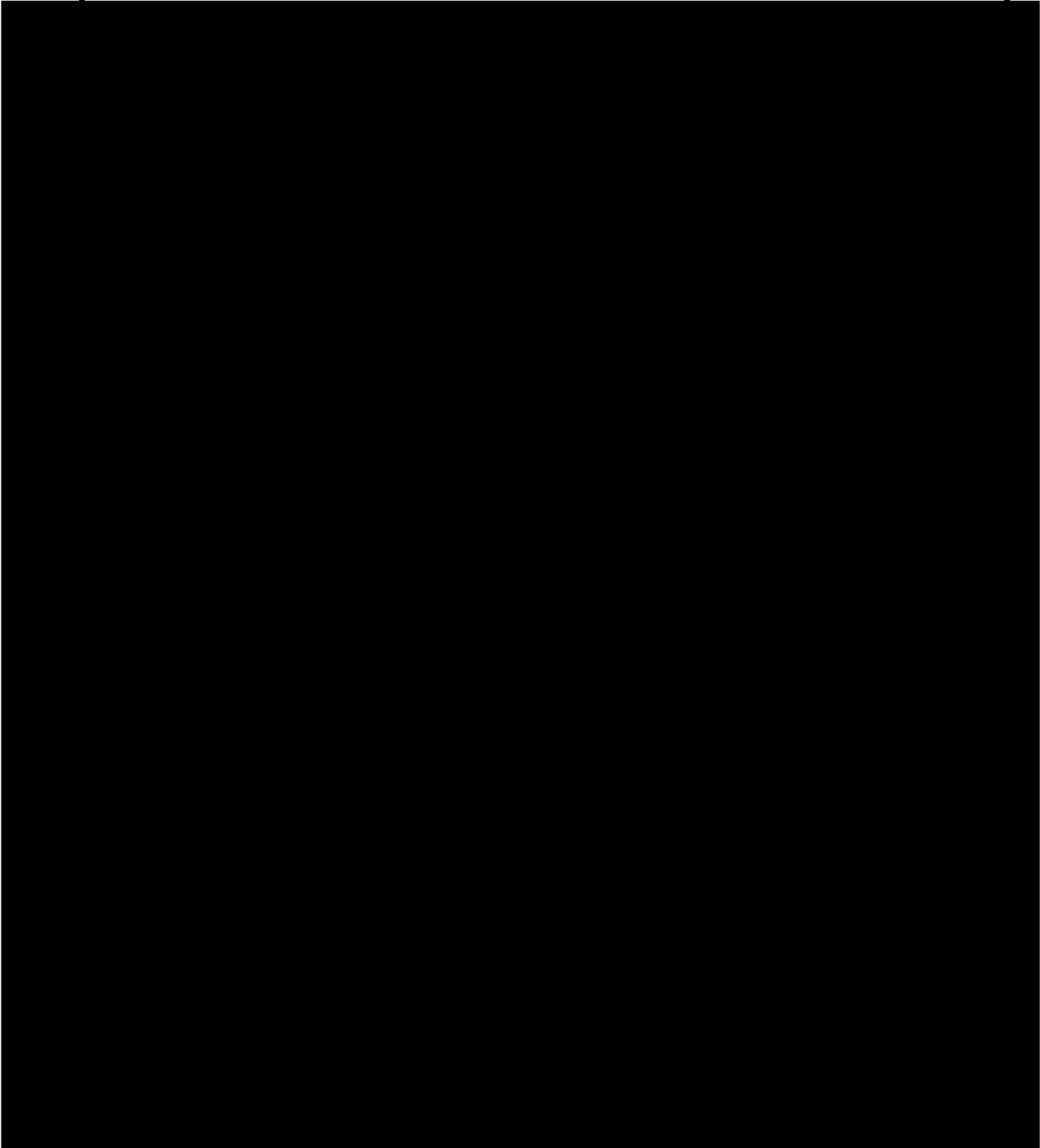
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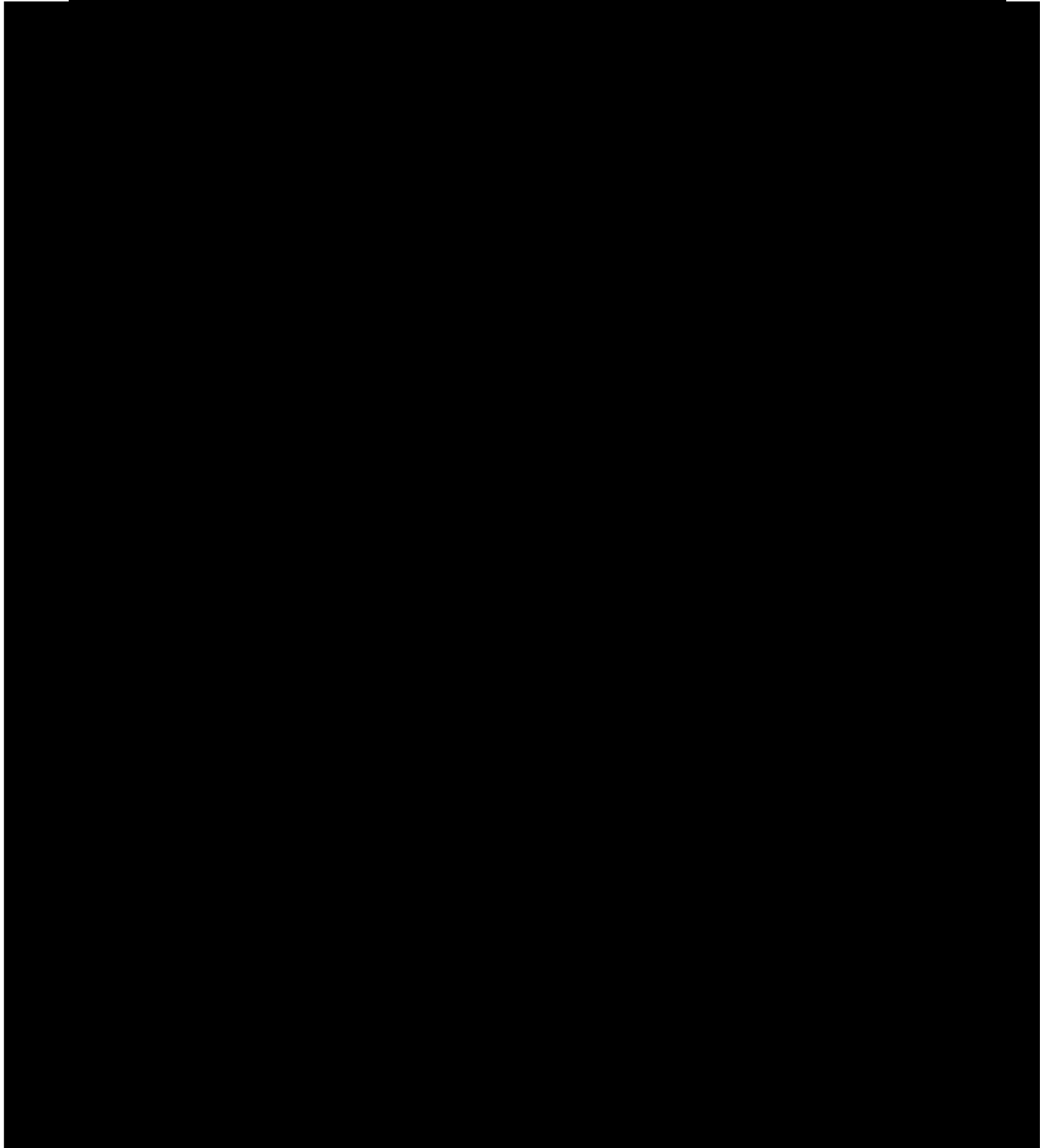
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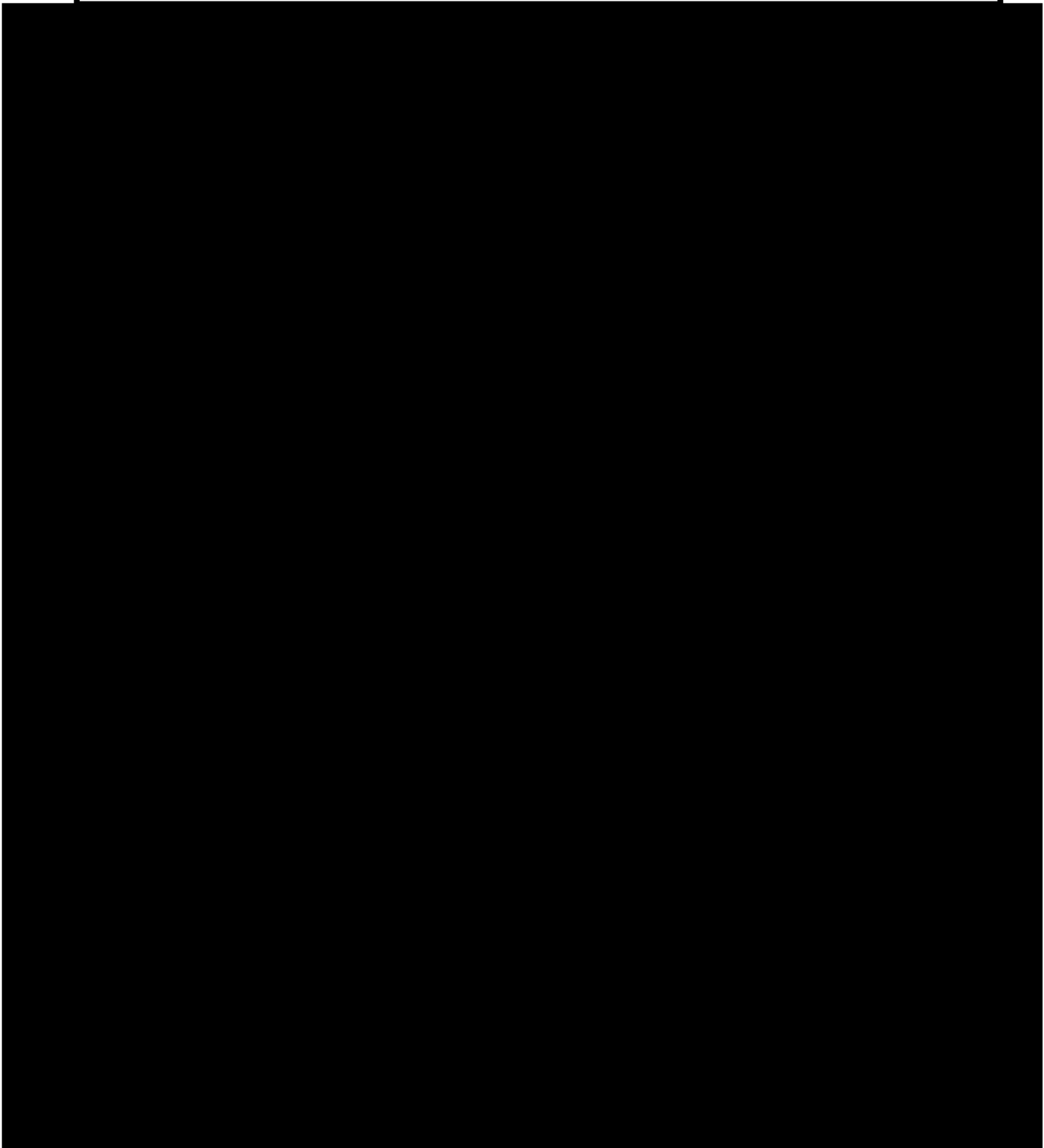
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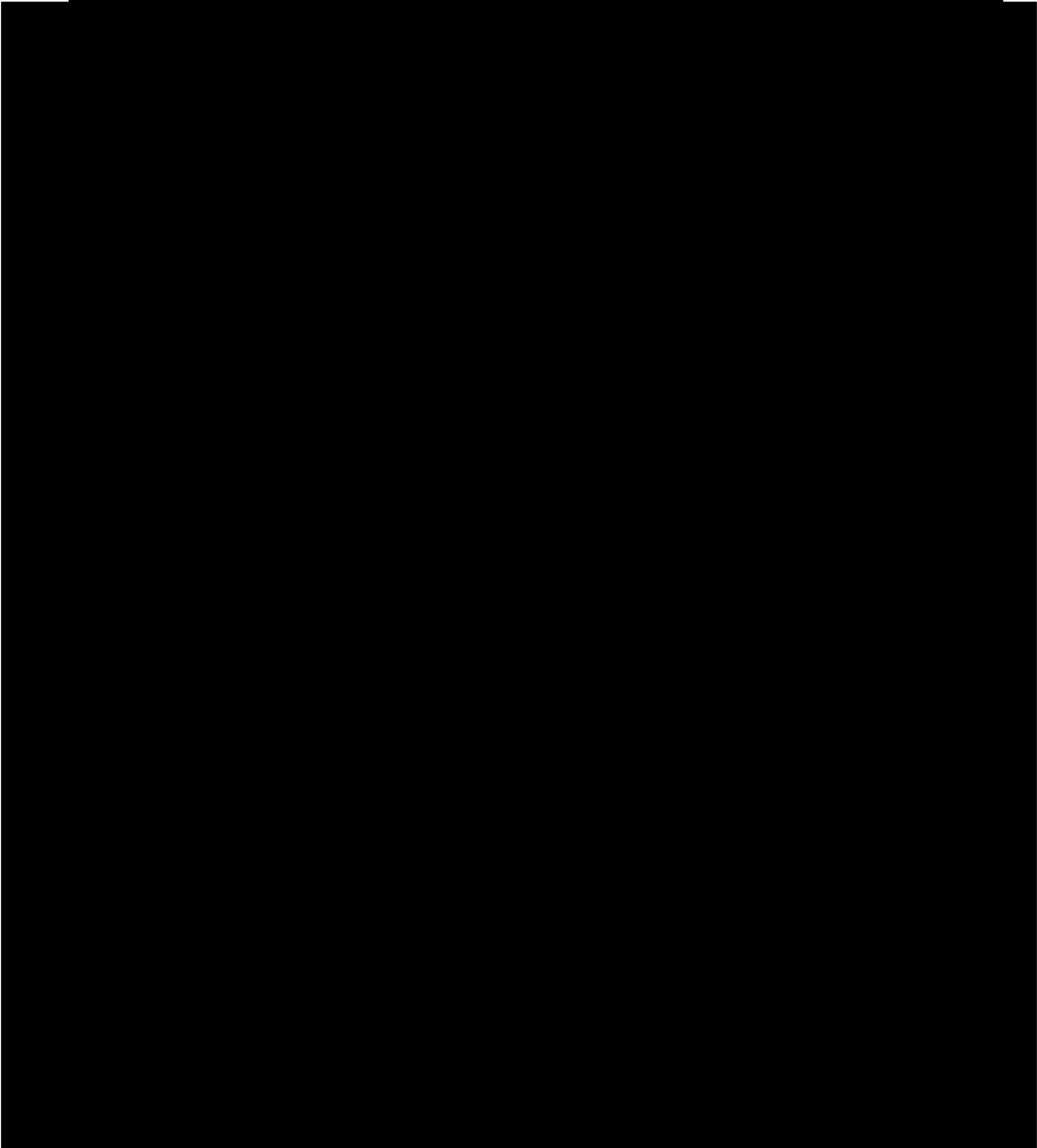
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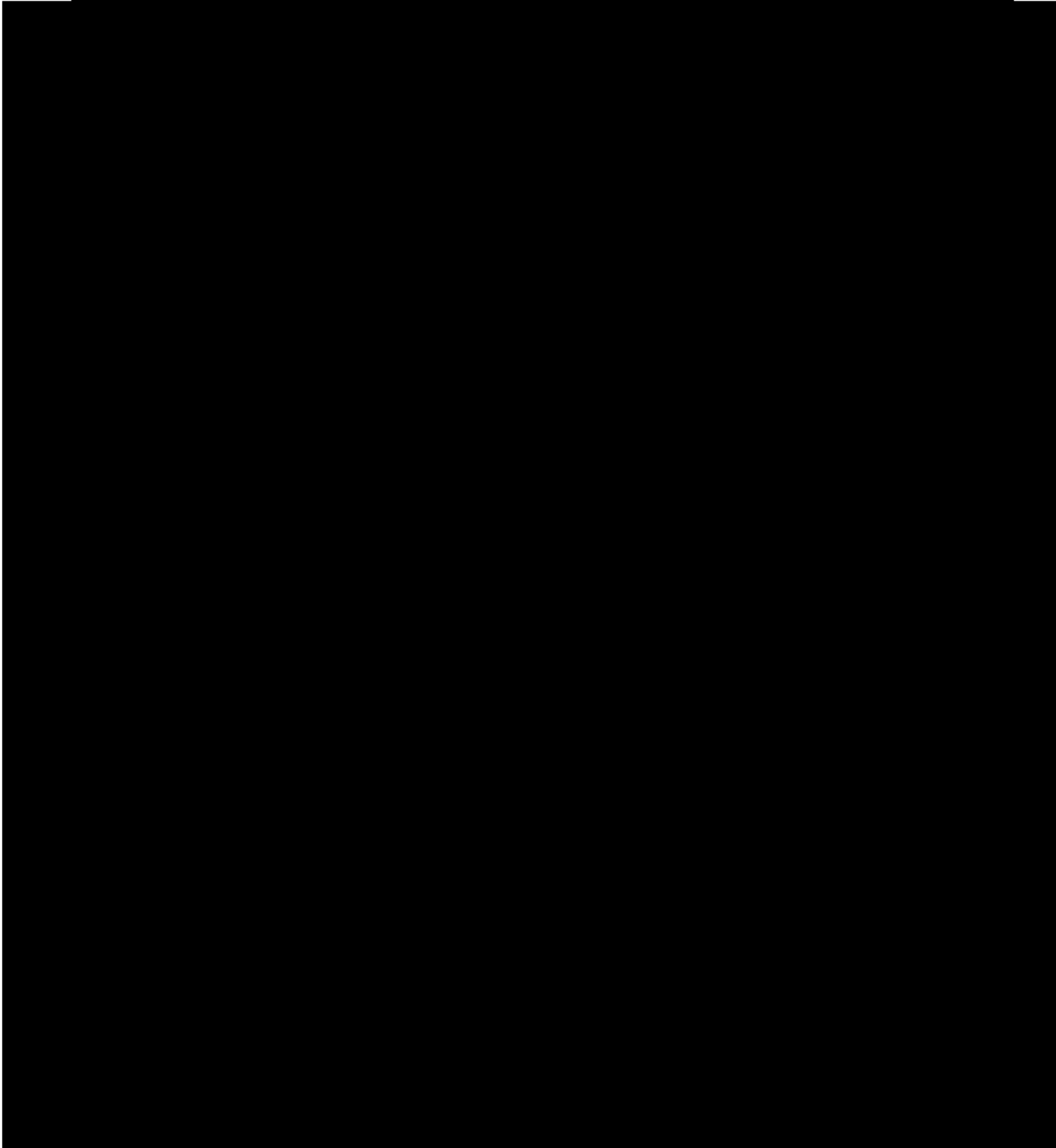
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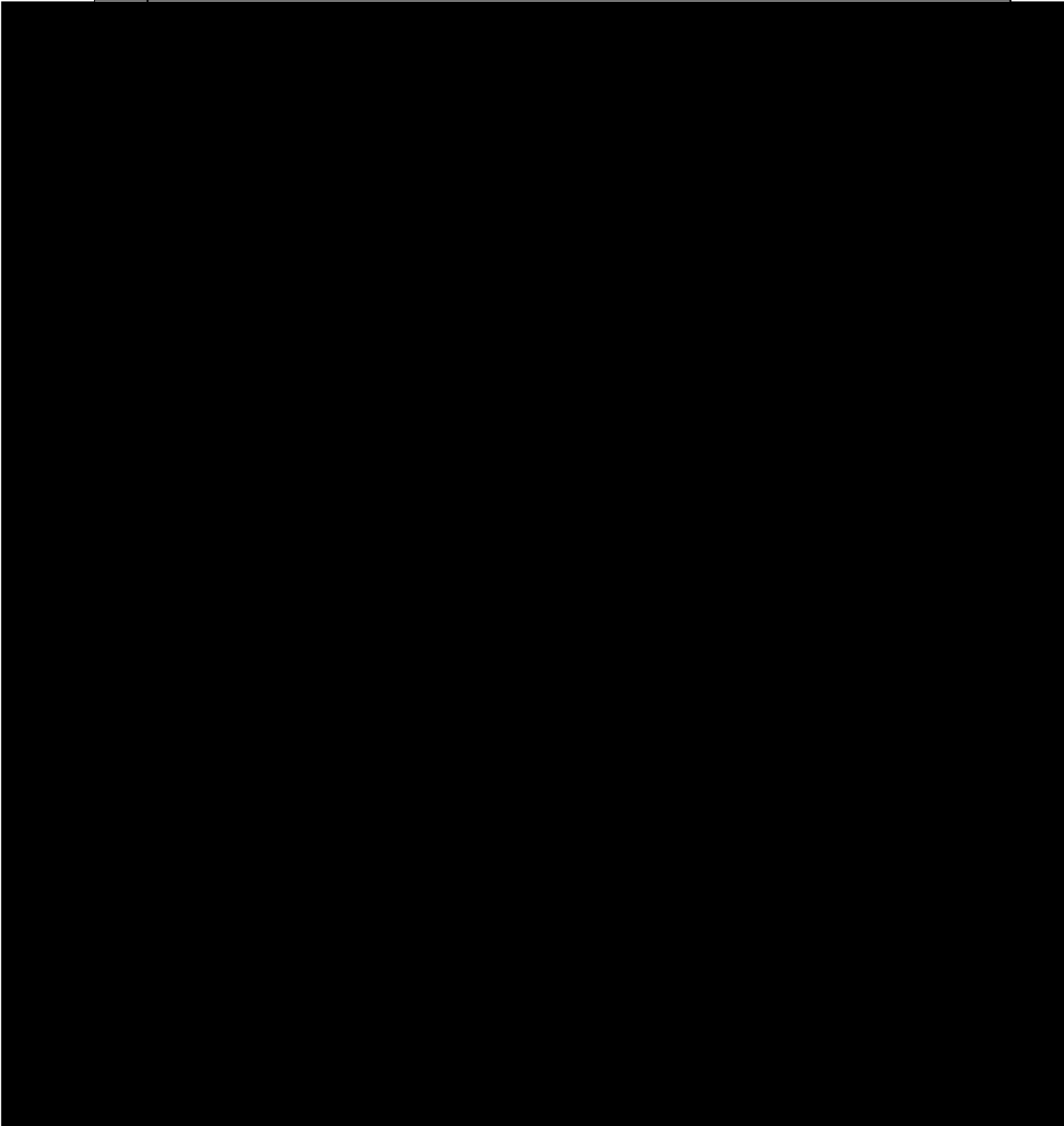
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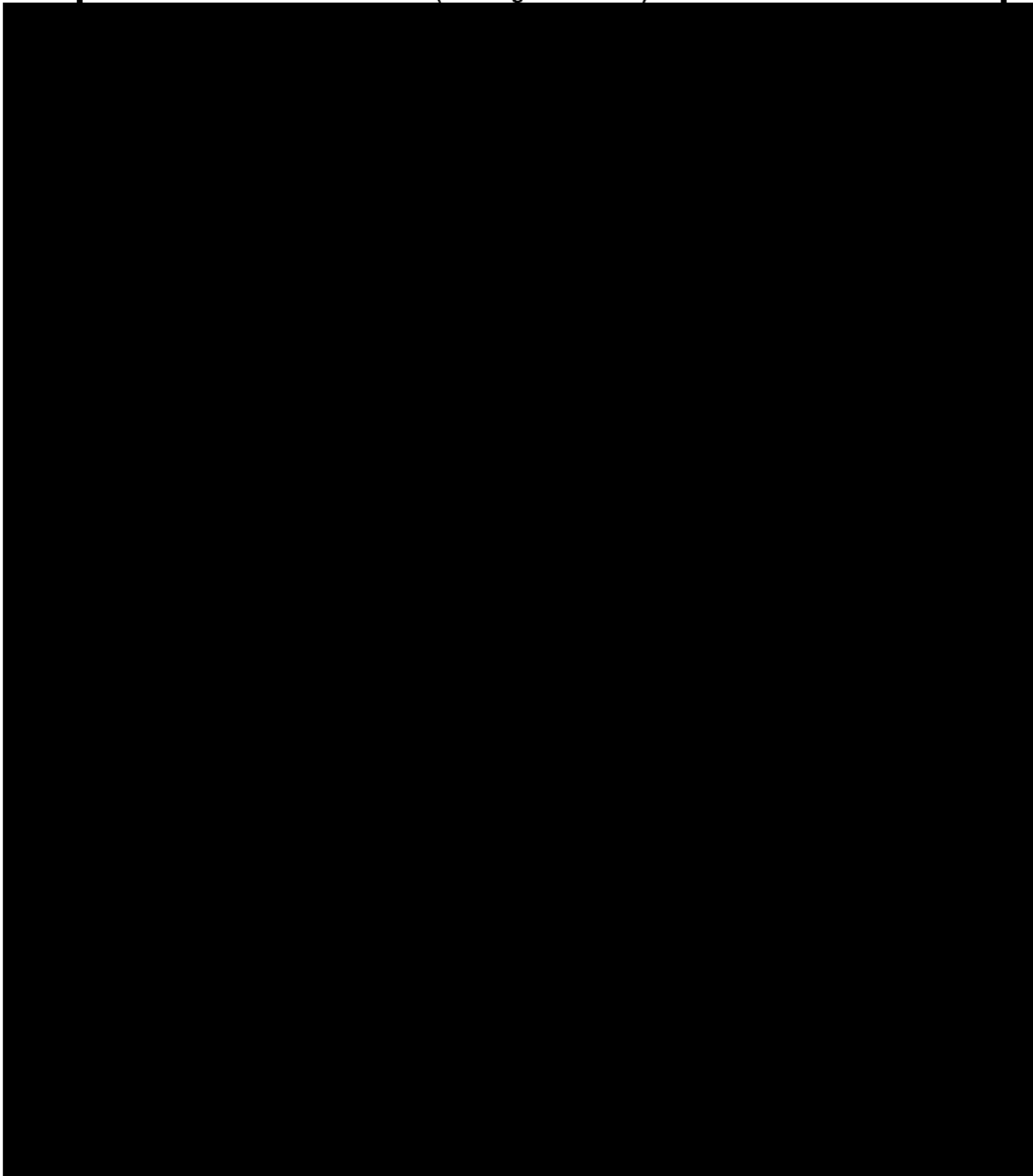
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UTILITY CONSERVATION MEASURES

The utility conservation measures outlined in this appendix are suggested measures. The specific measures to be implemented should be agreed upon by local government and the utilities concerned.

1. Conservation Measures for Natural Gas

A. Step 1. Discontinue:

- 1) Use of gas-fueled air conditioning systems except where necessary to maintain the operation of critical equipment.
- 2) All residential uses of natural gas, except refrigeration, cooking, heating, and heating water.
- 3) Use of gas-fueled clothes dryers.

B. Step 2. Reduce:

- 1) Thermostat settings for gas-heated buildings to 65 degrees during the day and 50 degrees at night.
- 2) Use of hot water from gas-fueled water heaters.

2. Conservation Measures for Electric Power

A. Step 1. Discontinue:

- 1) All advertising, decorative, or display lighting.
- 2) Use of electric air conditioning systems except where necessary to maintain the operation of critical equipment.
- 3) Use of electric ovens and electric clothes dryers.
- 4) Use of all residential electric appliances, except those needed to store or cook food and televisions and radios.

B. Step 2. Reduce:

- 1) Reduce thermostat setting for electrically heated buildings to a maximum of 65 degrees during the day and 50 degrees at night.
- 2) Minimize use of hot water in buildings that use electric water heaters.
- 3) Reduce both public and private outdoor lighting.
- 4) Reduce lighting by 50 percent in homes, commercial establishments, and public buildings.

C. Step 3. Cut off electricity to:

- 1) Non-essential public facilities.
- 2) Recreational facilities and places of amusement such as theaters.

D. Step 4. Cut off electricity to:

- 1) Retail stores, offices, businesses, and warehouses, except those that distribute food, fuel, water, ice, pharmaceuticals, and medical supplies.
- 2) Industrial facilities that manufacture, process, or store goods other than food, ice, fuel, pharmaceuticals, or medical supplies or are determined to be essential to the response and recovery process.
- 3) Office buildings except those that house agencies or organizations providing essential services.

3. Water Conservation Measures

A. Step 1.

- 1) Restrict or prohibit outdoor watering and washing of cars.
- 2) Close car washes.

B. Step 2

- 1) Restrict or curtail water service to large industrial users, except those that provide essential goods and services.
- 2) Restrict or prohibit use of public water supplies for irrigation and filling of swimming pools.
- 3) Place limits on residential water use.

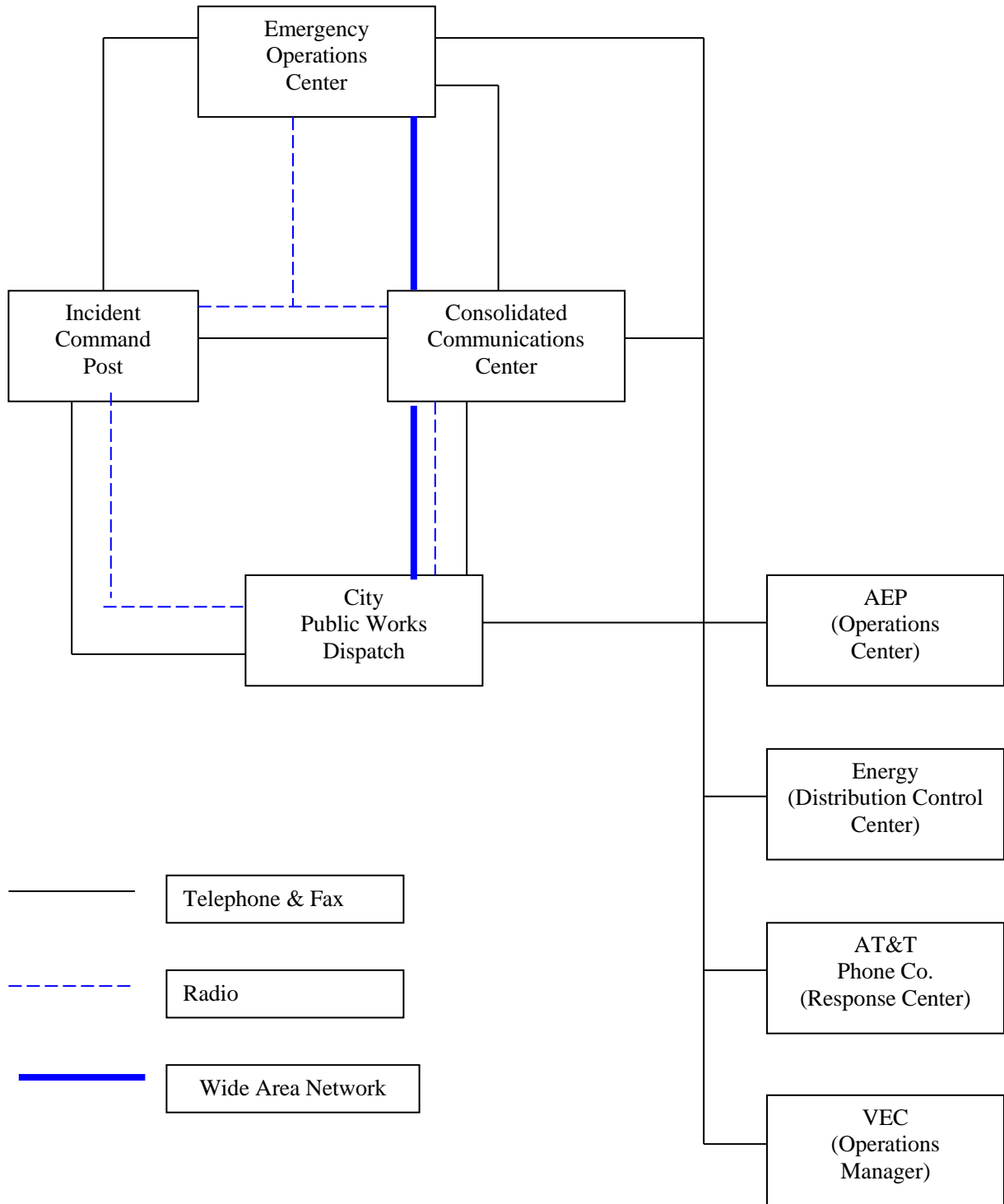
C. Step 3

- 1) Restrict or cut off water service to industrial facilities not previously addressed, except those that provide essential goods and services.
- 2) Restrict or cut off water service to offices and commercial establishments, except those that provide essential goods and services.

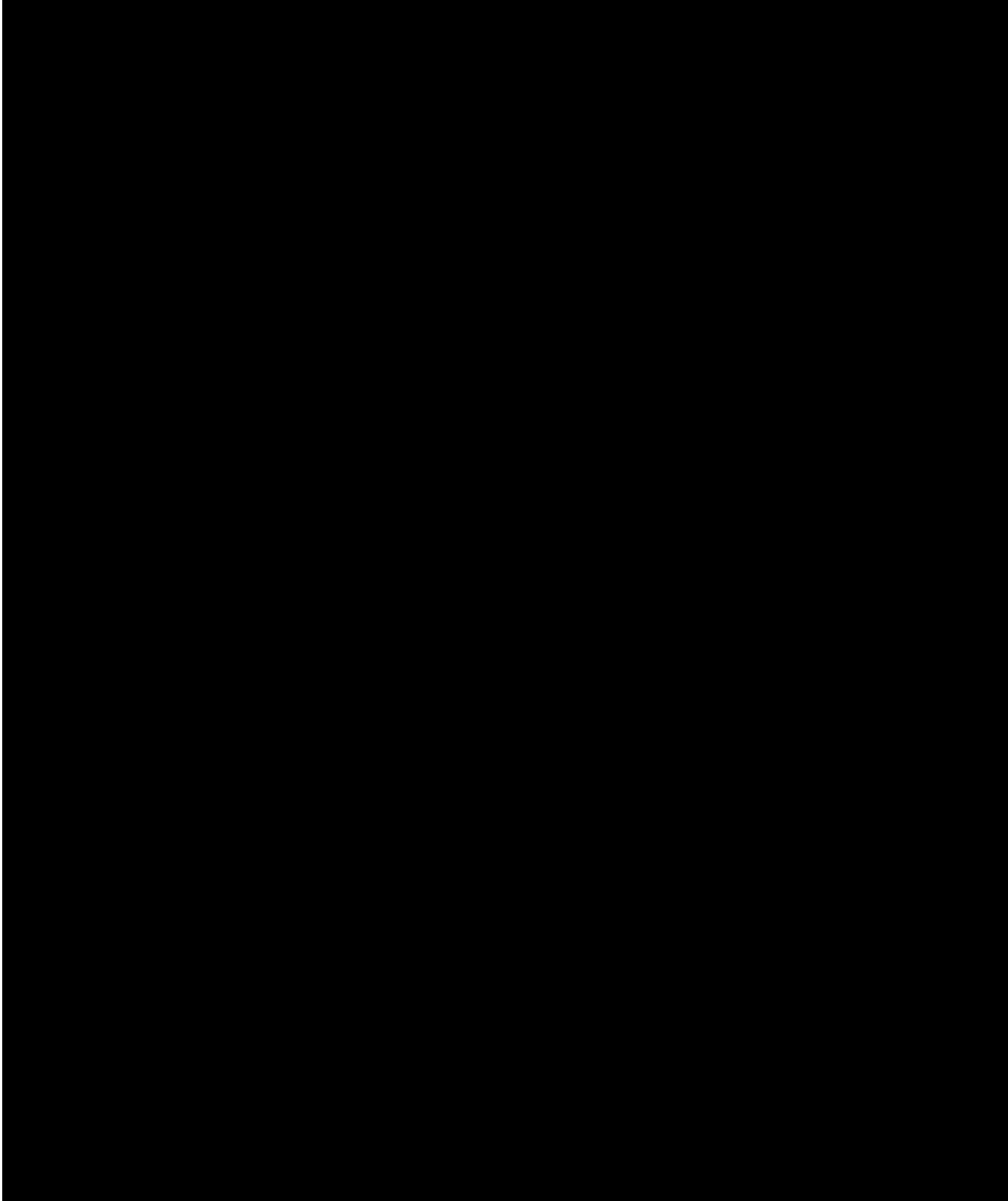
D. Step 4

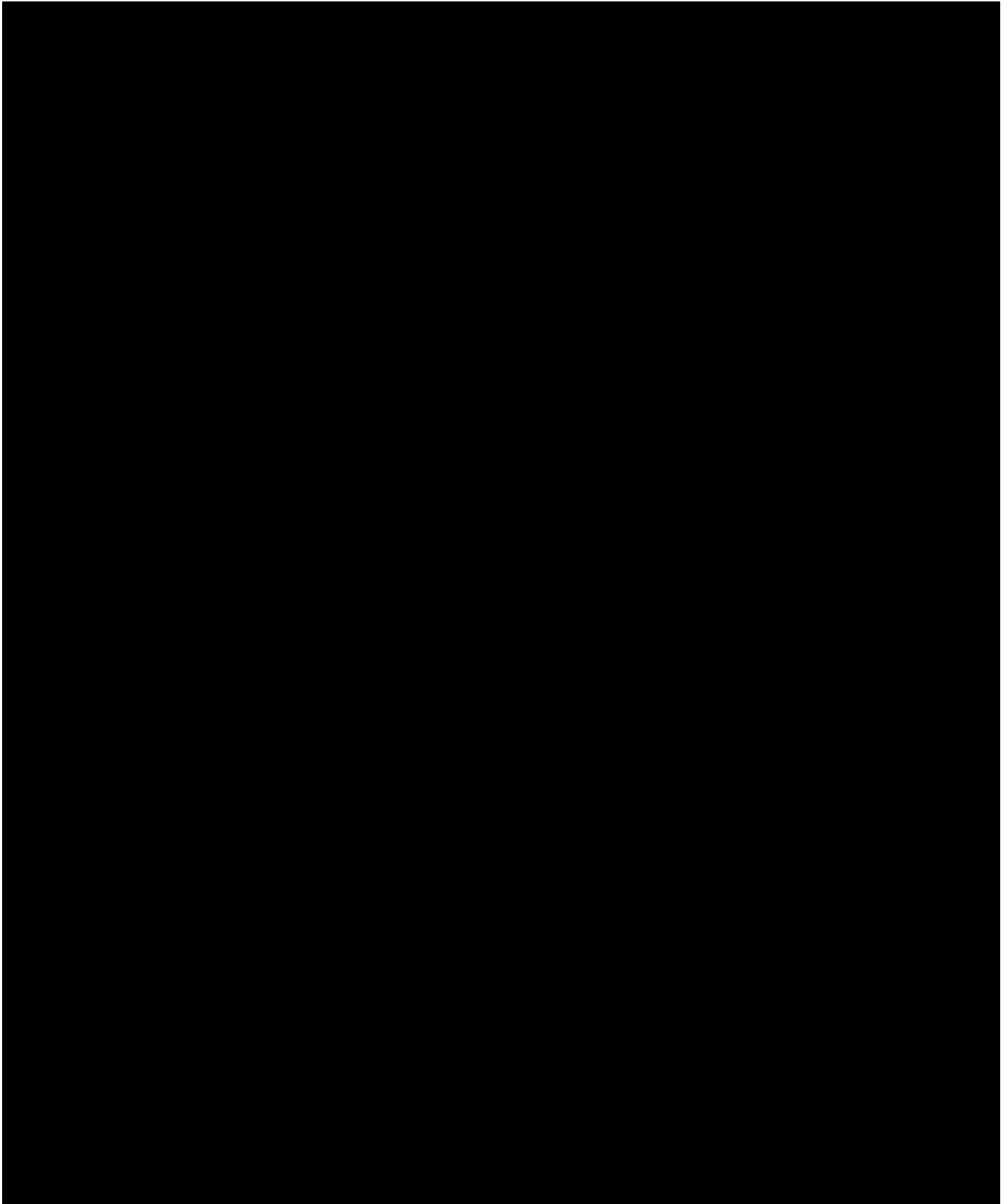
- 1) Restrict or curtail residential water use.

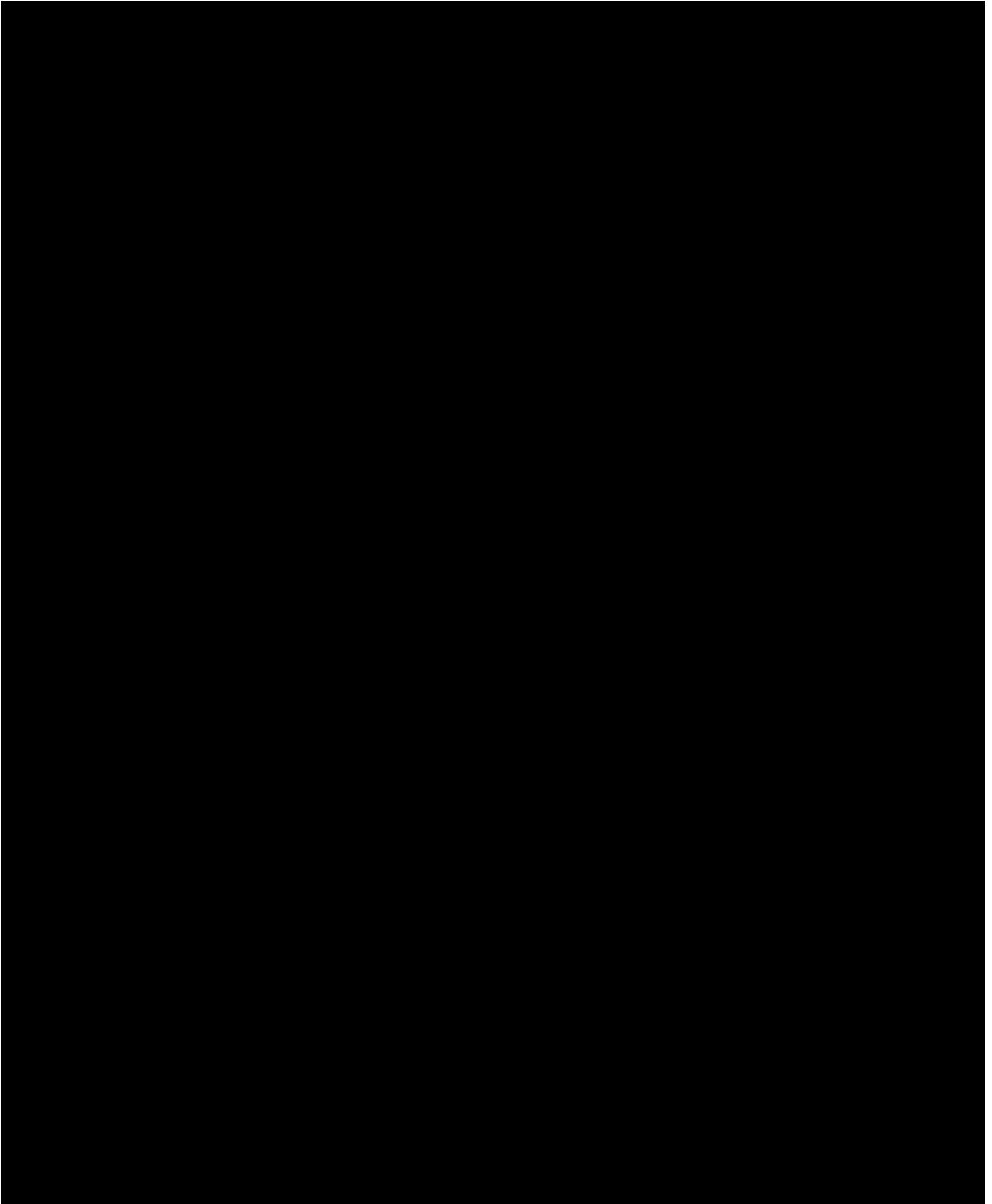
UTILITY COMMUNICATIONS DIAGRAM

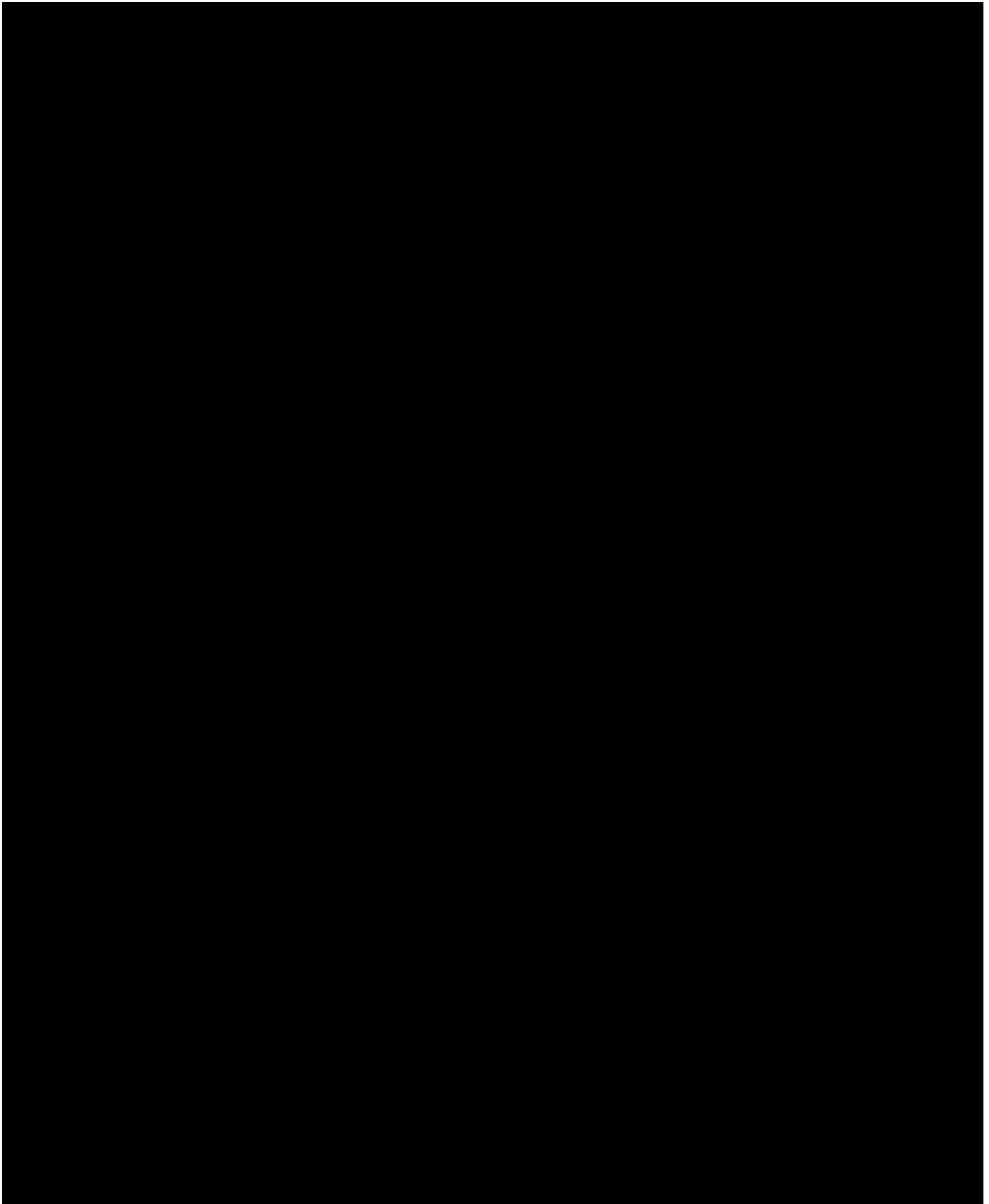


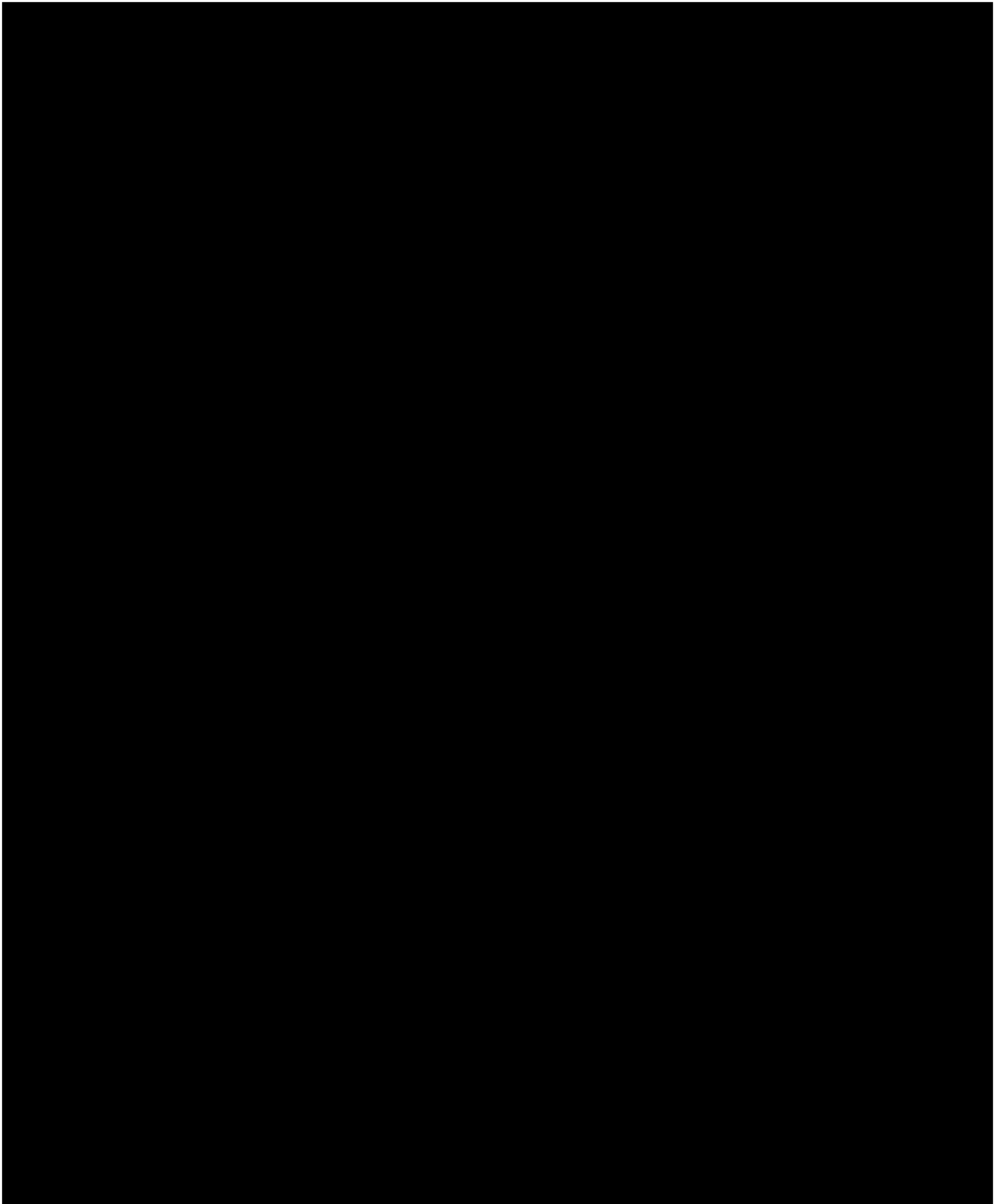
Coleto Creek Dam EAP

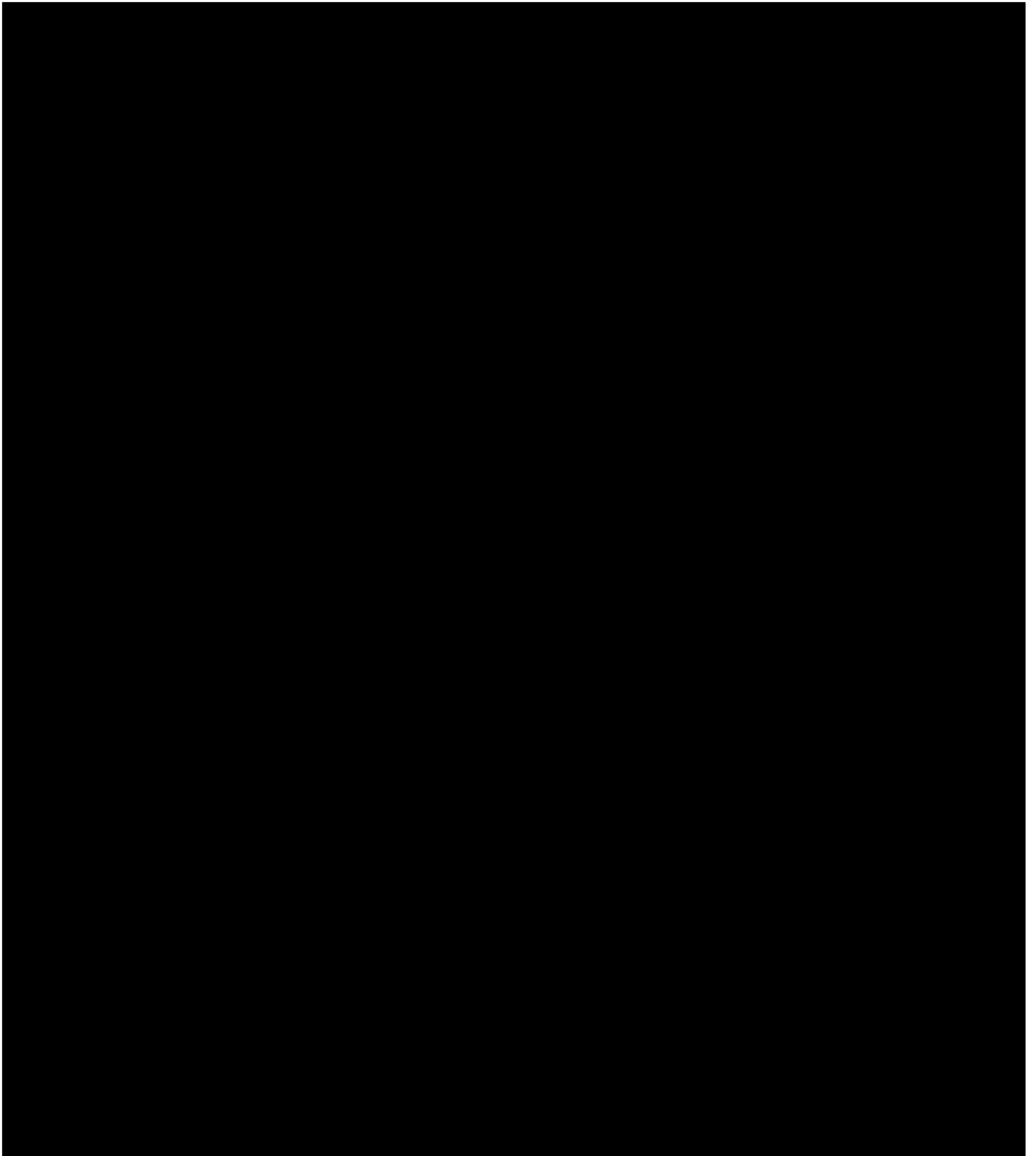


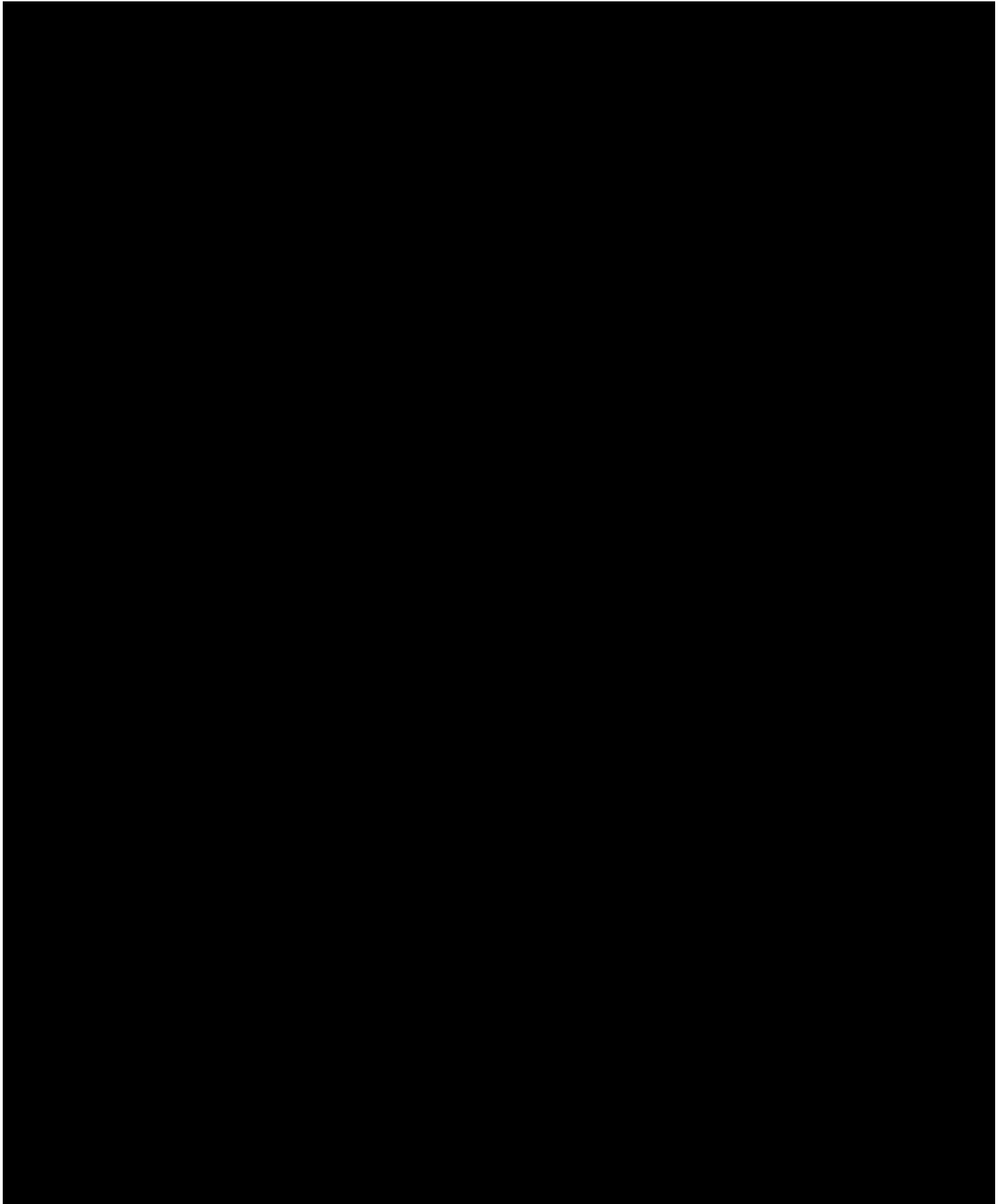


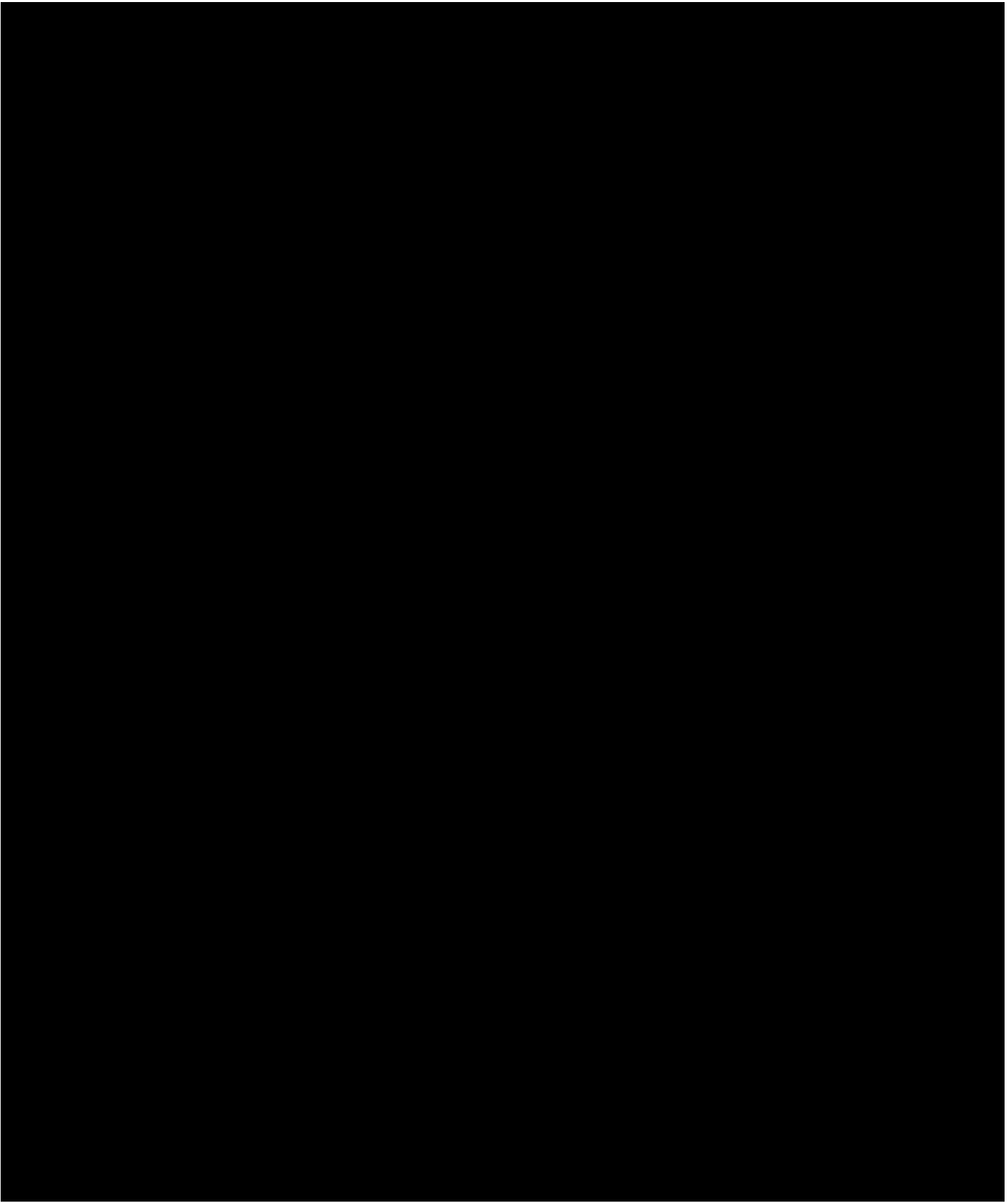


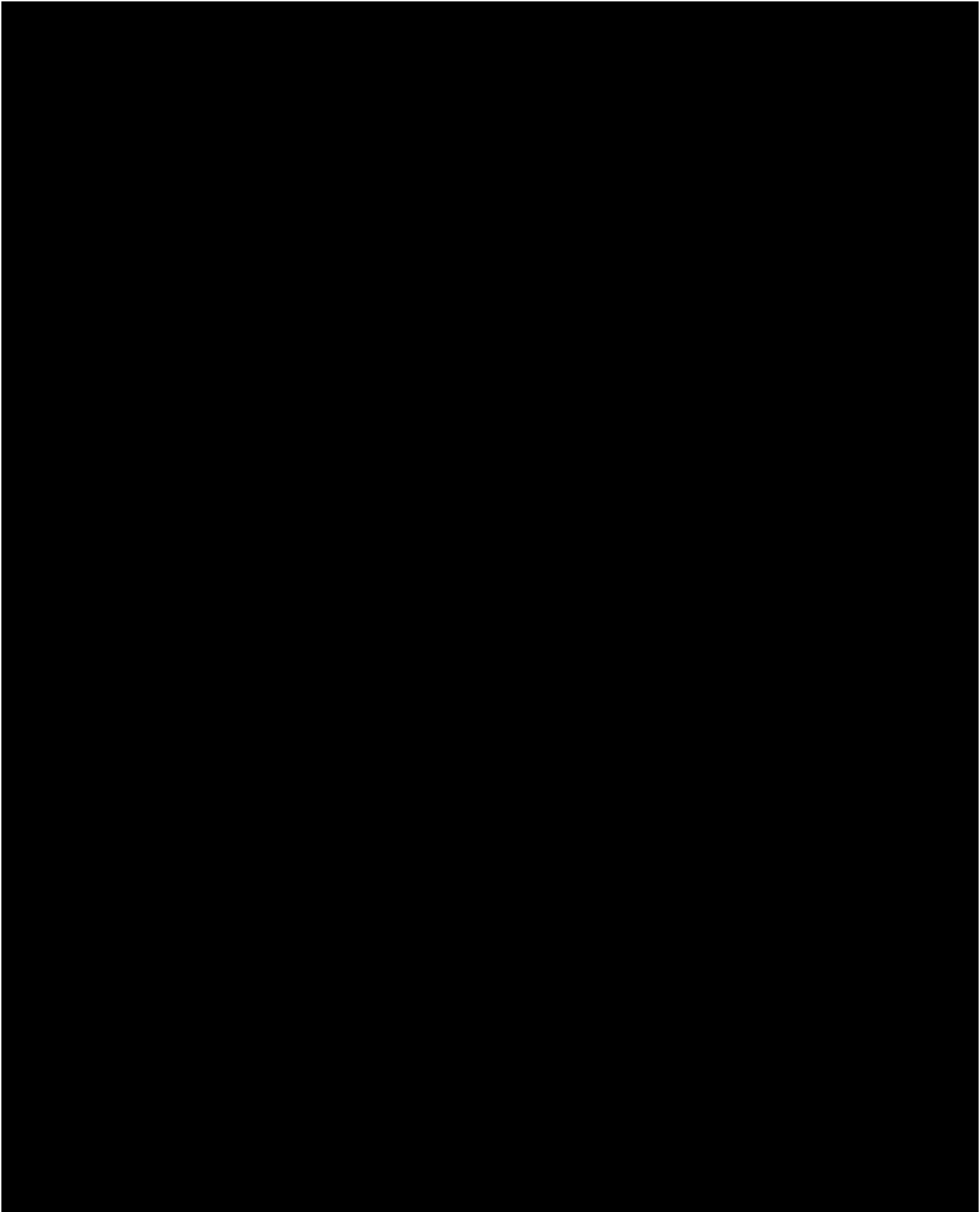


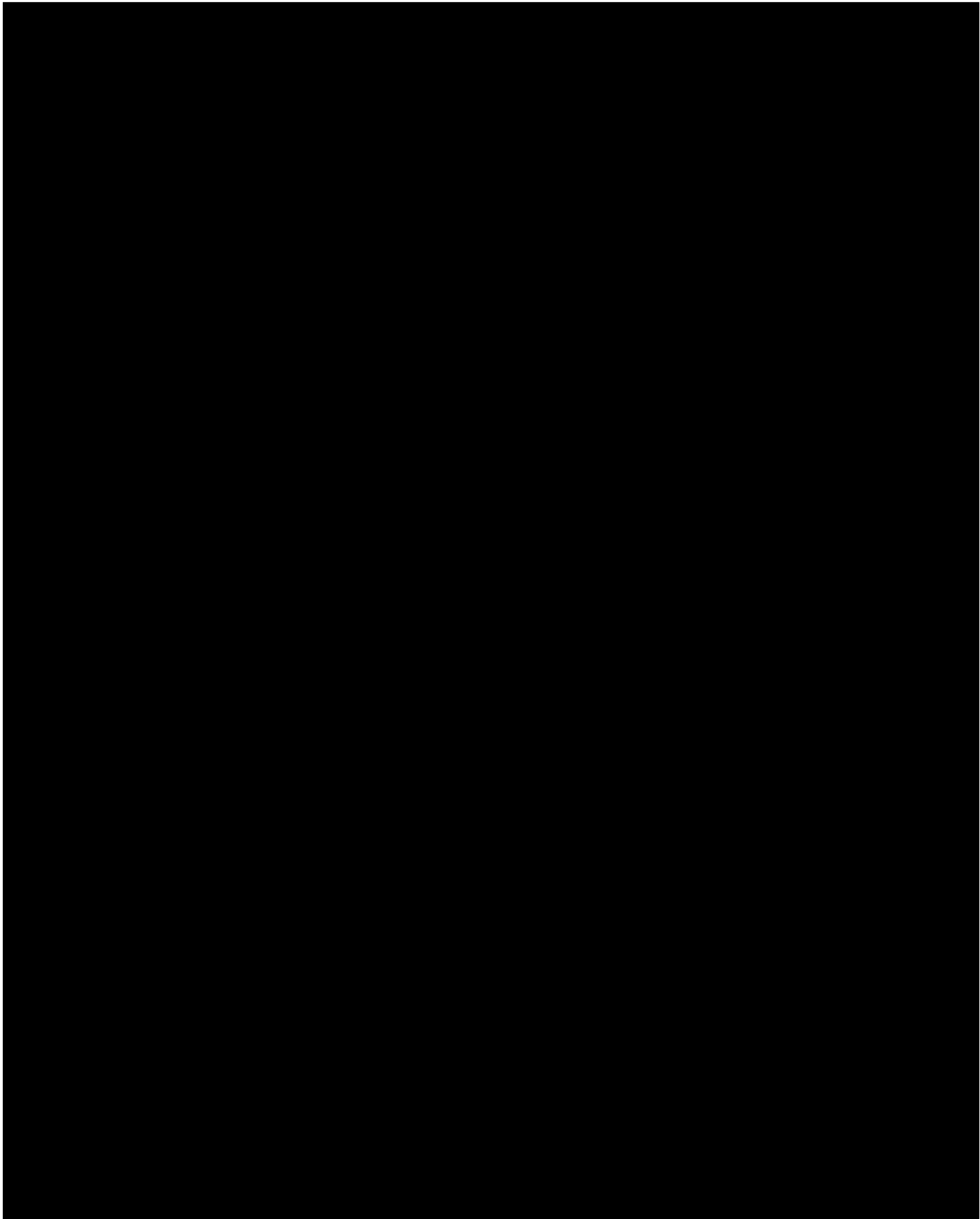


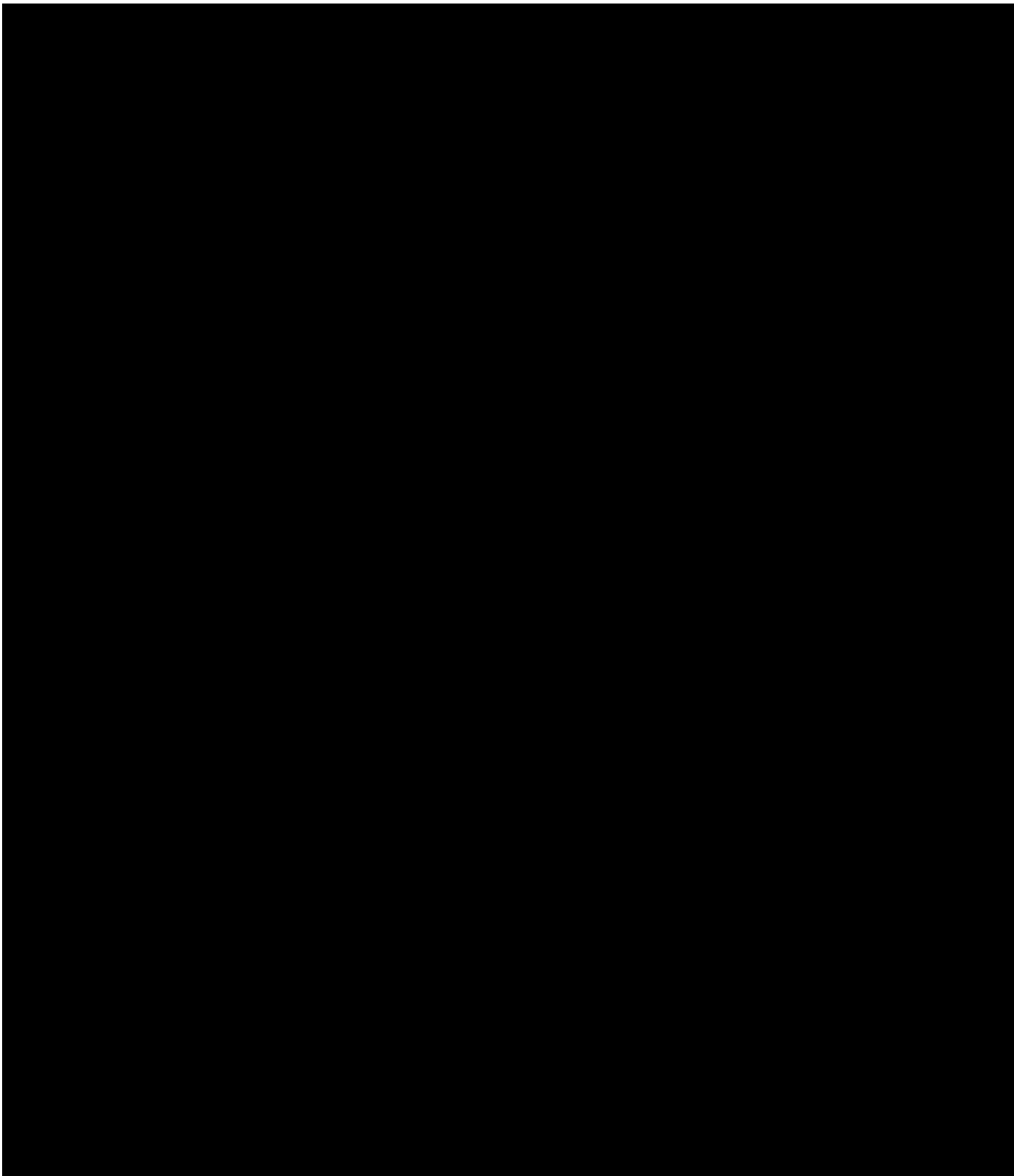


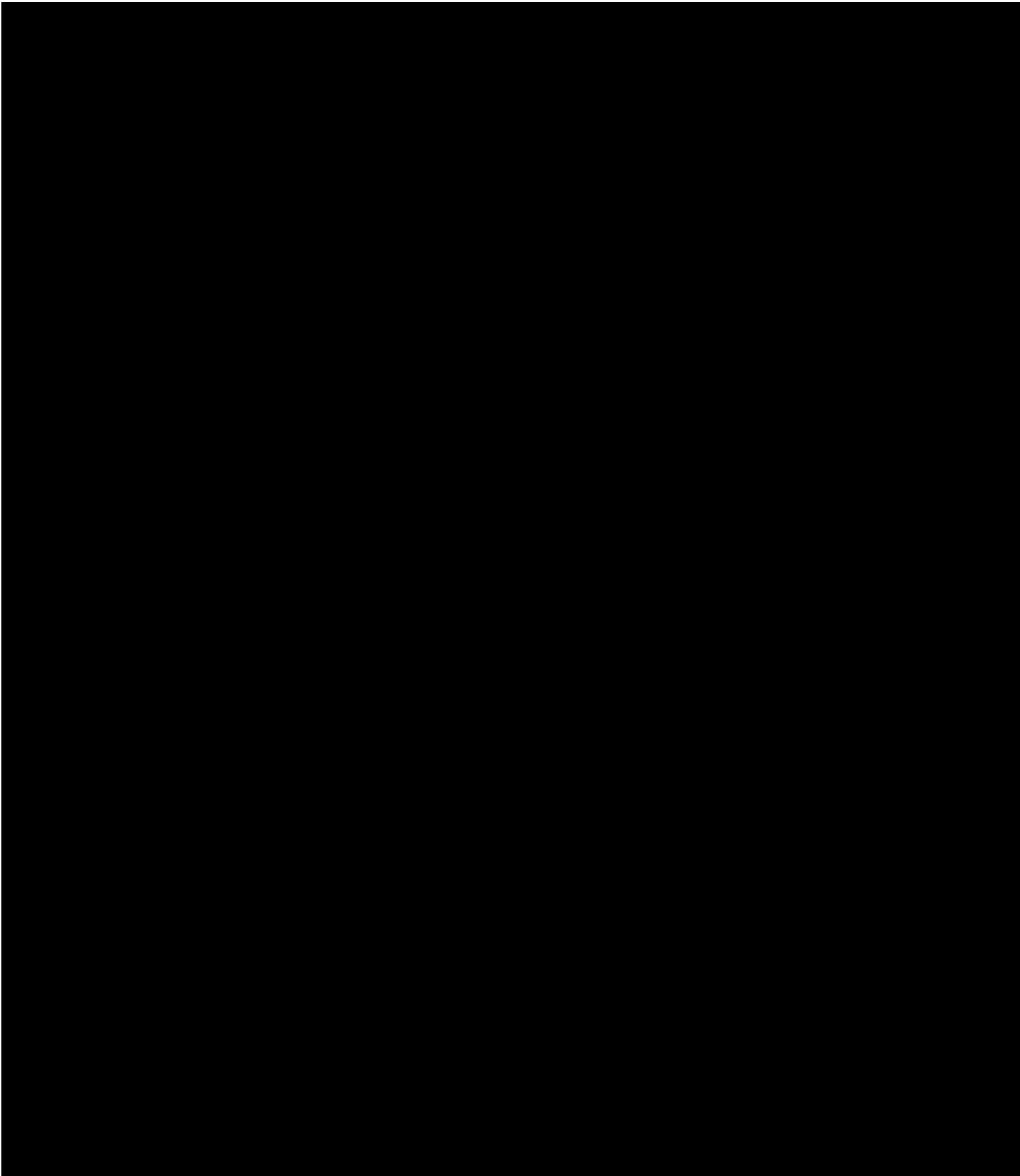


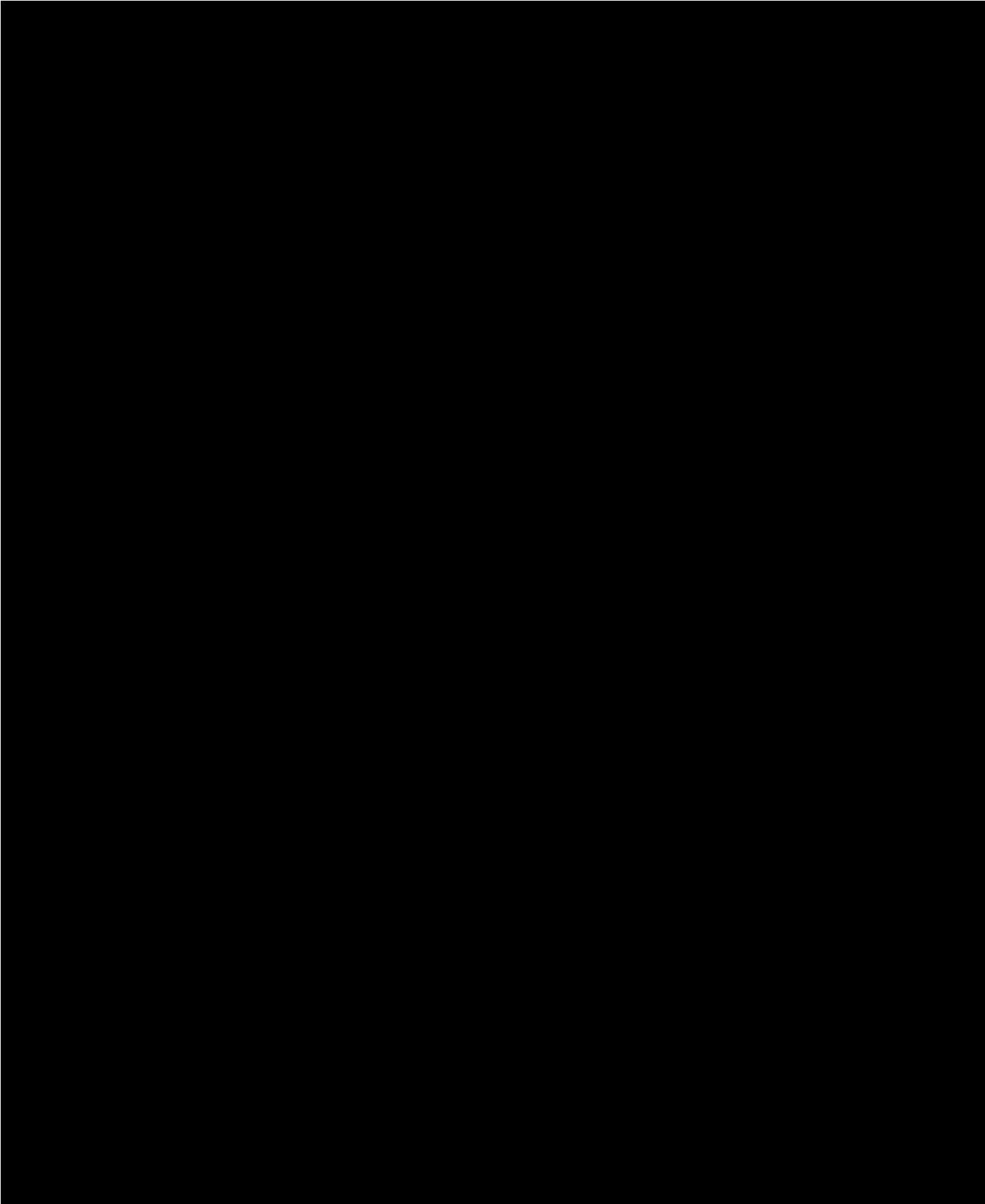


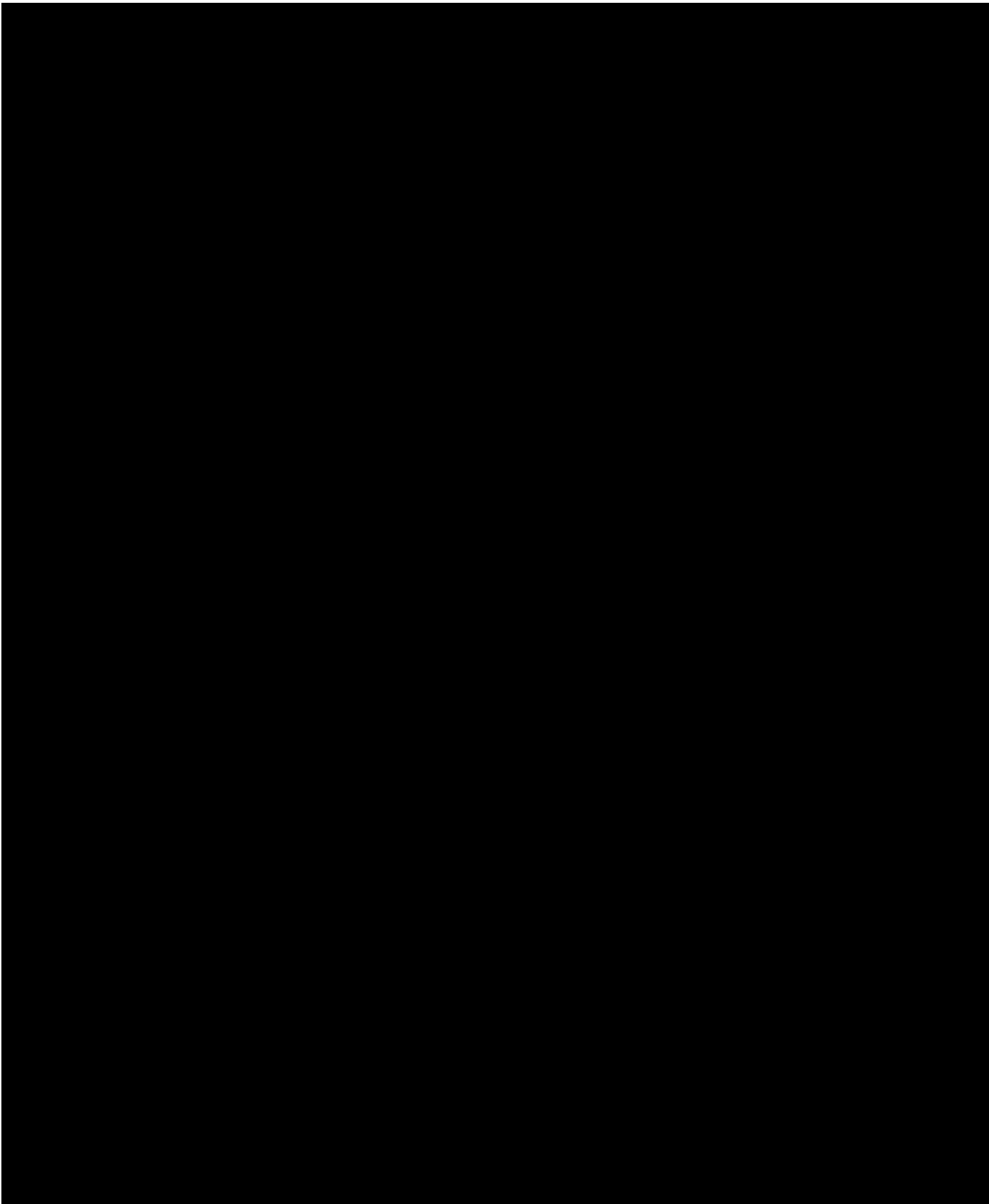


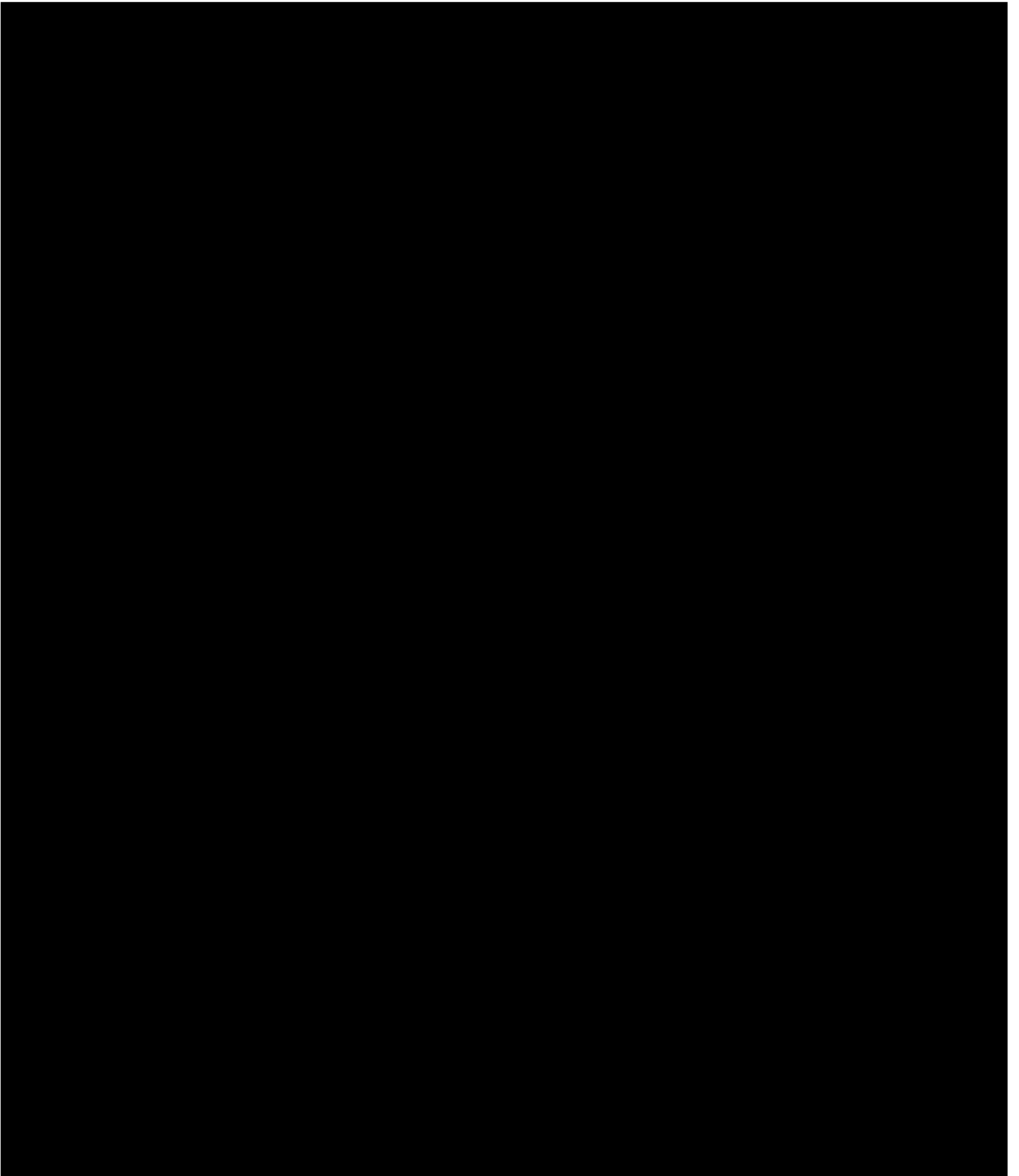


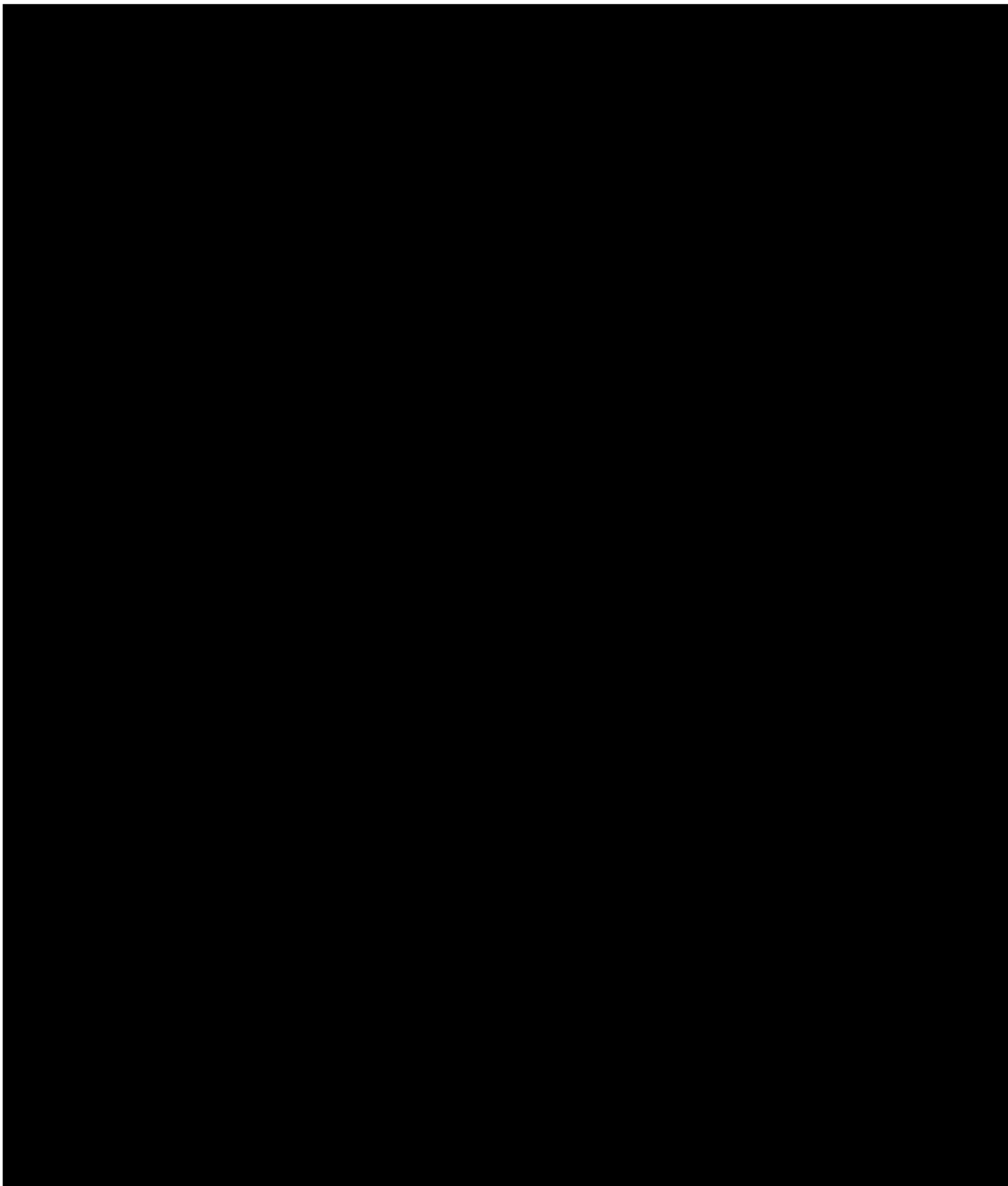


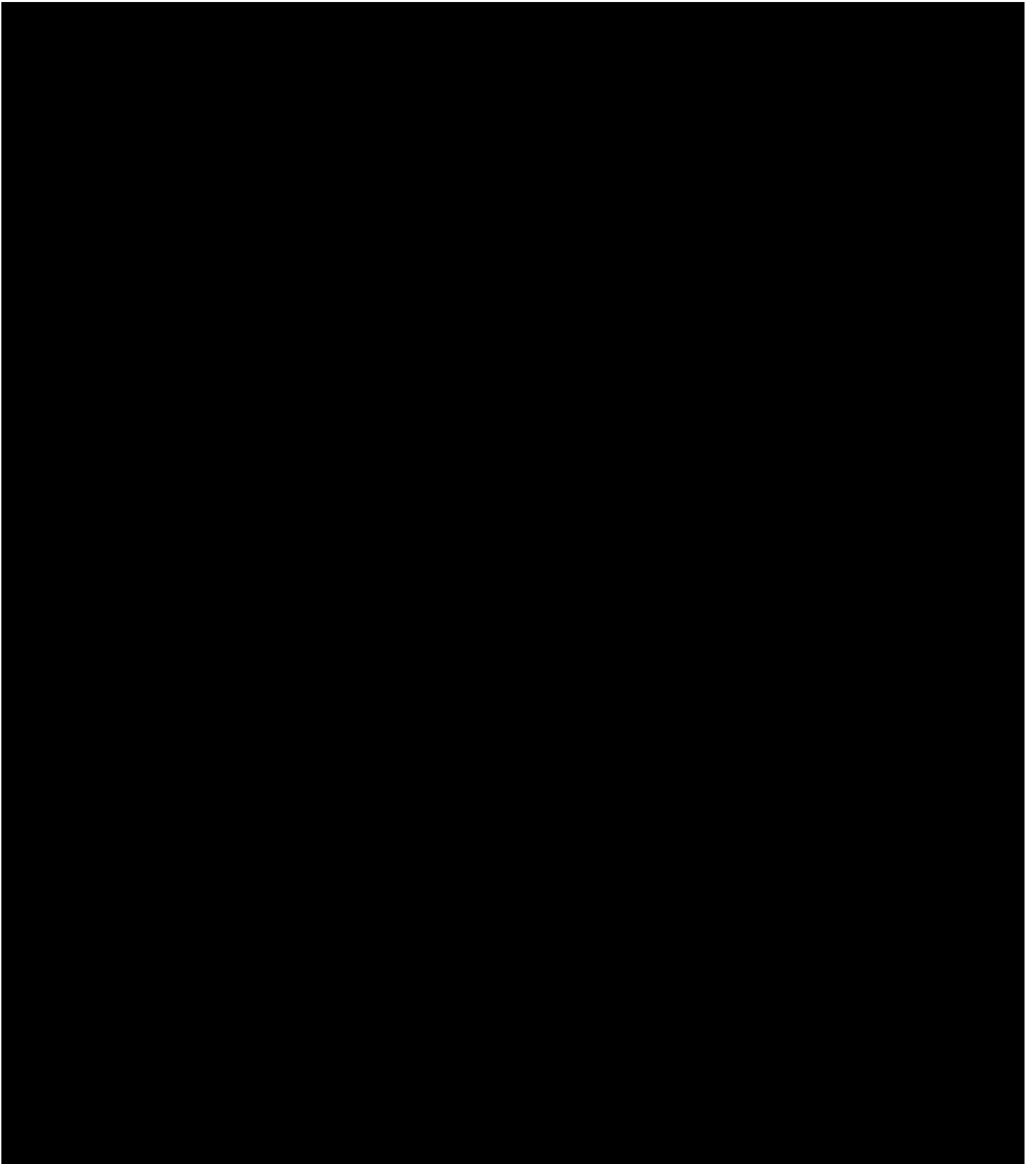


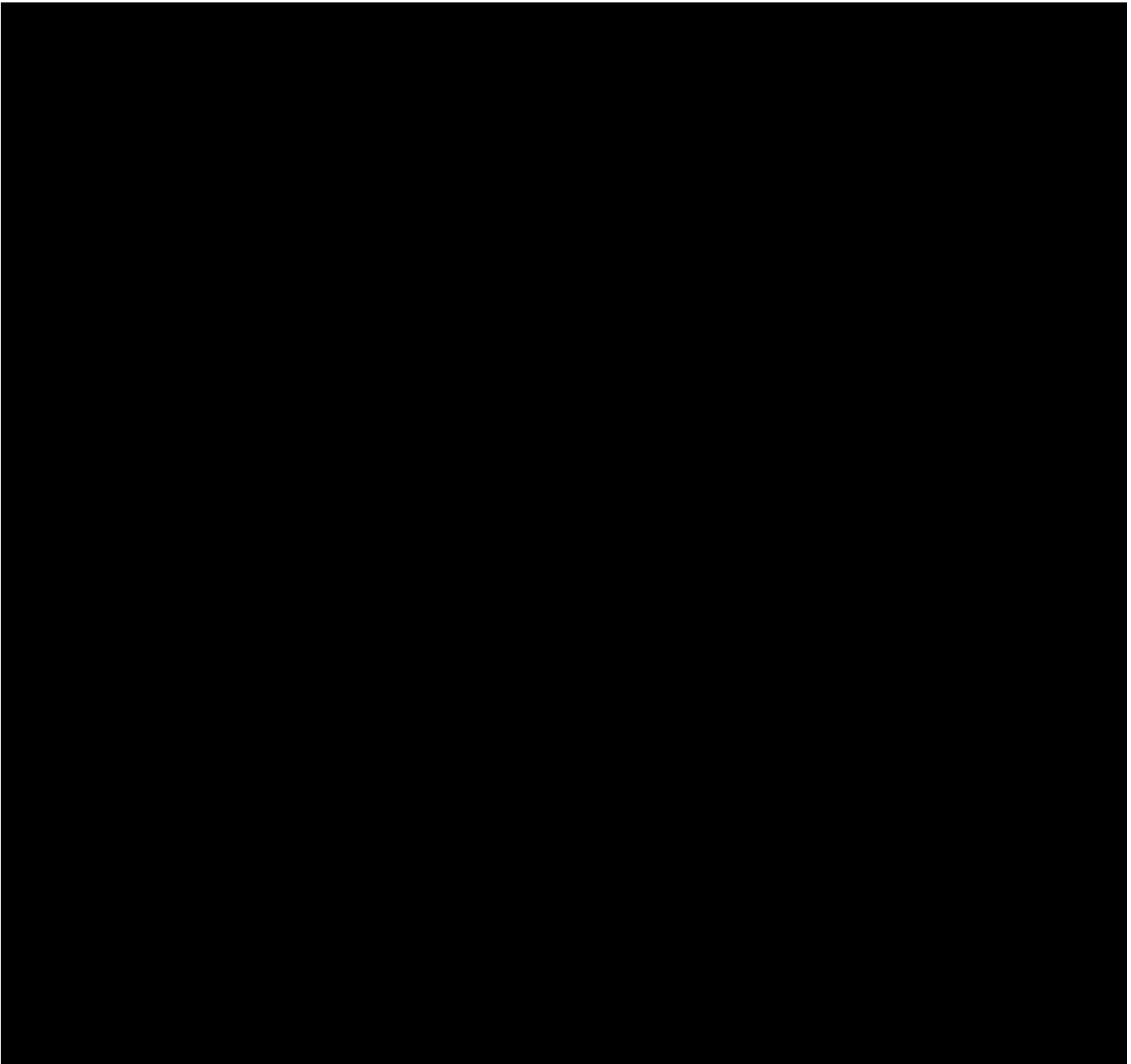




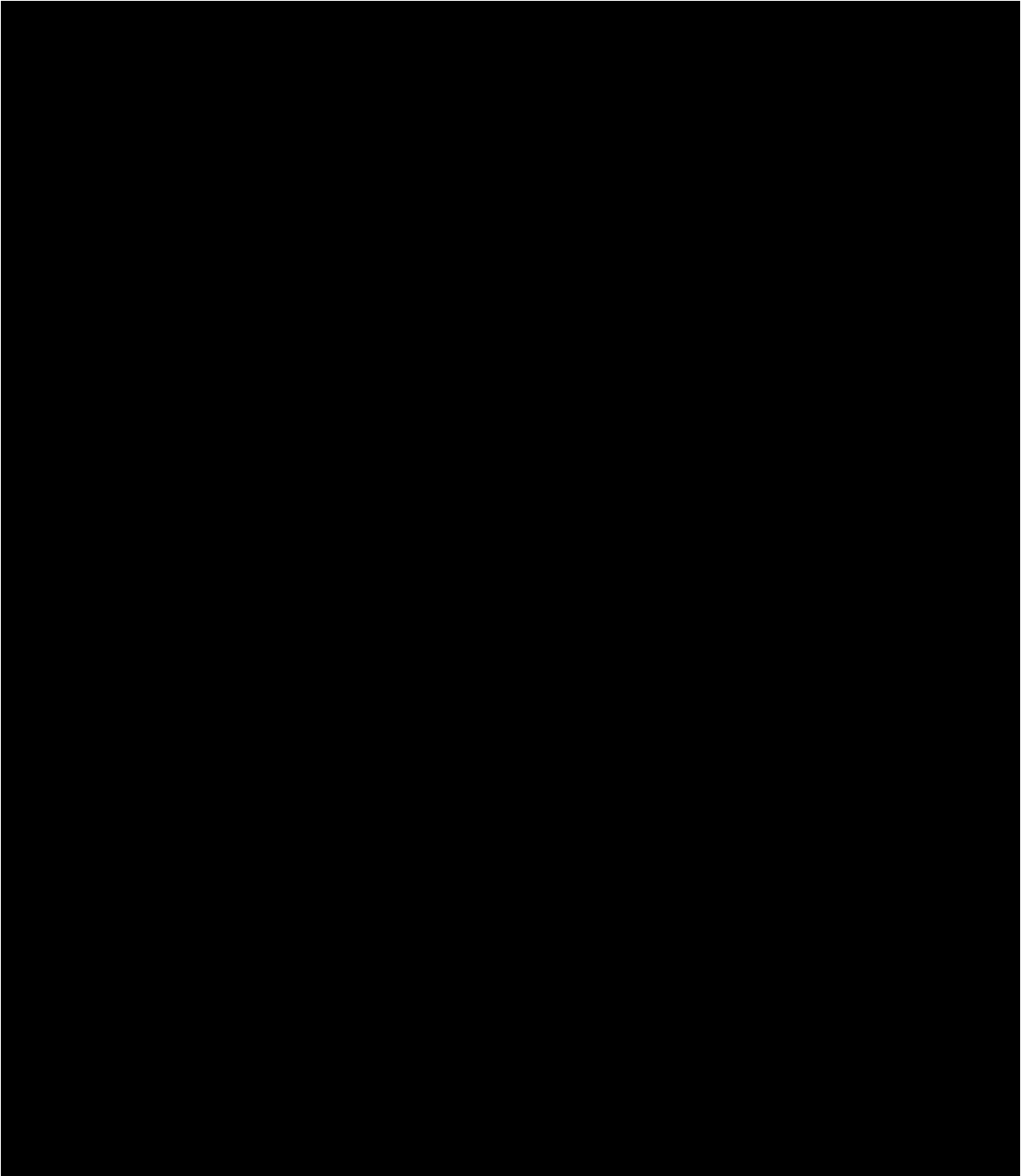






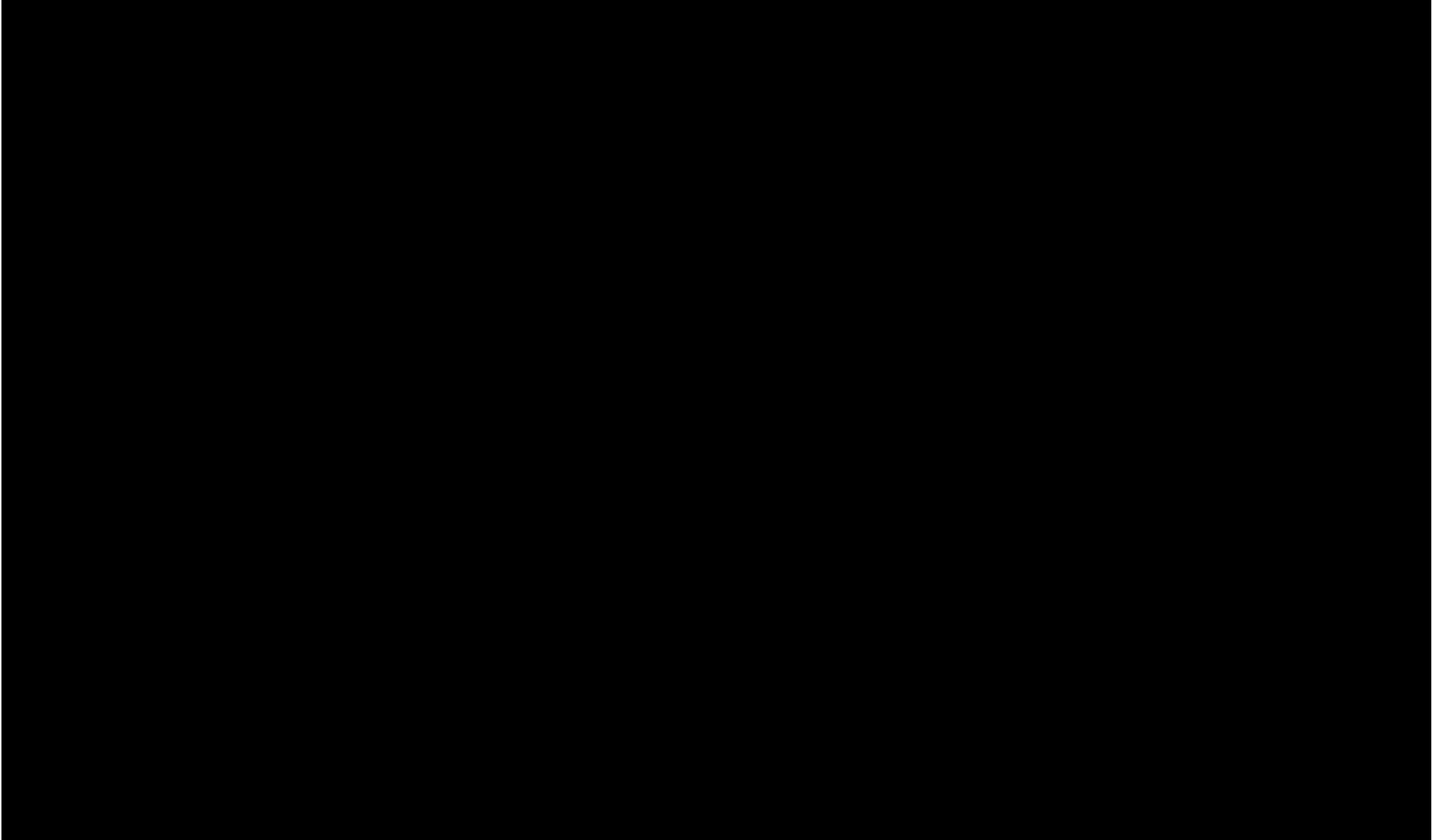


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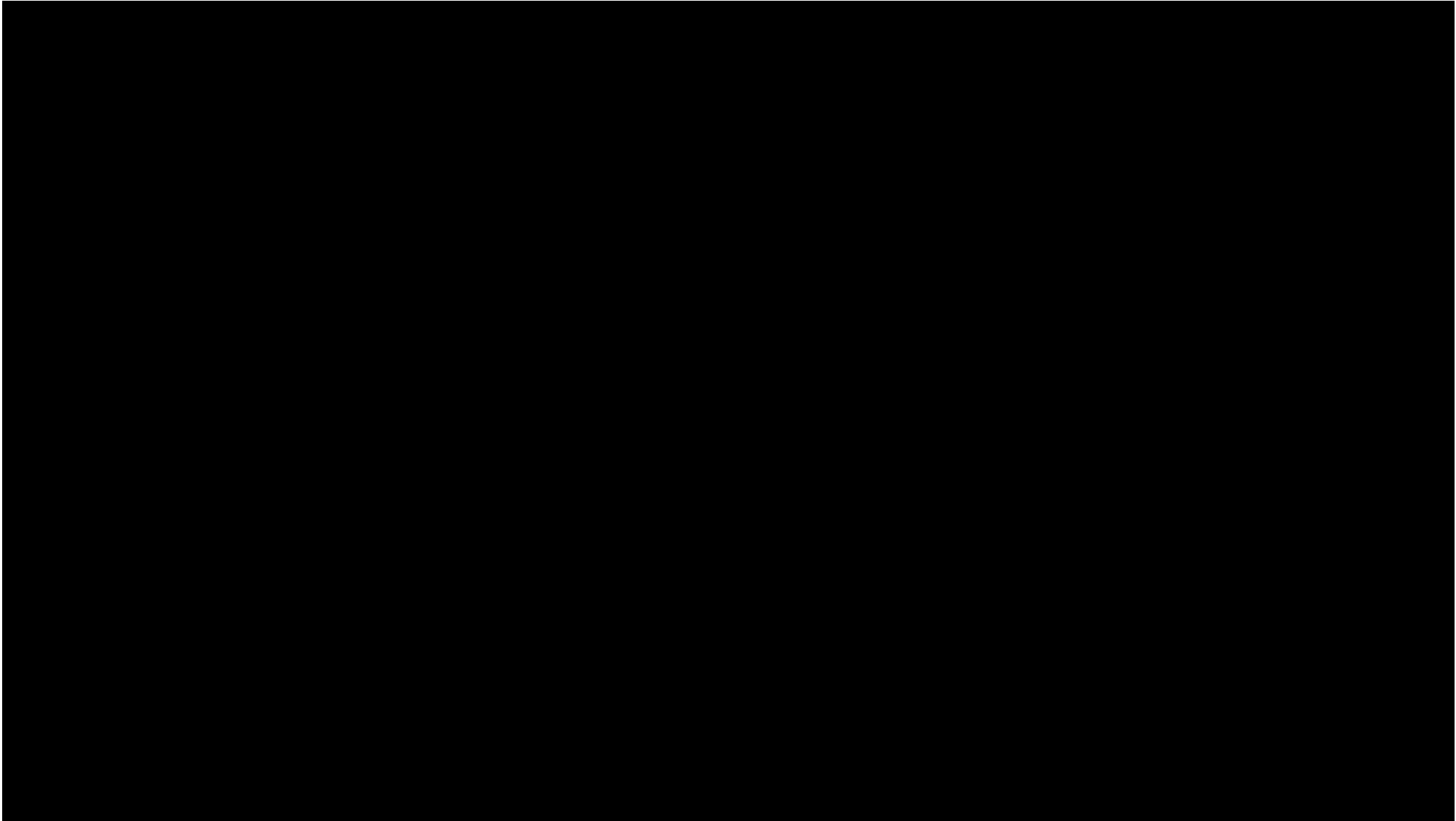




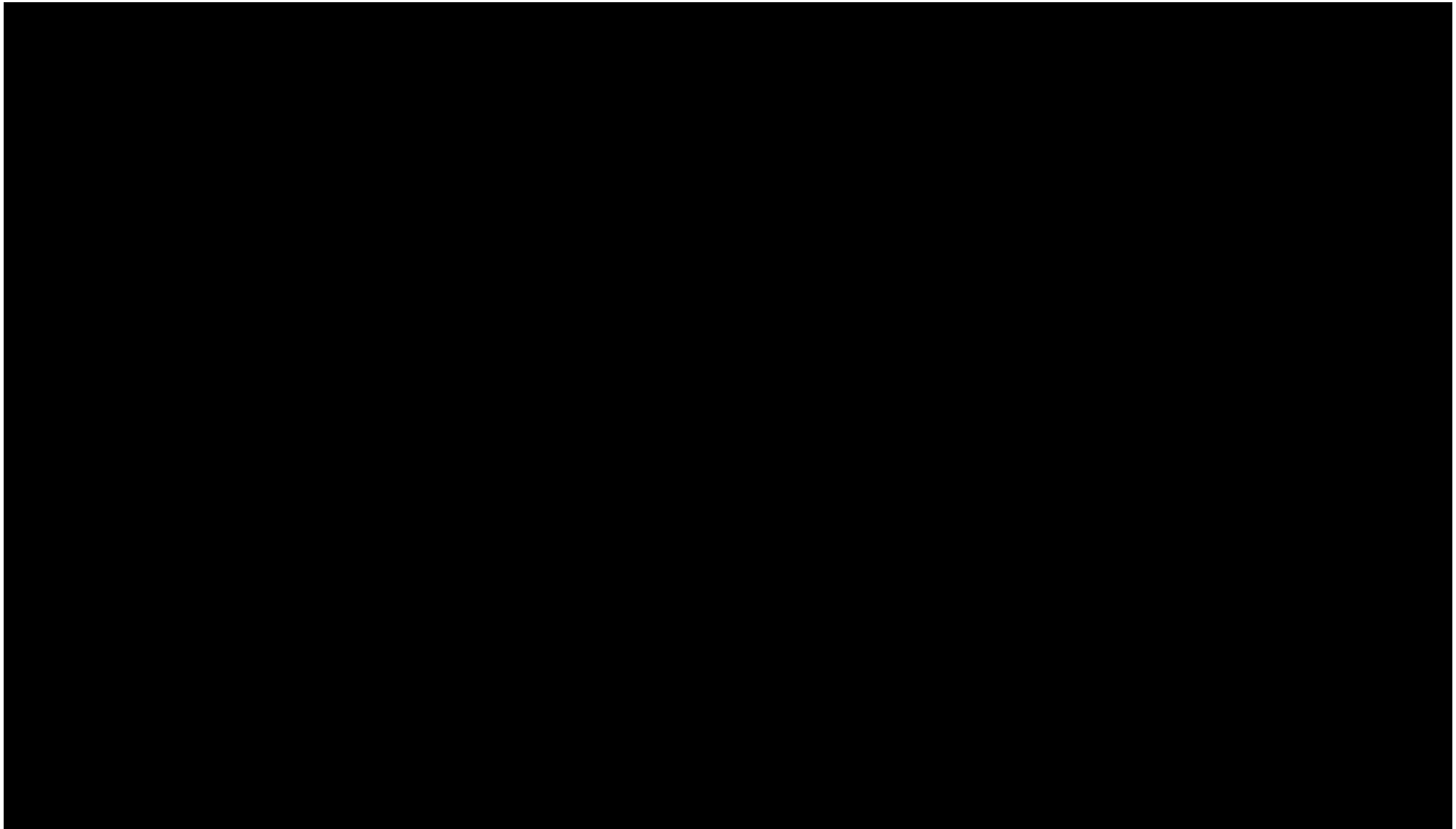
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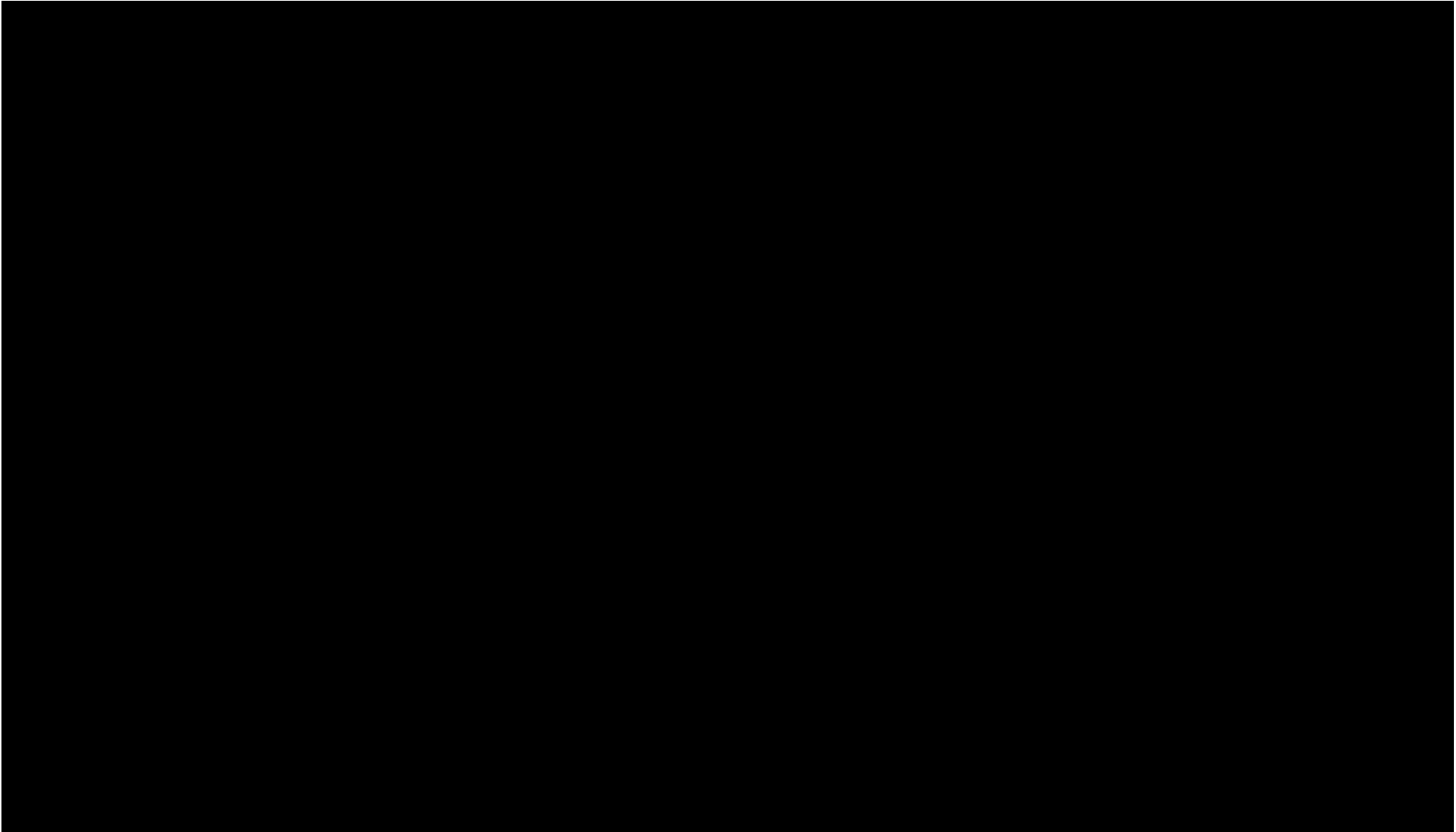
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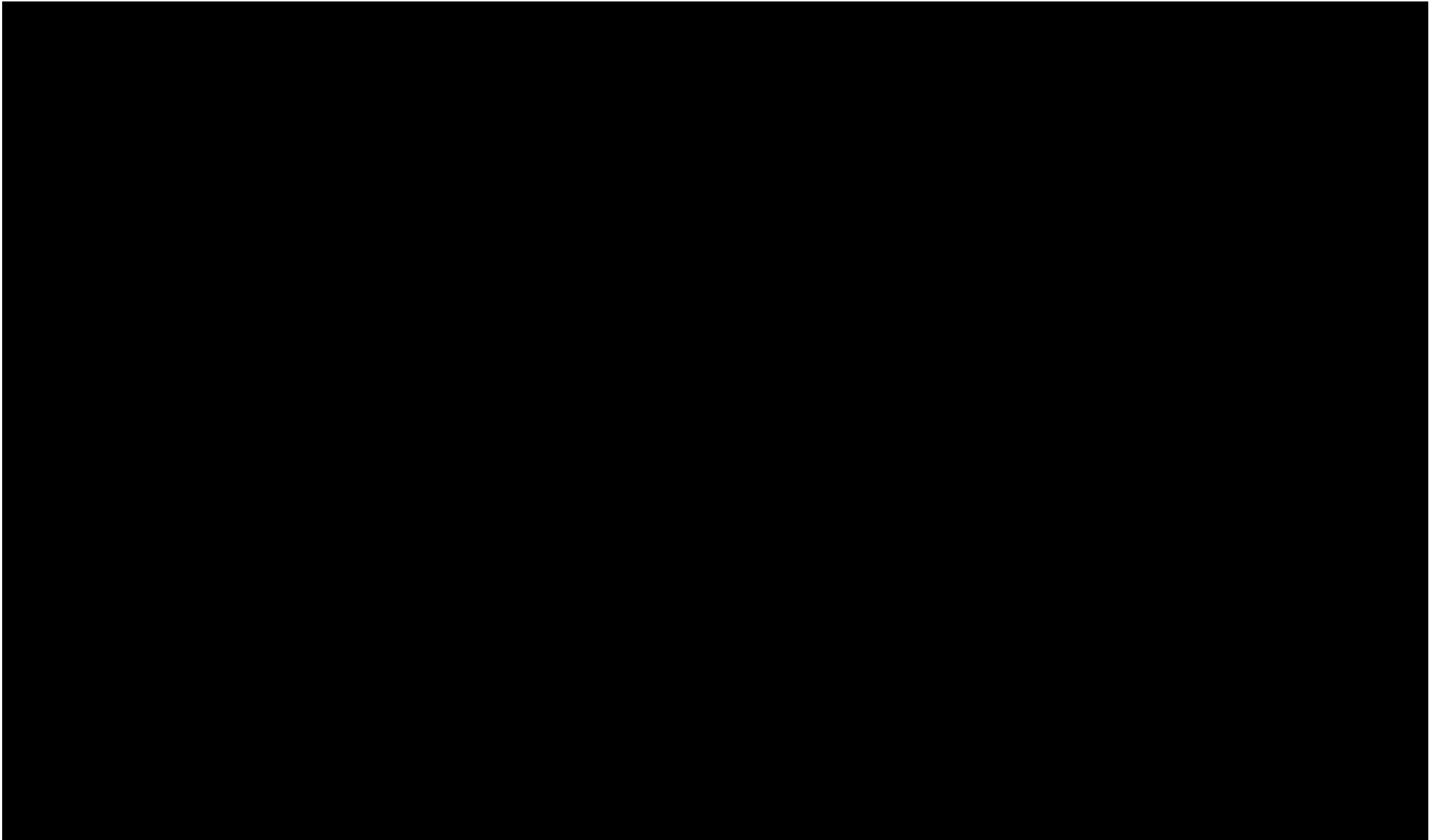
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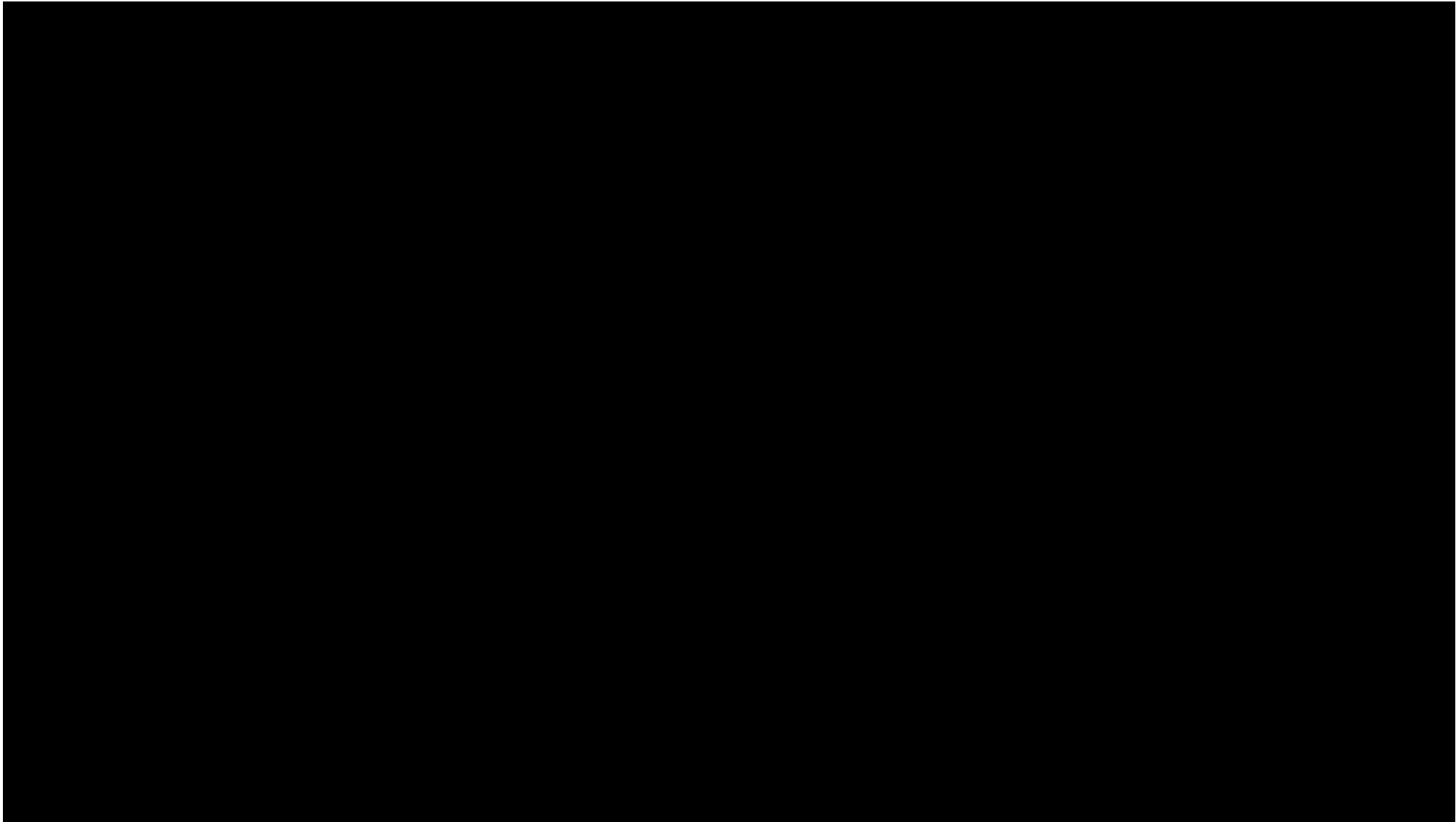
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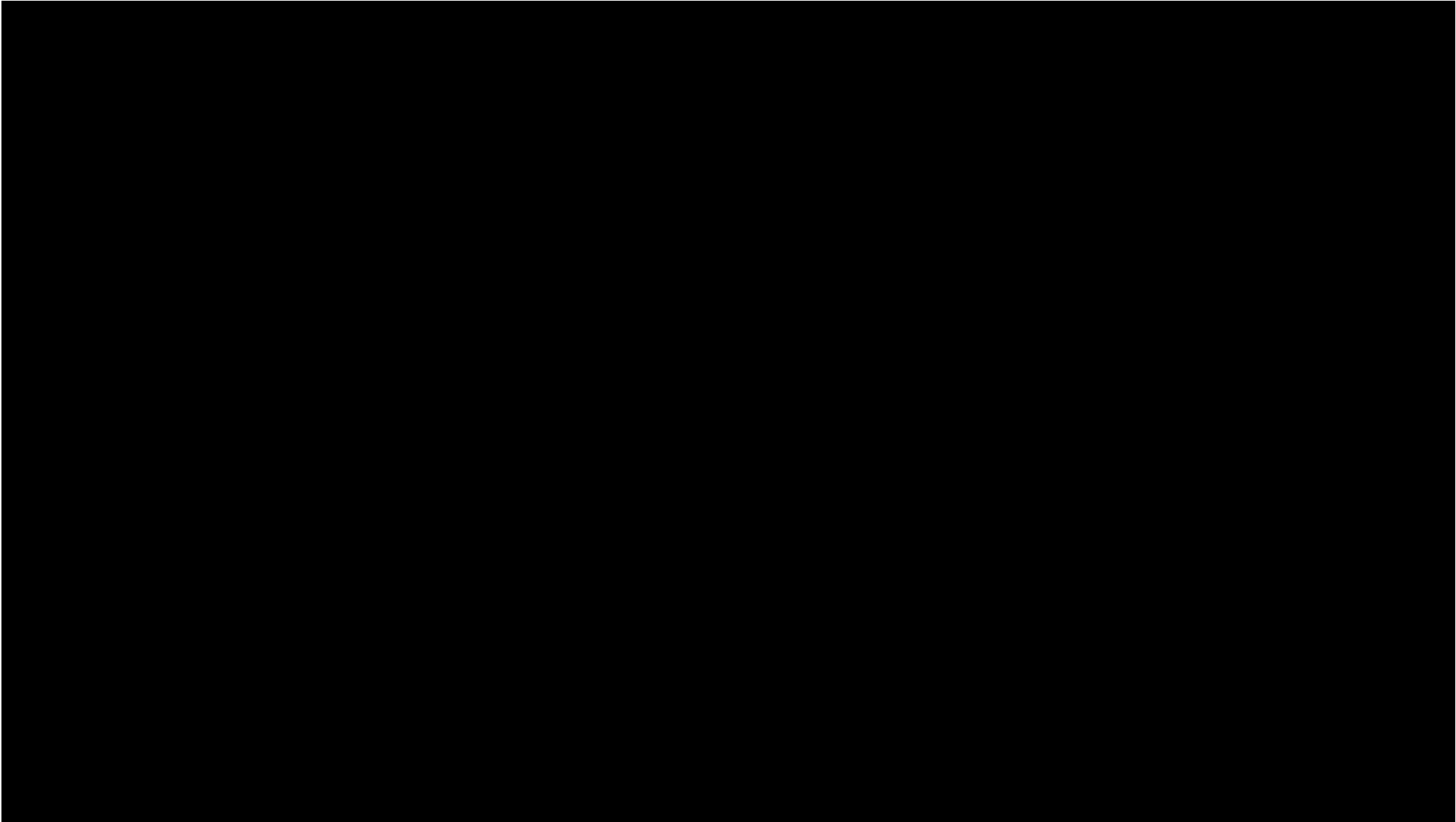
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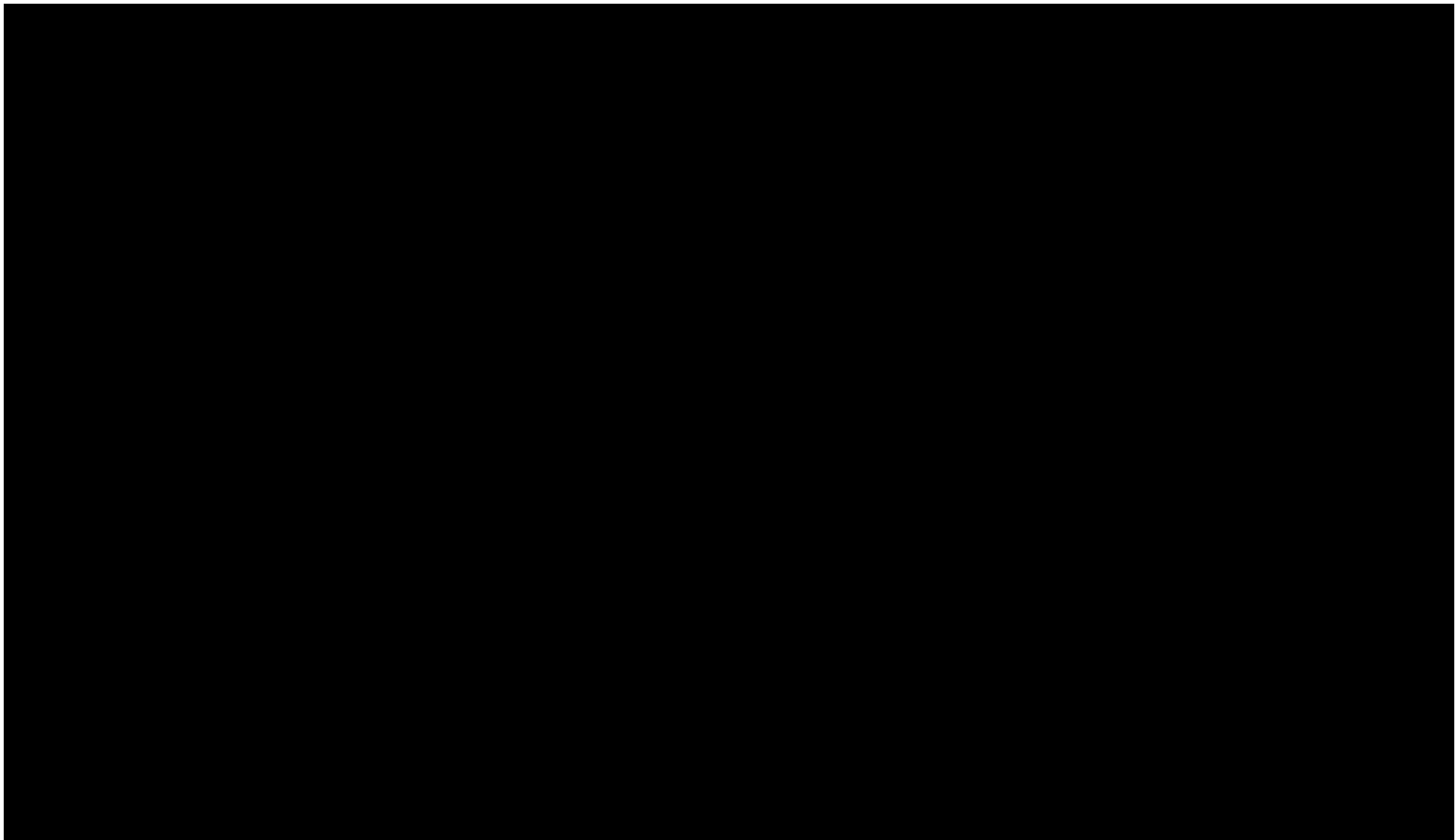
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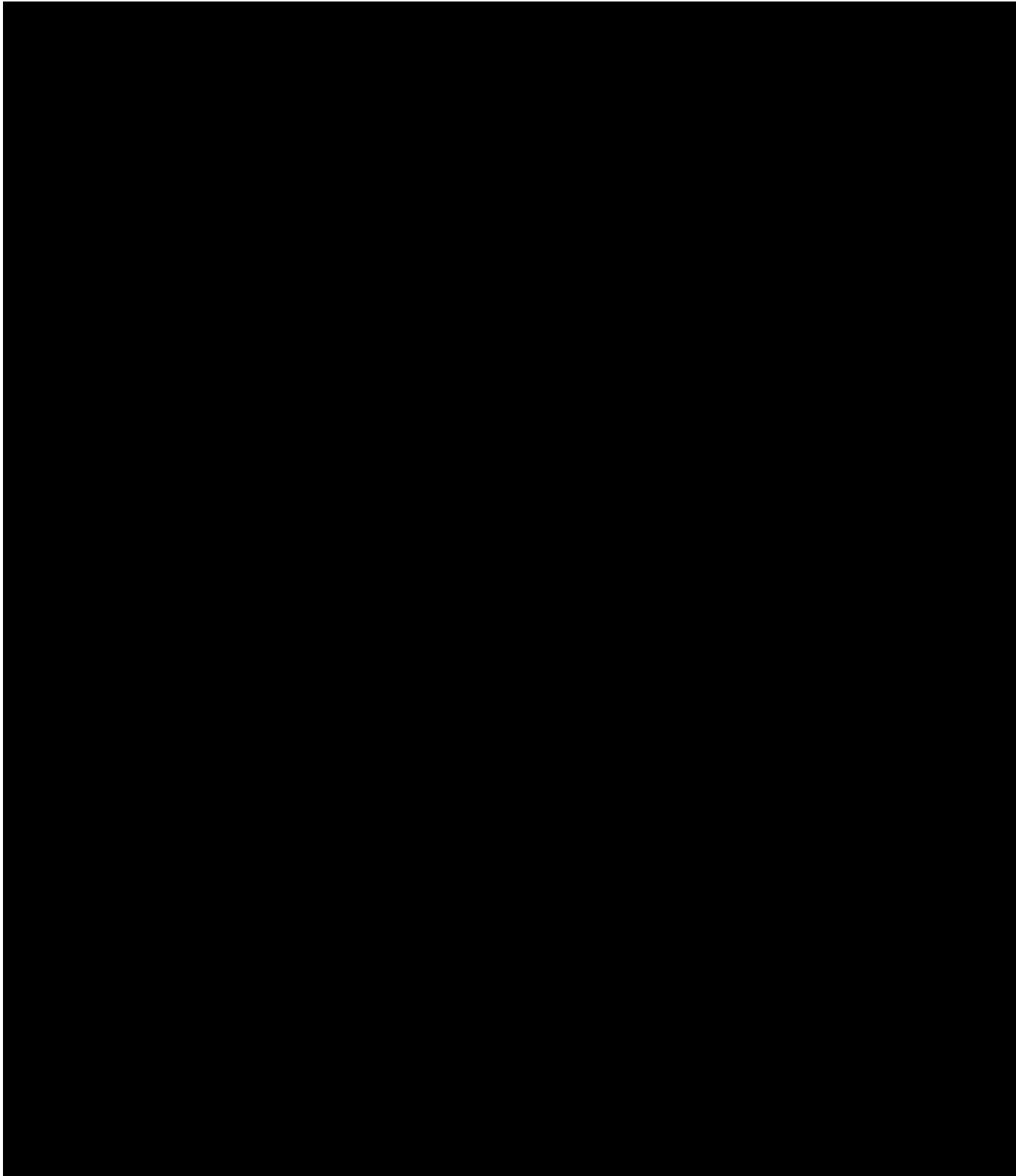
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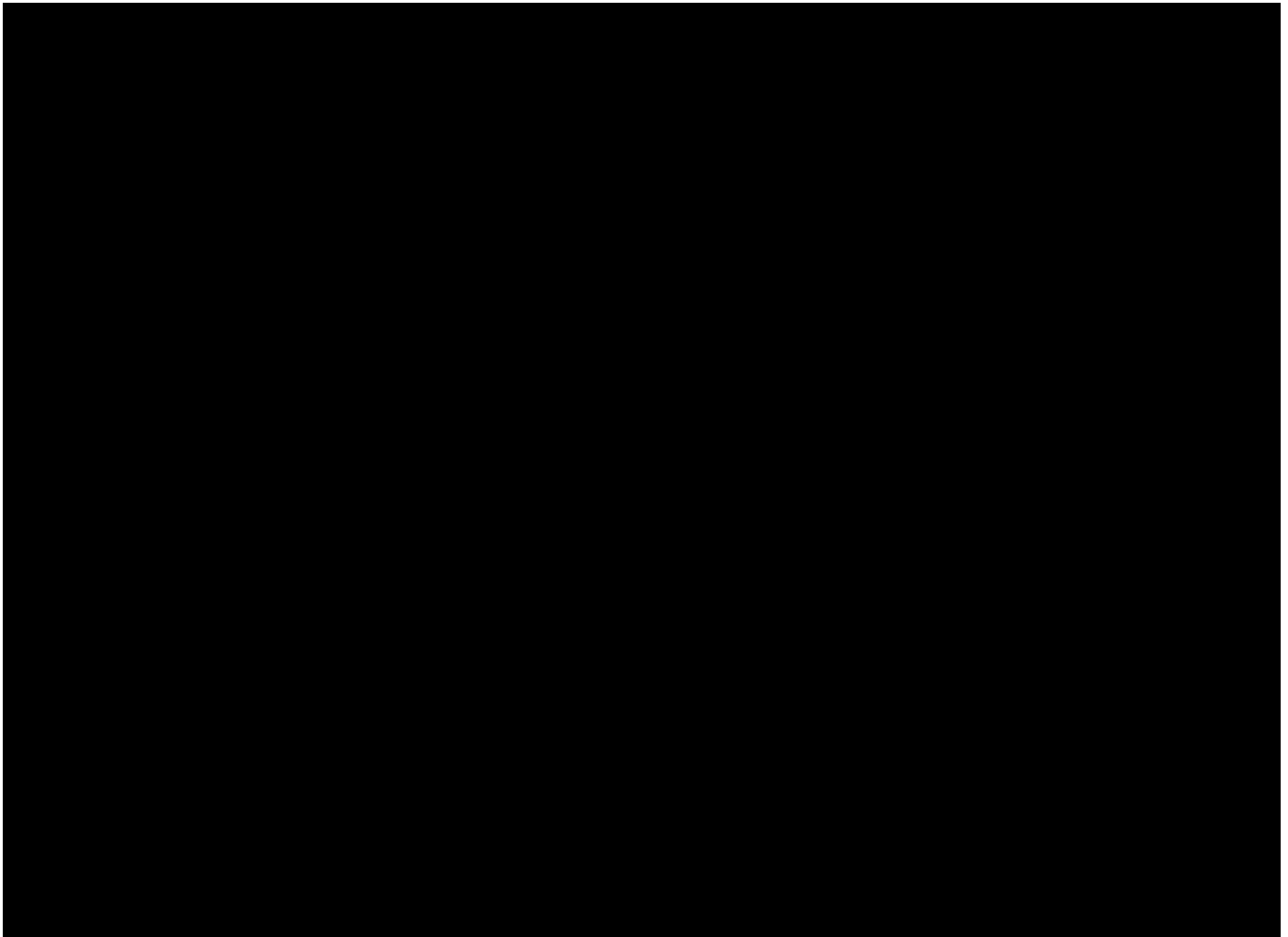


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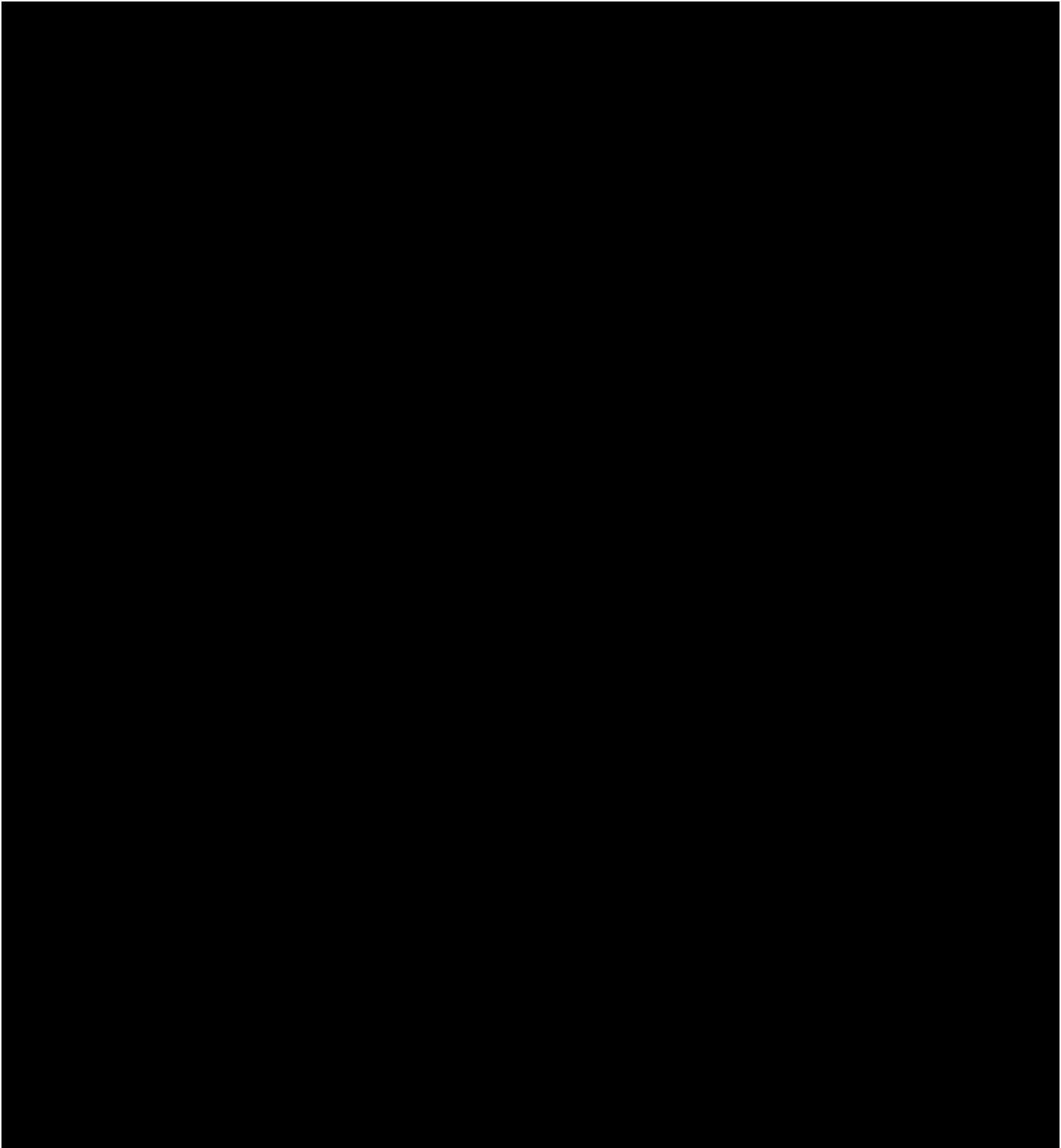


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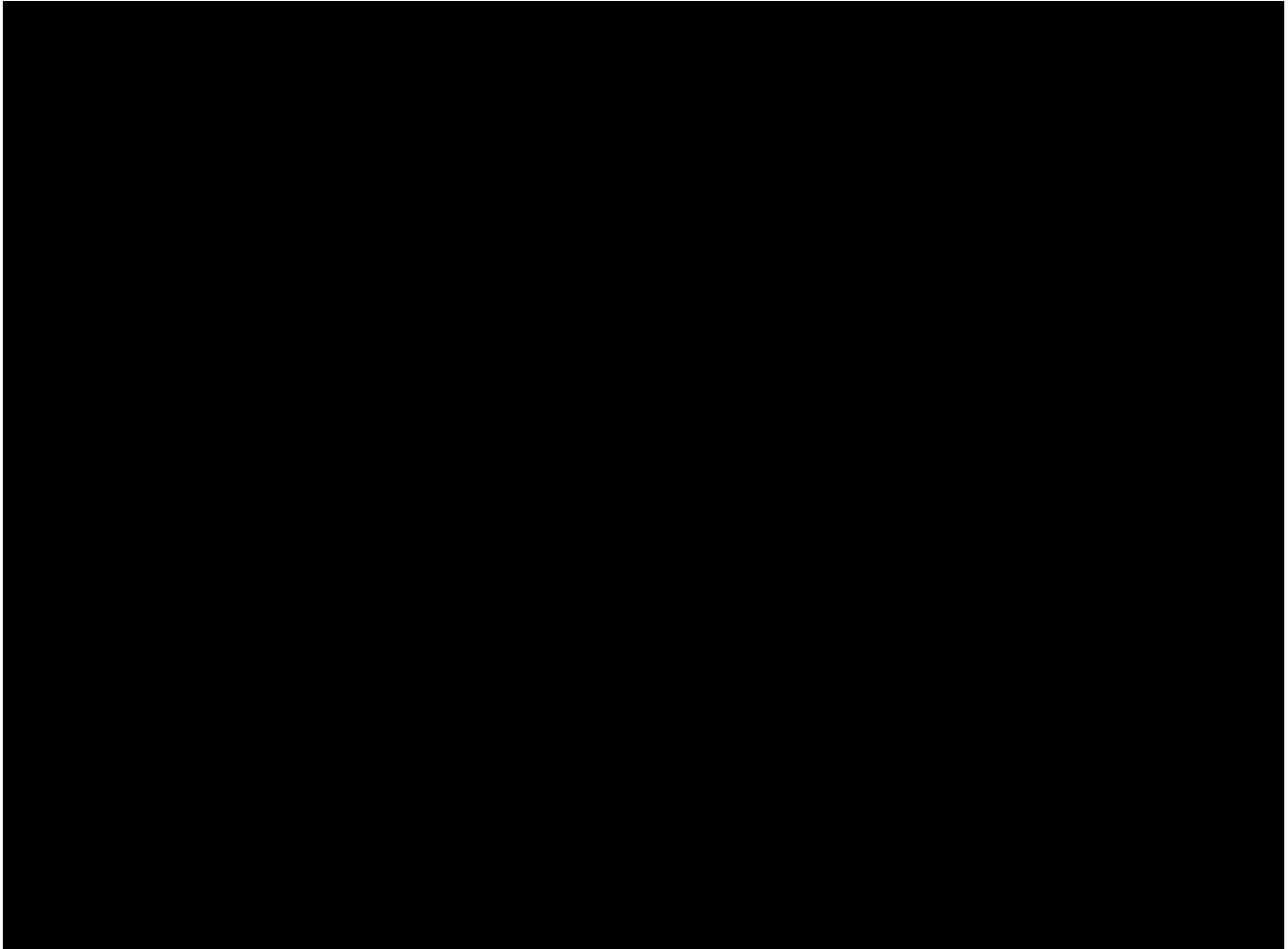


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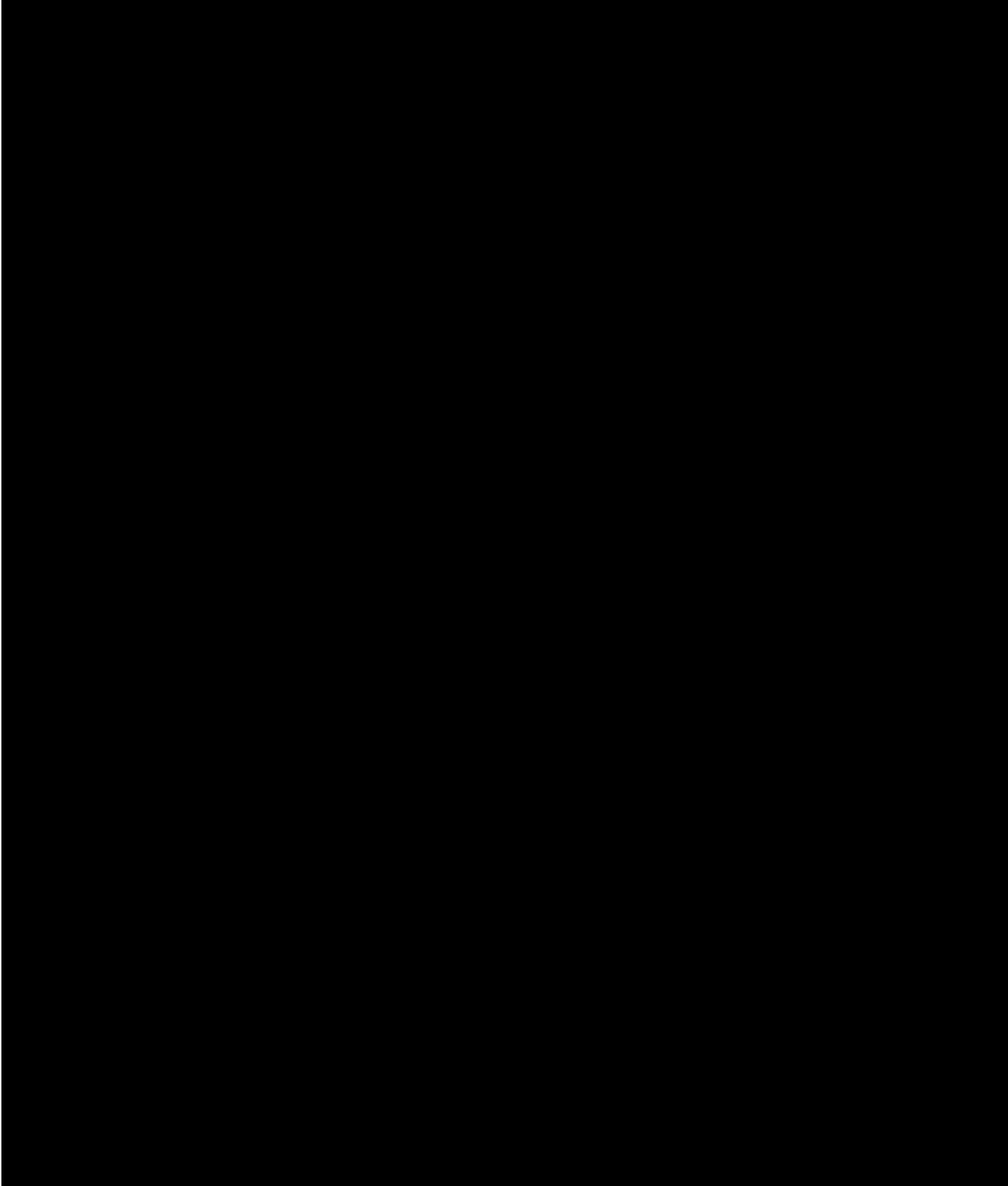


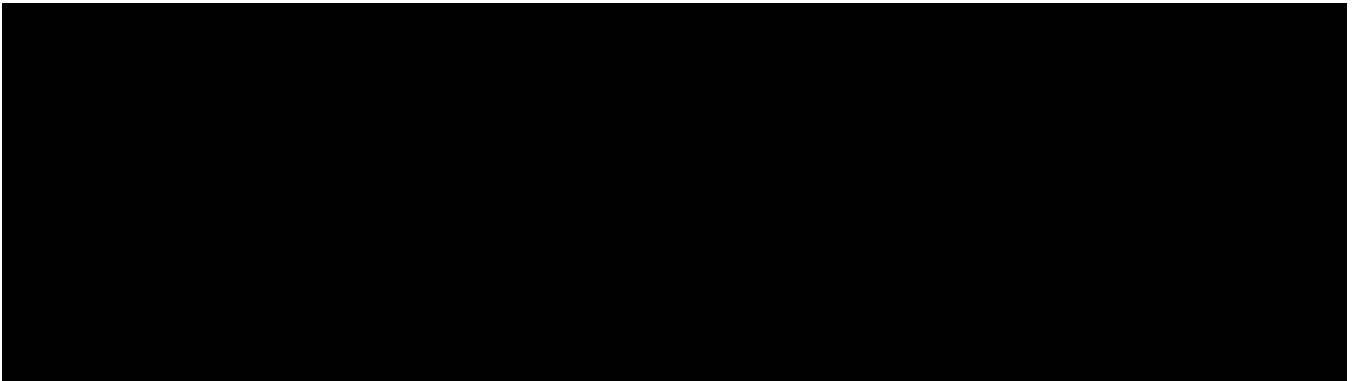


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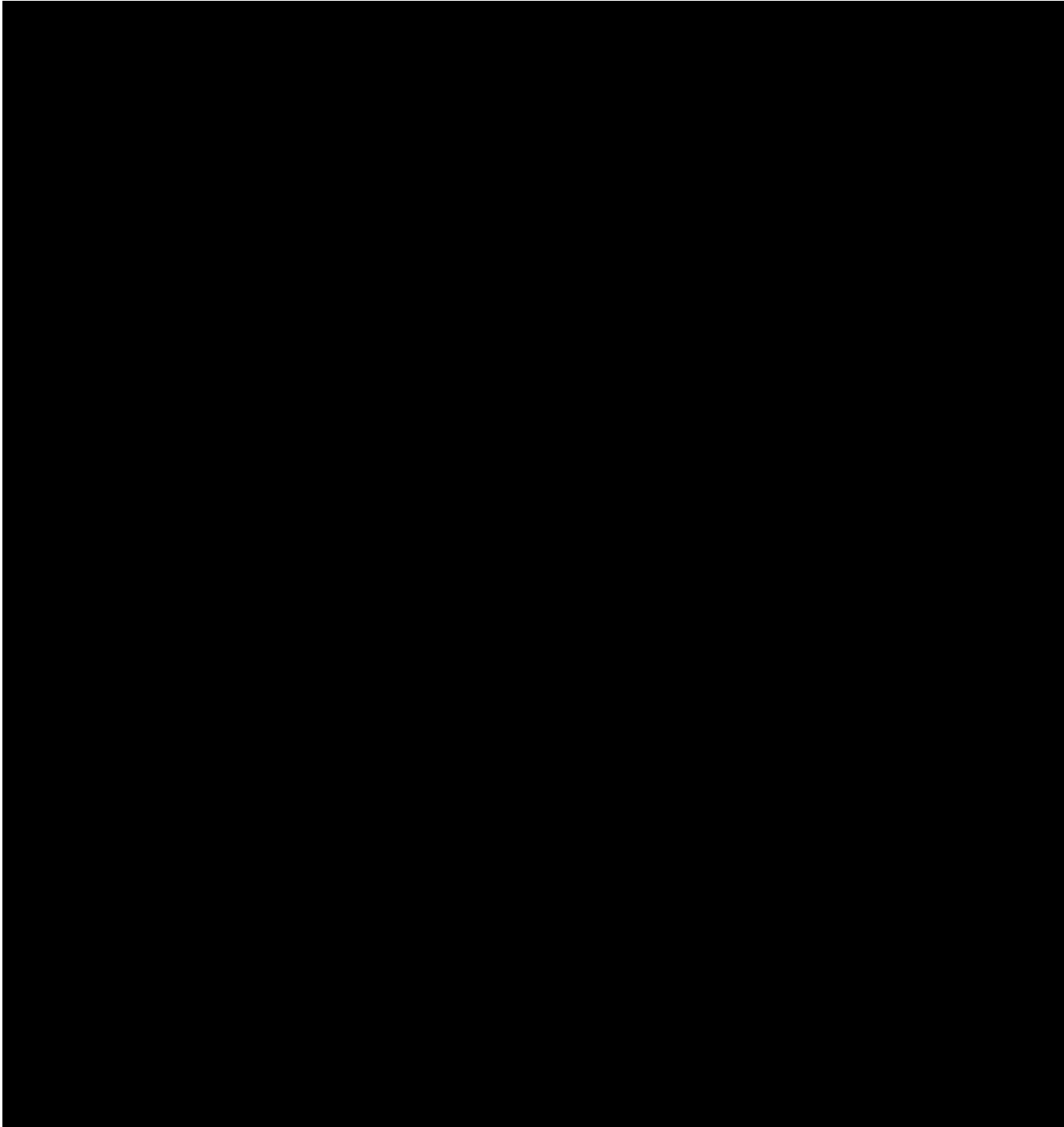


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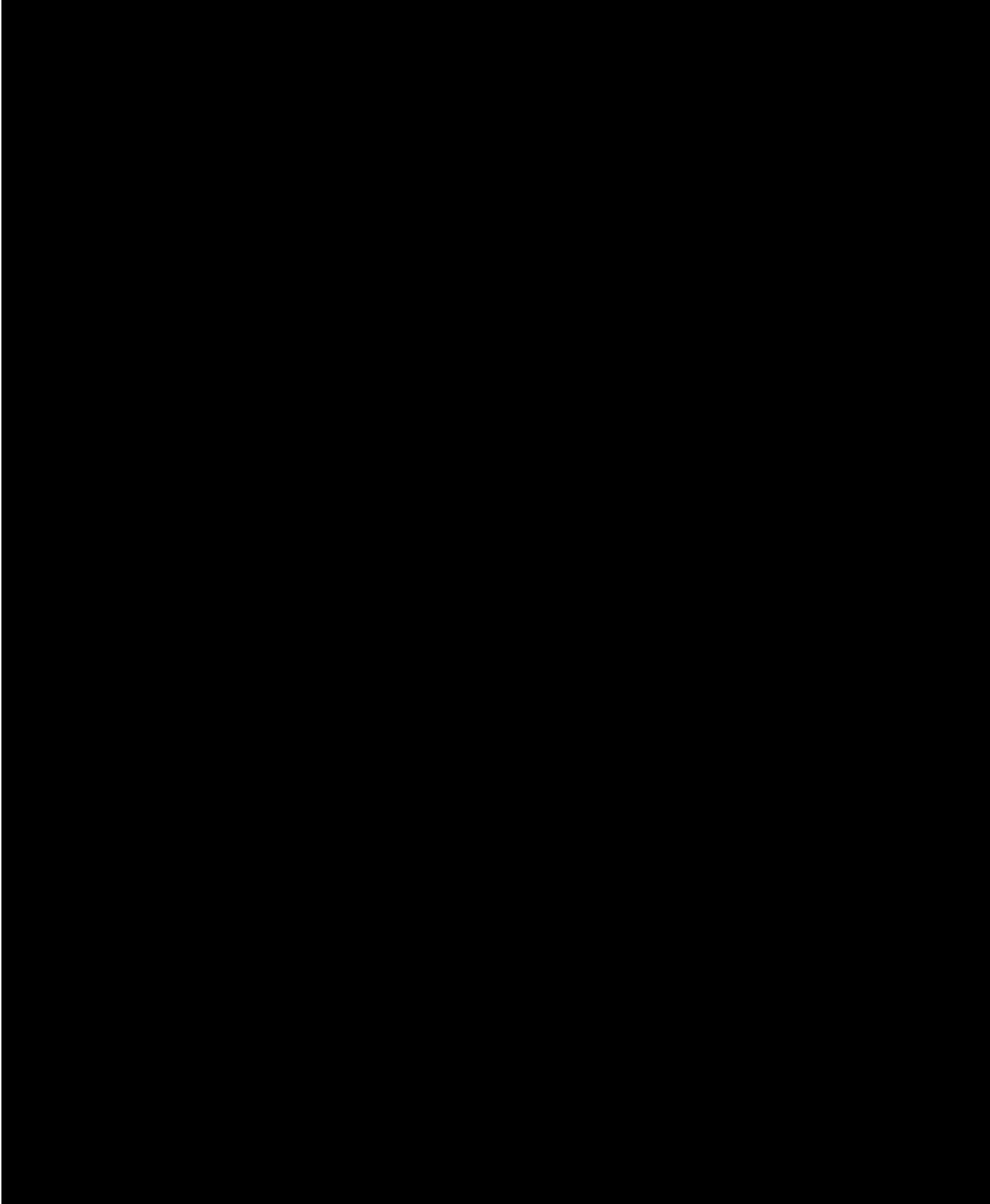




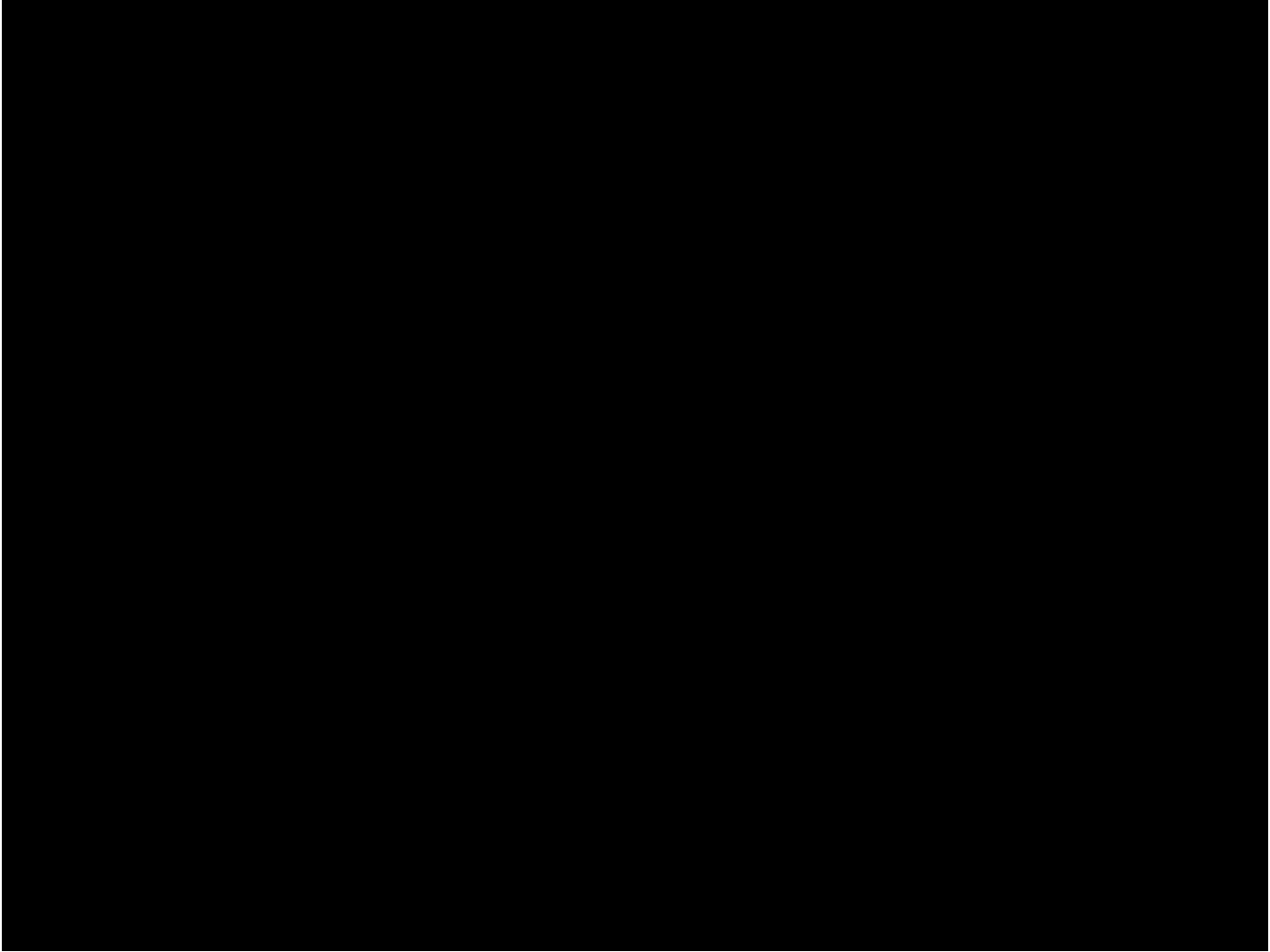
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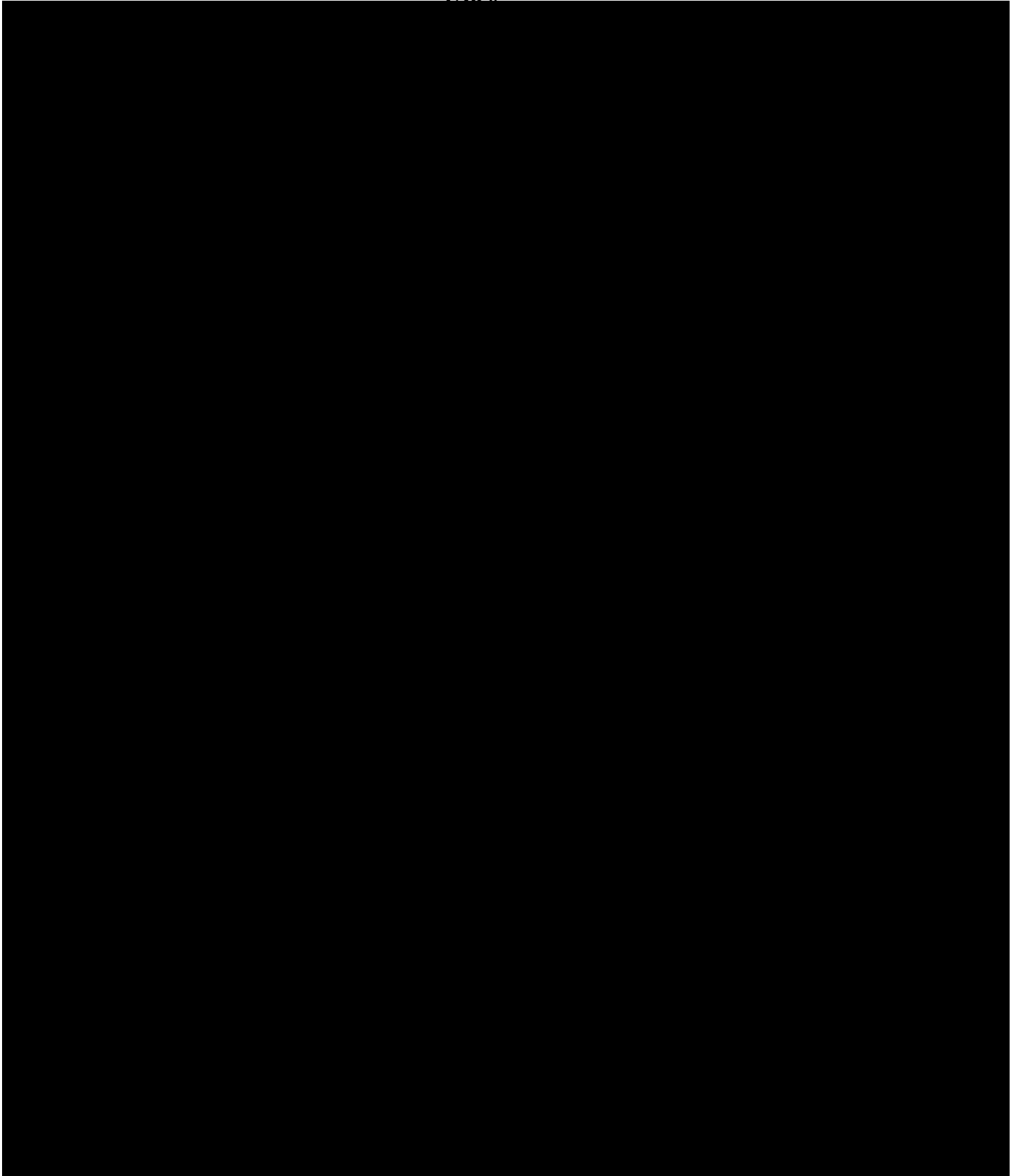
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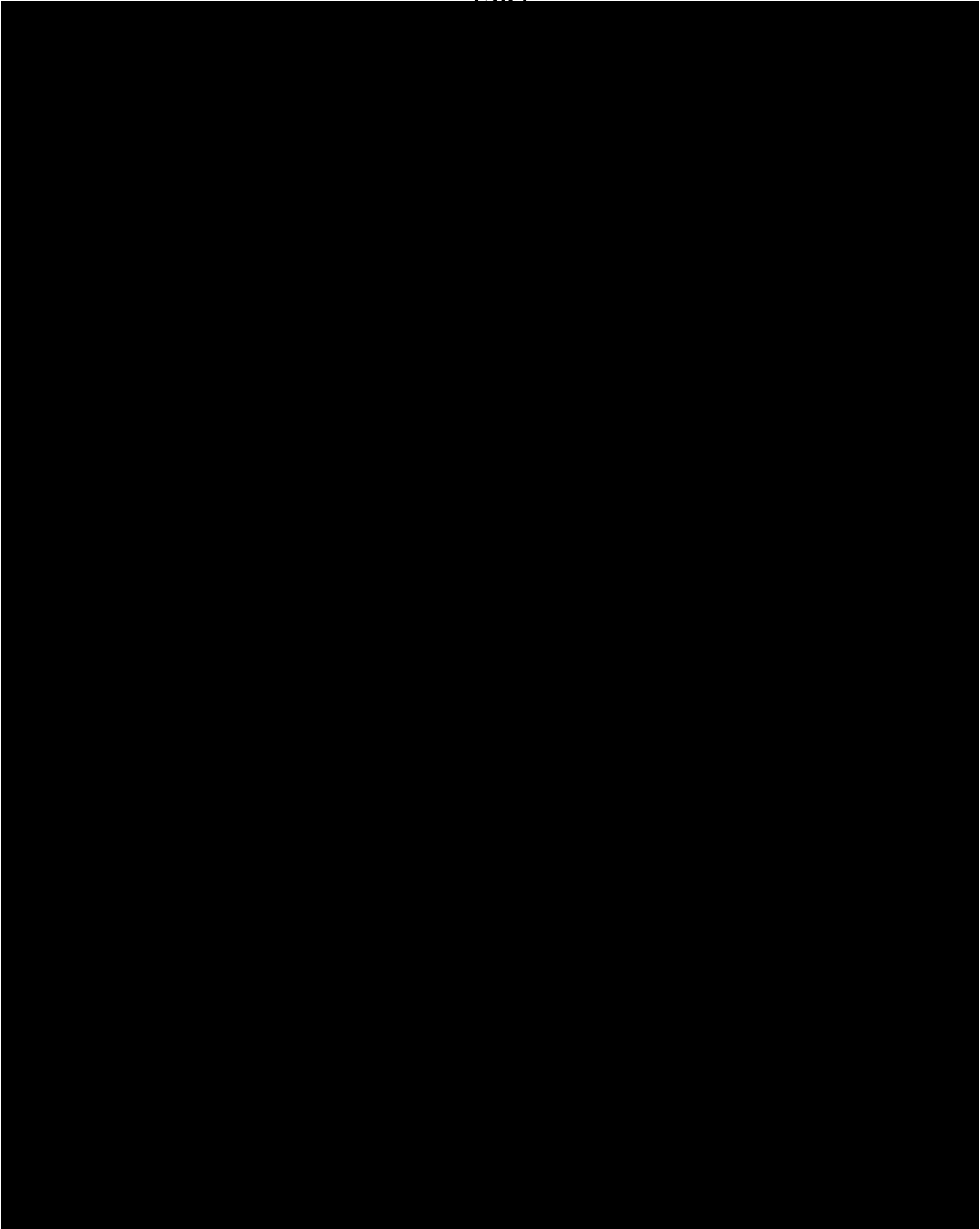


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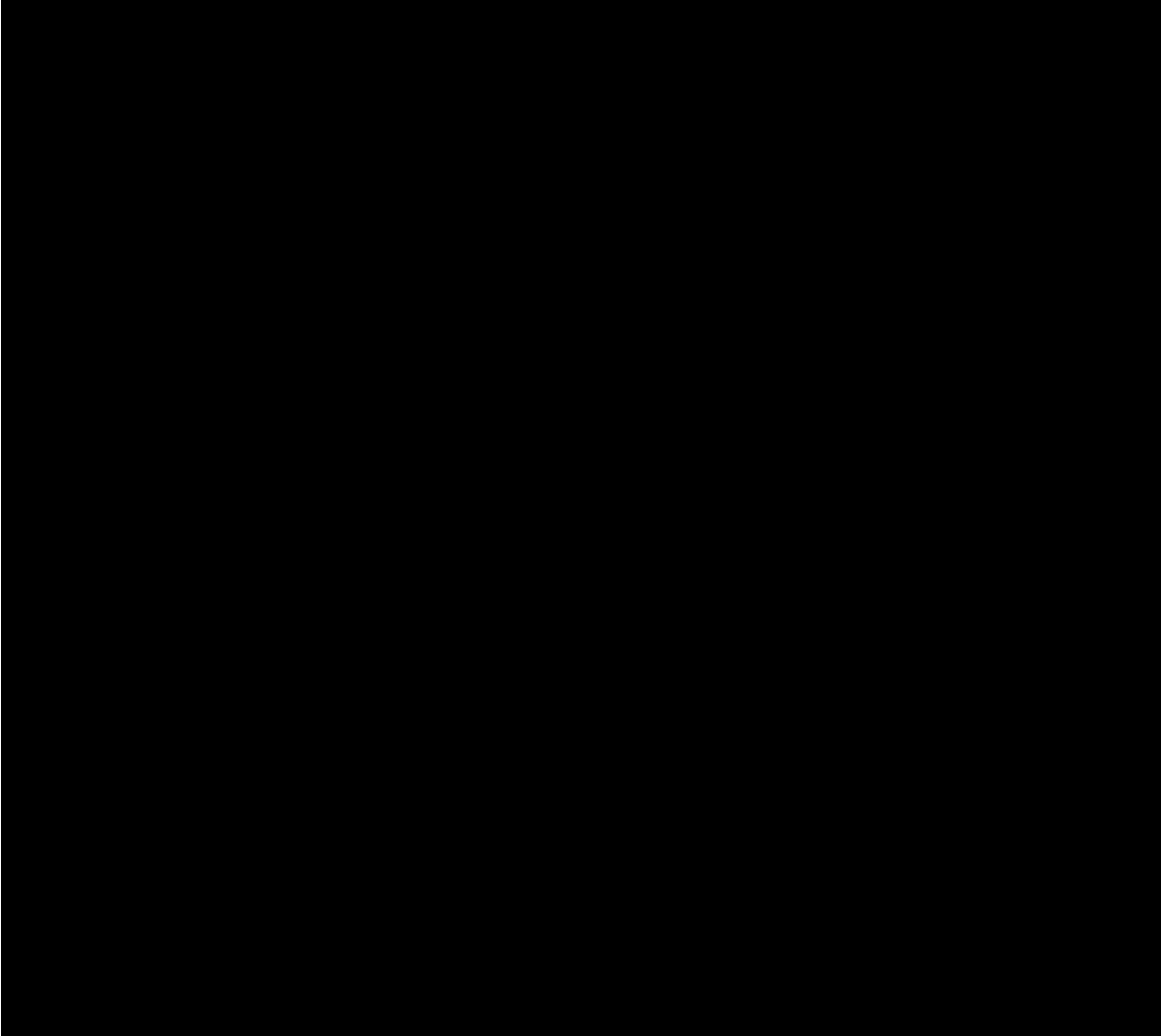
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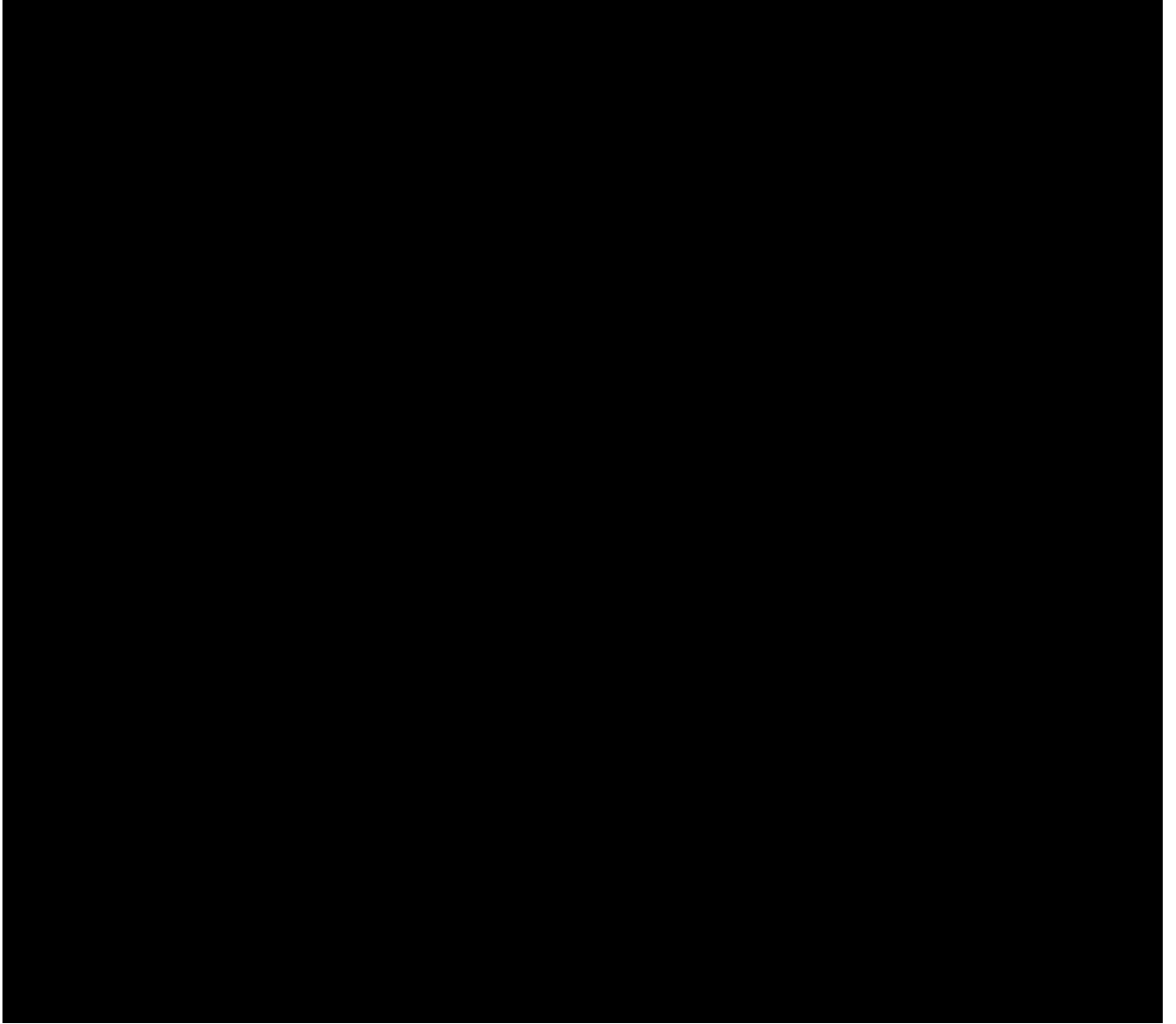
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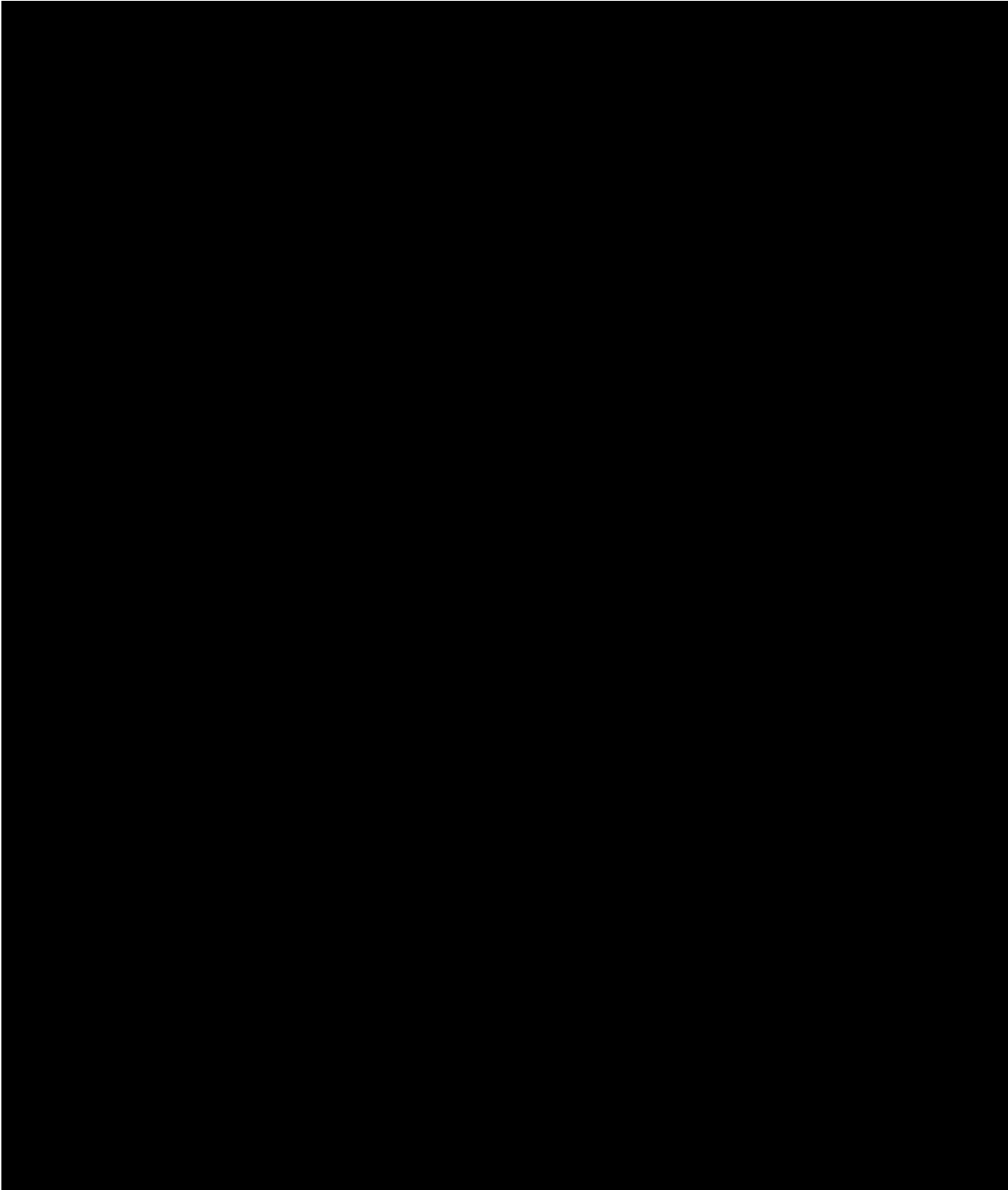


A. COLETO CREEK RESERVOIR



CITY OF VICTORIA / VICTORIA COUNTY







ANNEX M



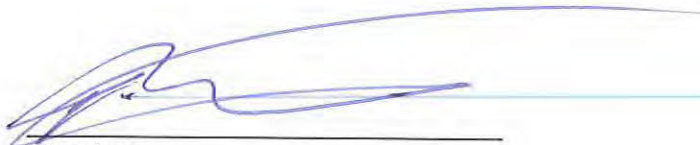
RESOURCE MANAGEMENT

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

Annex M

Resource Management



Signature
Richard McBrayer
Emergency Management Coordinator

10-25-2016
Date

RECORD OF CHANGES

Annex M

Resource Management

Change #	Date of Change	Change	Entered By

ANNEX M

RESOURCE MANAGEMENT

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency situations or when such situations appear imminent.

III. EXPLANATION OF TERMS

A. Acronyms

DDC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
SOPs	Standard Operating Procedures

B. Definitions

Multiagency Coordination Systems. Used in the support of incident management, this system combines facilities, equipment, personnel, procedures, and communications into a common framework. A multiagency coordination system can be used to develop consensus on priorities, resource allocation, and response strategies. Representatives from within the local government as well as external agencies and nongovernmental entities may work together to coordinate a jurisdiction's response.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. As noted in the general situation statement in section IV.A of our Basic Plan, Victoria County and/or City of Victoria are/is at risk from a number of hazards that could threaten public health and safety and private and public property and require the commitment of local resources to contain, control, or resolve.

2. Resource management planning during pre-disaster hazard mitigation activities is designed to lessen the effects of known hazards. During pre-disaster preparedness activities it is designed to enhance the local capability to respond to a disaster. Throughout an actual response to a disaster or during the post-disaster recovery process, resource management is essential to ensure smooth operations. Hence, we must have a resource management capability that is based on sound business practices that can function efficiently during emergency situations, and comply with the framework set forth by the National Incident Management System (NIMS) as well as including certain reporting and coordinating requirements contained in the National Response Plan (NRP).
3. Effective resource management is required in all types of emergency situations – from incidents handled by one or two emergency services working under the direction of an IC, to emergencies that require a response by multiple services and external assistance, to catastrophic incidents that require extensive resource assistance from the state and/or federal government for recovery.
4. For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Therefore, other local resources may have to be diverted from their day-to-day usage to emergency response. Additionally, we may have to request resources from other jurisdictions or the state and it may be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.
5. In responding to major emergencies and disasters, the Victoria County Judge and/or City of Victoria Mayor may issue a disaster declaration pursuant to Chapter 418 of the Government Code and the Executive Order of the Governor Relating to Emergency Management and invoke certain emergency powers to protect public health and safety and preserve property.
 - a. When a disaster declaration has been issued, the Victoria County Judge and/or City of Victoria Mayor may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster. See Annex U, Legal, for additional information regarding the emergency powers of government. The Victoria County legal designee and/or Victoria City Attorney should provide advice regarding the legality of any proposed suspension of statutes or rules. When normal purchasing and contracting rules are suspended, it is incumbent on the Victoria County/City of Victoria Financial Officer to formulate and advise government employees of the rules that are in effect for emergency purchasing and contracting.
 - b. When a disaster declaration has been issued, the Victoria County Judge and/or City of Victoria Mayor may commandeer public or private property, if necessary, to cope with a disaster, subject to compensation. This procedure should be used as a last resort and only after obtaining the advice of the Victoria County legal designee and/or Victoria City Attorney.

B. Assumptions

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.

2. Additional supplies and equipment required for emergency operations will generally be available from normal sources of supply. However, some of our established vendors may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Hence, standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis.
3. Some of the equipment and supplies needed during emergency operations are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.
4. Inter-local agreements will be invoked and resources made available when requested.
5. Some businesses and individuals that are not normal suppliers will be willing to rent, lease, or sell needed equipment and supplies during emergency situations.
6. Some businesses may provide equipment, supplies, manpower, or services at no cost during emergency situations. Developing agreements between local government and the businesses in advance can make it easier to obtain such support during emergencies.
7. Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.
8. Volunteer groups active in disaster will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.
9. Donated goods and services can be a valuable source of resources.

V. CONCEPT OF OPERATIONS

A. Guidelines

1. Our resource management, in accordance with the NIMS, involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. In order to facilitate resource management, coordination activities will take place in the EOC.
2. When necessary, a Multi-agency Coordination System will be organized. Multi-agency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response, information sharing, and facilitating communication.
3. As established in the NIMS, resource management is based on four guiding principles:
 - a. The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources
 - b. The classification of kinds and types of resources required to support incident management

- c. The use of a credentialing system linked to uniform training and certification standards
 - d. The incorporation of resources from non-traditional sources, such as the private sector and nongovernmental organizations.
4. It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. We will commit our available resources to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.
 5. As a basis for employing our resources to their greatest capacity during emergency situations, we will develop and maintain a current inventory of our dedicated emergency resources and other resources that may be needed during emergency operations.
 6. In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, we will execute agreements in advance with those groups and individuals for use of their resources.
 7. Some of the resources needed for emergency operations may be available only from businesses. Hence, we will establish emergency purchasing and contracting procedures.
 8. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Resource Unit Leader shall maintain a list of local and nearby suppliers for these essential needs items. See Appendix 1 to this annex.
 9. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions, such a medical care and fire protection.
 10. It is important to maintain detailed records of resources expended in support of emergency operations:
 - a. As a basis for future department/agency program and budget planning.
 - b. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

B. Management Operations

1. The IC is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the emergency operation. The IC will determine the need to establish a Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support.

2. If the EOC is activated, the Incident Commander shall continue to manage emergency resources committed at the incident site. The Resource Unit Leader and the Resource Support Rep in the EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the Incident Commander to determine requirements for additional resources at the incident site. Departments and agencies involved in emergency operations that require additional resources should use the Emergency Resource Request form in Appendix 2 to communicate their requirements to the resource management staff.
3. If additional resources are required, the Resource Unit Leader shall coordinate with the EMC to:
 - a. Activate and direct deployment of additional local resources to the incident site.
 - b. Request mutual aid assistance.
 - c. Purchase, rent, or lease supplies and equipment.
 - d. Obtain donated resources from businesses, individuals, or volunteer groups.
 - e. Contract for necessary services to support emergency operations.
 - f. Commit such resources to the IC to manage.
4. If the resources above are inadequate or inappropriate for the tasks to be performed, the Resource Unit Leader shall coordinate with the EMC to prepare a request for state resource assistance for approval by the Victoria County Judge and/or City of Victoria Mayor to be forwarded to the DDC.
5. The Resource Unit Leader should be among those initially notified of any large-scale emergency. When warning is available, key suppliers of emergency equipment and supplies should be notified that short notice orders may be forthcoming.
6. The Resource Unit Leader shall consult with the Victoria County legal designee and/or Victoria City Attorney to determine potential liabilities before accepting offers of donations of supplies, equipment, or services or committing manpower from individual or volunteer groups to emergency operations.

C. Activities by Phases of Emergency Management

1. Mitigation
 - a. Review the local hazard analysis and, to the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment, and supplies.
 - b. Enhance emergency capabilities by acquiring staff, equipment, and supplies to reduce shortfalls and executing inter-local agreements to obtain access to external resources during emergencies.
2. Preparedness
 - a. Establish and train an emergency resource management staff. Staff members should be trained to perform resource management in an incident command operation or in the EOC.

- b. Maintain a complete resource inventory list, located in the EOC on the WEB EOC status boards. This resource inventory should include resources not normally used in day-to-day incident response that may be needed during emergencies and disasters.
- c. Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.
- d. Maintain the list of local and nearby suppliers of immediate needs resources; see Appendix 1.
- e. Ensure Victoria County and/or City of Victoria emergency call-out rosters include the Victoria EOC Resource Unit Leader, who should maintain current telephone numbers and addresses for sources of emergency resources.
- f. Ensure that after-hours contact numbers are obtained for those companies, individuals, and groups who supply equipment and supplies that may be needed during emergency operations and that those suppliers are prepared to respond to on short notice during other than normal business hours.

3. Response

- a. Advise the Victoria County Judge and/or City of Victoria Mayor and emergency services staff on resource requirements and logistics related to response activities.
- b. Coordinate and use all available resources during an emergency or disaster; request additional resources if local resources are insufficient or inappropriate.
- c. For major emergencies and disaster, identify potential resource staging areas.
- d. Coordinate emergency resource needs with local departments, nearby businesses, industry, volunteer groups, and, where appropriate, with state and federal resource suppliers.
- e. Coordinate resources to support emergency responders and distribute aid to disaster victims.
- f. Maintain records of equipment, supply, and personnel costs incurred during the emergency response.

4. Recovery

- a. In coordination with department/agency heads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract services to develop estimates of expenses incurred in response and recovery operations.
- b. In coordination with department/agency heads, determine repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.

- c. Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state or federal government.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. General.

1. The function of resource management during emergency situations shall be carried out in the framework of our normal emergency organization described in Section VI.A of the Basic Plan. Preplanning for resource management operations shall be conducted to ensure that staff and procedures needed to manage resources in an emergency situation are in place.
2. The Resource Unit Leader and will be responsible for planning, organizing, and carrying out resource management activities during emergencies. The Resource Unit Leader will be assisted by a temporary staff, described below, assembled from those departments and agencies with the required skills and experience.
3. During an emergency or disaster, the Resource Support Unit will fulfill requests for additional personnel, equipment, and supplies received from emergency response elements, identify resources to satisfy such requirements, coordinate external resource assistance, and serve as the primary point of contact for external resources made available to both Victoria County and/or City of Victoria.

B. Task Assignments

1. The Victoria County Judge and/or City of Victoria Mayor or IC
 - a. Will administer the rules and regulations regarding resource management during emergency situations established by the local governing body.
 - b. May provide general guidance on resource management and establish priorities for use of resources during emergency situations.
 - c. May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, he or she may, under certain circumstances, commandeer private property, subject to compensation requirements, to respond to such situations. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or public property and state or federal assistance will be needed to recover from the incident. See Annex J, Recovery, and Annex U, Legal, regarding disaster declarations.
 - d. May request assistance from the State through the DDC if local resources are insufficient to deal with the emergency situation. Cities must first request assistance from their county before requesting assistance from their DDC.

2. The IC will:
 - a. Manage resources committed to an incident site.
 - b. Monitor the status of available resources and request additional resources through the Logistics Section at the ICP.
3. The Resource Unit Leader will:
 - a. Advise elected officials and department heads regarding resource management needs and the priorities for meeting them.
 - b. Maintain the Victoria County and/or City of Victoria resource inventory list.
 - c. Provide qualified staff at the ICP and the EOC to track the status of resources -- those committed, available, or out-of-service.
 - d. Maintain a list of suppliers for emergency resource needs (see Appendix 1). Identify sources for additional resources from public and private entities and coordinate the use of such resources.
 - e. Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, to include donated goods.
 - f. Monitor potential resource shortages and establish controls on use of critical supplies.
 - g. Organize and train staff to carry out the Logistics function at the ICP and the Resource Management function at the EOC.
4. The Resource Unit Leader or the Resource Support Unit will:
 - a. Determine the most appropriate means for satisfying resource requests.
 - b. Locate needed resources using resource and supplier lists and obtain needed goods and services.
 - c. Coordinate with the Donations Coordinator regarding the need for donated goods and services (see Annex T, Donations Management).
 - d. Coordinate resource transportation requirements with the Transportation Officer (See Annex S, Transportation).
 - e. Direct and supervise the activities of the Supply and Distribution Officers.
5. The Logistics Section (if assigned) or Resource Support Unit will:
 - a. Arrange delivery of resources, to include settling terms for transportation, specifying delivery location, and providing point of contact information to shippers.
 - b. Advise appropriate staff when the jurisdiction must provide transportation in order to obtain a needed resource.

- c. Ensure temporary storage facilities or staging areas are arranged and activated as directed.
 - d. Track the location and status of resources.
6. The Logistics Section or the Resource Support Unit will:
- a. Identify sources of supply for and obtain needed supplies, equipment, labor, and services.
 - b. Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.
 - c. Keep the Distribution & Supply Coordinator informed of action taken on requests for supplies, equipment, or personnel.
 - d. Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.
7. The Finance Section, Victoria County Treasurer and/or City of Victoria Finance Director shall:
- a. Oversee the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of the jurisdiction).
 - b. Advise Victoria County and/or City of Victoria officials and department heads on record keeping requirements and other documentation necessary for fiscal accountability.
8. The Victoria County legal designee and/or Victoria City Attorney shall:
- a. Advise the resource management staff regarding procurement contracts and questions of administrative law.
 - b. Review and advise Victoria County and/or City of Victoria officials on possible liabilities arising from resource management operations during emergencies.
 - c. Monitor reports of overcharging/price gouging for emergency supplies and equipment and repair materials and refer such reports to the Office of the Attorney General.
9. All departments and agencies will coordinate emergency resource requirements that cannot be satisfied through normal sources of supply with the Resource Management staff.

VII. DIRECTION & CONTROL

A. General.

1. The Victoria County Judge and/or City of Victoria Mayor shall, pursuant to NIMS, provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.
2. The Resource Unit Leader may provide advice regarding resource management to the Victoria County Judge/City of Victoria Mayor, Victoria County Commissioner's Court/Victoria City Council, the IC, the EMC, and other officials during emergencies.
3. The IC will manage personnel, equipment, and supply resources committed to an incident, establishing a Logistics Section if necessary. If the EOC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources.
4. When the EOC is activated, the Resource Unit Leader will manage overall resource management activities from the EOC. The IC shall manage resources committed to the incident site and coordinate through the Resource Unit Leader to obtain additional resources. The Resource Unit Leader shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
5. The Resource Support Unit will identify public and private sources from which needed resources can be obtained during an emergency situation, and originate emergency procurements or take action to obtain such resources by leasing, renting, borrowing, or other means.
6. The Resource Unit Leader will direct the activities of those individuals assigned resource management duties in the EOC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.

B. Line of Succession.

ESF representatives will be responsible for carrying out the duties in the Annex. A list of available to staff the/each ESF will be maintained, and staff members will be selected/recalled as needed based on the incident type.

VIII. READINESS LEVELS

A. Readiness Level 4 – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.C.1 and V.C.2 above.

B. Readiness Level 3 - Increased Readiness

1. Review the potential emergency situation, determine resource management staff availability, and review emergency tasks assigned in the emergency management plan and this annex.

2. Designate resource management personnel on call for emergency duty.
3. Update local resource inventory.

C. Readiness Level 2 – High Readiness

1. The Resource Unit Leader will review resource request procedures and any known resources limitations pertinent to the potential hazard facing the local area with Victoria County and/or City of Victoria officials and the EOC staff.
2. The Resource Unit Leader will brief assigned staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report to duty if called.
3. In coordination with the EMC and department heads, determine potential resource needs based on the potential threat.
4. Contact suppliers to advise them of threat and possible needs.
5. Consider relocation or other means of protecting resources at risk.

D. Readiness Level 1 – Maximum Readiness

1. Designated resource management personnel will proceed to the ICP or to the EOC if requested.
2. Implement protective actions for resources.

IX. ADMINISTRATION & SUPPORT

A. Maintenance of Records. All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Preservation of Records. Vital resource management records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

C. Training. Individuals who will be performing resource management duties in the EOC or at the incident command post shall receive training on their required duties and the operating procedures for those facilities.

D. Resource Data

1. The Resource Unit Leader shall keep current the list of available emergency resources in Appendix 3 or the computerized resource database maintained in the EMC's office.

2. The Resource Unit Leader shall keep current information on the sources of essential disaster supplies in Appendix 1 and the computerized supplier list maintained in the EMC's office.

E. Support. The Resource Unit Leader is responsible for coordinating standby agreements for emergency use of resources with businesses, industry, individuals, and volunteer groups. The Victoria County legal designee and/or Victoria City Attorney shall be consulted regarding such agreements and approve them.

X. DEVELOPMENT & MAINTENANCE

A. The EMC in coordination with the Resource Unit Leader, is responsible for developing and maintaining this annex.

B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

Texas Local Government Code, Chapter 203 (Management and Preservation of Records)

APPENDICES

Appendix 1	Essential Disaster Supplies
Appendix 2.....	Emergency Resource Request
Appendix 3.....	Resource Inventory

ESSENTIAL DISASTER SUPPLIES

1. Planning Factors

a. Drinking Water

- 1) The planning factor for drinking water is 3 gallons per person per day.
- 2) Emergency drinking water is usually provided in the form of bottled water. Bottled water is available from a variety of sources already palletized and ready to ship.
- 3) People sometimes request that water tankers be emplaced in specific areas as fill-it-yourself water stations. This arrangement is often undesirable because potable water tankers are generally in short supply, a distribution system of piping and faucets must be fabricated, and such facilities usually have to be staffed.

b. Ice

- 1) Ice is needed to preserve food and medicines.
- 2) The planning factor for ice is one 8 to 10 pound bag per person per day.
- 3) Bagged ice is available from a number of distributors. When arranging for ice, keep in mind that ice is obviously perishable and you will probably need to retain the refrigerated delivery truck to preserve the product while it is being distributed.

c. Portable Toilets

- 1) The general planning factor is 8 to 10 toilets per hundred people. In areas where people are well dispersed, additional toilets may be needed to keep the walk to sanitary facilities reasonable.
- 2) In requesting portable toilets, ensure that the contract for providing the toilets includes the requirement to service them on a regular basis. A local or nearby firm that has existing arrangements for waste disposal is often preferable.
- 3) Portable toilets should be sited at least 100 feet from any water source or cooking facility. To prevent disease, it is desirable to have hand-washing facilities in the vicinity of toilets.

d. Food

- 1) Shelter and mass care facilities and mobile feeding units generally aim to provide at least two, and preferably three, simple meals per day – cereal, sandwiches, and soup. When requesting feeding service, provide not only an estimate of the number of people that need to be fed, but also indicate the number of those who are infants and children 1 to 3 years of age so that suitable food can be provided.
- 2) It may be possible to obtain packaged non-perishable meals for disaster victims who remain in their homes and cannot easily be served by fixed or mobile feeding facilities. A good estimate of the number of people who must be fed and for how long is vital in requesting such meals.

e. Plastic Sheeting & Tarps

- 1) Plastic sheeting and tarps are used to protect damaged structures from further damage by foul weather.

- 2) The planning factor for plastic sheeting is 1100 square feet per home. That amount covers half the roof of a typical 1800 square foot house.
- 3) For plastic sheeting: 4 or 5 mil thickness, 8+ feet wide – the wider the better.
- 4) For tarps: inexpensive polyethylene tarps are readily available. Tarps should have grommets.
- 5) Rope can be used to install tarps that have grommets. Furring strips are usually needed to keep plastic sheeting on roofs and walls and may also be used with tarps.

f. Sandbags

- 1) Sandbags may be used to protect structures from rising water.
- 2) Sandbags are available in quantity from a number of commercial distributors.
- 3) If you plan to use a substantial quantity of sandbags, a sandbag-filling machine can expedite filling. These machines are available from a variety of commercial vendors; sandbag distributors may be able to provide such machines or contact information for those who do.

2. Suppliers of Essential Disaster Supplies

<u>Item</u>	<u>Local Supplier</u>	<u>Nearby Supplier</u>
Bottled Water	Performance Food Group 204 N. Brownson Victoria, Texas (361) 582-7500	Aqua Beverage Company 701-A W. Jackson El Campo, Texas 1-800-621-1885
Ice	Ready Ice 507 E. Sabine Victoria, Texas (361) 578-3032	Clanton's Ice Plant 429 N. Alister Street Port Aransas, Texas (361) 749-4608
Portable Toilets	Port-O-Let 4010 Callis Victoria, Texas (361) 578-3666	Waste Management 103 Petter Drive Angleton, Texas 1-800-848-3796
Packaged Meals	Victoria All Sports 1902 Houston Hwy Victoria, Texas (361) 575-0655	Marrich Distributing 17452 Olive Hill Modjeska, Calif. 1-888-222-8878
Plastic Sheeting & Tarps	Lowes 8702 N. Navarro Victoria, Texas (361) 573-7700	Home Depot 15505 SW Freeway Sugarland, Texas (281) 242-9200

Sandbags

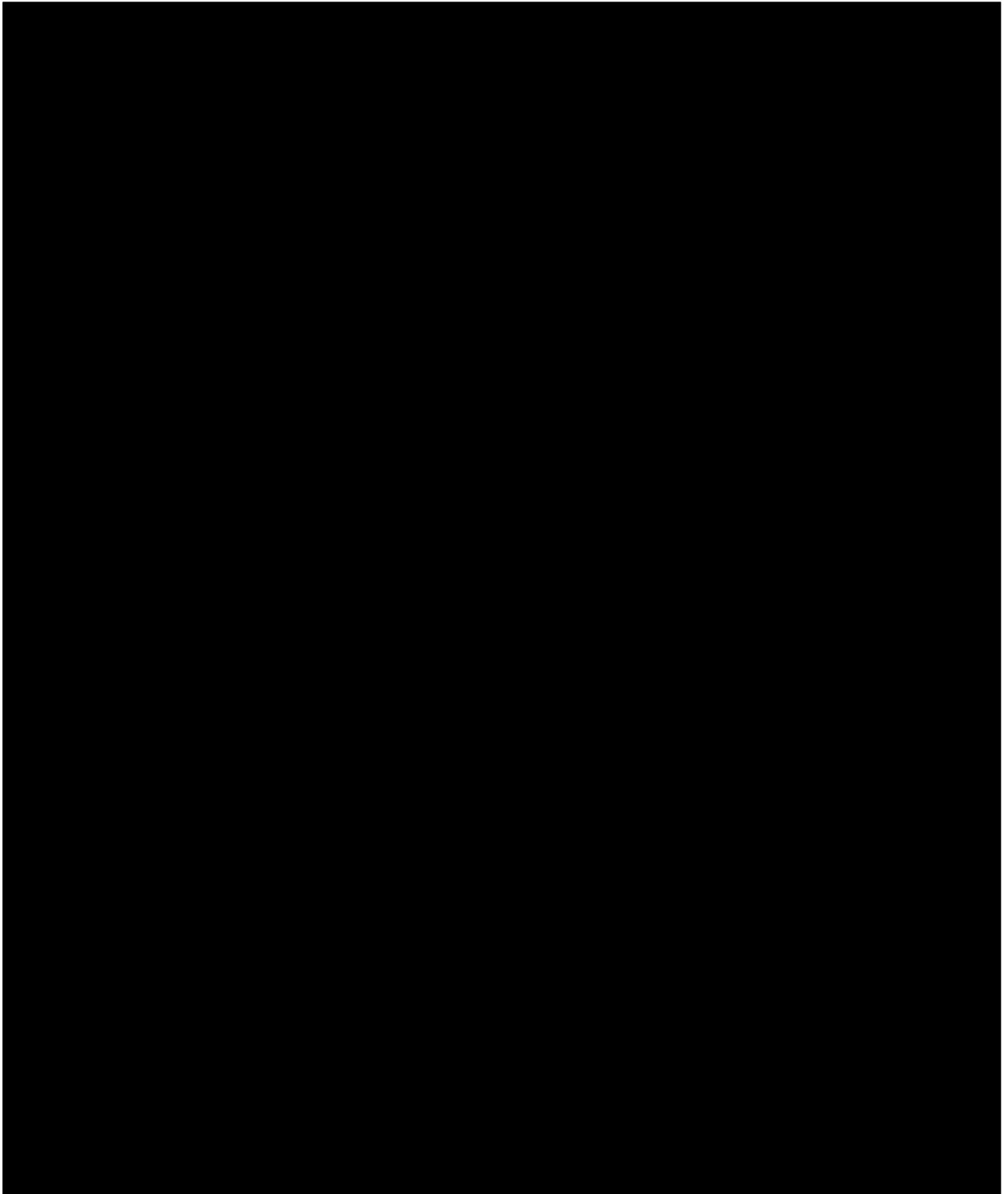
Victory Air & Equipment
903 Profit Drive
Victoria, Texas
(361) 573-0819

Gulf Coast Bag & Bagging Inc.
3914 Westhollow Pkwy.
Houston, Texas
1-800-566-4223

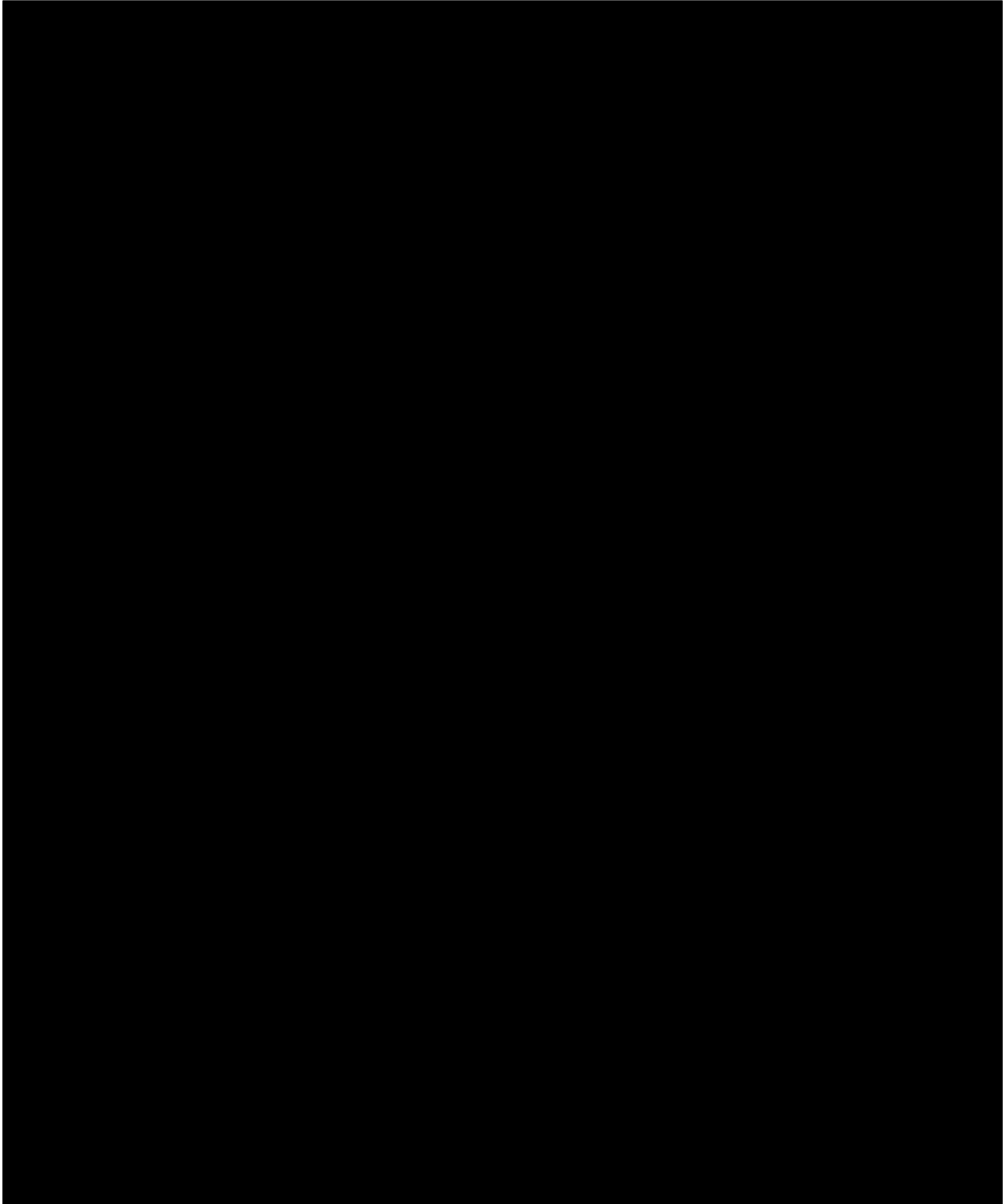
EMERGENCY RESOURCE REQUEST VICTORIA COUNTY/CITY OF VICTORIA	
REQUEST DATE	
REQUESTER NAME	
DEPARTMENT/ORGANIZATION	
CONTACT PHONE/FAX	
REQUESTER'S PRIORITY	Highest 1 2 3 4 5 Lowest
EMERGENCY RESOURCE REQUIRED (equipment, supplies, services)	
<p>FOR EQUIPMENT: <input type="checkbox"/> Purchase <input type="checkbox"/> Rent/Lease for (period)_____</p> <p>WHEN REQUIRED?</p> <p>DELIVERY INFORMATION:</p> <p>DELIVERY CONTACT, IF OTHER THAN REQUESTER (NAME & PHONE NUMBER):</p>	

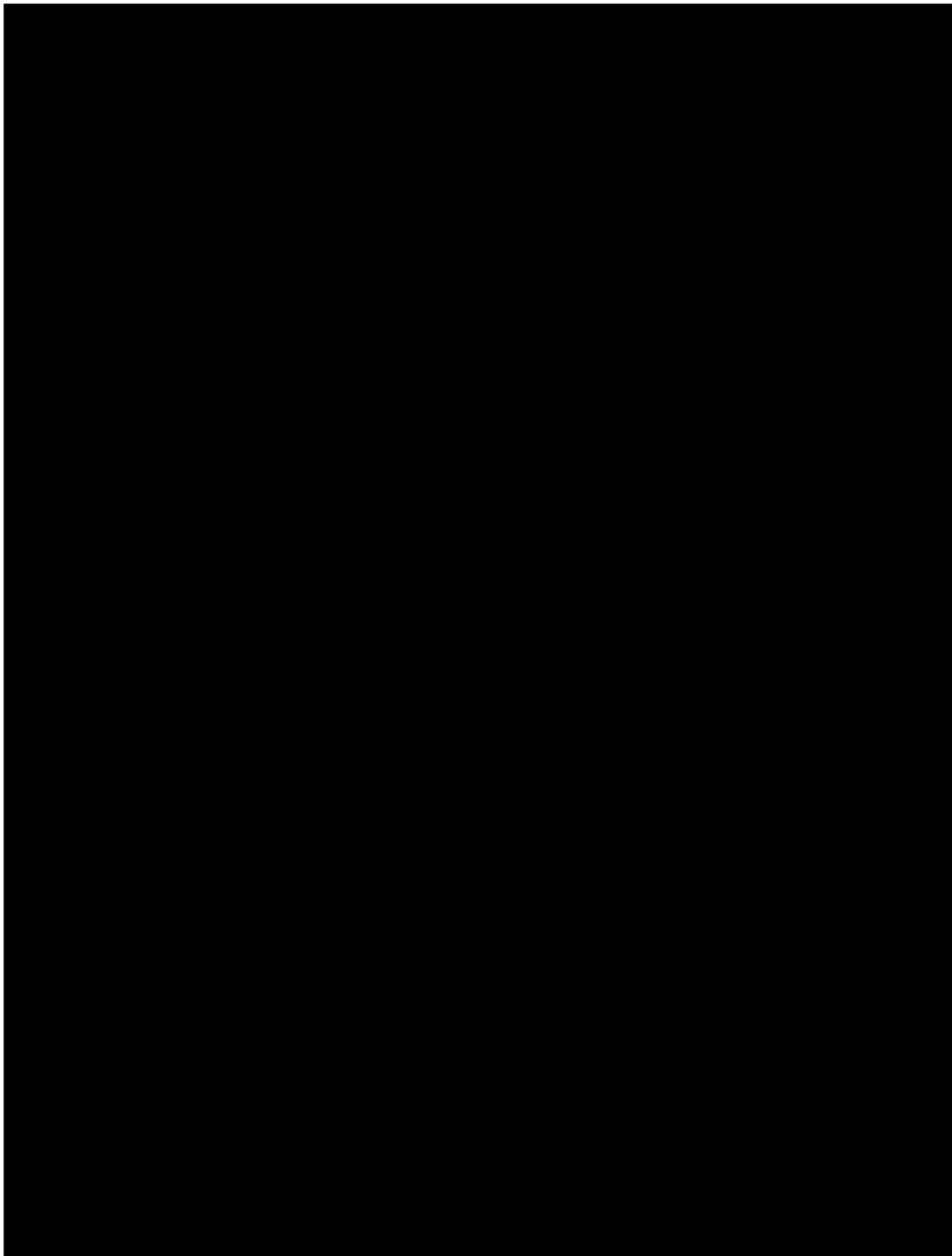
FOR RESOURCE MANAGEMENT USE ONLY: REQUEST #

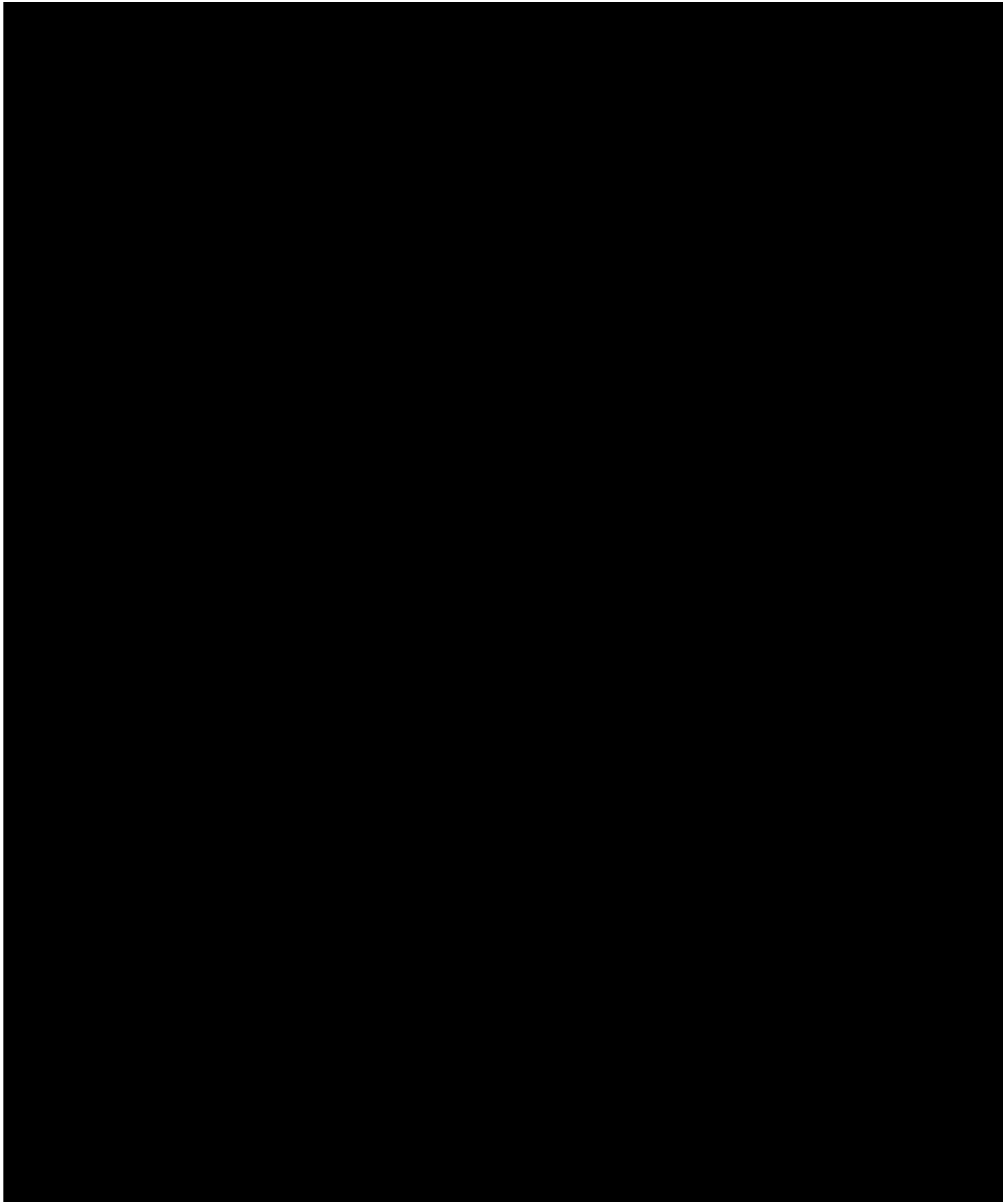
RESOURCE INVENTORY



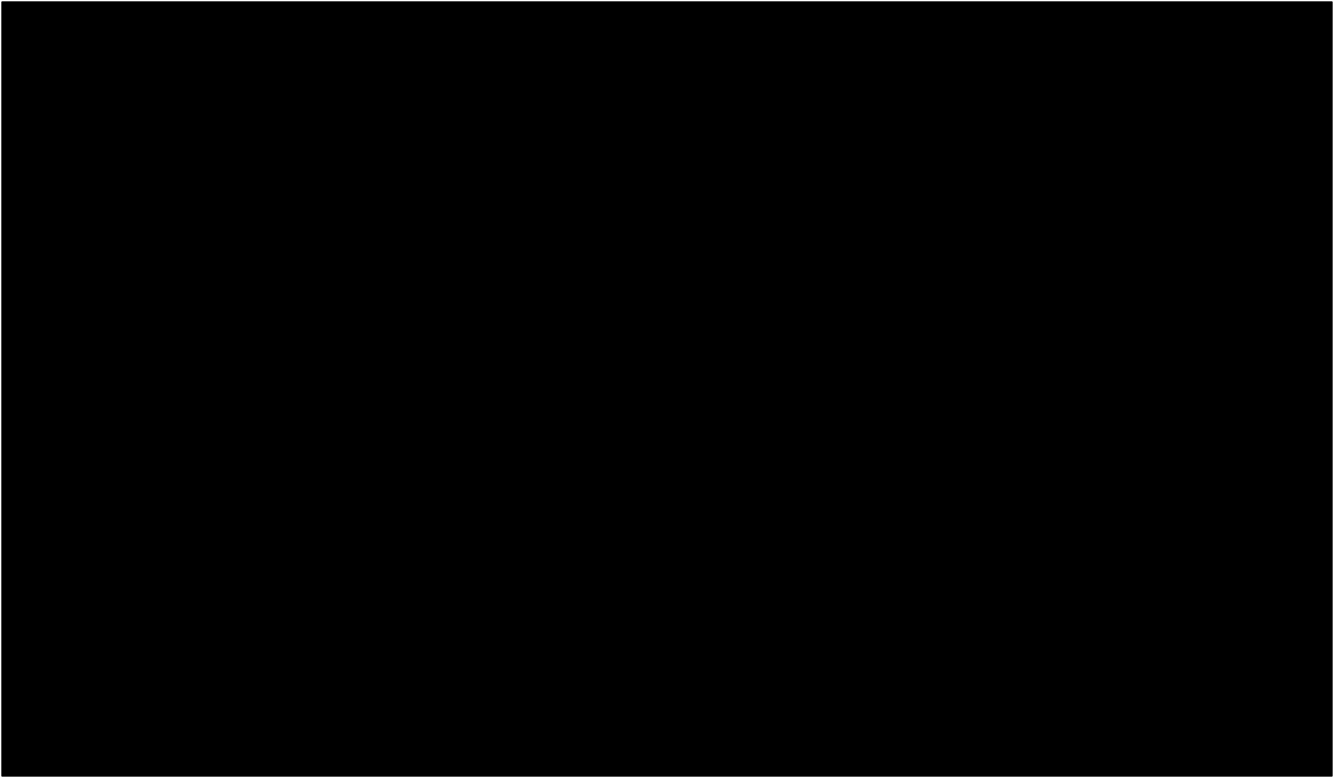
E. EMERGENCY MANAGEMENT



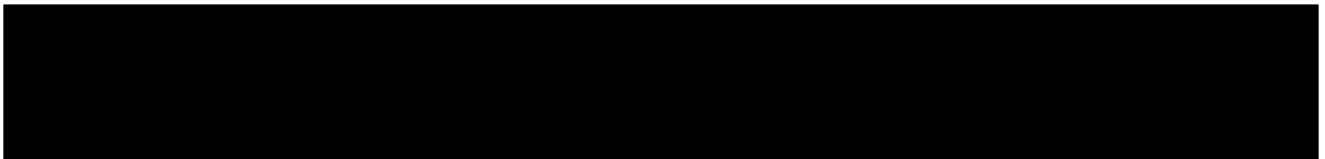




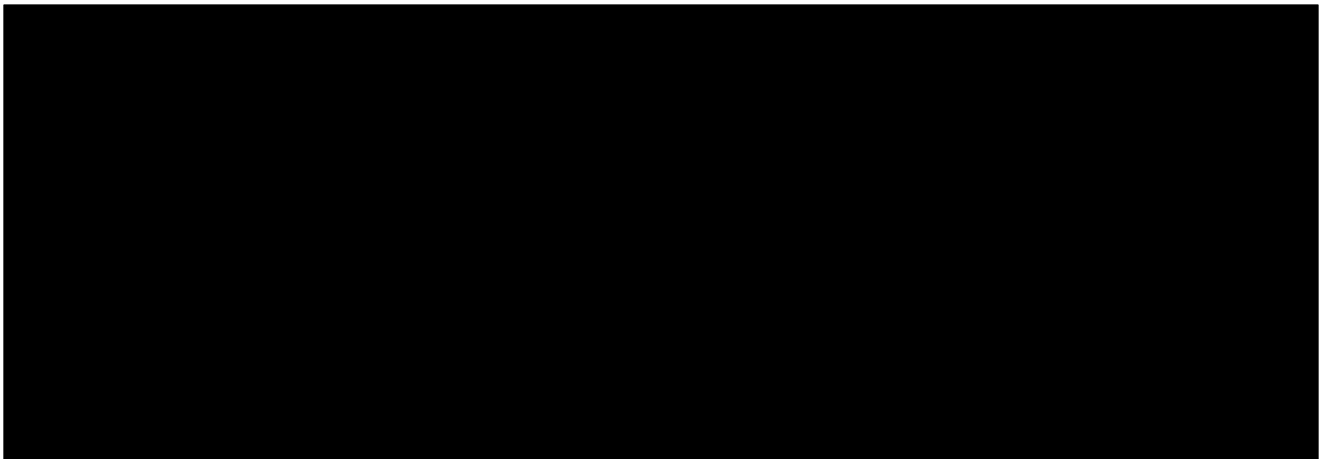
G. LAW ENFORCEMENT

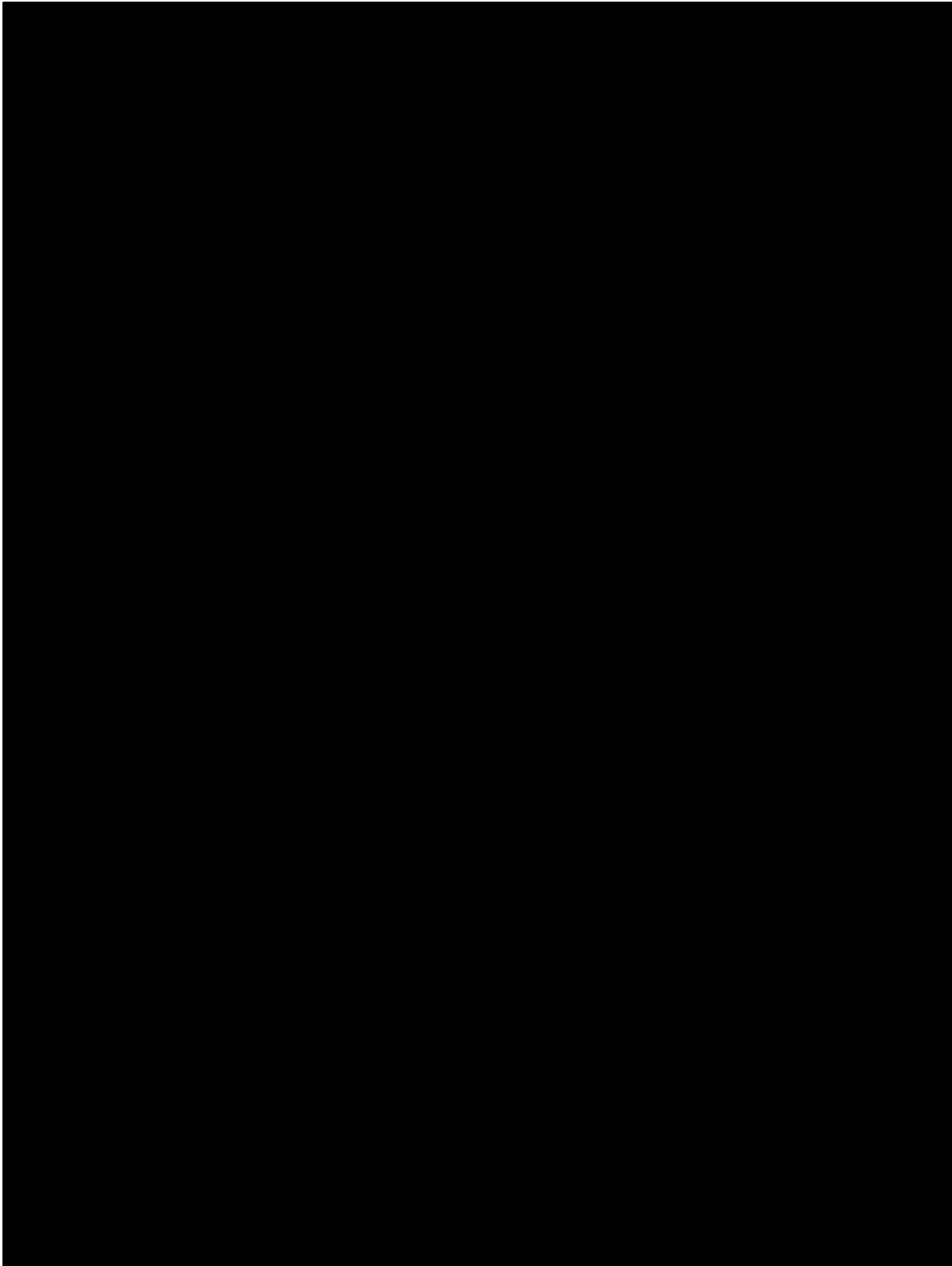


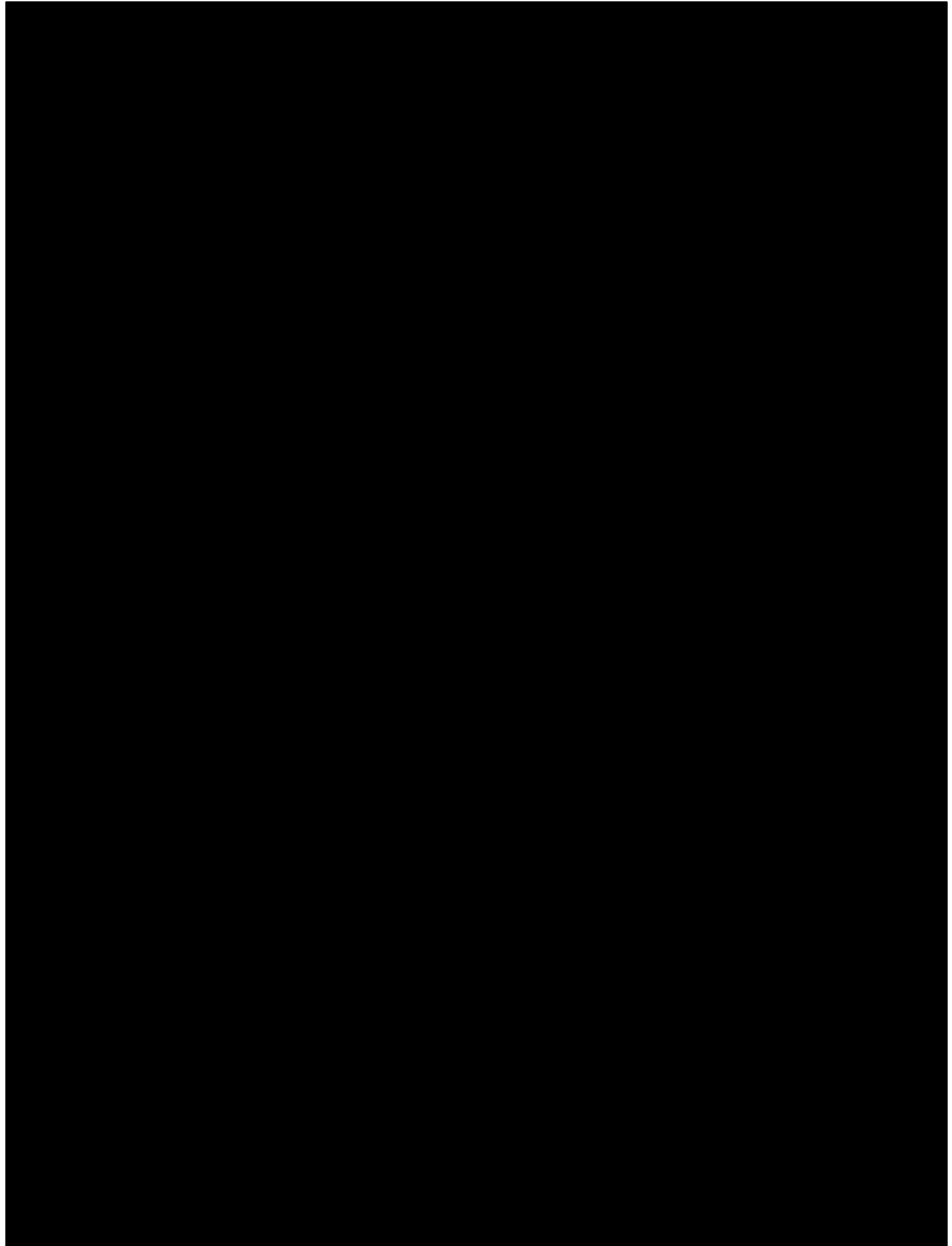
H. HEALTH & MEDICAL

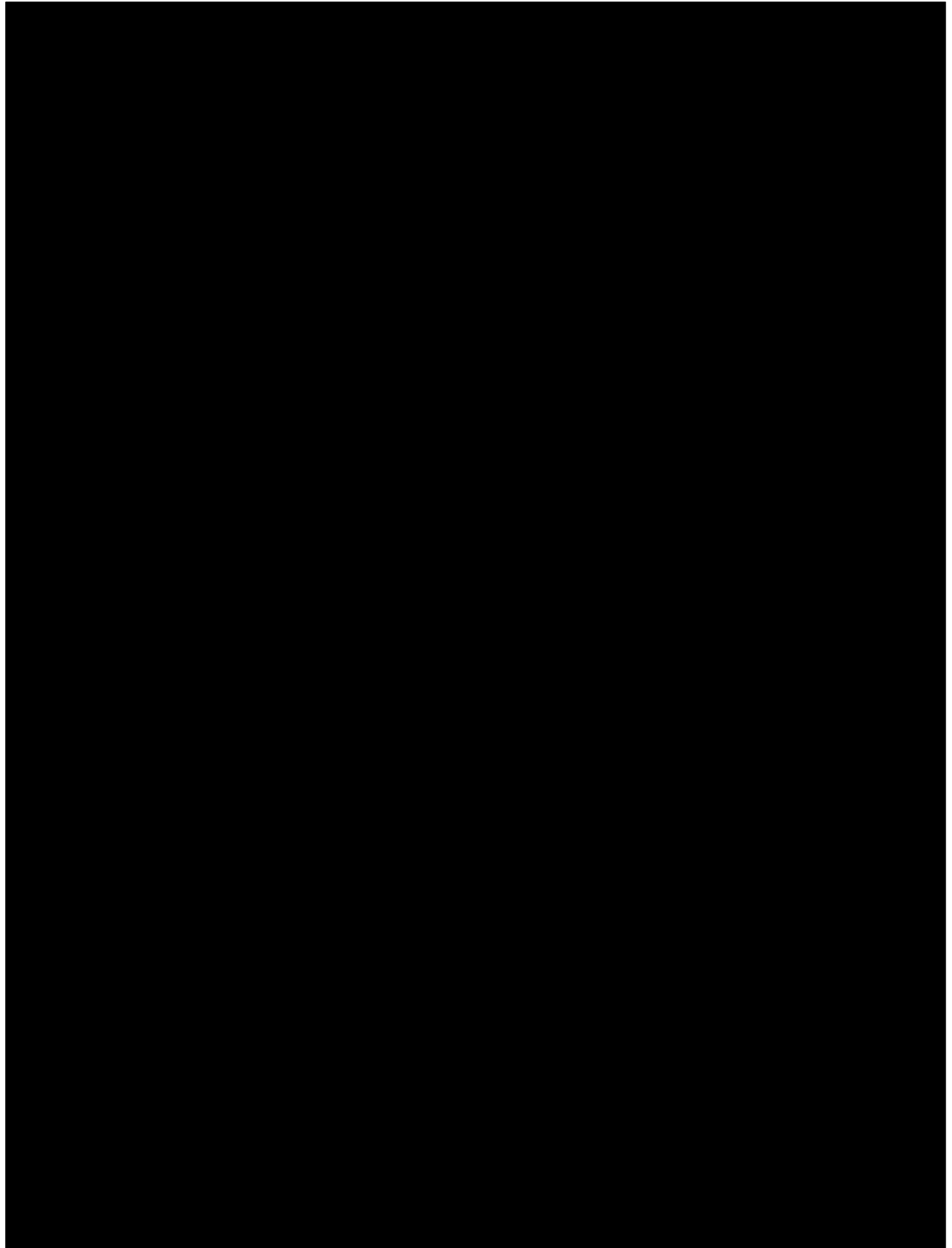


J. PUBLIC WORKS & ENGINEERING



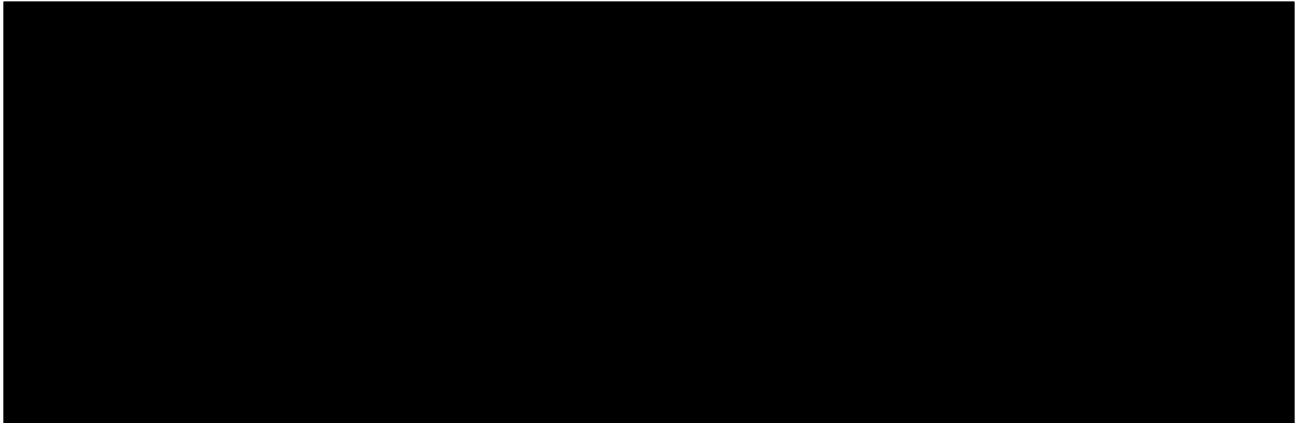








K. TRANSPORTATION



ANNEX N



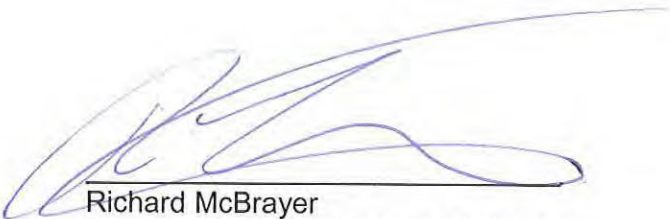
DIRECTION & CONTROL

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

Annex N

Direction & Control



Richard McBrayer
Emergency Management Coordinator

8-17-2016
Date

RECORD OF CHANGES

Annex N

Direction and Control

Change #	Date of Change	Change	Entered By

ANNEX N

DIRECTION AND CONTROL

I. AUTHORITY

Refer to Section I of the Basic Plan for general authorities.

II. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary to accomplish direction and control for this jurisdiction. This annex describes our concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

III. EXPLANATION OF TERMS

DDC	Disaster District Committee
DHS	U.S. Department of Homeland Security
DPS	Department of Public Safety
DSHS	Department of State Health Services
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
TDEM	Texas Division of Emergency Management
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
SOP	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Victoria County and/or City of Victoria are/is vulnerable to many hazards, which threaten public health and safety and public or private property. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. Our direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that may

begin with a single response discipline and could expand to multidiscipline requiring effective cross-jurisdictional coordination. These emergency situations include:

- a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area of the incident, not community-wide.
 - 4) Typically resolved by one or two local response agencies or departments acting under an incident commander.
 - 5) Requests for resource support are normally handled through agency and/or departmental channels.
 - 6) May require limited external assistance from other local response agencies or contractors.
 - 7) For the purpose of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.

- b. Emergency. An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 - 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an Incident Commander. The EOC may be activated.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 - 6) For the purposes of the NRP, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”

- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
 - 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.
 - 4) Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICP) may be activated.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the

- 7) President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities.
- e. Incident Typing. In order to more clearly define incident scope, incidents will be typed in accordance with the U.S. Fire Administration's incident typing model.
 - 1) Type 5 Incident:
 - a) The incident can be handled with one or two single resources with up to six personnel.
 - b) Command and General Staff positions (other than the Incident Commander) are not activated.
 - c) No written Incident Action Plan (IAP) is required.
 - d) The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
 - e) Examples include a vehicle fire, an injured person, or a police traffic stop.
 - 2) Type 4 Incident:
 - a) Command staff and general staff functions are activated only if needed.
 - b) Several resources are required to mitigate the incident.
 - c) The incident is usually limited to one operational period in the control phase.
 - d) The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated.
 - e) No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources.
 - f) The role of the agency administrator includes operational plans including objectives and priorities.
 - g) Examples include a major accident with multiple casualties, a minor hazardous materials spill, or a flash flood.
 - 3) Type 3 Incident:
 - a) When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.
 - b) Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
 - c) A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.
 - d) The incident may extend into multiple operational periods.

- e) A written IAP may be required for each operational period.
 - f) Examples may include a large urban flood event, a significant hazardous materials incident, or a tropical storm.
- 4) Type 2 Incident:
- a) This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
 - b) Most or all of the Command and General Staff positions are filled.
 - c) A written IAP is required for each operational period.
 - d) Many of the functional units are needed and staffed.
 - e) Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
 - f) The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
 - g) Examples may include a major hurricane landfall, mass evacuation or relocation, or a public health emergency with mass casualties.
- 5) Type 1 Incident:
- a) This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.
 - b) All Command and General Staff positions are activated.
 - c) Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
 - d) Branches need to be established.
 - e) The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
 - f) Use of resource advisors at the incident base is recommended.
 - g) There is a high impact on the local jurisdiction, requiring additional staff for administrative and support functions.
 - h) Examples may include acts of CBRN terrorism, or incidents of national significance.

B. Assumptions

1. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
2. We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to mutual aid agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

3. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.
4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.
5. Victoria County and or the City of Victoria have/has adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

V. CONCEPT OF OPERATIONS

A. General

1. Our direction and control structure for emergency operations is pursuant to the NIMS, which employs two levels of incident management structures.
 - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
 - b. Multiagency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
2. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as Type 5 and Type 4 incidents. The EOC will generally not be activated, but may be at the request of an authorized individual.
3. During major emergencies, disasters, or catastrophic incidents classified as Type 3, 2, or 1 Incidents, a Multiagency Coordination System may be advisable. Central to this System is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander(s), coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:
 - a. When a threat of hazardous conditions exists but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public.

- When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander(s).
- b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
5. For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

B. Incident Command Operations

1. The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
2. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff sections charged with those functions. For these serious emergency situations, it is generally desirable to transition to a Unified Command.
3. If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

C. EOC Operations

1. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff; to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel. Each EOC staffing level is outlined in Tab A to Appendix 1.
2. The principal functions of the EOC are to:

- a. Monitor potential threats.
- b. Support on-scene response operations.
- c. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
- d. Analyze problems and formulate options for solving them.
- e. Coordinate among local agencies and between the city, county, state and federal agencies, if required.
- f. Develop and disseminate warnings and emergency public information.
- g. Prepare and disseminate periodic reports.
- h. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
- i. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

D. ICS - EOC INTERFACE

1. When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The IC is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
 - g. Keeping the EOC informed of the current situation at the incident site.
3. The EOC is generally responsible for:

- a. Mobilizing and deploying resources to be employed by the IC.
- b. Issuing community-wide warning.
- c. Issuing instructions and providing information to the general public.
- d. Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
- e. Organizing and implementing shelter and mass care arrangements for evacuees.
- f. Requesting assistance from the State and other external sources.

4. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

- a. From EOC to the ICP. In some situations the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.
- b. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the IC brief the EOC on any on-going tasks or operational issues that require follow-on action by the EOC staff.

5. Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

6. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one incident command post may be established. In this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

E. Activities by Phases of Management

1. Mitigation

- a. Establish, equip, and maintain an EOC and an Alternate EOC.

- b. Identify required EOC staffing and maintain EOC Roster; see Tab B to Appendix 1
 - c. Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
 - d. Identify and stock supplies needed for ICP and EOC operations.
 - e. Develop and maintain procedures for activating, operating, and deactivating the EOC. See Appendix 1.
2. Preparedness
- a. Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.
 - b. Pursuant to NIMS protocol, conduct NIMS training for department/agency/volunteer group representatives who will staff the EOC and ICP.
 - c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations
 - d. Test and maintain EOC equipment to ensure operational readiness.
 - e. Exercise the EOC at least once a year.
 - f. Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources.
3. Response
- a. Activate an ICP and the EOC if necessary.
 - b. Conduct response operations.
 - c. Deactivate ICP and EOC when they are no longer needed.
4. Recovery
- a. If necessary, continue EOC activation to support recovery operations.
 - b. Deactivate EOC when situation permits.
 - c. Restock ICP and EOC supplies if necessary.
 - d. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. Our normal emergency organization, described in Section VI.A of the Basic Plan, will carry out the direction and control function during emergency situations.
2. The organization of incident command operations will be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC based on the tasks that must be performed and the resources available for those tasks.
3. The organization of the EOC is depicted in Tab A to Appendix 1 . The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the Victoria County Judge, City of Victoria Mayor, EMC, or the Incident Commander based on the needs of the incident.

B. Assignment of Responsibilities

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

1. The Victoria County Judge and/or City of Victoria Mayor will:
 - a. Establish general policy guidance for emergency operations.
 - b. Direct that the EOC be partially or fully activated.
 - c. When appropriate, terminate EOC operations.
2. The EMC will:
 - a. Develop and maintain the EOC Staff Roster and EOC operating procedures.
 - b. Activate the EOC when requested or when the situation warrants.
 - c. Serve as the EOC Director.
 - d. Advise the Victoria County Judge, City of Victoria Mayor and/or Victoria City Manager on emergency management activities.
 - e. Coordinate resource and information support for emergency operations.
 - f. Coordinate emergency planning and impact assessment.
 - g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
3. The IC will:

- a. Establish an ICP and direct and control emergency operations at the scene.
 - b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
 - c. Provide periodic situation updates to the EOC, if that facility is activated.
 - d. Identify resource requirements to the EOC, if that facility is activated.
4. Departments/Agencies, and Volunteer Groups assigned responsibilities for ICP or EOC operations will:
- a. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.
 - b. Provide personnel to staff the ICP and the EOC when those facilities are activated.
 - c. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

VII. DIRECTION & CONTROL

A. General. The Victoria County Judge and/or City of Victoria Mayor will provide general guidance for the direction and control function, pursuant to NIMS protocols.

B. Incident Command Operations. The first responder on the scene will take charge and serve as the IC until relieved by a more senior or qualified individual or an individual designated by the Victoria County Judge and/or City of Victoria Mayor. An ICP will normally be established at the incident scene; the IC will direct and control response forces from that command post. Attachment 7 to the Basic Plan provides a detailed description of our incident management system, the NIMS.

C. EOC Operations

1. The Victoria County Judge/City of Victoria Mayor/Victoria City Manager or his/her designee may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
2. The EMC and staff may activate the EOC, will normally determine the level of EOC staffing required based upon the situation, and also notify appropriate personnel to report to the EOC. Anticipated actions by Incident Type are highlighted in Appendix 4.
3. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the Victoria County Judge/City of Victoria Mayor/Victoria City Manager/EMC activate the EOC to provide a suitable facility to work the issue.
4. The EMC will serve as the EOC Director.

VIII. READINESS LEVELS

A. Level 4--Normal Conditions

See the mitigation and preparedness activities in sections V.E.1 and V.E.2.

B. Level 3--Increased Readiness

1. Check status of EOC equipment and repair or replace as needed.
2. Check status of EOC supplies and restock as needed.
3. Update EOC resource data.
4. Alert staffs, determine personnel availability, and update EOC staff call lists.
5. Consider limited activation of EOC to monitor situation.
6. Consider situation briefings for senior staff.

C. Level 2-- High Readiness

1. Update EOC staffing requirements based on threat.
2. Determine specific EOC staff assignments and alert staff.
3. Monitor potential emergency situation and determine possible impact areas.
4. Update maps, charts, displays, and resource data.
5. Consider situation briefings for EOC staff.
6. Consider partial activation of EOC if this has not already been accomplished.
7. Check status of Alternate EOC and Mobile Command Post.

D. Level 1-- Maximum Readiness

1. Summon EOC staff and activate the EOC.
2. Monitor situation.
3. Update maps, charts, displays, and resource lists.
4. Arrange for food service if needed.
5. Determine possible hazard impact areas and potential hazard effects.
6. Conduct briefings for senior staff and EOC staff.

7. Formulate and implement precautionary measures to protect the public.
8. Coordinate with adjacent jurisdictions that may be affected.

IX. ADMINISTRATION & SUPPORT

A. Facilities & Equipment

1. EOC

- a. The joint County/City EOC is located at [REDACTED] and is maintained by the Victoria Office of Emergency Management..
- b. The EOC is equipped with the following communication equipment necessary for conducting emergency operations:

See Annex B - Communications, for communications connectivity.
- c. The EOC may be equipped with emergency generator and an appropriate supply of fuel.
- d. The EOC has emergency water supplies for 3 days of operation.
- e. Food for the EOC staff will be provided by Victoria County and the City of Victoria.

2. Alternate EOC

- a. Should the primary EOC become unusable, an alternate EOC may be used to manage emergency operations.
 - 1) Alternate EOC: [REDACTED]
 - 2) Alternate EOC: [REDACTED]
- b. Communications available at this facility include telephone, cell phone, fax, internet, 800 MHZ radio, VHF radio, law enforcement teletype, amateur radio, and satellite phone.

3. Mobile Command Post

- a. An Incident Commander may request that the City of Victoria Mobile Command Post, the Victoria Sheriff's Mobile Command Post, or the Victoria Sheriff's Mobile Communications Vehicle be deployed for use as an on-scene command post.
- b. Communications capabilities of the Mobile Command Post include cell phone, VHF radio, 800 MHZ radio, amateur radio, and satellite phone service.

B. Records

1. Activity Logs. The ICP and the EOC shall maintain accurate logs recording key response activities, including:
 - a. Activation or deactivation of emergency facilities.
 - b. Emergency notifications to other local governments and to state and federal agencies.
 - c. Significant changes in the emergency situation.
 - d. Major commitments of resources or requests for additional resources from external sources.
 - e. Issuance of protective action recommendations to the public.
 - f. Evacuations.
 - g. Casualties.
 - h. Containment or termination of the incident.

The EOC shall utilize Emergency Operations Center Log to record EOC activities, which is contained in the Victoria WebEOC platform. The ICP shall use the Unit Log (ICS form 214) or an equivalent.

2. Communications & Message Logs

Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log (Tab F to Appendix 1).

3. Cost Information

- a. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.
- b. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs
 - 2) Operation costs
 - 3) Costs for leased or rented equipment
 - 4) Costs for contract services to support emergency operations
 - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

C. Reports

1. Initial Emergency Report

An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation. See Appendix 2 for the report format.

2. Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations. See Appendix 3 for the report format.

D. Agreements & Contracts

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing mutual aid agreements and contracts.

E. EOC Security

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their EOC staff badge.
2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. EOC administrative staff will issue a visitor badge to those visitors with a valid need to enter the EOC, which will be surrendered upon departure.

F. Media

Media relations will be conducted pursuant to the NIMS. See Annex I, Public Information.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. Development

1. The EMC is responsible for the development and maintenance of this annex.
2. The EMC is responsible for the development and maintenance of EOC Standard Operating Procedures.

B. Maintenance.

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

- A. TDEM, *Local Emergency Management Planning Guide* (DEM-10)
- B. FEMA, *Developing and Maintaining Emergency Operations Plans* (CPG-101).

APPENDICES

Appendix 1 Emergency Operations Center

Tab A	EOC Organization
Tab B	EOC Staff Roster
Tab C	EOC Activation/Deactivation
Tab D	EOC Operations

Appendix 2 Initial Emergency Report

Appendix 3 Situation Report

EMERGENCY OPERATIONS CENTER

1. Organization & Staffing

- a. The general organization of the EOC during an activation for emergency operations is depicted in Tab A to this appendix.
- b. A sample EOC Staff Roster is provided in Tab B to this appendix. The EMC shall maintain and distribute a current EOC Staff Roster, including the names of EOC team members and contact information (office and home telephone numbers and pager numbers) for those individuals.

2. Facilities

- a. Procedures for activation and deactivating the EOC and alternate EOC are provided in Tab C.

3. EOC Operations

- a. General operating guidelines for the EOC are provided in Tab D.

4. EOC Log

- a. The Basic Plan requires that the EOC maintain accurate logs recording response activities, Including:
 1. Activation and deactivation of the EOC.
 2. Emergency notifications to other local governments and to state and federal agencies.
 3. Significant changes in the emergency situation.
 4. Major commitments of resources or requests for additional resources from external sources.
 5. Issuance of protective action recommendations to the public.
 6. Evacuations.
 7. Casualties.
 8. Containment or termination of an incident.

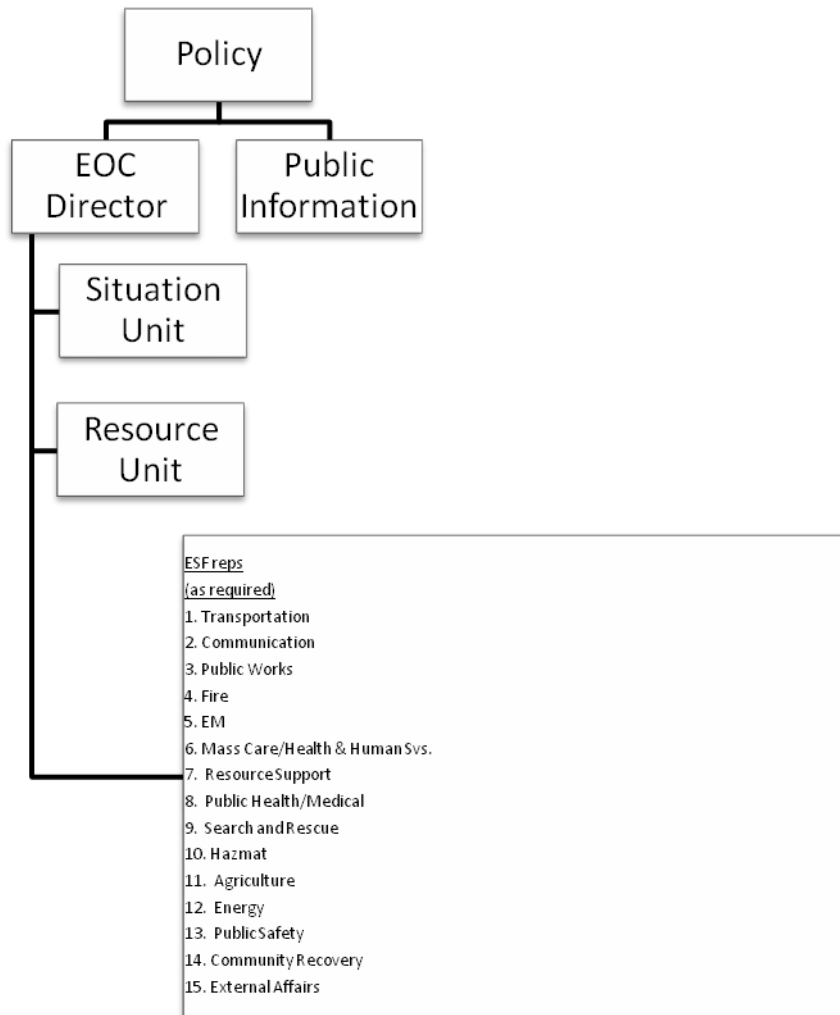
5. Message Handling

- a. The primary tool for formal communication within the EOC, as well as between the EOC and external entities, will be the WebEOC Management Platform.

- b. All messages not captured by applicable EOC management software sent by or received in the EOC may be recorded in the EOC Message Log, or by other appropriate means.

EMERGENCY OPERATIONS CENTER ORGANIZATION CHART

Level 3 EOC Activation:

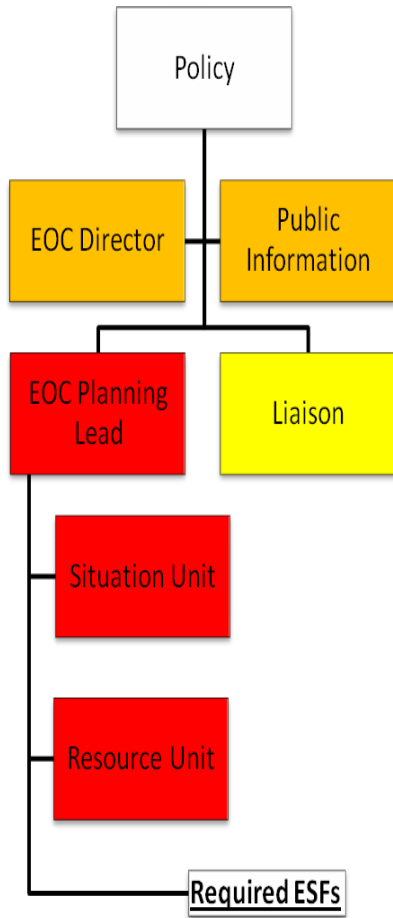


Level 2 EOC Activation:

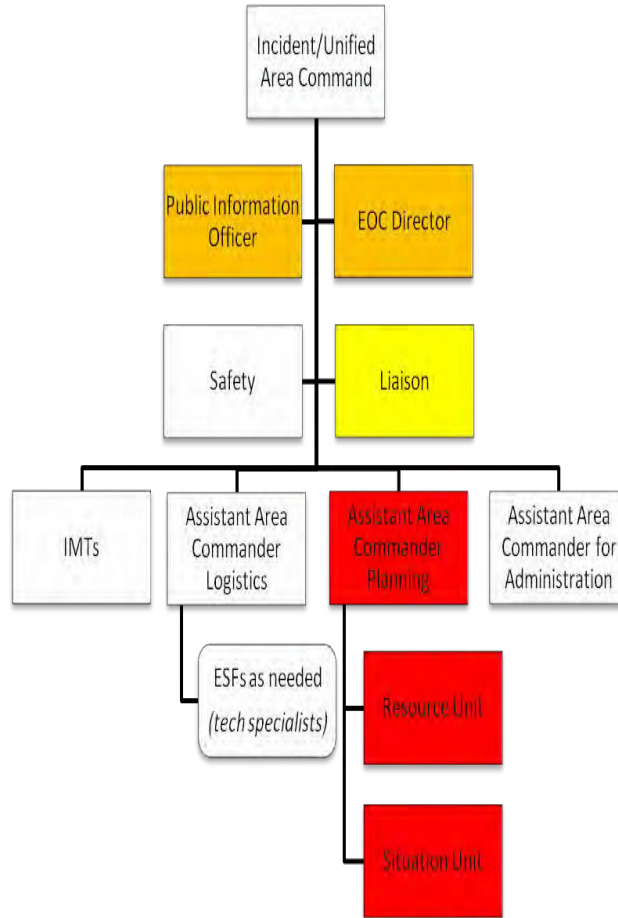


Level 2 to Level 1 Transition:

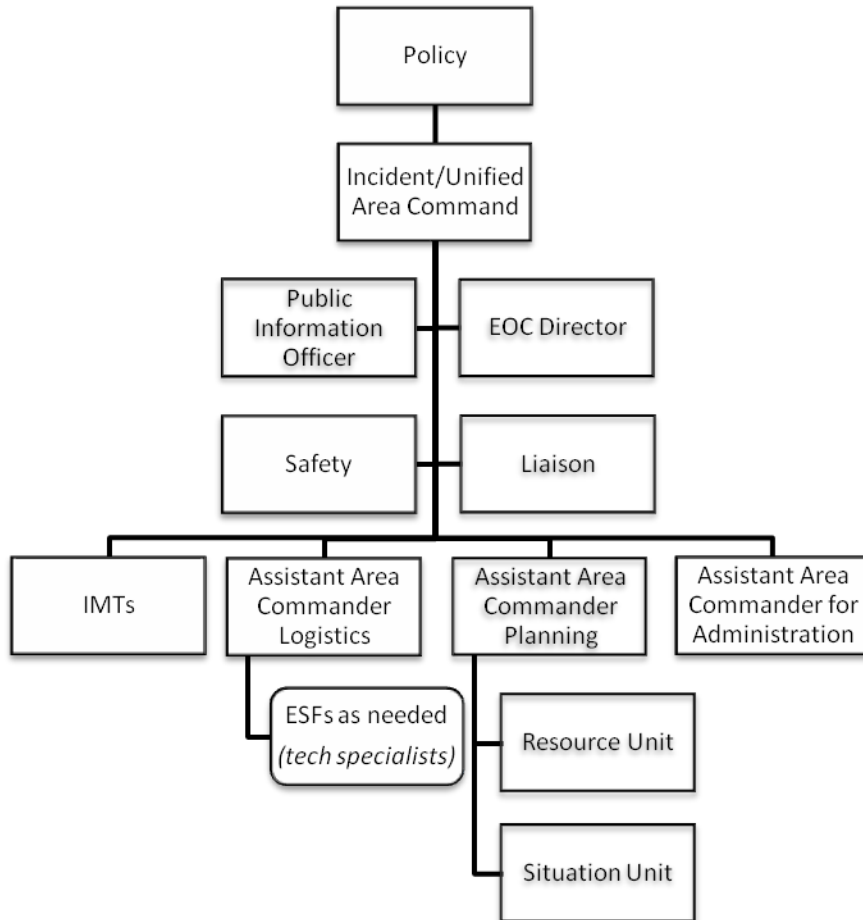
Level 2



Level 1



Expanded Level 1 EOC Activation:



EOC STAFF ROSTER

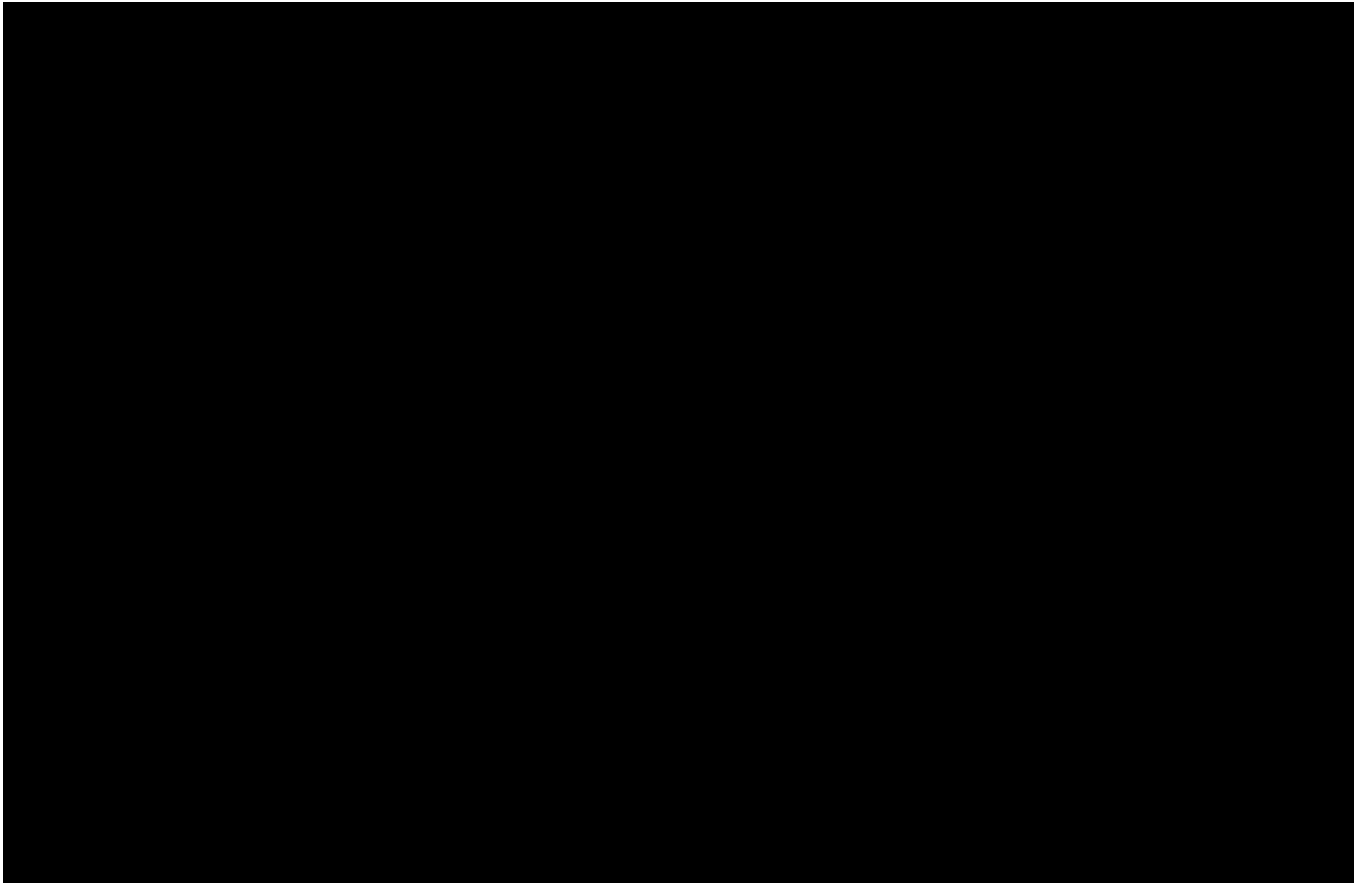
<i>Position</i>	<i>1st Shift to</i>	<i>2nd Shift to</i>
<u>Level 3 Activation</u>		
Policy Representative		
EOC Director		
Public Information Officer		
Resource Unit		
Situation Unit		
<u>Level 2 Activation</u>		
EOC Planning Lead		
Liaison		
<u>Level 1 Activation</u>		
UAC Spokesperson		
Safety		
AAC Planning		
AAC Logistics		
AAC Administration		
<u>ESFs/Tech Specialists (as assigned)</u>		
1. Transportation		
2. Communications		
3. Public Works		
4. Fire		
5. OEM		
6. Mass Care Housing / Human Service		
7. Resource Support		
8. Public Health		
9. SAR		
10. HAZMAT		
11. Agriculture		
12. Energy		
13. Public Safety		
14. Community Recovery		
15. External Affairs		
Others:		

EOC ACTIVATION/DEACTIVATION

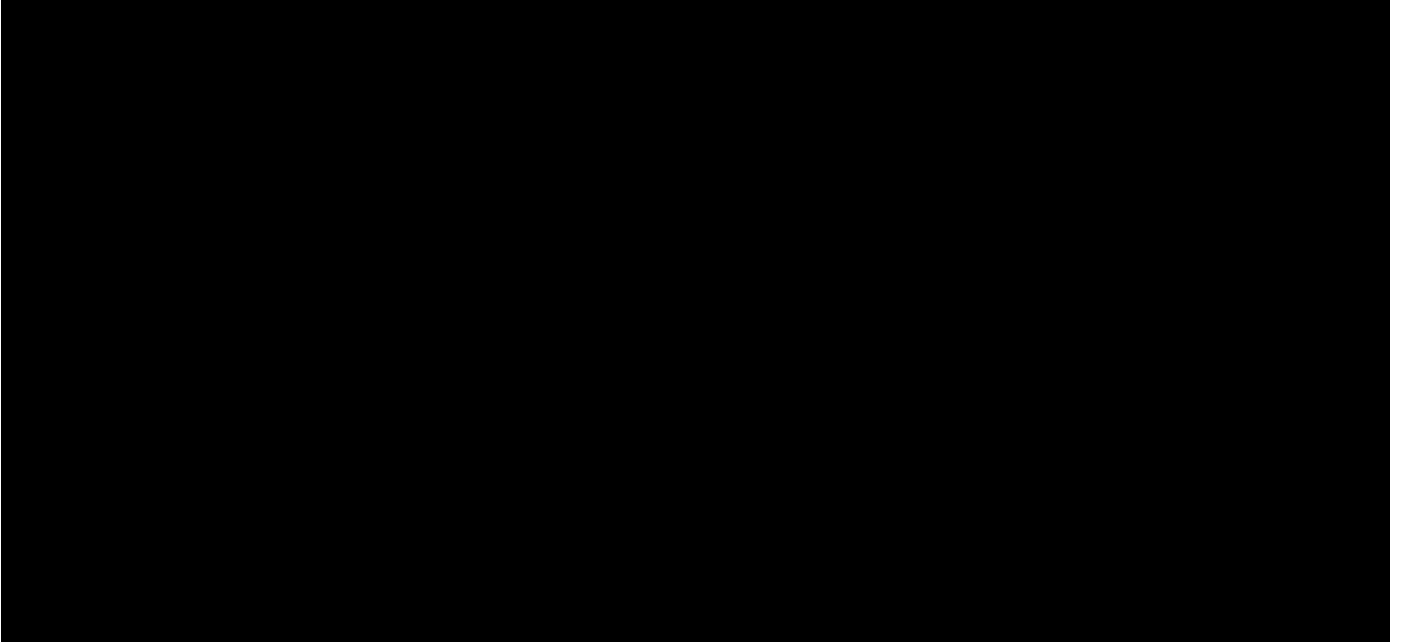
1. General

- a. The Victoria County Judge, City of Victoria Mayor, Victoria City Manager may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
- b. The EMC and staff may activate the EOC and will normally determine the level of EOC staffing required based upon the situation.
- c. The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

2. Activation Checklist



3. Deactivation Checklist



EOC OPERATIONS

1. EOC Staff Responsibilities

A. The EOC Director

- 1) Monitor emergency operations and directs EOC operations.
- 2) Screen incoming messages, determines disposition and distribution.
- 3) Assign responsibility for responding to requests for resources or information or formulating options for solving problems to Staff Officers.
- 4) Review proposed options for solving problems and select and implement an appropriate course of action.
- 5) Approve outgoing messages and reports for release.
- 6) Make requests for external assistance or approve requests made by other members of the EOC staff.
- 7) Conduct periodic update briefings for the EOC staff and elected officials.

B. Administrative Staff

- 1) Numbers incoming & outgoing messages.
- 2) Records all messages in the EOC Message Log.
- 3) Reproduces and distributes messages and other materials within the EOC.
- 4) Maintains a file of original incoming and outgoing messages.

C. Planning Team (Section)

- 1) The Planning Team is comprised of Situation Unit, Resource Unit, Communicators, and Technical Specialists. Additionally, it may be led by a Planning Team Lead or an Assistant Area Commander for Planning.
- 2) Posts incident information on EOC display boards, other than those maintained by Action Officers.
- 3) Plots incident information on EOC maps.
- 4) At the direction of the EOC Supervisor, records key events in the EOC Log.
- 5) Prepares EOC reports.
- 6) Assists Incident Commanders and IMTs in developing IAPs.

D. Staff Officers

- 1) Staff Officers are organized by/as Emergency Support Function Representatives (ESFs)/Technical Specialists include representatives of departments and agencies within the City and County, as well as liaison personnel from volunteer groups.
- 2) Have knowledge of their organizational resources and expertise in their use.
- 3) Forward and respond to requests for emergency resources or information from their department, agency, or group, coordinating as necessary with their parent organization.
- 4) Receive emergency information and enter it into the EOC information system.
- 5) Work with other staff to resolve problems that require multi-agency action.
- 6) Maintain pertinent display boards and maps.
- 7) The Victoria EMC will maintain a list of trained individuals available to serve as Staff Officers, arranged by ESF. Agencies that may provide staff under each ESF are:

1. Transportation	Victoria, Bloomington, Industrial ISD, Victoria Police Dept., Victoria Sheriff's Office, Victoria Transit, Victoria Sheriff's Office
2. Communications	Victoria Police Dept., Victoria Sheriff's Office
3. Public Works	COV Public Works, Road & Bridge Pcts,
4. Fire	Victoria Fire Dept., Victoria County Fire Marshal, Texas Forest Service
5. OEM	Victoria OEM
6. Mass Care Housing / Human Services	Victoria Public Health, City and County Human Resources, American Red Cross, TBMC, Victoria PIP VOAD Partners, Victoria Inter-Faith, Victoria Police Dept. Victim Liaison,
7. Resource Support	COV Supply, COV Finance, Victoria County Maintenance
8. Public Health	Victoria Public Health, Citizens Med Center, DeTar Hospital, Warm Springs Hospital, GCMOC
9. SAR	Victoria Police Dept., Victoria Fire Dept., Victoria Sheriff's Office, Victoria CERT, Victoria County Fire Marshal,
10. HAZMAT	Victoria Fire Department, Victoria County Fire Marshal
11. Agriculture	USDA, Agri-Extension,
12. Energy	AEP, Victoria Electric Co-op, South Texas Electric Co-op,
13. Public Safety	Victoria Police Dept., Victoria Sheriff's Office, DPS, Victoria County Constables, Victoria College Police Dept., Texas Parks and Wildlife-Victoria
14. Community Recovery	Victoria Partners in Preparedness Liaison, American Red Cross, Victoria OEM
15. External Affairs	Victoria Liaison, COV Communications Director, Victoria OEM

E. Public Information Staff

- 1) Develops and disseminates appropriate emergency public information through news releases, briefings, and, where appropriate, emergency information systems.
- 2) Handles media inquiries.

F. Liaison Staff (Includes EOC Director, Liaison Officer, and/or Situation Unit)

- 1) Receives incoming EOC message and transmits outgoing EOC message.
- 2) Maintain the required communications log.
- 3) Oversees Liaison positions, including:
 - a) Victoria Partners in Preparedness Liaison
 - b) Employee/Family Liaison
 - c) External Agencies Liaison

2. Information Flow

A. Incoming Messages

- 1) Record Traffic. Incoming messages and faxes will be delivered to Liaison for assignment of a message number and then to the EOC Supervisor or Deputy for review. If no Liaison is appointed, messages will be delivered to the EOC Director. Incoming messages will be numbered sequentially with an R prefix; outgoing messages will be numbered sequentially with an S prefix.

- 2) Verbal Messages. Incoming verbal messages may be received by anyone on the EOC staff. The substance of calls which request resources or information, provide information relating to the emergency situation, or are otherwise pertinent to EOC operations will be recorded by the individual receiving the verbal message and subsequently delivered to the Liaison, the EOC Director or Deputy for review.

B. WebEOC

- 1) The Victoria WebEOC System will be used as the primary communications tool between the ICP(s), the communications centers, and the EOC.
- 2) The Victoria EMC will develop SOP that details the flow of information within the WebEOC system.

C. Exchange of Information

- 1) All Staff Officers are expected to keep the EOC Director or Deputy advised of important information relating to emergency operations they receive and significant response or recovery issues they identify.
- 2) Staff Officers who receive information that may affect the conduct of other emergency functions are expected to provide that information to Staff Officers responsible for those functions in a timely manner.

3. Task Response & Problem Solving

- A. The EOC Director or Deputy will assign responsibility to specific Staff Officers for responding to requests for resources or information or for formulating solutions to emergency response and recovery problems.

B. Task Response

- 1) Staff Officers are expected to complete the specific task assigned as well as any other tasks implied in the original tasking.
- 2) If requests for resources or information cannot be satisfied locally, the Staff Officer should advise the EOC Supervisor and identify possible external sources for the resources or information.

C. Problem Solving

- 1) The EOC Supervisor or Deputy may refer specific response or recovery problems or issues to a Staff Officer or a group of Staff Officers for consideration. The EOC Supervisor or Deputy will normally indicate whether he wants either a preferred solution or a range of options to consider.
- 2) In developing a preferred solution or range of options to solve a problem, Staff Officers assigned primary responsibility for the task should coordinate with other Staff Officers who have pertinent expertise and, where appropriate, with external agencies, organizations and groups for assistance. When a range of options is required, it is desirable that those options be prioritized.

4. Status Boards & Maps

A. The following EOC status boards will be maintained by staff members indicated:

- 1) Victoria Significant Events board: Situation Unit
- 2) Shelter Status board: Shelter & Mass Care
- 3) Resource board: Resource Unit
- 4) Staff board: Deputy EOC Director
- 5) Medical Dash Board: Golden Crescent Medical Operations Center

B. The following EOC maps will be maintained by the staff members indicated:

- 1) Current Situation map: Situation Unit
- 2) Hazmat map: Deputy EOC Director
- 3) Hurricane/Flood Risk map: EMC or Asst. EMC

5. Reports

A. When the EOC is activated for a major emergency or disaster for which external assistance may be required, the EOC Director or Deputy will prepare an Initial Emergency Report. See Appendix 2 for the format of this report.

B. EOC Director or Deputy will prepare the periodic Situation Report, with guidance on report content provided by the EOC Supervisor or Deputy. See Appendix 3 for the format of and addressees for this report. The report should be issued at least daily; more frequent reports may appropriate, particularly when circumstances change dramatically.

6. Briefings

A. Situation Briefings. The EOC Director and/or Assistant Area Commander for Planning shall conduct periodic informal situation update briefings for the EOC staff, recapping the current situation and highlighting ongoing actions and issues to be resolved.

B. Shift Change Briefing. Outgoing EOC team members shall conduct an individual face-to-face turnover briefing to update their replacement on recent and ongoing emergency operations. Such briefings shall always include a detailed review of any tasks in progress or awaiting action that arriving personnel must monitor or complete.

C. Media Briefings. The Public Information staff shall schedule and conduct briefings for the media as needed.

7. EOC Security

A. The Victoria EMC is responsible for developing a phased security plan that includes:

- 1) Levels/Phases of Security Measures
- 2) Access Control Standards
- 3) Security Zones

INITIAL EMERGENCY REPORT

1. PURPOSE

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that may provide resources under a mutual aid agreement of an incident that has the potential to become a major emergency or disaster. An Initial Incident Report should be dispatched as soon as it becomes apparent that an incident has the potential to become a serious emergency situation. The report should be sent in written form (such as TLETS teletype or facsimile) if possible. If this is infeasible, a verbal report should be made by telephone or radio.

2. FORMAT

DATE/ TIME:

FROM

TO:

SUBJECT: INITIAL EMERGENCY REPORT

- a. TYPE OF INCIDENT:
- b. DATE & TIME OF OCCURRENCE:
- c. DESCRIPTION: (a short description of what happened or is occurring)
- d. AREA AFFECTED:
- e. RESPONSE ACTIONS UNDERWAY
- f. ASSISTANCE REQUIRED, IF ANY:
- g. POINT OF CONTACT INFORMATION:

SITUATION REPORT

1. PURPOSE

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that are providing resources under a mutual aid agreement of the status on an ongoing major emergency situation. It may also be useful to provide this report to local officials who are not working at the EOC to keep them informed of the situation. A Situation Report should be prepared and disseminated at least once a day. The report should be sent in written form (such as TLETS teletype, facsimile, or e-mail).

2. FORMAT



Local Situation
Report docx Adjustec

Situation Report

County/City	
County Judge/Mayor	
DDC Region #	
District Coordinator	
District Coordinators Assigned	

Event Name	
Date	
Time	
Operational Period	
Report Number	
Prepared by	Name:
	Phone:
	Email:

Current Situation Summary:

1. Operational Period Overview	
✦ Major Incidents Since Last Report	
Operational Objectives	

✦ Major incidents are defined as incidents that threaten life safety, incident stabilization, and property preservation

2. Critical Unresolved Issues	
Jurisdiction	Issue

3. Areas Affected by Event			
County	EOC Active Y/N	City	EOC Active Y/N

4. Commodities Distribution			
Jurisdiction	Total Meals Served	Total Pallet Ice	Total Pallet Water

5. Casualties			
Jurisdiction	Number Injured Reported	Number Fatalities Confirmed	Number Missing Reported

6. Damages/Current Assessment																
Jurisdiction	Homes				Businesses				Government				Other			
	D	Maj.	Min	A	D	Maj.	Min	A	D	Maj.	Min.	A	D	Maj.	Min.	A

❖ Identify Number of Each by Destroyed (D), Major (Maj.), Minor (Min), Affected (A)

7. Evacuations		
Jurisdiction/Area/Facility	Estimated Number	Remarks

8. Shelters					
❖ Type	Name	Address	Capacity	Census	Status

❖ Type: General Population Shelter (GP) / Medical Shelter (MS) / Pet Shelter (PS) / Other (O)

9. Major Transportation Infrastructure Affected			
Type	Name	Address or Route	Status

10. Critical Infrastructure Affected				
Jurisdiction	Type	Status	Number Affected	❖ Restoration

❖ Estimated Date of Restoration if Known

11. Healthcare Facilities Affected				
Type	Name	Address	Beds	Comments

12. State Agencies Actively Engaged		
Agency	# of Personnel Assigned	Type of specialized Equipment being utilized

13. Comments		
Jurisdiction	Anticipated Resource Requirements	❖ Estimated Demobilization Date

❖ Estimated Date of Demobilization if Known

DATE/ TIME:
FROM
TO:

SUBJECT: SITUATION REPORT # 1
FOR [event description] Covering the Period
From _____ To _____

- a. CURRENT SITUATION
[What is being done about the emergency situation and by whom? Are there any problems hampering the emergency response? Is the situation getting worse, remaining stable, or winding down?]
- b. AREAS AFFECTED:
- c. RESPONDING AGENCIES/ORGANIZATIONS:
[Include local, state, and federal responders plus volunteer groups]
- d. CASUALTIES (cumulative):
 - 1. Fatalities
 - 2. Injured:
 - 3. Missing:
- e. ESTIMATED DAMAGES (cumulative):
 - 1. Homes Destroyed/Damaged:
 - 2. Businesses Destroyed/Damaged:
 - 3. Govt Facilities Destroyed/Damaged:
 - 4. Other:
- f. EVACUATIONS (cumulative): *[Estimated number of evacuees]*
- g. SHELTERS (cumulative):
 - 1. Number of Shelters Open:
 - 2. Estimated Occupants:
- h. ROAD CLOSURES:
- i. UTILITY OUTAGES:
- j. COMMENTS:

ANNEX O



HUMAN SERVICES

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL AND IMPLEMENTATION

Annex O

Human Services

This annex is hereby approved for implementation and supersedes all previous editions.



Derrick Neal, M.P.A.
Director, Victoria County Public Health Department

8-31-2016

Date



Richard McBrayer
Emergency Management Coordinator

8-31-2016

Date

RECORD OF CHANGES

Annex O

Human Services

Change #	Date of Change	Change	Entered By

ANNEX O

HUMAN SERVICES

I. AUTHORITY

See Basic Plan, Section I

II. PURPOSE

The purpose of this annex is to make provisions for providing human services support to people who require food, clothing, mental health services, and victim's compensation in the aftermath of an emergency. The services described in this annex may be needed in the aftermath of incidents of limited scale as well as major emergencies and disasters.

III. EXPLANATION OF TERMS

A. Acronyms

ARC	American Red Cross
CCP	Crisis Counseling/Crisis Counseling Program
CISM	Critical Incident Stress Management
CVC	Crime Victim's Compensation
ARC	American Red Cross
DADS	Department of Aging & Disabilities Services
DDC	Disaster District Committee
DPS	Texas Department of Public Safety
DRC	Disaster Recovery Center
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
OAG	Office of the Attorney General
SCC	State Crisis Consortium
SOP	Standard Operating Procedure
DSHS	Department of State Health Services
TSA	The Salvation Army

B. Definitions

1. Crime Victim's Compensation. A state program that provides monetary assistance survivors of crime. Assistance may include paying for hospital care, traditional counseling, burial, and/or other appropriate expenses that are incurred as a result of a crime. The

Crime Victim's Compensation Division of the Office of the Attorney General (OAG) coordinates this program.

2. Crisis Counseling. A short-term therapeutic intervention process that utilizes established mental health techniques to lessen adverse emotional conditions that can be caused by sudden and/or prolonged stress. Crisis Counseling is designed for "normal individuals who have experienced an abnormal event." Crisis counseling is not traditional therapy and is often delivered within the victim's home environment. Crisis counseling is normally set up for survivors and secondary responders who have been involved in an emergency situation, while Critical Incident Stress Management (CISM) is designed for first responders.
3. Crisis Counseling Program. The programs utilize traditional and non-traditional mental health practices with the disaster-impacted area. Department of Aging and Disabilities Services (DADS) coordinates these programs through the local mental health authority. DADS facilitates mental retardation services and state school programs, community care, nursing facilities, and long-term care regulatory services, and aging services and programs. For more information, please visit the DADS website: www.dads.state.tx.us.
4. Critical Incident Stress Management. CISM is a comprehensive, integrated, and multi-component crisis intervention system for the reduction and control of the harmful effects of stress. This process is primarily intended and usually designed for first responders such as law enforcement, fire, and EMS personnel. Peers with guidance and oversight by mental health professionals normally conduct CISM. Department of State Health Services (DSHS) is responsible for coordination of the Texas CISM Network.
5. Disaster Mental Health Services. Disaster mental health services include crisis counseling, CISM, and victim's services. This includes assessing short and long-term mental health needs, assessing the need for additional mental health services, tracking on-going support needs, providing disaster mental health training programs, and identifying disaster worker stress issues and needs. It is the responsibility of DADS to coordinate this assessment for state and/or federal emergencies.
6. Disaster Recovery Center (DRC). A location established in a centralized area within or near the disaster area at which individuals, families, and/or businesses apply for disaster aid. In general, a DRC is established after a major disaster or state of emergency declaration by the President.
7. Functional Needs Individuals/Groups. Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These individuals may need specially trained health care providers to care for them, special facilities equipped to care for their needs, and specialized vehicles and equipment for transport in order to meet their daily needs and maintain their health and safety during emergency situations.
8. Texas CISM Network. The Texas CISM Network was established to assist emergency service personnel who have experienced a critical incident. These teams are composed of peers, clergy, and mental health professionals, all of whom are volunteers. Teams are available on a 24-hour basis and individual teams respond on the basis of availability. More information on the Texas CISM Network is available at:

<http://www.dshs.state.tx.us/layouts/contentpage.aspx?pageid=8589950211&id=8589947389&terms=CISM>

9. State Crisis Team. The State Crisis Team consists of several state agencies and is designed to ensure that all mental health resources are coordinated in an appropriate manner. For more information, see paragraph V.B.1.c in this annex.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. As outlined in section IV.A and Figure 1 in the Basic Plan, our area is vulnerable to a number of hazards. These hazards could result in the evacuation, destruction of or damage to homes and businesses, loss of personal property, disruption of food distribution and utility services, and other situations that adversely affect the daily life of our citizens.
2. In the aftermath of emergency situations, survivors may need assistance in obtaining food, clothing, mental health services, and other essential life support needs as well as cleaning up and making temporary repairs to their homes.
3. Emergency responders, survivors, and others who were affected by the emergency may experience stress, anxiety, and other physical and psychological effects that adversely impinge on their daily lives.

B. Assumptions

1. Disaster survivors evacuated from their homes and housed in temporary shelters, those that remain in their homes under adverse conditions, and emergency responders may need human services support in the aftermath of a disaster.
2. In the aftermath of an emergency situation, survivors and emergency responders who would not normally be clients of local and state human service agencies may require some form of human services assistance, including food, clothing, and disaster mental health services. Hence, abnormal demands may be placed upon the delivery of human services, including disaster mental health services, emergency assistance, and the care of Medical/Functional/Access Needs groups. As a consequence, the clientele of both local and state human service organizations may increase.
3. In some cases, disaster mental health services may be needed during response operations.
4. The American Red Cross, The Salvation Army, and other non-governmental organizations may provide assistance to disaster survivors.
5. Local professional and volunteer organizations and charitable groups, including religious groups, normally responding to emergency situations may do so, if requested.
6. State assistance may be available to supplement local human services resources.

V. CONCEPT OF OPERATIONS

A. General

1. We have the general responsibility for ensuring the welfare of our citizens and will develop a capability to provide appropriate human services during emergency situations.
2. A Mass Care, Housing and Human Services Representative will be appointed to coordinate with local human services organizations and organized volunteer disaster assistance organizations to ensure basic human services are provided in the aftermath of an emergency.
3. We shall establish working relationships with and will call on the American Red Cross, The Salvation Army, and other non-governmental organizations to provide support for disaster survivors.
4. Some emergency situations will not require implementation of large-scale mass care operations, but instead generate a need for a limited amount of emergency food and clothing. For these situations, our Mass Care, Housing and Human Services Representative will coordinate with Victoria County and/or City of Victoria staff, volunteer organizations, and church groups to identify sources for this assistance.
5. Like other disaster survivors, Medical/Functional/Access Needs groups may require assistance to meet their needs for food, clothing, housing, and medical care. Local human service organizations are expected to identify any Medical/Functional/Access Needs groups that need assistance in the aftermath of an emergency.
6. We will request state human services support if our local resources prove inadequate.

B. Mental Health Services

1. Crisis Counseling for Disaster Survivors
 - a. Some disaster survivors and emergency responders may need mental health services in the aftermath of a disaster. Many seeking such help can obtain aid from existing local mental health programs and religious groups. As the demand for such services may increase significantly after a disaster and some local providers may become disaster survivors, there may be a need for additional mental health resources.
 - b. If existing local resources are inadequate to meet the need for disaster mental health services, DADS can provide disaster survivors emergency counseling services. [Local mental health professionals and members of the local ministerial association, and other local support groups] may augment these services.
 - c. State Crisis Team
 - 1) The State Crisis Team is a multi-agency state organization that is comprised of the Texas Department of Public Safety Victim Services, the Office of the Attorney General's Crime Survivors' Compensation Division, the DSHS CISM Network, and the DADS Disaster Assistance Program. The DADS Disaster Assistance Program

coordinates the State Crisis Team during state or federally declared disasters when multiple state agencies may be required to respond to a single disaster.

- 2) The State Crisis Team is designed to ensure that all mental health resources are coordinated in an appropriate manner. The purpose of the team is to support local government through:
 - a) Assessing both short and long-term support needs of responders and survivors.
 - b) Assessing the unmet needs and the need for outside additional support.
 - c) Working with local entities including government, local service providers, and local/regional agency offices to assure a coordinated response.
- 3) When the incident results in a federal declaration, the State Crisis Team will work with local government and support agencies to:
 - a) Track costs and resources allocated to relief efforts.
 - b) Track the need for referrals and on going support needs.
 - c) Coordinate private, federal, and voluntary resources.

d. In addition to local and state mental health providers, some volunteer organizations active in disasters can provide crisis counseling to disaster survivors. For a description of the services that can be provided by various organizations, see Appendix 1.

2. Mental Health Support for Emergency Responders

The Texas CISM Network was established to assist emergency service personnel who have experienced critical incidents such as line of duty deaths, mass casualties, multiple fatalities, and local disasters. CISM teams are available upon request on a 24-hour basis regardless of whether a state or federal disaster has been declared. For more information on the TX CISM Network, see Section XI of this annex.

3. Requesting State Disaster Mental Health Services

Local government requests for state crisis counseling, CISM, and victim's services assistance should be made by the Victoria County Judge and/or City of Victoria Mayor to the DDC in Disaster District 17, Victoria, Texas.

C. Emergency Water Supplies

Water is essential to maintain life and preserve public health. If water supply systems are disrupted in an emergency, timely provision must be made to provide water to local residents whose normal supply has been disrupted. Appendix 2 to this annex outlines a number of options for providing emergency water supplies.

D. Emergency Food

In the aftermath of an emergency, local residents may be unable to obtain food from normal sources, preserve perishable food, or prepare meals due to damage to their homes and food stores or the loss of electrical or gas service. Food may be provided to disaster survivors in a variety of ways, depending on the situation in the local area in the aftermath of a disaster. Among the options are:

1. Mass feeding at fixed sites, using operable kitchen facilities at schools, community centers, churches, and other community facilities.
2. Mass feeding at fixed sites using transportable kitchens operated by non-governmental groups.
3. Distribution of prepared food using mobile canteens operated by non-governmental groups.
4. Distribution of foodstuffs obtained from food banks that can be used by disaster survivors to prepare meals.
5. Distribution of restaurant or grocery store vouchers.

The ARC, TSA, and other volunteer organizations listed in Appendix 1 can provide many of these services.

E. Other Needs of Disaster Survivors

1. Where emergencies result in federal emergency or major disaster declarations by the President, disaster survivors may be eligible for specific human services programs as part of the recovery process. See Annex J, Recovery, for further information.
2. Volunteer organizations active in disaster may be able to assist in meeting a number of the needs of needs of disaster survivors, including:
 - a. Basic clothing
 - b. Basic furnishings and household goods
 - c. Job-related tools
 - d. Transportation
 - e. Home clean up and debris removal
 - f. Home repairs

See Appendix 1 to this annex for a list of volunteer organizations active in disasters that operate in many areas of the state and the services they may be able to provide during an emergency.

F. Phases of Emergency Management

1. Mitigation

Identify population groups who may require special assistance during an emergency (i.e., senior citizens, handicapped, etc.).

2. Preparedness

- a. Identify volunteer groups that can provide emergency food and clothing in the aftermath of emergency situations and other sources of emergency food and clothing.
- b. Identify agencies or groups that can provide disaster mental health services and survivors services during and in the aftermath of emergency situations
- c. Identify and train human services representatives who will staff the Emergency Operations Center (EOC).

- d. Conduct emergency planning with human services agencies and organized volunteer groups active in disasters and develop appropriate standard operating procedures (SOPs) and execute agreements where appropriate.
 - e. Determine tentative emergency assignments for available personnel and volunteers.
 - f. Encourage volunteer groups active in disasters to participate in emergency exercises.
 - g. Review and update this annex and related SOPs.
3. Response
- a. Provide food and clothing to disaster survivors as needed.
 - b. Register evacuees or survivors or assist volunteer groups in performing this task.
 - c. Provide contact information to survivors who need human services assistance.
 - d. Provide human services staff support for the EOC.
4. Recovery
- a. Assess needs of survivors and provide assistance, including, but not limited to, temporary housing, food, clothing, clean-up services, minor home repairs, and other support.
 - b. Coordinate with the Public Information Officer to inform the public of the availability of human services programs.
 - c. Assess the need for disaster mental health services for emergency responders and disaster survivors. Coordinates and arranges for such support if required.
 - d. Provide human services personnel to staff the Disaster Recovery Center (DRC), if one is activated.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. Our emergency organization as described in Section VI.A of the Basic Plan shall carry out the function of providing human services in emergency situations
2. The Victoria County Judge and/or City of Victoria Mayor shall provide policy guidance with respect to emergency human services operations.
3. Mass Care, Housing and Human Services Representative will manage the human services function during emergency operations.

4. Human services will be provided through the coordinated efforts of local human services professionals, human service agencies, local volunteer groups, the ARC, TSA, and other non-governmental organizations.
5. State and federal agencies may be requested to assist in human services activities conducted in the aftermath of a major emergency or disaster.

B. Task Assignments

1. The Victoria County Judge and/or City of Victoria Mayor will:
 - a. Ensure that a human services program for emergency situations is developed.
 - b. Provide general guidance and direction for human services operations during emergencies.
2. The Mass Care, Housing and Human Services Representative will:
 - a. Identify volunteer groups and agencies that can provide goods and services to satisfy human services needs and develop agreements with them.
 - b. In the aftermath of emergencies, solicit and coordinate distribution of clothing, food, and services by various agencies and organizations. (See Appendix 1 to Annex M (Resource Management) for a list of food, clothing, and water resources.)
 - c. Coordinate the registration of evacuees/survivors.
 - d. Coordinate with the Shelter Manager to provide for human services needs of evacuees in shelters.
 - e. Coordinate human services support for Medical/Functional/Access Needs groups.
 - f. Coordinate the provision of disaster mental health services for disaster survivors, emergency workers, and others suffering trauma due to the emergency situation.
 - g. Coordinate local staffing at DRCs, if needed.
 - h. Work with the Transportation Representative to coordinate transportation assistance for those who need it.
3. The Health and Medical Representative will:

Coordinate the provision of and provide disaster mental health services to disaster survivors, emergency workers, and others suffering trauma due to an emergency situation.
4. The Transportation Representative will:
 - a. Coordinate transportation support for human services operations.
 - b. Coordinate transportation for food, clothing, drinking water, and other supplies, if the agency providing these materials is unable to do so.

- c. When requested by the Mass Care, Housing and Human Services Representative, coordinate transportation for those who need transportation assistance such as those without vehicles, Medical/Functional/Access Needs, etc.

5. The Shelter Manager will:

Identify the requirements for human services assistance to those housed in shelters to the Mass Care, Housing and Human Services Representative.

6. The Public Information Officer will:

Coordinate the release of information to the media and public about assistance programs available for disaster survivors.

7. Volunteer Groups and Charitable Organizations will:

Provide human services assistance identified by the Mass Care, Housing and Human Services Representative upon request. See Appendix 1 to this annex for a list of groups and organizations that may be able to assist and the types of services they provide.

VII. DIRECTION AND CONTROL

A. General

1. The Victoria County Judge and/or City of Victoria Mayor shall establish priorities for and provide policy guidance for human services programs conducted after a disaster.
2. The Victoria County Judge and/or Victoria City Manager will provide direction to the Human Service Officer regarding human services operations in the aftermath of an emergency.
3. The Mass Care, Housing and Human Services Representative and staff will plan, coordinate, and carry out human services program activities.
4. All human services activities will be coordinated through the Mass Care, Housing and Human Services Representative in the EOC.

B. Line of Succession

ESF representatives will be responsible for carrying out the duties in the Annex. A list of available to staff the/each ESF will be maintained, and staff members will be selected/recalled as needed based on the incident type.

VIII. READINESS LEVELS

A. Level IV: Normal Conditions

See the mitigation and preparedness activities in section V.F.1 and V.F.2.

B. Level III: Increased Readiness

1. Review plans and procedures and update them if needed.
2. Meet with local human service agencies to determine possible human services requirements based on the threat and assess resources on hand.
3. Determine the availability of human services personnel and equipment for emergency duty.

C. Level II: High Readiness

1. Alert and brief human services personnel for possible emergency operations.
2. Identify personnel that will staff the EOC.
3. Identify and alert external resource sources.

D. Level I: Maximum Readiness

1. Put human services staff on call.
2. Consider precautionary staging of personnel, equipment, and supplies.
3. Provide trained staff to the EOC if it is activated.

IX. ADMINISTRATION AND SUPPORT**A. Records Maintenance**

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Preservation of Records

Vital human services records should be protected from the effects of a disaster to the maximum extent possible. Should records be damaged during an emergency situation, professional assistance preserving and restoring those records should be obtained as soon as possible.

C. Training & Exercises

1. Human services personnel who will participate in EOC operations will receive training on the operation of facility. The Office of Emergency Management is responsible for arranging that training.

2. Non-governmental groups that could be providing human services support during emergency situations shall be invited and encouraged to participate in emergency drills and exercises where appropriate.

D. State and Federal Assistance

If state or federal assistance is required, The Mass Care, Housing and Human Services Representative will brief the Victoria County Judge and/or City of Victoria Mayor on the assistance required. The Victoria County Judge and/or City of Victoria Mayor or his/her designee will make the request for assistance to the Disaster District Committee. For more details on requesting assistance, see section V.E.4.a.2 of the Basic Plan.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. Development

The Mass Care, Housing and Human Services Representative, in coordination with the EMC, is responsible for developing and maintaining this annex. For planning purposes, the Director of the Victoria County Public Health Department will serve as the Mass Care, Housing and Human Services Representative.

B. Maintenance

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

- A. ARC/FEMA brochure: *Food & Water in an Emergency*, ARC-5055 & FEMA L-210.
- B. ARC Fact Sheet: *Water Storage Before Disaster Strikes*.
- C. ARC Fact Sheet: *Water Treatment After Disaster Strikes*.
- D. FEMA brochure, *Emergency Food & Water Supplies*, FEMA-215.
- E. DADS, "Disaster Mental Health Reference Bibliography" at the Disaster Assistance Program website: www.mhmr.state.tx.us/CentralOffice/MedicalDirector/daphomepage.html.
- F. TX CISM Network website (see below). This site provides information on CISM Teams, classes, and critical incident stress. <https://www.dshs.texas.gov/mhsa-disaster/cism/>
- G. Texas American Red Cross website: <http://www.redcross.org/local/texas/central-and-south-texas> This site provides information on the service areas for the Texas ARC chapters and addresses and phone numbers for those chapters.
- H. Annex C (Shelter & Mass Care) to the *State of Texas Emergency Management Plan*

I. Annex V (Food & Water) to the *State of Texas Emergency Management Plan*

APPENDICES

Appendix 1 Volunteer Groups
Appendix 2 Emergency Water Supplies

VOLUNTEER GROUPS

1. Local Organizations and Groups

The following is a list of local groups and organizations that have indicated that may be able to provide human services support during emergency situations.

GROUP/ORGANIZATION	SERVICES PROVIDED
Victoria Partners in Preparedness Phone: 361-580-5770	<ul style="list-style-type: none"> • VOAD Group (VOAD Coordination, donations management. • Functional Needs Group (Medical and Functional Needs Services)
City of Victoria Community Center Phone: 361-573-2651	<ul style="list-style-type: none"> • Commercial kitchen facilities
Victoria Inter Faith Phone: 361-580-5770	<ul style="list-style-type: none"> • Unmet Needs
Christ's Kitchen Phone: 361-578-4233	<ul style="list-style-type: none"> • Food Pantry & Nutrition Site

2. State & National Organizations and Groups

The following state and national organizations and groups may be able to provide human services support during emergency situations.

GROUP/ORGANIZATION	SERVICES PROVIDED
Adventist Community Services Phone: 1- 817-641-7679	<ul style="list-style-type: none"> • Operation of mass care facilities • Mobile kitchens • Mobile distribution units for clothing and bedding • Emergency food • Counseling
Crossroads Chapter of American Red Cross Phone: 361-573-2671	<ul style="list-style-type: none"> • Shelter & mass feeding operations • Provision of first aid in shelters • Damage assessment • Cleaning supplies, comfort kits, food, & clothing • Funds for emergency transportation, rent, temporary home repairs, & replacement of job-related tools. • Operates disaster welfare inquiry system
Baptist Men (Baptist General Convention of Texas) Phone: 1- 214-828-5352	<ul style="list-style-type: none"> • Fixed site and mobile feeding, • Shelter and mass care facility operation • Damage assessment • Child care & medical assistance • Home clean up and rebuilding assistance
Mennonite Disaster Service Phone: 1- 717-859-2210	<ul style="list-style-type: none"> • Volunteers for clean up and debris removal from damaged homes • Volunteers to repair or rebuild homes

GROUP/ORGANIZATION	SERVICES PROVIDED
Food Bank of Golden Crescent Phone: 361-578-0591	<ul style="list-style-type: none"> • Collects, sorts, warehouses, transports, and distributes donated food and grocery products to agencies involved in feeding operations and distribution of relief supplies. Does not provide food to individuals.
The Salvation Army Phone: 361-576-1297	<ul style="list-style-type: none"> • Fixed & mobile feeding • Temporary shelter • Counseling and morale building services • Medical assistance • Temporary home repairs • Warehousing and distribution of donated goods including food, clothing, and household items
United Methodist Committee on Relief Phone: 1-202-548-4002	<ul style="list-style-type: none"> • Assistance in paying disaster-related transportation, rent, utilities, and other needs • Material resources, such as food, water, blankets, building supplies, and tools.

EMERGENCY WATER SUPPLIES

1. In general, emergency water supplies cannot replace normal water distribution systems. In an emergency situation, people must be provided sufficient potable water for drinking and personal hygiene.
 - a. The typical planning factor for emergency water supplies of potable water is three gallons per person per day. If it is extremely hot, that planning factor should be increased.
 - b. Tankers carrying water intended for human consumption must be carefully inspected and sanitized. There may be a health risk in using tanker that normally do not transport potable water. Prior to distribution of water for public consumption a sample can be tested for E.Coli at the Victoria County Public Health Department.
 - c. Water is quite heavy and it is difficult for many people to carry more than two gallons of bottled water per trip.

2. If water supply outages are localized, the following options may be suitable:
 - a. Establish water supply points in outage areas where those who need water can fill their own containers.
 - 1) This normally requires one or more tankers and a temporary storage tank, pump, and some sort of distribution equipment – typically plastic pipe and spigots – at each site. As potable water tankers are generally in short supply, you cannot usually afford to tie up a tanker as a stationary water source; hence, the need for a storage tank and pump at each site.
 - 2) You may need to provide containers for those who do not have them.
 - 3) If electrical power is out, you may need generators to power pumps.
 - b. Establish water supply points in outage areas for distribution of bottled water. Emergency supplies of bottled water may be:
 - 1) Purchased from retailers, distributors, or commercial vendors.
 - 2) Donated by corporations, such as grocery chains.
 - 3) Obtained from stocks held by volunteer groups active in disasters.
 - 4) Requested from the State through the local Disaster District.

Bottled water is normally distributed in one-gallon plastic jugs.

- c. Distribute bottled water from trucks in affected areas on an established route/schedule.
- d. Identify water supply points in unaffected areas and have those without water go to these points to fill their containers.
 - 1) If significant numbers of people do not have transportation to get them to the water supply points outside their neighborhood, this option is unworkable.
 - 2) You may need to provide containers for those who do not have them.

3. If the water supply outage affects the entire community, options a, b, and c above remain viable, but option d may be unworkable if there are no nearby water sources that are operable.
4. It is generally necessary to provide attendants at temporary water distribution sites to keep operations running smoothly.
5. For slowly-developing emergency situations, emergency public information announcements advising citizens to fill and store water containers in advance of the arrival of hazardous conditions may reduce later requirements for emergency water distribution.

ANNEX P



HAZARD MITIGATION

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

Annex P

Hazard Mitigation



Signature
Rick McBrayer
Emergency Management Coordinator

3-30-2017
Date

ANNEX P
HAZARD MITIGATION

I. AUTHORITY

- A. See Section I of the Basic Plan for general authorities.
- B. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288), as amended by the Disaster Mitigation Act of 2000 (PL 106-390)
- C. Applicable Commissioners Court orders and/or city ordinances appointing members of the local Hazard Mitigation Team (HMT).
- D. Applicable Commissioners Court orders and/or city ordinances pertaining to emergency management or mitigation plans.
 - 1. Commissioners Court Order # 723-1788 adopting the *Mitigation Action Plan*
 - 2. Joint Resolution # 2004-76R adopting the *Mitigation Action Plan*
- E. Applicable Commissioners Court orders and/or city ordinances, or countywide or regional plans pertaining to mitigation, floodplain management, zoning regulations, land management, and/or construction standards, etc.

II. PURPOSE

- A. This annex describes the organization of the local HMT, and assigns tasks, and responsibilities for coordinated hazard mitigation planning and implementation activities and actions.
- B. This annex addresses mitigation as a long-term, on-going process, and identifies planning and implementation actions applicable to both pre-incident and post-incident situations.
- C. This annex is applicable to and ensures that mitigation planning and implementation services address and are provided to the entire area of responsibility covered in the Victoria County and/or City of Victoria Emergency Management Plan.
- D. This annex explains the methodologies and progressive steps as to how we plan to identify the hazards that affect us and to systematically reduce the identified levels of risk and vulnerability to these hazards.
- E. This annex explains our active partnership, and participation in regional mitigation planning and implementation activities.

III. EXPLANATION OF TERMS

A. Acronyms

AOR	Area of Responsibility
B/C	Benefit/Cost
FMA	Flood Mitigation Assistance Program
GIS	Geographical Information System
GPS	Global Positioning System
HMGP	Hazard Mitigation Grant Program
HMC	Hazard Mitigation Coordinator
HMT	Hazard Mitigation Team
MAP	Mitigation Action Plan
NFIP	National Flood Insurance Program
PA	Public Assistance (Program)
PDM	Pre-Disaster Mitigation Program
SOP	Standard Operating Procedures
TDEM	Texas Division of Emergency Management

B. Definitions

Appropriate Mitigation Measures. Mitigation actions that balance the cost of implementation against the potential cost of continued damages, if such measures are not taken. Mitigation measures should be less costly to implement than the damages they are intended to prevent. Floodplain management, acquisition of flood prone property, enhanced insurance coverage, and the adoption and enforcement of safe land use regulations and construction standards are considered as highly appropriate mitigation actions.

Area of Responsibility. The entire area covered by our comprehensive Emergency Management Plan that is City of Victoria and Victoria County.

Benefit/Cost. The ratio between the cost of implementing a mitigation project versus the benefits (amount of future cost savings) potentially achieved. Projects funded under HMGP or PDM must have a B/C of 1 to 1 or greater.

Disaster. A hazard caused event that results in widespread or severe damage, injury or loss of life, property or resources, and exceeds the recovery capabilities of a jurisdiction. Disaster assistance provided by the Federal or State government is intended to supplement local government resources and so enhance recovery capabilities to achieve a speedy and efficient return to pre-incident conditions.

Disaster Resistant Community. A community-based initiative that seeks to reduce vulnerability to natural hazards for the entire designated area through mitigation actions. This approach requires cooperation between government agencies, volunteer groups, individuals, and the business sectors of a community to implement effective mitigation strategies.

Hazard Analysis. A document that provides a risk based quantitative method of determining mitigation and preparedness priorities and consists of a hazard assessment, vulnerability assessment, and risk assessment. A Hazard Analysis identifies vulnerabilities and risks within each sector of the community and is a living document that is reviewed and updated annually

Hazard Event. Any occurrence in which people and/or property are adversely affected by the consequences of a natural or man-made hazard.

Hazard Mitigation. Sustained actions taken to eliminate or reduce long-term risk to people and property from hazards and their effects. The goal of mitigation is to save lives and reduce damages to property, infrastructure, and the environment and, consequently to minimize the costs of future disaster response and recovery activities.

Hazard Mitigation Grants. There are three federal mitigation grant programs that provide federal cost-share funds to develop and implement vulnerability and risk reduction actions:

1. Flood Mitigation Assistance Program (FMA) – Provides pre-disaster grants to State and local governments for both planning and implementation of mitigation strategies. Each State is awarded a minimum level of funding that may be increased depending upon the number of National Flood Insurance Program (NFIP) policies in force and repetitive claims paid. Grant funds are made available from NFIP insurance premiums, and therefore are only available to communities participating in the NFIP.
2. Hazard Mitigation Grant Program (HMGP) – Authorized under Section 404 of the Stafford Act; provides funding for cost-effective post-disaster hazard mitigation projects that reduce the future potential of loss of life and property damage.
3. Pre-Disaster Mitigation Program (PDM) - Authorized by Section 203 of the Stafford Act as amended by the Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390). The PDM Program provides a means to fund pre-disaster hazard mitigation actions specifically designed to eliminate or reduce the consequences of future disasters. The PDM's focus is: (1) to prevent future losses of lives and property due to hazards and (2) to implement State or local hazard mitigation plans.

Local Hazard Mitigation Team (HMT). A multi-disciplined organization composed of representatives of mutually supporting organizations and agencies from local governments and the private, public and civic sectors. Members of the HMT, also referred to as the local "Team", meet regularly to evaluate hazards, identify strategies, coordinate resources and implement measures that will reduce the vulnerability of people and property to damage from hazards. The HMT is a partnership through which all governmental, public, civic and private sector entities come together to support and participate in activities to determine and implement methods, and commit resources to reduce the community's level of risk. Team membership is listed in Appendix 1 to this annex. The roles and responsibilities of each team member organization/agency are described in Section VI.B.3.b.

Mitigation Action Plan (MAP).

A document that outlines the nature and extent of vulnerability and risk from natural and man-made hazards present in a jurisdiction and describes the actions required to minimize the effects of those hazards. A mitigation action plan also describes how prioritized mitigation

measures will be funded and when they will be implemented. The area of coverage for a MAP is based on commonly shared hazards, needs, and capabilities; plans may be prepared for a single city, as a countywide plan, or on a regional basis (prepared by a Council of Governments, a River Authority, or a coalition of several counties). MAPs must be formally adopted by city ordinance, Commissioners Court order, and/or joint resolution. DMA 2000 (Public Law 106-390) requires jurisdictions to have a FEMA-approved MAP or be signatories to a regional plan not later than November 1, 2004, or they will not be eligible for mitigation grant funds for mitigation projects.

Public Assistance Program. For the purposes of this annex, this refers to disaster recovery grants authorized under Section 406 of the Stafford Act to repair the damages to public facilities following a major disaster declaration. PL 106-390 requires mitigation components be added to repair projects to reduce repetitive damages.

Risk Factors. A group of identifiable facts and assumptions concerning the impact of specific or associated hazards. An analysis of interrelated risk factors provides a means to determine the degree (magnitude) of risk produced by a particular hazard or an incident and, consequently, provides a means to determine the priority of mitigation planning and implementation activities. A sample listing of risk factors are as follows:

1. Number of previous events involving this hazard.
2. Probability of future events occurring that involves this hazard.
3. Number of people killed or injured during previous events and number of people potentially at risk from future events involving this hazard.
4. Damages to homes, businesses, public facilities, special-needs facilities, and unique historic or cultural resources, crops, livestock that have been caused by previous events or are potentially at risk from future events involving this hazard.
5. Capabilities and shortfalls of emergency management organization to effectively respond to emergency situations involving this hazard.
6. Recovery activities needed to return jurisdiction to pre-event status. The recovery process involves not only time requirements, but also the associated costs to repair damages, restore services, and return economic stability after occurrence of the event.

Sectoring. Dividing the community into manageable geographic segments for defining specific types of information concerning what is vulnerable and at risk in each sector. Sectioning facilitates mitigation and preparedness planning as well as response, search and rescue, and damage assessment operations.

Sustainable Development. Managed community growth that meets the needs of the present without jeopardizing the needs of future generations. Sustainable development considers the impact of hazards on the community in the years ahead.

IV. SITUATION & ASSUMPTIONS
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A. Situation

1. Our current *Hazard Analysis* indicates we are vulnerable and at risk from hazards that have caused, or have the potential for causing, loss of lives, personal injuries, and/or extensive property damage. We have suffered incidents, emergencies, and disasters in the past and are still vulnerable and at risk from future similar occurrences.
2. Our area of responsibility has been divided into two sectors to facilitate the collection of vulnerability and risk data, and for conducting damage assessment operations.
3. Our local HMT has been appointed and is operational under the leadership of our Hazard Mitigation Coordinator (HMC).
4. Our Mitigation Action Plan (MAP) is a regional plan. Our MAP meets state planning standards for mitigation and has been formally adopted by ordinance and court order, and has been approved by FEMA.

B. Assumptions

1. Exposure to risk from hazards exists whether or not an incident actually occurs.
2. The adverse impact of hazards can be directly affected by hazard mitigation actions accomplished prior to occurrence of an emergency situation. Effective post-event mitigation actions can also reduce the risk of repeat disasters.
3. Hazard mitigation planning and implementation activities are an on-going program/ process and are an integral and complimentary part of our comprehensive emergency management program.
4. Mitigation actions to save lives and reduce damages can be achieved through properly coordinated group efforts. These efforts will require the cooperation of various levels of government and will be enhanced by the involvement and partnership of talented individuals with expertise in varying disciplines from both the public and private sectors.
5. The effective, long-term reduction of risks is a goal and responsibility shared by all residents.

V. CONCEPT OF OPERATIONS

A. General

1. This annex is not intended to describe in detail all aspects of our mitigation program. The achievement of hazard mitigation objectives is a high governmental priority, and all departments will seek out and implement risk reduction measures.

2. The Hazard Mitigation Coordinator (HMC) is responsible for the coordination of all mitigation activities of this jurisdiction. To achieve mitigation objectives, the HMC will be assisted by a HMT composed of public and private sector partners that represent the local population.
3. The data collection process described in this annex provides a systematic means to identify hazards and assess their impact on this jurisdiction and will facilitate the development and maintenance of our local *Hazard Analysis* by the HMT.
4. The “Notice of Interest and Hazard Mitigation Team Report” (Appendix 3 to this annex) provides a means to develop a multi-disciplined, on-going mitigation planning and implementation process and facilitates the development and maintenance of our *Mitigation Action Plan* by the HMT. It also facilitates the development, and expedited submission of applications for mitigation grants to implement mitigation projects.
5. Consistent with capabilities, the Texas Division of Emergency Management (TDEM) and the State HMT will provide coordination, technical assistance, and guidance to help us achieve effective risk reduction objectives.
6. Our mitigation planning and implementation process is intended to facilitate the identification and implementation of appropriate mitigation actions. This process, in turn, facilitates the development of a joint federal, state, and local government partnership dedicated to the achievement of effective risk reduction objectives.
7. Consistent with capabilities, the HMC and members of the HMT will participate in appropriate training and exercises related to their hazard mitigation responsibilities.
8. Consistent with capabilities, we will utilize the most current information and guidance provided by DEM to include web-based assistance available via the Internet.

B. Overview of Mitigation Process

Hazard mitigation is an on-going process that begins with the establishment of a local based planning group referred to as the local HMT. The team’s first job is development of the local *Hazard Analysis* that provides a means for prioritizing mitigation and preparedness needs based on levels of vulnerability and risk. The next step in the process is the development of our *Mitigation Action Plan* that defines specific mitigation measures designed to address the needs identified in the hazard analysis, to include actions that are to be taken, who will take them, how much they will cost, and how they will be funded. The next step is to implement the measures identified in the *Mitigation Action Plan* using a variety of funding sources identified through an on-going and active search for funding opportunities. The final step is to monitor and evaluate the effectiveness of implemented mitigation measures and to repeat the process-review and update the *Hazard Analysis* and the *Mitigation Action Plan*, continue the active search for funding opportunities, implement mitigation measures consistent with availability of funds, and monitor and evaluate their effectiveness.

C. Pre-Event and Post-Event Relationships.

1. General

Hazard mitigation activities are not only a response to an event and a known hazard, but are also an active search for ways to prevent or reduce the impact from newly discovered hazards. The mitigation process is long-term in nature and, therefore, is an on-going element of the emergency management program that directly influences preparedness, response, and recovery requirements. Mitigation activities can be initiated at any time, but are classified as either pre-event or post-event actions. These actions are not mutually exclusive and will be merged into a coordinated, continuous mitigation process.

2. Pre-Event Mitigation

Activities that take place prior to the occurrence of an emergency situation. This time frame provides a more relaxed atmosphere for the development and implementation of long-term, multi-hazard oriented mitigation measures. This time frame is preferred and is the most appropriate for reducing risks and potential damages.

3. Post-Event Mitigation

Activities that take place after an emergency situation has occurred and already adversely affected this jurisdiction. These activities are a response and are too late to prevent or reduce impacts already suffered. Heightened hazard awareness and a desire for speedy recovery, provide an emphasis for conducting mitigation activities during this time frame. Mitigation opportunities can be identified and implemented which can be very effective in reducing potential damages from future events.

D. Activities by Phases of Emergency Management

Hazard mitigation actions are an on-going process, and are more appropriately classified and associated with the time frames before, during, and after occurrence of an emergency situation caused by a hazard. The following is a sequenced set of actions that should be taken by the HMT during each time frame:

1. Pre-Event Period

- a. Develop and maintain *Hazard Analysis*.
- b. Develop and maintain hazard *Mitigation Action Plan*.
- c. Apply for grants and loans to conduct studies and implement mitigation projects.
- d. Conduct studies and implement mitigation projects.
- e. Provide vulnerability and risk data for use in community development planning, exercise design, emergency preparedness planning, and floodplain management.

2. Incident Response Period

- a. Assist decision makers and emergency responders better understand potential impact consequences and emergency response needs by providing detailed vulnerability and risk data for all sectors impacted or likely to be impacted by the incident.

- b. Assist decision makers and emergency responders answer “What if” questions through use of appropriate real-time and model based damage assessment tools such as DERC, HAZUS, and other programs.
3. Post-Incident Period
 - a. Conduct site surveys to record damage “Footprint” and record and map high-water marks and other benchmarks to verify inputs and results of damage assessment tools. Inspect and evaluate effectiveness of previously implemented mitigation measures. Evaluate accuracy of floodplain maps and studies and identify any mapping needs.
 - b. Complete Hazard Mitigation Team Reports based on observations and findings from site inspections. Begin development of potential mitigation project application(s) based on team reports.
 - c. Provide assistance to decision makers for prioritization of damage assessment operations, conducting substantial damage determinations, and preparation of request for a state and/or federal disaster declaration by providing detailed incident impact data.
 - d. Provide assistance to state and federal mitigation team activities once a disaster is declared.
 - e. Assist designated Local Project Officer(s) prepare and submit Hazard Mitigation Grant Program (HMGP) Notice of Interest(s) (NOIs), and application(s), and monitor Public Assistance (PA) projects for inclusion of mitigation components once a state or federal disaster is declared.
 - f. Review Hazard Mitigation Team Reports and update hazard analysis and mitigation action plan.
 - g. Assist designated Local Project Officer(s) in implementing projects and administer HMGP and other mitigation grant programs.

E. Local Hazard Mitigation Team

1. Members of the HMT provide a multi-disciplined, local capability to identify mitigation opportunities and implement mitigation measures in both a pre-event and post-event situation. Our HMT has primary responsibility for mitigation activities for our jurisdiction, but also provides representatives to and actively participates in regional mitigation action planning.
2. The HMT is not viewed as an organization with rigid membership and regular duties, but rather one of flexible membership whose makeup and duties are dependent upon the particular mitigation activity under consideration. This flexibility allows the HMC to tailor the group to meet the situation while insuring the involvement of appropriate individuals from the community.
3. The HMT are the local experts that understand local concerns, issues, and capabilities to achieve local mitigation goals and objectives. The HMT, under the leadership and

coordination of the HMC, is collectively responsible for development, distribution, and maintenance of the local *Hazard Analysis, Mitigation Action Plan*, and this annex.

4. In the event of a Presidential or State Major Disaster Declaration for this jurisdiction, the HMC and Team will provide assistance to the federal and state HMT and will assist in conducting damage and effectiveness assessments, and the identification and implementation of appropriate hazard mitigation measures for the jurisdiction(s).
5. The HMC and the Team will also be responsible for providing assistance necessary for submission and administration of HMGP and PDM grants.

F. Local Hazard Analysis

Our *Hazard Analysis* was developed through a joint effort of our HMT and our countywide, regional mitigation action planning partners. It is a stand-alone product consisting of maps, databases, charts, atlases, and other supporting documentation that is reviewed and updated at least annually by the HMC with assistance from the HMT. The analysis provides a risk-based quantitative method to prioritize mitigation and preparedness needs for the jurisdiction as a whole. Our analysis supplements the *State of Texas Hazard Analysis* and focuses on hazards and their impact to our area of responsibility. Our analysis has been distributed to all appropriate agencies/organizations, and additional copies are available from the HMC. Some of the data in our *Hazard Analysis* was developed and provided through our partnership efforts in contributing to development of our regional mitigation action plan, and our data has been incorporated into our regional plan.

G. Mitigation Action Plan

Our *Mitigation Action Plan* was developed through joint efforts of our HMT and our regional mitigation action planning partners. It is reviewed annually and updated at least every five years by the HMC with assistance from members of the HMT and our partners. Our mitigation action plan outlines our mitigation goals, our risk reduction strategy for each of the significant hazards that threaten our area of responsibility, and a discussion of on-going risk reduction activities. Our plan also details what is to be done, how much it will cost, who will be responsible for the action, how it will be funded, and provides an implementation schedule. It is an action plan for accomplishment of vulnerability and risk reduction measures for our area of responsibility. Our plan supplements, and is in concert with the *State of Texas Hazard Mitigation Plan*, and focuses on mitigation actions that affect our area of responsibility. Our plan meets state planning standards for mitigation (Planning Standards Checklist P), and Section 201 CFR 44 requirements, and has been approved by FEMA and adopted by ordinance and court order.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. Hazard mitigation is a function that requires the coordination of a variety of multi-disciplined on-going activities. The Victoria County Judge and/or City of Victoria Mayor, as the

Emergency Management Director, is responsible for the overall emergency management program, and has designated the City of Victoria Public Works Department as the agency with primary responsibility for hazard mitigation. The Director of Public Works has been designated as the HMC and serves as the single manager/coordinator for this function for this jurisdiction.

2. The HMT consists primarily of representatives of local government, but also includes partners that represent industry and the private sector. Individual team members and functional areas of expertise are listed in Appendix 1 of this Annex. The HMT provides a pool of local people with skills in the wide variety of disciplines that may be required to achieve effective hazard mitigation objectives. The Victoria County Judge and City of Victoria Mayor appoints supporting agencies and organizations to provide representatives to the HMT, and the HMC serves as team leader and functional manager.
3. The HMT organization provides the flexibility to involve all team members in the problem solving process, or to involve only those team members who possess the specific skills needed to mitigate a hazard specific condition.
4. The Victoria County Judge and City of Victoria Mayor will designate individuals to serve as local applicant's project officer to administer Hazard Mitigation Grant Program (HMGP) applications and projects. The local project officer(s) will serve as the single point of contact for the jurisdiction and coordinate with designated state mitigation project officers.

B. Task Assignments

1. The Victoria County Judge and/or City of Victoria Mayor will:
 - a. Appoint an agency to exercise primary responsibility to coordinate hazard mitigation activities and an individual to serve as HMC.
 - b. Appoint support agencies and organizations to provide representation to the HMT.
 - c. Appoint local Project Officer(s) to administer HMGP and other mitigation applications and projects.
2. The Hazard Mitigation Coordinator will:
 - a. Coordinate all hazard mitigation related activities of this jurisdiction, to include development, distribution, and maintenance of the local *Hazard Analysis, Mitigation Action Plan*, and this annex.
 - b. Assist in selecting supporting agencies and individual members of the HMT, assign tasks, and manage the various activities of the team so as to accomplish mitigation functional responsibilities for the jurisdiction.
 - c. Insure development, distribution and retention of mitigation reports, records and associated correspondence, and manage implementation of appropriate mitigation measures.
 - d. Serve as point of contact and provide local assistance for federal, state, and regional level mitigation program and planning activities.

- e. Develop Standard Operating Procedures (SOPs) for compiling information, determining priority of efforts, preparing reports, and monitoring implementation and effectiveness of mitigation measures.
 - f. Maintain this annex and insure that all component parts are updated and contain current data.
 - g. Serve as or provide assistance to the designated local Project Officer(s) responsible for administering mitigation program grants such as HMGP and PDM, and for reviewing PA projects for inclusion of appropriate mitigation measures.
 - h. Conduct or assist in annual reviews and scheduled updates of regional mitigation action plan.
 - i. Periodically review, download, and utilize the most current guidance material from the DEM website: www.txdps.state.tx.us/dem.
3. Hazard Mitigation Team members will:
- a. General
 - (1) Assist in the accomplishment of team objectives as assigned by the HMC.
 - (2) Provide technical assistance and functional expertise in disciplines as assigned in Appendix I of this Annex.
 - (3) Assist the HMC develop, distribute, and maintain the local *Hazard Analysis*, and this annex, and local Project Officer(s) administer mitigation program grants.
 - (4) Conduct or assist in annual reviews and scheduled updates of the [city, county, countywide, regional] mitigation action plan.
 - (5) Provide assistance to the designated local Project Officer(s) responsible for administering mitigation program grants such as HMGP and PDM.

b. Hazard Mitigation Team Members

Public Awareness/Education	Public Information Officer/City of Victoria
Emergency Preparedness and Response	Emergency Management Coordinator/Victoria County/City of Victoria Sheriff/Victoria County Sheriff's Office Chief/City of Victoria Police Department Chief/City of Victoria Fire Department
Disaster Recovery	Emergency Management Coordinator/Victoria County/City of Victoria
Floodplain Management	Flood Administrator/Victoria County Director of Public Works/City of Victoria
Engineering Services	Director of Public Works/City of Victoria
Damage Assessment	Director of Inspections/City of Victoria
Volunteer Services	Office Manager/American Red Cross
Water Treatment	Director of Utilities/City of Victoria
Wastewater Treatment	Director of Utilities/City of Victoria
Drainage/Flood Control	Director of Public Works/City of Victoria Flood Plain Administrator/Victoria County

Public Health	Local Health Authority or Director/Victoria County Health Dept.
Building Codes and Permits	Director of Inspections/City of Victoria
Legal Services	District Attorney/Victoria County District Attorney Office City Attorney/City of Victoria
Development Planning	Director of Planning/City of Victoria
Subdivision Regulations	Director of Planning/City of Victoria
Fiscal/Funding Resources	Director of Finance/City of Victoria Treasurer/Victoria County
Tax Assessment	Auditor/Victoria County Tax Assessor
Environmental Protection	Director of Environmental Services/City of Victoria
River Authority	Operations Manager/Guadalupe Basin River Authority
Levee/Seawall Management	Director of Public Works/City of Victoria
Dam Safety/Reservoir Management	Operations Manager/Guadalupe Basin River Authority
Flood Insurance	Floodplain Administrator/Victoria County Director of Public Works/City of Victoria
Drainage District	Floodplain Administrator/Victoria County Director of Public Works/City of Victoria
Council of Government	Director/Golden Crescent Regional Planning Commission
Data Processing Services	Director of Information Technology/City of Victoria Director of Information Technology/Victoria County
Mapping Services	Director of Planning/City of Victoria
GIS Services	Director of Planning/City of Victoria
Grant Writing/Management	Director of Finance/City of Victoria Personnel Director/Victoria County
Urban/Regional Planning	Director of Planning/City of Victoria
Chamber of Commerce	Director/Victoria Chamber of Commerce
LEPC	Chair/LEPC

4. Local Project Officer(s) will:
 - a. Serve as single point of contact and administer HMGP, PDM, and other mitigation program applications and projects.
 - b. Coordinate with designated state mitigation project officer(s).

VII. DIRECTION & CONTROL

- A.** The HMC will manage the activities of the HMT and coordinate all hazard mitigation related activities of this jurisdiction.
- B.** Lines of Succession
 1. Lines of succession for the HMC will be in accordance with the City of Victoria Public Works Standard Operating Procedures (SOP).
 2. Lines of succession for HMT members will be in accordance with their parent organization's established SOP.
 3. The Victoria County Judge and City of Victoria Mayor will appoint successors for unaffiliated individual team members.

VIII. INCREASED READINESS ACTIONS

Hazard Mitigation activities are ongoing and standard increased readiness actions are not applicable.

IX. ADMINISTRATION & SUPPORT

A. Records and Reports

1. The Emergency Management Coordinator maintains records of previous hazard events and disaster declarations. These records contain data pertinent to risk factor analysis and, consequently, aid in determination of mitigation requirements. Risk factor analysis provides a means to determine significant levels of risk or significant hazard events that require initiation of a Hazard Mitigation Team Report.
2. A listing of mitigation-related documents on file pertaining to this jurisdiction is provided in Appendix 2 of this Annex. This is a listing of plans, programs, grants, regulations, studies, maps, etc., which address hazards or mitigation activities unique to this jurisdiction. Items listed may include flood control studies, levee improvement agreements, dam safety plans/guidance, local ordinances, flood mitigation plans, flood hazard boundary maps, flood insurance rate maps, drainage studies, Corps of Engineer Section 22 or feasibility studies, master drainage studies/plans, flood mitigation plans, etc. This record provides

a listing of reference documents to be maintained and utilized as an aid to identify vulnerability and risks impacts and accomplish mitigation objectives.

3. The “Notice of Interest and Hazard Mitigation Team Report” provides a means to identify, record, and coordinate on going mitigation planning and implementation activities. The report is a management tool to facilitate the identification of mitigation opportunities and the development of an action plan and implementation schedule. The report is used to document mitigation opportunities discovered during the damage assessment process following occurrence of emergency situations, and also to document and facilitate the implementation of findings and recommendations identified in the *Hazard Analysis* or land use, development, flood control, or other special comprehensive studies. This report system also provides a means to increase inter-governmental participation in the mitigation process through exchange of ideas, technical assistance and guidance. This report is a component of our *Mitigation Action Plan*, and is also used to notify the state of our interest in applying for a mitigation program grant. This form may be found in Appendix 3 to this annex.
4. The instructions for completing the “Notice of Interest and Hazard Mitigation Team Report” are located in Tab A to Appendix 3 to this annex. The most current version of these instructions are also available as “Mitigation Job Aid #1” on the TDEM website at www.txdps.state.tx.us/dem under “documents”.
5. Additional reports to evaluate effectiveness and monitor long-term implementation measures will be prepared as needed. Records pertaining to loans and grant programs will be maintained in accordance with applicable program rules and regulations.

B. Release and Distribution of Information

1. Completed Hazard Mitigation Team Reports, the *Hazard Analysis*, and the *Mitigation Action Plan* will be presented to the chief elected official(s), and city council(s), commissioners-courts for review, approval, adoption, and implementation.
2. Completed reports, historical records and associated correspondence will be maintained and utilized as a management tool for the continued development of a mitigation strategy for this jurisdiction.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. The HMC has overall responsibility for the development and maintenance of all components of this annex, to include reports, records, SOPs, and associated correspondence files.
- B. The HMC, with assistance from the HMT and in conjunction with the Emergency Management Coordinator, will ensure that copies of this annex are distributed to all HMT members, all jurisdictions within our area of responsibility, the Division of Emergency Management, and other agencies/organizations as appropriate.

XI. REFERENCES

- A. Division of Emergency Management (DEM), *State of Texas Emergency Management Plan*.
- B. DEM, *State of Texas Hazard Analysis*
- C. DEM, *State of Texas Hazard Mitigation Plan*.
- D. DEM-21, *Mitigation Handbook*.
- E. Local Hazard Analysis, (December 12, 2006).
- F. Local Hazard Mitigation Action Plan, (January 30, 2004).

APPENDICES:

- 1 Hazard Mitigation Team
- 2 Mitigation Reference Records
- 3Notice of Interest and Hazard Mitigation Team Report
 Tab A - Mitigation Job Aid #1: Instructions for Completing the NOI/Hazard Mitigation
 Team Report

HAZARD MITIGATION TEAM

The implementation of effective hazard mitigation measures requires utilization of all resources available to this jurisdiction. Multi-disciplined, long-range mitigation planning requires a coordinated team of personnel with administrative, financial, and technical knowledge and expertise in a variety of functional areas that may be needed to achieve mitigation objectives. HMT supporting member agencies and organizations along with their functional areas of responsibility are listed in this appendix. Team members will provide assistance for hazard mitigation activities as required by the HMC. Team members have been selected for all functional areas that are applicable to this jurisdiction and which may require local expertise. Primary responsibility for Team members is to provide mitigation program services for all jurisdictions covered in our emergency management plan, but Team members are also responsible for coordinating and providing assistance to our partners for development, adoption, implementation, and maintenance of our mitigation action plan.

	Title/Agency
Hazard Mitigation Coordinator	Director of Public Works/City of Victoria/EMC
Functional Responsibility	
Public Awareness/Education	Public Information Officer/City of Victoria
Emergency Preparedness and Response	Emergency Management Coordinator/Victoria County/City of Victoria Sheriff/Victoria County Sheriff's Office Chief/City of Victoria Police Department Chief/City of Victoria Fire Department
Disaster Recovery	Emergency Management Coordinator/Victoria County/City of Victoria
Floodplain Management	Flood Administrator/Victoria County Director of Public Works/City of Victoria
Engineering Services	Director of Public Works/City of Victoria
Damage Assessment	Director of Inspections/City of Victoria
Volunteer Services	Office Manager/American Red Cross
Water Treatment	Director of Utilities/City of Victoria
Wastewater Treatment	Director of Utilities/City of Victoria
Drainage/Flood Control	Director of Public Works/City of Victoria Flood Plain Administrator/Victoria County
Public Health	Local Health Authority or Director/Victoria County Health Dept.
Building Codes and Permits	Director of Inspections/City of Victoria
Legal Services	District Attorney/Victoria County District Attorney Office City Attorney/City of Victoria
Development Planning	Director of Planning/City of Victoria
Subdivision Regulations	Director of Planning/City of Victoria
Fiscal/Funding Resources	Director of Finance/City of Victoria Treasurer/Victoria County
Tax Assessment	Auditor/Victoria County Tax Assessor
Environmental Protection	Director of Environmental Services/City of Victoria

River Authority	Operations Manager/Guadalupe Basin River Authority
Levee/Seawall Management	Director of Public Works/City of Victoria
Dam Safety/Reservoir Management	Operations Manager/Guadalupe Basin River Authority
Flood Insurance	Floodplain Administrator/Victoria County/City of Victoria Director of Public Works/City of Victoria
Drainage District	Floodplain Administrator/Victoria County Director of Public Works/City of Victoria
Council of Government	Director/Golden Crescent Regional Planning Commission
Data Processing Services	Director of Information Technology/City of Victoria Director of Information Technology/Victoria County
Mapping Services	Director of Planning/City of Victoria
GIS Services	Director of Planning/City of Victoria
Grant Writing/Management	Director of Finance/City of Victoria Personnel Director/Victoria County
Urban/Regional Planning	Director of Planning/City of Victoria
Chamber of Commerce	Director/Victoria Chamber of Commerce
LEPC	Chair/Local Emergency Management Planning Commission

MITIGATION REFERENCE RECORDS

[Data below are examples]

	Title/Subject	Date	Prepared By	File Location
1.	Flood Damage Prevention Ordinance	03/79	City of Victoria	City of Victoria Secretary Office
2.	Guadalupe River Study Feasibility of levee	1993	Army Corps of Engineers	City of Victoria Secretary Office
3.	Disaster Recovery Plan Included in the EM Plan	2002	Emergency Management Coordinator	Victoria Emergency Management Office
4.	GBRA Hazard Mitigation Plan	2005-2010	H2O Partners	Victoria Emergency Management Office
5.	GBRA Hazard Mitigation Plan	2011-2016	H2O Partners	Victoria Emergency Management Office
6.	Victoria County Hazard Mitigation Plan	2017-2022	H2O Partners	Victoria Emergency Management Office
7.				
8.				
9.				
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11.				
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14.				
15.				
16.				
17.				
18.				
19.				

NOTICE OF INTEREST AND HAZARD MITIGATION TEAM REPORT

Jurisdiction: _____ County: _____ Date: _____

1. Hazard Mitigation Coordinator/Project Officer: Address:
Phone#: _____ Fax#: _____ E-mail: _____
2. Impact Area:
3. Hazard Identification:
4. Incident Period:
5. Number of Previous Events Involving this Hazard:
6. Number of Residents at Risk from this Hazard:
7. Background and Discussion:
8. Hazard Mitigation Team Recommendations:
Work Element # 1
Mitigation Action:
Lead Agency:
Estimated Cost:
Funding Method:
Schedule:

CONTINUATION SHEET
 (Use this and additional pages as needed to detail multiple work elements)

Work Element # <u> </u>
Mitigation Action:
Lead Agency:
Estimated Cost:
Funding Method:
Schedule:

Work Element # <u> </u>
Mitigation Action:
Lead Agency:
Estimated Cost:
Funding Method:
Schedule:

MITIGATION JOB AID #1: INSTRUCTIONS FOR COMPLETING NOI/ MITIGATION TEAM REPORT

A. General

The “Notice of Interest and Hazard Mitigation Team Report” discussed in Annex P is concerned with one basic goal: to assist in the identification and implementation of mitigation actions that will eliminate, or at least reduce, the potential for future losses.

The report is designed for use to conduct and record an initial survey of an impacted disaster area and facilitate the identification of causes and mitigation opportunities. The report provides the basis for development of a coordinated Mitigation Action Plan (MAP) and a Notice of Interest (NOI) to apply for federal and state funds to implement hazard mitigation actions.

The mitigation report is primarily a response action following a disaster or significant event, however, the process will also be used to document mitigation opportunities identified in findings or recommendations of special comprehensive studies, and for review and update of the *Hazard Analysis and Mitigation Action Plan*.

This report identifies mitigation opportunities and addresses them as work elements to be accomplished. The various work elements contained in the report constitute the actions necessary to reduce risk within the designated impact area. It is recommended that the report be prepared no later than 15 working days following a significant event. The report will also be prepared any time an analysis of risk factors indicates a significant level of risk, or opportunities for mitigation actions are identified. A separate report should be completed for each individual proposed mitigation project.

B. Following is an explanation of the components of the report:

Item

1. Hazard Mitigation Coordinator/Project Officer:

[Identify the person responsible for completing the report and serving as the single point of contact concerning the project. This person represents our jurisdiction and works directly with the state project officer to manage and administer this project.]

2. Impact Area:

[Identify area or areas impacted by incident/disaster- focus on affected area such as a specific sub division, a section of property along a creek or drainage ditch, or a specific structure such as a building or bridge or culvert etc. This could also identify a vulnerable area potentially at risk such as a designated hurricane risk area, floodway, floodplain, dam failure inundation zone, high erosion or subsidence area, vulnerability zone, etc.]

3. Hazard Identification: [Identify specific hazard(s) addressed in this report. For example – severe thunderstorms with flooding from Hurricane Allen, wind damage from a tornado, dam failure and downstream flooding, surge flooding from hurricanes, etc.]

4. Incident Periods:

[Identify time(s) and date(s) of incident/disaster. If report is prepared prior to an incident/disaster, use “Pre-Incident Report” for this entry.]

5. Number of Previous Events Involving This Hazard:

[Identify the number of events caused by this hazard in the time frame for which records are available. For example, two (2) events in 1986, five (5) events from 1983 to present, etc.]

6. Number of Residents at Risk from this Hazard:

[Identify the number of people at risk in the above identified impact area, or the specific facility. Focus on information pertaining to the proposed problem and recommended actions -- include information such as number of families, housing units, and special needs population affected by incident, or at risk from a potential incident.]

7. Background and Discussion:

[Explain the problem and what benefits will be derived once problem is corrected]

[Briefly describe what happened, or what could possibly happen, and the real cause of the problem. A flood is a hazard, but what really caused it to flood this sub-division or this part of town, and why was it so bad this time? Perhaps drainage ditches overflowed because excessive vegetation impeded water flow, or flood control gates were rusty and inoperable, or increased run-off from new development has increased the area vulnerable to floods, etc. If possible, identify specific conditions that directly contributed to impact of incident/disaster]

[If this is a pre-event situation explain how the problem was identified and why it is important to resolve-explain the problem and how the recommended actions will correct it. If actions are to implement recommendations or findings in a hazard analysis, atlas, or other comprehensive study, identify and discuss the source documents-this will strengthen and reinforce the need to implement your recommend mitigation actions.]

8. Hazard Mitigation Team Recommendation:

Work Element #:

[This section of the report is a listing of specific step by step actions to be accomplished that will eliminate, or at least reduce the impact of this hazard. This section is essentially an implementation strategy of mitigation actions that will reduce risk and vulnerability levels within this impact area. Each “Work Element” is a numbered separate task that identifies a specific mitigation action along with a discussion of the means to be employed to accomplish the action. The number of work elements (i.e., mitigation actions)

developed for each report will be determined by the HMC and will be based on the nature of the hazard, and the complexity of the recommended solution.] Each work element is a proposed task to be accomplished to complete a single project. Each proposed project may have multiple work elements and each proposed project requires a separate team report.

a. Mitigation Action:

[Identify specific actions that, if accomplished, will reduce vulnerability and risk in the impact area. Actions should be listed in implementation sequence so they constitute a step by step action plan to achieve mitigation objectives. As an example, you may want to identify the number and value of structures at risk in a particular subdivision; and then apply for environmental and historical preservation clearances; and then develop a land use plan; and then determine availability of grants; and then invite property owners to participate; and then apply for a grant; etc. All of the actions are needed and collectively will provide a way to reduce vulnerabilities and risks. Most mitigation projects consist of a number of interrelated and coordinated mitigation actions accomplished through a step by step process.]

b. Lead Agency:

[Identify the local agency or organization that is best suited to accomplish this action. In most cases the organizations represented on the HMT will be ideally suited to accomplish specific mitigation actions.]

c. Cost of Action:

[Indicate what the cost will be to accomplish this action. This amount will, of course, have to be estimated until actual final dollar amounts can be determined.]

d. Funding Method:

[Indicate how the cost to complete the action will be funded. For example – funds may be provided from existing operating budgets, or from a previously established contingency fund, by voter endorsed bond action, or a cost sharing Federal or State grant, etc. Remember that various funding methods are available and that creative funding techniques may be necessary.]

e. Schedule:

[Indicate when action will begin, and when action is expected to be completed. Remember that some actions will require only a minimum amount of time, while others may require a long-term continuing effort.]

ANNEX Q



HAZARDOUS MATERIALS & OIL SPILL RESPONSE

**Victoria County/City
Emergency Management Plan**

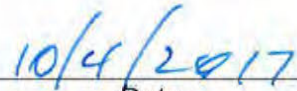
APPROVAL & IMPLEMENTATION

Annex Q

Hazardous Materials & Oil Spill Response



Signature
Taner Drake
City of Victoria, Fire Chief



Date

RECORD OF CHANGES

Annex Q

Hazardous Materials & Oil Spill Response

Change #	Date of Change	Change	Entered By

ANNEX Q HAZARDOUS MATERIAL & OIL SPILL RESPONSE
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I. AUTHORITY

A. Federal

1. Public Law 96-510, *Comprehensive Environmental Response Compensation and Liability Act of 1980*.
2. Public Law 99-499, *Emergency Planning and Community Right to Know Act of 1986*.
3. 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*.
4. 40 CFR 68, *Clean Air Act*.
5. 40 CFR 261, *Resource Conservation and Recovery Act*.

B. State

1. Texas Health and Safety Code, Chapter 502, *Texas Hazard Communication Act*.
2. Texas Health and Safety Code, Chapter 505, *Manufacturing Facility Community Right-to-Know Act*.
3. Texas Health & Safety Code, Chapter 506, *Public Employer Community Right-to-Know Act*.
4. Texas Health and Safety Code, Chapter 507, *Non-manufacturing Facilities Community Right-to-Know Act*.

C. Local

See Basic Plan, Section I.

II. PURPOSE

This annex establishes the policies and procedures under which Victoria County and/or City of Victoria will operate in the event of a hazardous material incident or oil spill. It defines the roles, responsibilities and organizational relationships of government agencies and private entities in responding to and recovering from an oil spill or incident involving the transport, use, storage, or processing of hazardous material. Meets requirements with 42 USC, 11003, EPCRA.

III. EXPLANATION OF TERMS

A. Acronyms

CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CHEMTREC	Chemical Transportation Emergency Center
DPS	Department of Public Safety
DSHS	Department of State Health Services

EHS	Extremely Hazardous Substances
EMC	Emergency Management Coordinator
EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
ERG	Emergency Response Guide (U.S. Department of Transportation)
GDEM	Governor's Division of Emergency Management
GLO	General Land Office
HC	Hazardous chemicals
HS	Hazardous substances
IAP	Incident Action Plan
ICS	Incident Command System
ICP	Incident Command Post
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NRC	National Response Center
NRF	National Response Framework
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
RRC	Railroad Commission
RRT	Regional Response Team
SARA III	Superfund Amendments and Reauthorization Act of 1986, Title III (Also known as EPCRA)
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SOC	State Operation Center
SONS	Spill of National Significance
SOP	Standard operating procedures
TCRA	Texas Community Right to Know Act(s)
TCEQ	Texas Commission on Environmental Quality
TxDOT	Texas Department of Transportation

B. Definitions

1. Accident site. The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.
2. Acute exposure. Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.
3. Acutely toxic chemicals. Chemicals which can cause both severe short term and long term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.
4. CHEM-TEL. Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guidebook.

5. CHEMTREC. The Chemical Transportation Emergency Center (CHEMTREC) is a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, National Response Center, and manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.
6. Cold Zone. The area outside the Warm Zone (contamination reduction area) that is free from contaminants.
7. Extremely hazardous substances (EHS). Substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the SERC, LEPCs, and local fire departments pursuant to Section 312 of EPCRA and Texas community right-to-know acts (TCRAs). EHS releases which exceed certain quantities must be reported to the National Response Center, the SERC, and local agencies pursuant to Section 304 of EPCRA and state regulations. The roughly 360 EHSs, and pertinent reporting quantities, are listed in 40 CFR 355.
8. Hazard. The chance that injury or harm will occur to persons, plants, animals or property.
9. Hazard analysis. Use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site at fixed facility, or on a transportation route to the surrounding area, in order to determine which portions of a community may be affected by a release of such materials.
10. Hazardous chemicals (HC). Chemicals, chemical mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any time are required to report inventories of such chemicals annually to the SERC in accordance with TCRAs.
11. Hazardous material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Includes EHSs, HSs, HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
12. Hazardous substance (HS). Substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, are required to report inventories of such substances annually to the SERC in accordance with TCRAs. HS releases above certain levels must be reported to the National Response Center, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA, and state regulations. The roughly 720 HS and pertinent reporting quantities are listed in 40 CFR 302.4.

13. Hot Zone. The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.
14. Incident Commander. The overall coordinator of the response team. Responsible for on-site strategic decision and actions throughout the response phase. Maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of operations level and certified in the Incident Command System (ICS).
15. Incident Command System. A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all emergency responses and is applicable to small, as well as, large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management.
16. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, non-governmental, and/or private sector entities in order to save lives and minimize danger, and provide the basis for long-term community recovery and prevention activities.
17. National Response Center (NRC). Interagency organization, operated by the US Coast Guard, that receives reports when reportable quantities of dangerous goods and hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.
18. National Incident Management System (NIMS). The system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, the NIMS includes a core set of concepts, principles, and terminology.
19. On-scene. The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.
20. Plume. A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.
21. Regulated facility. A plant site where handling/transfer, processing, and/or storage of chemicals is performed. For the purposes of this annex, regulated facilities (1) produce, use, or store EHSs in quantities which exceed threshold planning quantities or (2) hold one or more HCs in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPCs, and the local fire department in accordance with TCRAs.
22. Reportable quantity. The minimum quantity of hazardous material released, discharged,

or spilled that must be reported to federal state and/or local authorities pursuant to statutes and regulations.

23. Response. The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.
24. Risk Management Plan (RMP). Pursuant to section 112r of the CAA, facilities that produce, process, distribute or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted electronically to the EPA; it can be accessed electronically by local governments and the public.
25. Spill of National Significance (SONS). A spill or discharge oil or hazardous material as defined by the *National Oil and Hazardous Substance Contingency Plan (NCP)* that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an Incident of National Significance.
26. Toxic substances. Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 CFR 372.
27. Vulnerable Facilities. Facilities which may be of particular concern during a Hazmat incident because they:
 - a. Are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails),
 - b. Fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center), or
 - c. Include large concentrations of people (shopping centers, recreation centers).
28. Warm Zone. An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

IV. SITUATION & ASSUMPTIONS
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A. Situation

1. Hazardous materials are commonly used, transported, and produced in the local area; hence, Hazmat incidents may occur here.
2. We have the lead in the initial response to a Hazmat incident that occurs within its jurisdiction. Hazmat response resources are listed in Annex M, Resource Management. Our Hazmat incident response capability may be summarized as isolate the scene, deny entry, limited containment capabilities.
3. Although radiological materials are considered hazardous materials in most classification schemes, detailed planning for incidents involving these materials are covered in Annex D, Radiological Protection, to this plan.
4. Vulnerable facilities potentially at risk from a Hazmat release are identified in Appendix 5.
5. Regulated facilities that may create a Hazmat risk in the local area are identified in Appendix 6.
6. Hazardous materials transportation routes that may pose a threat to the local area are identified in Appendix 7.
7. Evacuation routes from risk areas surrounding regulated facilities are described in Appendix 8.
8. Pursuant to the EPCRA, a local fire chief has the authority to request and receive information from regulated facilities on hazardous material inventories and locations for planning purposes and may conduct an on-site inspection of such facilities.
9. If we are unable to cope with an emergency with our own resources and those available through mutual aid, the State may provide assistance. When requested by the State, assistance may also be provided by federal agencies.
10. The Victoria Local Emergency Planning Committee is responsible for providing assistance to Victoria County and/or City of Victoria in hazardous materials planning.
11. Emergency worker protection standards provide that personnel may not participate in the response to a Hazmat incident unless they have been properly trained and are equipped with appropriate personal protective equipment. See Appendix 3.

B. Assumptions

1. An accidental release of Hazmat could pose a threat to the local population or environment. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.
2. A major transportation Hazmat incident may require the evacuation of citizens at any location within Victoria County and/or City of Victoria.

3. Regulated facilities will report Hazmat inventories to the City of Victoria Fire Department and the LEPC.
4. In the event of a Hazmat incident, regulated facilities and transportation companies will promptly notify us of the incident and make recommendations to local emergency responders for containing the release and protecting the public.
5. In the event of a Hazmat incident, we will determine appropriate protective action recommendations for the public, disseminate such recommendations, and implement them.
6. The length of time available to determine the scope and magnitude of a hazmat incident will impact protective action recommendations.
7. During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.
8. If an evacuation is recommended because of an emergency, typically 80 percent of the population in affected area will relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.
9. Hazardous materials entering water or sewer systems may necessitate the shutdown of those systems.
10. The Victoria Local Emergency Planning Committee (LEPC) will assist Victoria County and/or City of Victoria in preparing and reviewing hazardous material response plans and procedures.

V. CONCEPT OF OPERATIONS

A. Prevention

Hazardous materials prevention is undertaken to reduce/prevent a threat to lives and property during a Hazmat incident. Our hazardous materials prevention activities include:

1. We have performed a chemical hazard analysis to identify the types and quantities of hazardous materials present in the community at fixed sites or on transportation routes, potential release situations, and possible impact on the local population.
2. We receive and maintain data on the Hazmat inventories at local regulated facilities for use in emergency planning. Regulated facilities are identified in Appendix 6 to this annex.
3. We have identified local hazmat transportation routes; these are depicted in Appendix 7 to this annex.
4. We have established approved routes for hazardous cargo, depicted in Appendix 7.

5. The Victoria Fire Department performs periodic inspection of facilities that produce, use, or store hazardous materials.
6. The City of Victoria Planning and Inspections Departments monitors land use to ensure local officials are made aware of plans to build or expand facilities that make, use, or store hazardous materials so the potential impact of such facilities can be assessed and minimized.

B. Preparedness

To enhance the preparedness of its emergency responders and the public, we have:

1. Developed and conducted public education programs on chemical hazards and related protective actions.
2. Trained emergency personnel to level commensurate with Hazmat response duties and provided appropriate personal protective equipment. See Appendix 3.
3. Identified emergency response resources for Hazmat incidents. See Annex M, Resource Management.
4. Developed standard operating procedures for Hazmat response and recovery.
5. Obtained Hazmat release modeling software program and trained personnel in its use.
6. Met periodically with regulated facilities and known Hazmat transporters to ensure that company and local emergency plans are coordinated to the extent possible and that emergency contact information is kept up-to-date.

C. Response

1. Incident Typing. To facilitate the proper incident response, a five level incident typing scheme will be used. The incident will be initially typed by the first responder on the scene and updated by the incident Commander as required.
 - a. Type 1 – The most complex of incidents requiring all of the command and general staff to be activated along with their functional staffs. Management of incident is often subject to great public and political scrutiny .Operational personnel often exceed 500 per operational period and total personnel usually exceed 1,000.
 - b. Type 2 – Extended response, complex incident requiring most or all of the command and general staff along with their functional staffs. The incident extends into multiple operational periods requiring written action plans, planning meetings and briefings. Operational personnel should not exceed 200.
 - c. Type 3 – Extended response, initial actions may fail, requires multiple resources, may require multiple operational periods to resolve, and some or all of the command and general staff may be activated.
 - d. Type 4 – Initial response, requires multiple resources and is usually resolved in one operational period.

- e. Type 5 – Initial response, requires only 1 – 2 resources and a few hours to resolve.

2. Initial Reporting

- a. It is anticipated that a citizen who discovers a hazardous material incident will immediately notify the 911 Communications Center through the 9-1-1 system and provide some information on the incident.
- b. Any public sector employee discovering an incident involving the potential or actual release of hazardous material should immediately notify the Victoria County Sheriffs Office Dispatch and/or the 911 Communications Center and provide as much of the information required for the Hazardous Materials Incident Report in Appendix 2 as possible.
- c. Operators of regulated facilities and Hazmat transportation systems are required by law to report certain types of Hazmat releases. For Hazmat incidents occurring at regulated facilities, a facility representative at a regulated site is expected to immediately notify the 911 Communications Center and provide information for a Hazardous Materials Incident Report; see Appendix 2.

3. Notification

Upon receiving a Hazardous Materials Incident report, the Victoria County Sheriffs Office Dispatch and/or 911 Communications Center will initiate responder notifications commensurate with the incident typing classification (Type 1 - 5) in accordance with its Communications SOP, other guidance document.

4. Response Activities

- a. The first firefighter or law enforcement officer on the scene should initiate the Incident Command System (ICS), establish an Incident Command Post (ICP), and begin taking the actions listed in the General Hazmat Response Checklist in Appendix 1. If the situation requires immediate action to isolate the site and evacuate nearby residents, the first officer on the scene should advise the Victoria County Sheriffs Office Dispatch and/or the 911 Communications Center and begin such actions.
- b. As other responders arrive, the senior firefighter will generally assume the role of IC for Hazmat emergencies and continue taking the actions listed in the General Hazmat Response Checklist.
- c. The EOC may be activated for a Level II (Emergency) response and will be activated for Level III (Disaster) response.
- d. ICP - EOC Interface
 - 1) If the EOC is activated the IC and the EOC shall agree on and implement an appropriate division of responsibilities for the actions listed in the General Hazmat Response Checklist.
 - 2) Regular communication between the ICP and the EOC regarding checklist actions is required to ensure that critical actions are not inadvertently omitted.

- 3) Responders and support staff, should refer to Annex N, Appendix 1, Tab C; EOC Activation / Deactivation.

e. Determining Affected Areas and Protective Actions

- 1) The IC shall estimate areas and population affected by a Hazmat release, and may be assisted by the EOC in that process. Aids for determining the size of the area affected may include:
 - a) *The Emergency Response Guidebook*
 - b) Computerized release modeling using CAMEO/ALOHA and other software
 - c) Assistance by the responsible party
 - d) Assistance by expert sources such as CHEMTREC or CHEM-TEL
 - e) Assistance by state and federal agencies
- 2) The IC shall determine required protective actions for response personnel and the public, and may be aided in determining protective actions for the public by the EOC. See Appendix 3 for emergency responder safety considerations. See Appendix 4 for public protective action information.
- 3) The IC will typically provide warning to and implement protective actions for the public in the immediate vicinity of the incident site. The EOC will normally oversee dissemination of warning and implementation of protective actions for the public beyond the immediate incident site and related activities such as traffic control and activation of shelters. Sample public warning and protective action messages are provided in Annex A, Warning. Additional information on public information is provided in Annex I, Emergency Public Information.

f. Release Containment

- 1) The responsibility for selecting and implementing appropriate measures to contain the release of hazardous materials is assigned to the IC, who may obtain advice from the responsible party, state and federal agencies, and appropriate technical experts.
- 2) Containment methods may include construction or use of berms, dikes, trenches, booms and other deployable barriers, stream diversion, drain installation, catch basins, patching or plugging leaking containers, reorientation of containers, freeing of valves, or repackaging.

D. Recovery

1. When the initial response to an incident has ended, further effort may be required to control access to areas, which are still contaminated, clean up and dispose of spilled materials, decontaminate and restore areas, which have been affected, and recover response costs from the responsible party. The recovery process may continue for an extended period.
2. The spiller is, by common law, responsible for all cleanup activities. Most recovery activities will be conducted by contractors, paid for by the responsible party, and overseen by state and federal authorities. Methods of cleanup may include excavating, pumping and treating, dredging, skimming, dispersion, vacuuming, and biological remediation. Dilution is prohibited as a substitute for treatment.

3. The City of Victoria Mayor and the Victoria County Judge will appoint a recovery coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, cleanup contractors, and state and federal agencies. For major incidents, it may be desirable to designate a recovery team consisting of a coordinator and representatives of the various departments and local agencies who have an interest in recovery activities.
4. The recovery coordinator or team should:
 - a. Ensure access controls are in place for contaminated areas that cannot be cleaned up immediately.
 - b. Ensure documentation and cost data relating to the incident response is preserved and maintain a list of such records which indicates their locations to facilitate claims against the responsible party and/or reimbursement by the state or federal government.
 - c. Review plans for cleanup and restoration proposed by the responsible party or state or federal agencies and then monitors their implementation.
 - d. Monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing.
 - e. Review proposed mitigation programs and monitor their implementation.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will be employed to respond to and recover from incidents involving hazardous materials or oil spills.
2. Effective response to a Hazmat incident or oil spill may also require response assistance from the company responsible for the spill and, in some situations, by state and federal agencies with responsibilities for Hazmat spills. Technical assistance for a Hazmat incident may be provided by the facility, by industry, or by state and federal agencies.

B. Assignment of Responsibilities

1. Community Emergency Coordinator
 - a. The Victoria Emergency Management Coordinator, in conjunction with the City of Victoria Fire Department Liaison, shall serve as the Community Emergency Coordinator for Hazmat issues, as required by EPCRA.
 - b. The Community Emergency Coordinator, in cooperation with the OEM and LEPC, will:
 - 1) Coordinate with the emergency coordinators of regulated facilities and vulnerable facilities to maintain the list of regulated facilities in Appendix 6 and the list of

vulnerable facilities in Appendix 5.

- 2) Maintain an accurate and up-to-date Hazmat emergency contact roster that provides contact information for regulated facilities, local Hazmat transportation companies, vulnerable facilities, state and federal Hazmat response agencies, and technical assistance organizations such as CHEMTREC. Disseminate this roster to local emergency responders.
 - 3) Ensure each regulated facility and local Hazmat transportation company is notified of the telephone number to be used to report hazmat incidents to local authorities.
 - 4) Coordinate the review of regulated facility emergency plans by local officials.
2. The City of Victoria Fire Department will:
- a. Carry out the general fire service responsibilities outlined in Annex F (Firefighting).
 - b. Assume initial command of hazardous materials response operation.
 - c. The Victoria Fire Department, in conjunction with the Community Emergency Coordinator, will coordinate the review of regulated facility emergency plans by local officials.
3. EMS will:
- a. Provide medical treatment for casualties.
 - b. Transport casualties requiring further treatment to medical facilities.
4. The Victoria County Fire Marshall will:
- a. The Victoria Fire Marshall, in conjunction with the Community Emergency Coordinator, will coordinate the review of regulated facility emergency plans by local officials.
5. The Incident Commander will:
- a. Establish a command post.
 - b. Determine and communicate the incident type/classification.
 - c. Take immediate steps to identify the hazard and pass that information to the Public Safety Answering Point (PSAP), which will disseminate to emergency responders.
 - d. Determine a safe route into the incident site and advise the Victoria County Sheriff's Office Dispatch and/or the 911 Communications Center, who should relay that information to all emergency responders.
 - e. Establish the Hazmat incident functional areas (Hot Zone, Warm Zone, Cold Zone) and a staging area.
 - f. Initiate appropriate action to control and eliminate the hazard in accordance with SOP.

- 1) If the EOC is not activated, ensure that the tasks outlined in the General Hazmat Response Checklist in Appendix 1 are accomplished.
 - 2) If the EOC is activated for a Type 1 or 2 incident, coordinate a division of responsibility between the ICP and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC should handle support tasks that require extensive planning or coordination.
6. Law Enforcement will:
- a. Maintain a radio-equipped officer at the ICP until released by the IC.
 - b. Evacuate citizens when requested by the IC. Advise the Victoria County Sheriffs Office Dispatch and/or the 911 Communications Center and the EOC regarding the status of the evacuation. Make requests for assistance to the fire department, as necessary.
 - c. Control access to the immediate incident site for safety and limit entry to authorized personnel only. The IC will determine the size and configuration of the cordon.
 - 1) Entry of emergency personnel into the incident area should be expedited. The IC will provide information on safe routes.
 - 2) Persons without a valid reason for entry into the area, and who insist on right of entry, will be referred to the ICP or ranking law enforcement officer on duty for determination of status and/or legal action.
 - d. Perform traffic control in and around the incident site and along evacuation routes.
 - e. Provide access control to evacuated areas to prevent theft.
 - f. Provide assistance in determining the number and identity of casualties.
7. The Office of Emergency Management will:
- a. Coordinate with the IC and based upon the incident classification and recommendations of the IC, initiate activation of the EOC through Victoria County Sheriffs Office Dispatch and/or the 911 Communications Center.
 - b. If the EOC is activated:
 - 1) Coordinate a specific division of responsibility between the IC and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC support tasks that which require extensive planning or coordination.
 - 2) Carry out required tasks
 - a) Provide support requested by the IC.

- b) For Level II and III incidents, ensure elected officials and the County/City attorneys are notified of the incident and the circumstances causing or surrounding it.

8. City of Victoria Public Works and/or Victoria County Road & Bridge crews will:

- a. Provide heavy equipment and materials for spill containment.
- b. When requested, provide barricades to isolate the incident site.
- c. Cooperate with law enforcement to detour traffic around the incident site.

9. City of Victoria Utilities Department will:

- a. When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems.
- b. If a Hazmat incident impacts water or sewer systems, check systems for damage and restore service.
- c. When appropriate, provide inputs to the IC or EOC for protective actions for the public relating to water and sewer systems.

10. Regulated Facilities/Hazmat Transportation Companies are expected to:

- a. Provide current emergency contact numbers to local authorities.
- b. Upon request, provide planning support for accidental release contingency planning by local emergency responders.
- c. In the event of a Hazmat incident:
 - 1) Make timely notification of the incident to local officials and other agencies as required by state and federal law.
 - 2) Provide accident assessment information to local emergency responders.
 - 3) Make recommendations to local responders for containing the release and protecting the public.
 - 4) Carry out emergency response as outlined in company or facility emergency plans to minimize the consequences of a release.
 - 5) Assist local responders as outlined in mutual aid agreements.
 - 6) Provide follow-up status reports on an incident until it is resolved.
 - 7) Clean up or arrange for the cleanup of Hazmat spills for which the company is responsible.

d. Regulated facilities are also required to:

- 1) Report Hazmat inventories to the SERC, LEPC, and local fire department as required by federal and state statutes and regulations.
- 2) Provide MSDSs for hazardous materials produced or stored on-site, as required to the LEPC and local fire department.
- 3) Designate a facility emergency coordinator.
- 4) Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by the Clean Air Act (CAA) 112(r) are required to have a more extensive Risk Management Plan (RMP); a summary of which must be filed with the EPA. Local officials can access that information via the Internet.
- 5) Coordinate the on-site emergency plan with local officials to ensure that the facility emergency plan complements the local emergency plan and does not conflict with it.

11. State Government.

- a. If local resources and mutual aid resources available to respond to a Hazmat incident are inadequate or inappropriate, we will request state assistance from the Disaster District Committee (DDC) Victoria, Texas. The DDC Chairperson is authorized to employ those state resources within the district, except that use of Texas Military Forces (TMF) requires approval of the Governor. If the state resources within the District are inadequate, the DDC Chairperson will forward our request to the State Operations Center (SOC) for action.
- b. For major incidents, the SOC will coordinate state assistance that cannot be provided by the DDC and request federal assistance, if required.
- c. The TCEQ:
 - 1) Serves as the lead state agency for response to most hazardous materials and inland oil spills.
 - 2) Serves in an advisory role to the federal on-scene coordinator if federal resources are provided.
 - 3) Monitors all cleanup and disposal operations and coordinates with other state agencies.
 - 4) Determines the adequacy of containment and cleanup operations.
 - 5) If the responsible party cannot be identified or is unable to clean up the spill, the TCEQ may arrange for contractor support funded by the Texas Spill Response Fund.
- d. The Department of Public Safety (DPS) provides assistance to local law enforcement in areas of traffic control, evacuation, and protection of property.
- e. The General Land Office (GLO) is the lead state agency for response to Hazmat and

oil spills affecting coastal waters or bodies of water flowing into coastal waters.

- f. The Texas Railroad Commission (RRC) is the lead state agency for response to spills of crude oil and natural gas at exploration and production facilities and from intrastate crude oil and natural gas pipelines.
- g. The Texas Department of Transportation (TxDOT) may be able to provide heavy equipment to assist in containing spills near public roads, but TxDOT personnel are not trained or equipped as Hazmat responders.
- h. The state has established the Texas Environmental Hotline, which receives reports of Hazmat releases or oil spills and disseminates that information electronically to appropriate state agencies. See Appendix 2, Hazardous Material Incident Report, for the telephone number.

12. Federal Government

- a. A spill or discharge oil or hazardous material that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up, may be determined to be a Spill of National Significance (SONS).
- b. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an Incident of National Significance.

VII. DIRECTION & CONTROL

A. General

1. The direction and control function for a Hazmat incident will be performed by the Incident Commander or Unified Command Incident Commander.
2. For Type 1 or Type 2 Hazmat incidents, the EOC may be activated and responsibility for various hazmat response tasks will be divided between the ICP and the EOC. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed.
 - a. The ICP will concentrate on the immediate response at the incident site, i.e. isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating and implementing protective actions for emergency responders and the public near the incident site. The IC will direct the activities of deployed emergency response elements.
 - b. The EOC should handle incident support activities and other tasks, which cannot be easily accomplished by an ICP. Such tasks may include notifications to state and federal agencies and utilities, requests for external resources, activation of shelters, coordinating wide area traffic control, emergency public information, and similar activities. The EMC shall direct operations of the EOC.

B. Specific

1. For hazardous materials incidents, the first fire service or law enforcement officer on-scene will initiate the ICS. The senior firefighter on the scene will normally serve as the IC. All support units will report to the IC and operate under the direction provided by that position.
2. The IC may recommend evacuation in and around the incident site. The Victoria County Judge and/or City of Victoria Mayor is responsible for large-scale evacuation orders, should it become necessary.

VIII. READINESS LEVELS

A. Level IV - Normal Conditions.

See the prevention and preparedness activities in section V.A and V.B, Emergency Activities by Phase.

B. Level III - Increased Readiness. Increased Readiness may be appropriate if there is a greater than normal threat of a hazardous material incident. Initiation conditions may include a significant hazardous material shipment will be transiting our area. Level 3 readiness actions may include:

1. Monitoring the situation.
2. Informing first responders of the situation.
3. Ensuring the hazardous materials response team (if available) is aware of the situation and can respond if necessary.

C. Level II - High Readiness. High Readiness may be appropriate if there is an increased risk of a hazardous material incident. Level 2 readiness actions may include:

1. Monitoring the situation.
2. Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents.
3. Checking equipment and increasing short-term readiness if possible.
4. Issuing public warning and providing public information if necessary.

D. Level I - Maximum Readiness. Maximum readiness is appropriate when there is a significant possibility of a hazardous materials release. Initiating conditions might include an incident at or near a facility manufacturing or using hazardous materials. Level 1 readiness actions may include:

1. Investigating the situation and partially or fully activating the EOC to monitor it.
2. Placing first responders in alert status; placing off-duty personnel on standby.

3. Advising appropriate state and federal agencies.
4. Preparing to issue public warning if it becomes necessary.

IX. ADMINISTRATION & SUPPORT

A. Support

When a Hazmat incident exceeds the local capability to resolve we will invoke mutual aid agreements. If these personnel, equipment, and supply resources are insufficient or inappropriate, we will request state assistance through the County from the Disaster District in Victoria, Texas.

B. Hazardous Materials Incident Report

A form used by the Victoria County Sheriffs Office Dispatch and/or the 911 Communications Center, the IC, and the EOC to collect and disseminate information on a Hazmat incident is provided in Appendix 2.

C. Resources

1. General emergency response resources are described in Annex M, Resource Management.
2. Specialized Hazmat response resources are also described in Annex M.

D. Documentation & Cost Recovery

The company or individual responsible for the Hazmat release is liable for the cost of clean-up, structural and environmental damage, and personal injury or death. Victoria County and/or City of Victoria will maintain records of personnel and equipment used and supplies expended during the response and recovery phase to support any efforts to recoup costs from the responsible party. If the responsible party cannot be identified, we may be eligible for reimbursement of certain Hazmat response costs by the U.S. Environmental Protection Agency (EPA); this program requires timely submission of an application with supporting data to EPA Region IV in Dallas.

E. Post Incident Review

For Level III incidents, the IC will prepare a short report summarizing the incident, including the cause, critique of response actions, damage assessment, expenditures, and conclusions. Resources for this report may include radio logs, tapes, regulated site records, police reports, fire reports, etc. This report will be circulated to all agencies and individuals tasked in this annex.

F. Training

To comply with emergency worker protection standards, department and agency heads will determine requirements for hazardous materials training for emergency response and medical personnel with Hazmat incident response duties, develop and disseminate schedules for

training, and maintain records of such training.

G. Personal Protective Equipment

To comply with emergency worker protection standards, department heads will prescribe the use of personal protective equipment for emergency response and medical personnel who require it. Appendix 3 contains further information on the equipment required to protect against various types of hazards.

H. Plan Testing and Correction

1. Departmental and interdepartmental drills, tabletop exercises, functional exercises, or full-scale exercises dealing with Hazmat incidents shall be included in the local emergency exercise schedule. Where possible, regulated facilities and Hazmat transportation companies should be invited to participate in drills and exercises.
2. This annex should be corrected and revised, if required, based on the results of exercise critiques.

I. Communications

1. The fire department, law enforcement and public works will communicate using the City of Victoria 800 MHz radio system.
2. The radio talk-group(s) or channel(s) to be utilized will be assigned per incident by the IC and will be used for inter-departmental and interagency communications.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. The Victoria Office of Emergency Management is responsible for developing and maintaining this annex. Recommended changes to this annex will be forwarded to the EMC as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Regulated facilities report their Hazmat inventories annually to the State Emergency Response Commission (SERC), the LEPC, and local fire departments. These reports affect the data in Appendices 5, 6, and 8, which may require more frequent update than the rest of this annex.
- D. All agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs needed to carry out the tasks assigned in the annex.

XI. REFERENCES

- A. FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).
- B. National Response Team, *Hazardous Material Emergency Planning Guide* (NRT-1).

- C. US Department of Transportation, *Emergency Response Guidebook*.
- D. **NFPA 472**, *Standard for Competence of Responders to Hazardous Materials / Weapons of Mass Destruction Incidents*.

APPENDICES

Appendix 1 General Hazmat Response Checklist
Appendix 2 Hazardous Materials Incident Report
Appendix 3 Response Personnel Safety
Appendix 4 Protective Actions for the Public
Appendix 5 Vulnerable Facilities
Appendix 6 Regulated / Fixed Facilities
Appendix 7 Hazardous Materials Transportation Routes
Appendix 8 Evacuation Routes for Regulated Facility Risk Areas

GENERAL HAZMAT RESPONSE CHECKLIST
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	Action Item	Assigned
	<p>1. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification at the end of this checklist.</p> <ul style="list-style-type: none"> • Type 5 – Incident can be Handled with One or Two Single Resources and single IC if needed (e.g. car fire, motor vehicle accident, room and contents fire). • Type 4 – Command and General Staff Functions Activated • Type 3 – Exceeds Initial Attack • Type 2 – Extends Beyond Local Control • Type 1 – Most Complex 	
	2. The PSAP will provide initial situational awareness until Incident Commander or Unified Command is established.	
	<p>3. Identify hazardous material being released.</p> <ul style="list-style-type: none"> • Information may be obtained from facility staff, Hazmat inventory reports, placards, shipping papers or manifest, container labels, pipeline markers, and similar materials. 	
	4. If the possibility exists, of casualties that are contaminated with hazardous substances, ensure EMS units and hospitals are so advised.	
	5. Determine extent of danger to responders and establish requirements for personal protective equipment specialized response equipment. See Response Personnel Safety in Appendix 3.	
	6. Determine extent of danger to general public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk; see Appendices 5, 6, and 7.	
	7. Develop initial action plan to contain and control the release of hazardous materials.	
	8. Determine appropriate protective actions for the public and special facilities. See Appendix 4. If evacuation is considered, check evacuation route status.	
	<p>9. Initiate warning and issue protective action recommendations for the public and Special facilities.</p> <ul style="list-style-type: none"> • See Appendix 4, for protective action data. • See Annex A, Warning, for public notification messages. • See Appendix 8, for evacuation routes for vulnerable facilities. 	
	10. Warn special facilities, provide instructions, and determine requirements for assistance. Provide assistance requested.	
	11. If evacuation is recommended, provide traffic control and be prepared to provide transportation to those who lack it. See Annex E, Evacuation.	
	12. Warn other communities that may be threatened by the Hazmat release.	
	13. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter & Mass Care.	

	<p>14. If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned so that they may take preventative actions. See Annex L, Utilities.</p> <ul style="list-style-type: none"> • If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions. 	
	<p>15. Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations.</p> <ul style="list-style-type: none"> • If the responsible party cannot be identified/located, The Incident Commander should make required notifications, making it clear that the responsible party is presently unknown. 	
	<p>16. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.</p>	
	<p>17. If additional response resources are required:</p> <ul style="list-style-type: none"> • Invoke mutual aid agreements. • Summon hazmat response contractor, if one is under contract. • Request assistance from the State through the Disaster District. 	
	<p>18. Continuously document actions taken, resources committed, and expenses incurred.</p> <ul style="list-style-type: none"> • Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies. 	
	<p>19. Provide updated information on the incident to the public through media releases. See Annex I, Emergency Public Information.</p>	
	<p>20. When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or special facilities.</p>	
	<p>21. Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated.</p>	
	<p>22. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas.</p>	
	<p>23. When it is determined to be safe to end protective actions, advise the public and Medical/Functional/Access Needs facilities and, if an evacuation occurred, manage the return of evacuees.</p>	
	<p>24. Conduct post-incident review of response operations.</p>	

Emergency Situation Typing

Type 5 Incident:

- a. The incident can be handled with one or two single resources with up to six personnel.
- b. Command and General Staff positions (other than the Incident Commander) are not activated.
- c. No written IAP is required.
- d. The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- e. Examples include a vehicle fire, room and contents fire, an injured person, or a police traffic stop.

Type 4 Incident:

- a. Command and general staff functions are activated only if needed.
- b. Several resources are required to mitigate the incident.
- c. The incident is usually limited to one operational period in the control phase.
- d. The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated.
- e. No written IAP is required but a documented operational briefing will be completed for all incoming resources.
- f. The role of the agency administrator includes operational plans, including objectives and priorities.
- g. Examples include a major accident with multiple casualties, commercial/MFD structure fire, a minor hazardous materials spill, or a flash flood.

Type 3 Incident:

- a. When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.
- b. Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
- c. A Type 3 Incident Management Team (IMT) or incident command organization manages initial attack action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.
- d. The incident may extend into multiple operational periods.
- e. A written IAP may be required for each operational period.
- f. Examples may include a large urban flood event, a significant hazardous materials incident, or a tropical storm.

Type 2 Incident:

- a. This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- b. Most or all of the Command and General Staff positions are filled.
- c. A written Incident Action Plan (IAP) is required for each operational period.
- d. Many of the functional units are needed and staffed.

- e. Operations personnel normally do not exceed 200 per operational period and total of incident personnel do not exceed 500 (guidelines only).
- f. The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
- g. Examples may include a major hurricane landfall, mass evacuation or relocation, or a public health emergency with mass casualties.

Type 1 Incident:

- a. This incident is the most complex, requiring national resources to safely and effectively manage and operate.
- b. All Command and General Staff positions are activated.
- c. Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- d. Branches need to be established.
- e. The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- f. Use of resource advisors at the incident base is recommended.
- g. There is a high impact on the local jurisdiction, requiring additional staff for administrative and support functions.
- h. Examples may include acts of CBRN terrorism, or incidents of national significance.

HAZARDOUS MATERIALS INCIDENT REPORT
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INITIAL CONTACT INFORMATION

Check one: This is an **ACTUAL EMERGENCY** This is a **DRILL/EXERCISE**

1. Date/Time of Notification: _____ Report received by:

2. Reported by (name & phone number or radio call sign):

3. Company/agency and position (if applicable):

4. Incident address/descriptive location:

5. Agencies at the scene:

6. Known damage/casualties (do not provide names over unsecured communications):

CHEMICAL INFORMATION

7. Nature of emergency: (check all that apply)

Leak Explosion Spill Fire Derailment Other

Description:

8. Name of material(s) released/placard number(s):

9. Release of materials:

_____ has ended _____ Is continuing. Estimated release rate & duration:

10. Estimated amount of material which has been released:

11. Estimated amount of material which may be released:

12. Media into which the release occurred: _____ air _____ ground _____ water

13. Plume characteristics:

a. Direction (Compass direction of plume): _____ c. Color:

b. Height of plume: _____ d.

Odor: _____
14. Characteristics of material (color, smell, liquid, gaseous, solid, etc)

15. Present status of material (solid, liquid, and gas):

16. Apparently responsible party or parties:

ENVIRONMENTAL CONDITIONS

17. Current weather conditions at incident site:

Wind From: _____ Wind Speed (mph): _____ Temperature (F):

Humidity (%): _____ Precipitation: _____ Visibility:

18. Forecast:

19. Terrain conditions:

HAZARD INFORMATION
(From ERG, MSDS, CHEMTREC, or facility)

20. Potential hazards:

21. Potential health effects:

22. Safety recommendations:

Recommended evacuation distance:

IMPACT DATA

23. Estimated areas/ populations at risk:

24. Special facilities at risk:

25. Other facilities with Hazmat in area of incident:

PROTECTIVE ACTION DECISIONS

- 26. Tools used for formulating protective actions
 - a. Recommendations by facility operator/responsible party
 - b. *Emergency Response Guidebook*
 - c. Material Safety Data Sheet
 - d. Recommendations by CHEMTREC
 - e. Results of incident modeling (CAMEO or similar software)
 - f. Other:

27. Protective action recommendations:
 Evacuation Shelter-In-Place Combination No Action
 Other

_____ Time Actions Implemented

28. Evacuation Routes Recommended:

EXTERNAL NOTIFICATIONS

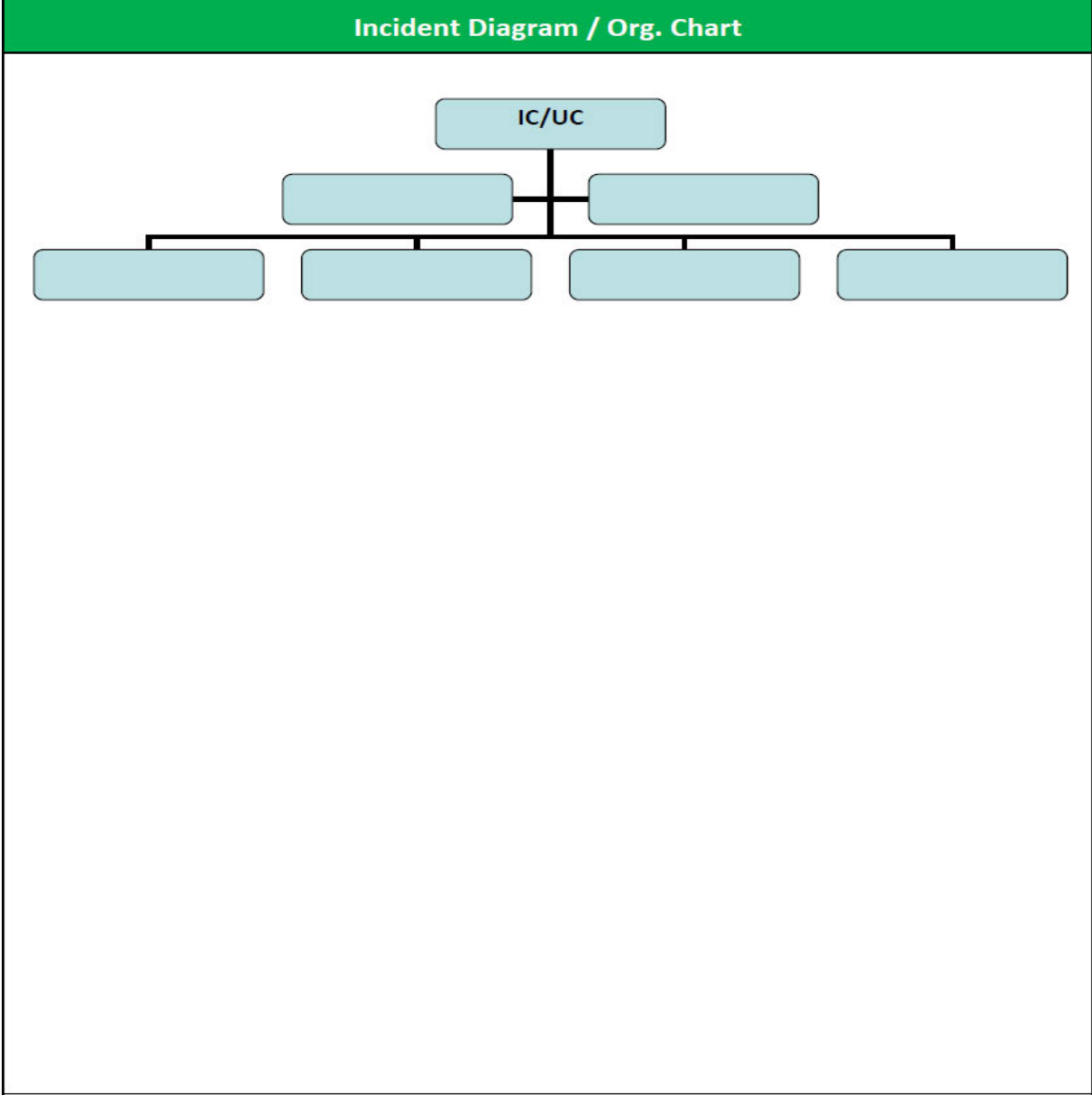
30. Other Information: _____

Victoria Fire Department						
IMS Worksheet						
COMMAND						
INCIDENT NAME				INCIDENT ADDRESS		
INCIDENT COMMANDER				UNIFIED COMMANDERS		
CP LOCATION				INCIDENT START DATE / TIME		
OPS. PERIOD	1	2	3	4	5	6 7 8
				START	hrs	END hrs
FIRE						
STRATEGY			TACTICAL OBJECTIVES			
OFFENSIVE			RESCUE		OVERHAUL CO MONITORING	
DEFENSIVE			EXPOSURES		VENTILATION	
MARGINAL			CONFINE		SALVAGE	
TRANSITIONAL			EXTINGUISH		WATER SUPPLY	
UNIT ASSIGNMENT LOG				BENCH MARKS		
				FF SAFETY – R.I.T. EST. / MARC		
				PS/SS SEARCH – ALL CLEAR		
				INCIDENT - UNDER CONTROL		
				PROPERTY - LOSS STOPPED		
				CUSTOMER STABILIZATION (RED CROSS)		
				UTILITIES		
				GAS		
				ELECTRICAL		
				WATER		
				OTHER		

MAY – DAY ACTIONS	
<ul style="list-style-type: none"> • Always assume the firefighter is lost in the building • Immediately request additional alarm(s)/mutual aid • Utilize staging to control responding units • Commit the Rapid Intervention Team(s) to the search area • Initiate an Accountability Check (MARC) • Change the Strategic Plan to a High Priority Rescue Plan/Operation. • Re-enforce fire control positions to protect the search area. 	<ul style="list-style-type: none"> • Assign a Chief Officer and Safety Officer to RIT (rescue operation) • Back-up the Rapid Intervention Teams. • Clear all exits of obstructions • Ventilate to establish tenability of the building • Monitor structural stability • Ensure Alarm is monitoring all radio channels. • Ensure the command post is monitoring all portable-to-portable radio channels. • Activate Welfare Branch/Group to coordinate hospital support and next of kin notification.

HAZ-MAT					
HAZARD INFORMATION		INCIDENT OBJECTIVES			
HAZ. CLASS		ISOLATE		NOTIFY	
U.N. #		DENY ENTRY		IDENTIFY	
E.R.G. #		DECON			
PUBLIC PROTECTIVE ACTION		WET	DRY	OTHER	
SHELTER – N – PLACE		TACTICS			
EVACUATION		FIRE	SPILL	LEAK	OTHER

RESPONSE OBJECTIVES	Incident Commander:	Unified Command:
Overall Incident Objective(s):		
Objectives for specified Operational Period:		
Summary of Action(s):		
Public Notification Message(s):		
Safety Message for specified Operational Period:		
Weather Conditions:		
Prepared By:		



<u>BRANCH/DIVISION/GROUP/STRIKE TEAM</u>				
NAME				
LOCATION/ ASSIGNMENT				
OFFICER				
RADIO CHANNEL				
UNITS/PERSONNEL				

RESPONSE PERSONNEL SAFETY

1. General Guidelines

Response to Hazmat incidents involving skin and respiratory dangers or where the chemical involved is unknown requires responders to follow personal protection levels and procedures outlined in OSHA worker protection standards. The following establishes policies and procedures regarding the personal protection of first responders in the event of a hazardous material incident. Health and safety procedures include the following:

2. Medical surveillance

Responders to hazardous material incident will include emergency medical technicians who will be responsible for surveillance of responders working in and around the Hot Zone, for indicators of toxic exposure or acute physical symptoms.

3. Hot zone

This is the area where contamination does, or is likely, to occur. All first response personnel entering the Hot Zone must wear prescribed levels of protective equipment commensurate with the hazardous material present. Establish an entry and exit checkpoint at the perimeter of the hot zone to regulate and track the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Closely follow decontamination procedures to preclude inadvertent exposure.

4. Personal Protective Equipment (PPE)

All personnel entering the Hot Zone, for the purpose of control and containment or otherwise endangered by contamination will have appropriate protective equipment.

a. Require Level A protection when the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes:

- (1) Pressure-demand, self-contained breathing apparatus (SCBA) or pressure demand, air-line respirators.
- (2) Fully encapsulating chemical-resistant suit.
- (3) Coveralls.
- (4) Long cotton underwear (optional).
- (5) Cotton glove liners (optional)
- (6) Chemical-resistant gloves.
- (7) Chemical-resistant boots.
- (8) Hard hat, under suit (head injury hazard area).
- (9) Disposable inner gloves and boot covers.
- (10) 2-way intrinsically safe radio communications.

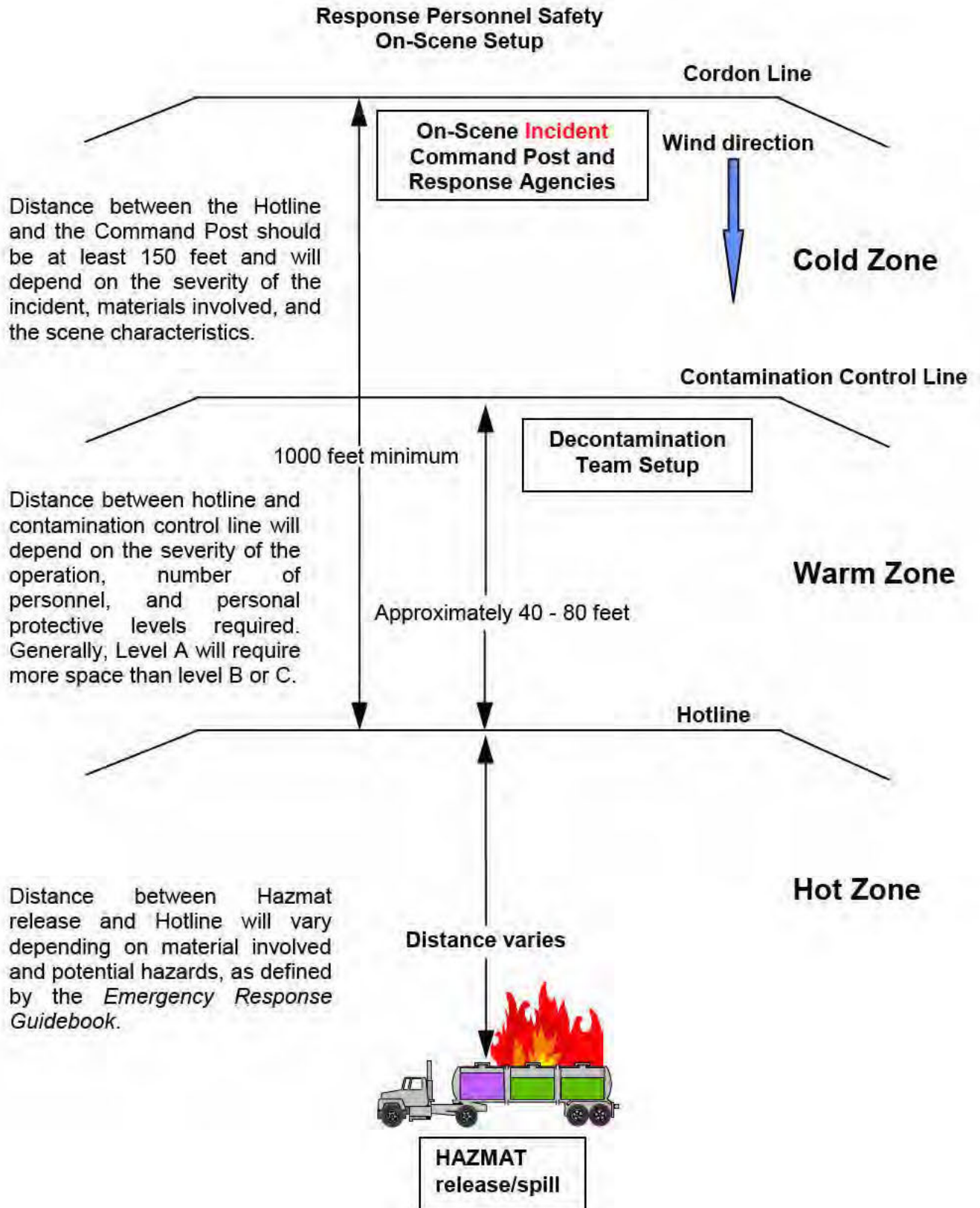
b. Require Level B protection when the highest level of respiratory protection is needed but a lesser level of skin and eye protection is warranted. Level A protection is the minimum level recommended for Hazmat technicians on initial site entries until the hazards are identified and defined by monitoring, sampling, and/or other reliable

methods of analysis. Personnel equipment must correspond to those findings. Level B protective equipment includes:

- (1) SCBA or a supplied-air respirator (MSHA/NIOSHA approved).
 - (2) Chemical resistant clothing (splash protection).
 - (3) Long cotton underwear (optional).
 - (4) Coveralls or other disposable clothing.
 - (5) Gloves (outer), chemical resistant.
 - (6) Gloves (inner), chemical resistant.
 - (7) Boot covers (outer), chemical resistant.
 - (8) Hard hat (head injury hazard area).
 - (9) 2-way radio communications.
- c. Require Level C protection when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure is unlikely. Perform periodic monitoring of the air. Level C protective equipment includes:
- (1) Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved).
 - (2) Chemical resistant clothing (coveralls, hooded, one or two piece chemical splash suit, or chemical resistant coveralls).
 - (3) Gloves, chemical resistant.
 - (4) Boots (outer) chemical resistant, steel toe and shank.
 - (5) 2-way radio communications.

5. Safety Procedures

- a. OSHA worker protection standards require that an on-site safety monitor be assigned during any Hazmat incident response. The safety monitor must be trained to the same level of the personnel responding into the Hot Zone.
- b. Personnel entering the Hot Zone area should not proceed until a back up team is ready to respond inside the zone for rescue should any member of the team be injured while responding.
- c. Personnel entering the Hot Zone area should not proceed until the Contamination Control Line has been set up.



PROTECTIVE ACTIONS FOR THE PUBLIC
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1. Factors to Consider in Selecting Protective Actions

Among the factors to be considered in determining protective actions for the public are the following:

- a. Characteristics of the hazardous material
 - (1) Degree of health hazard
 - (2) Amount of material that has been released or is expected to be released
 - (3) Time of release
 - (4) Rate of spread
- b. Weather conditions, particularly wind direction and speed for airborne hazards
- c. Population at risk
 - (1) Location
 - (2) Number
 - (3) Special-Needs facilities or populations
 - (4) Evacuation routes
- d. Estimated warning and evacuation times
- e. Ability to predict behavior of Hazmat release (typically from release modeling software, e.g., CAMEO/ALOHA).

2. Primary Protective Strategies.

- a. The two primary protective strategies used during Hazmat incidents are shelter in place and evacuation.
 - (1) Shelter in place involves having people shelter in a building and take steps to reduce the infiltration of contaminated outside air. Shelter in place can protect people for limited periods by using the shielding provided by a building's structure to decrease the amount or concentration of Hazmat to which they are exposed. With a continuous release, the indoor concentration of Hazmat for buildings within the Hazmat plume will eventually equal the average outdoor concentration, limiting the effectiveness of this strategy in long-term releases.
 - (2) Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place where the risk to health and safety is considered acceptable. While evacuation can be very effective in protecting the public, large-scale evacuation can be difficult to manage, time consuming, and resource intensive.

(3) Shelter in place and evacuation are not mutually exclusive protective strategies. Each strategy may be appropriate for different geographic areas at risk in the same incident. For example, residents within a mile downwind of an incident site may be advised to shelter in place because there is insufficient time to evacuate them, while residents of areas further downwind may be advised to evacuate.

b. Determining Protective Actions. The information that follows is intended to aid in weighing suitable protective actions for the public and special facilities.

(1) Shelter in place may be appropriate when:

- Public education on shelter in place techniques has been conducted.
- Sufficient buildings are available in the potential impact area to shelter the population at risk.
- In the initial stages of an incident, when the area of impact is uncertain.
- A Hazmat release is impacting or will shortly impact the area of concern.
- A Hazmat release is short term (instantaneous or puff release) and wind is moving vapor cloud rapidly downwind
- Evacuation routes are unusable due to weather or damage or because they pass through a likely Hazmat impact area.
- Specialized equipment and personnel needed to evacuate institutions such as schools, nursing homes, and jails is not available.

(2) Evacuation may be appropriate when:

- A Hazmat release threatens the area of concern, but has not yet reached it.
- A Hazmat release is uncontrolled or likely to be long term.
- There is adequate time to warn and instruct the public and to carry out an evacuation.
- Suitable evacuation routes are available and open to traffic.
- Adequate transportation is available or can be provided within the time available.
- Specialized equipment and personnel needed to evacuate institutions are available.
- The Hazmat released is or will be deposited on the ground or structures and remain a persistent hazard.
- The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

3. Other Protection Strategies

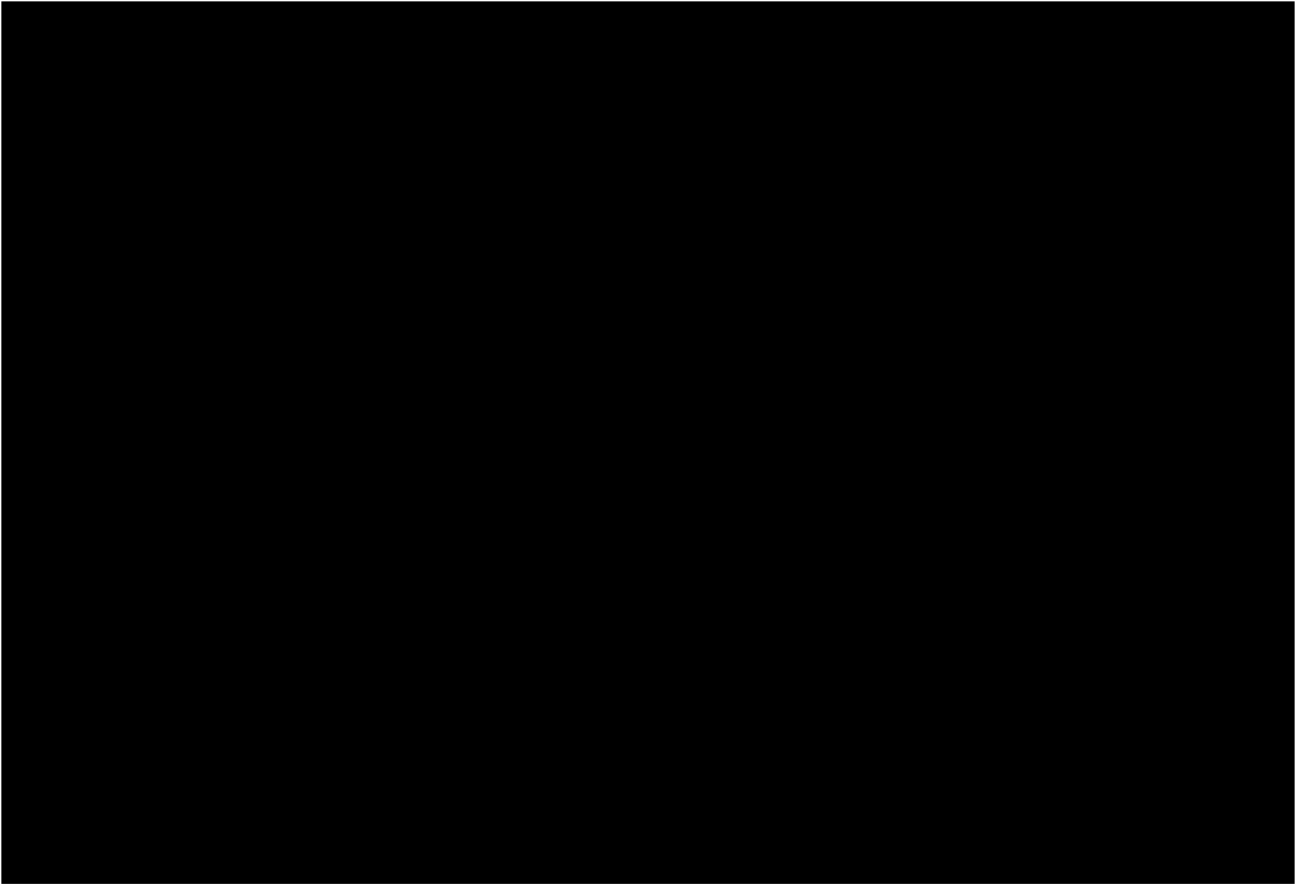
a. Protection of Water Systems. A Hazmat incident may contaminate ground water supplies and water treatment and distribution systems. Threats to the drinking water supply must be identified quickly and water system operators must be notified in a timely manner in order to implement protective actions. If water supplies are affected, the public must be warned and advised of appropriate protective actions; alternative sources of water will have to be provided.

- b. Protection of Sewer Systems. A hazardous chemical entering the sanitary sewer system can cause damage to a sewage treatment plant. If sewer systems are threatened, facility operators must be notified in a timely manner in order to implement protective actions. If systems are damaged, the public must be warned and advised what to do. It will likely be necessary to provide portable toilets in affected areas.
- c. Relocation. Some hazardous material incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. People may need to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.

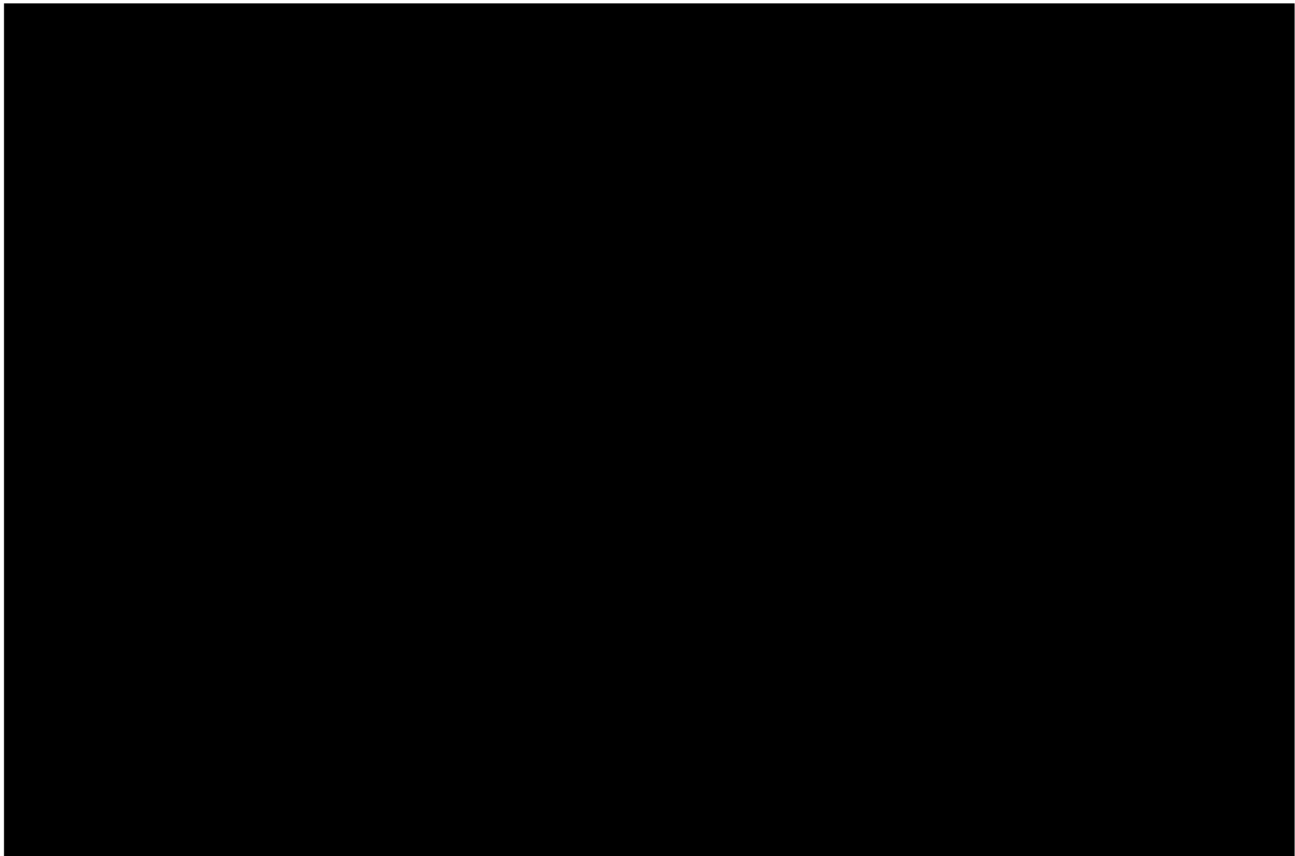
4. Disseminating Warning and Protective Action Recommendations.

- a. The normal means of warning the public of emergencies as described in Annex A of this plan will be used to warn the public of hazmat incidents.
- b. Sample public notification messages for shelter in place and evacuation are provided in Annex A, Warning, with further information in Annex I, Emergency Public Information.

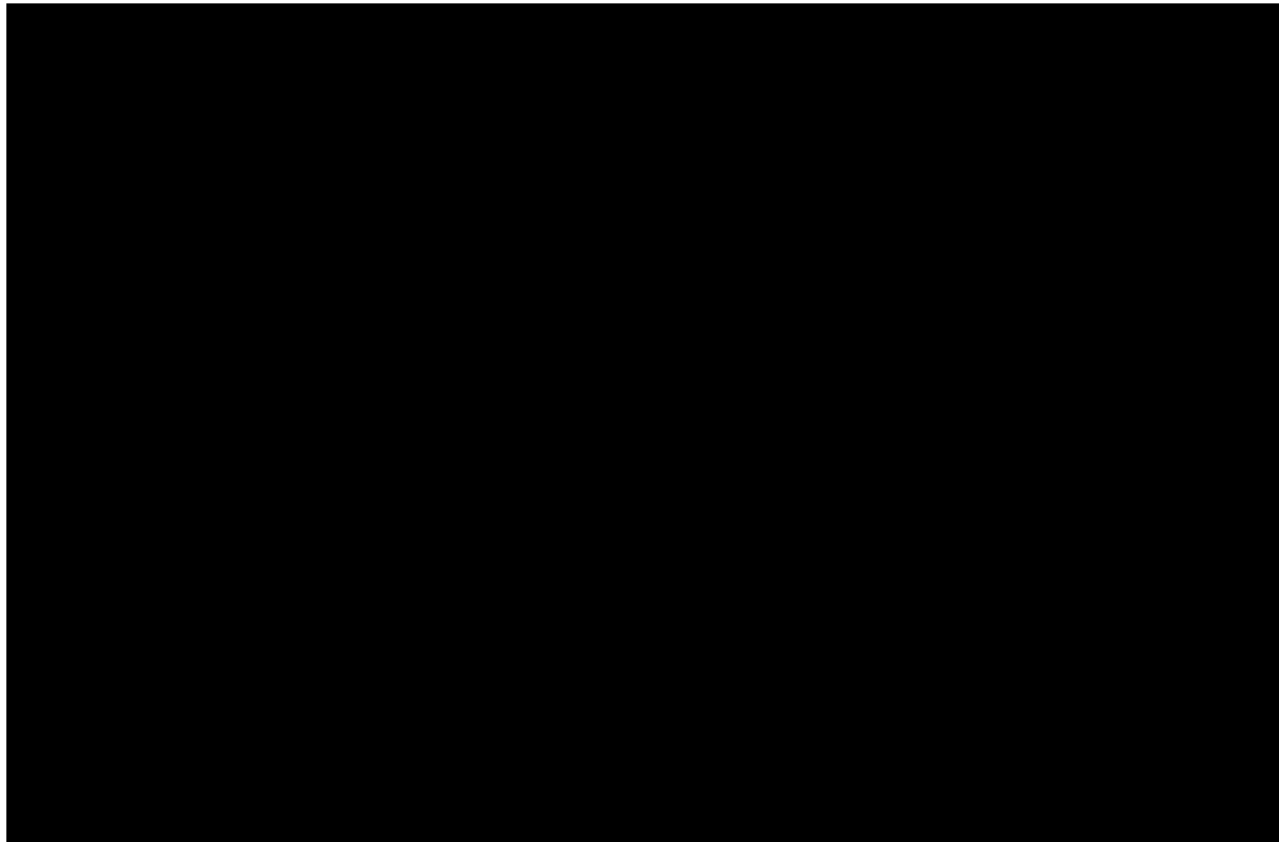
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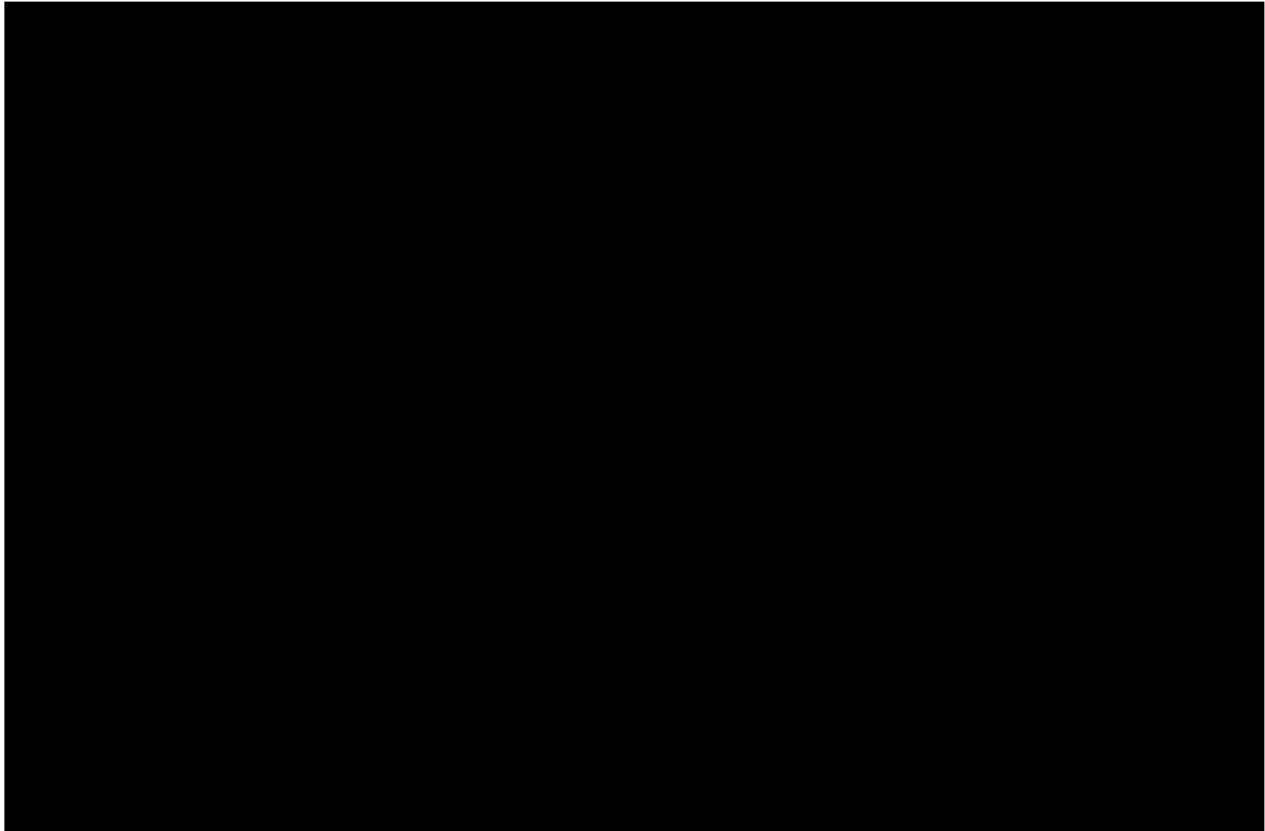
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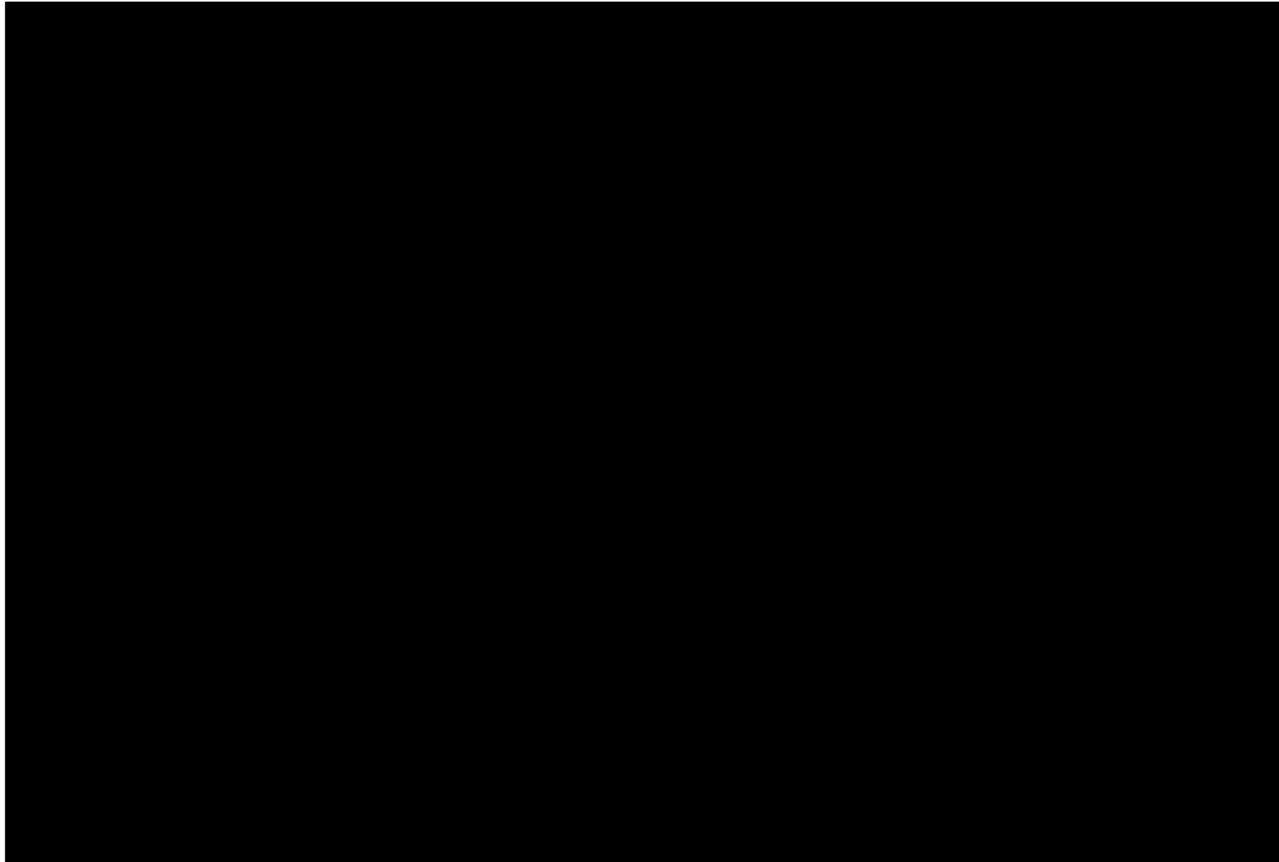
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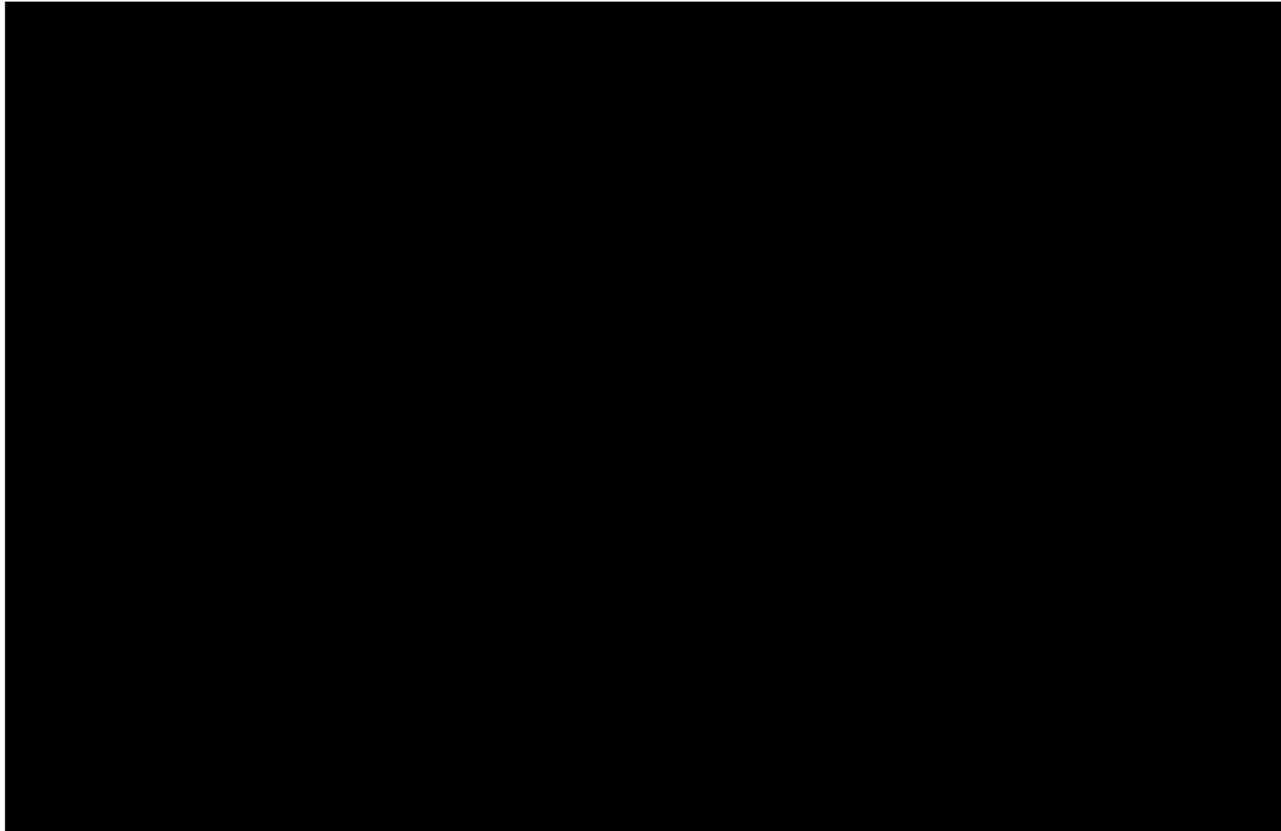
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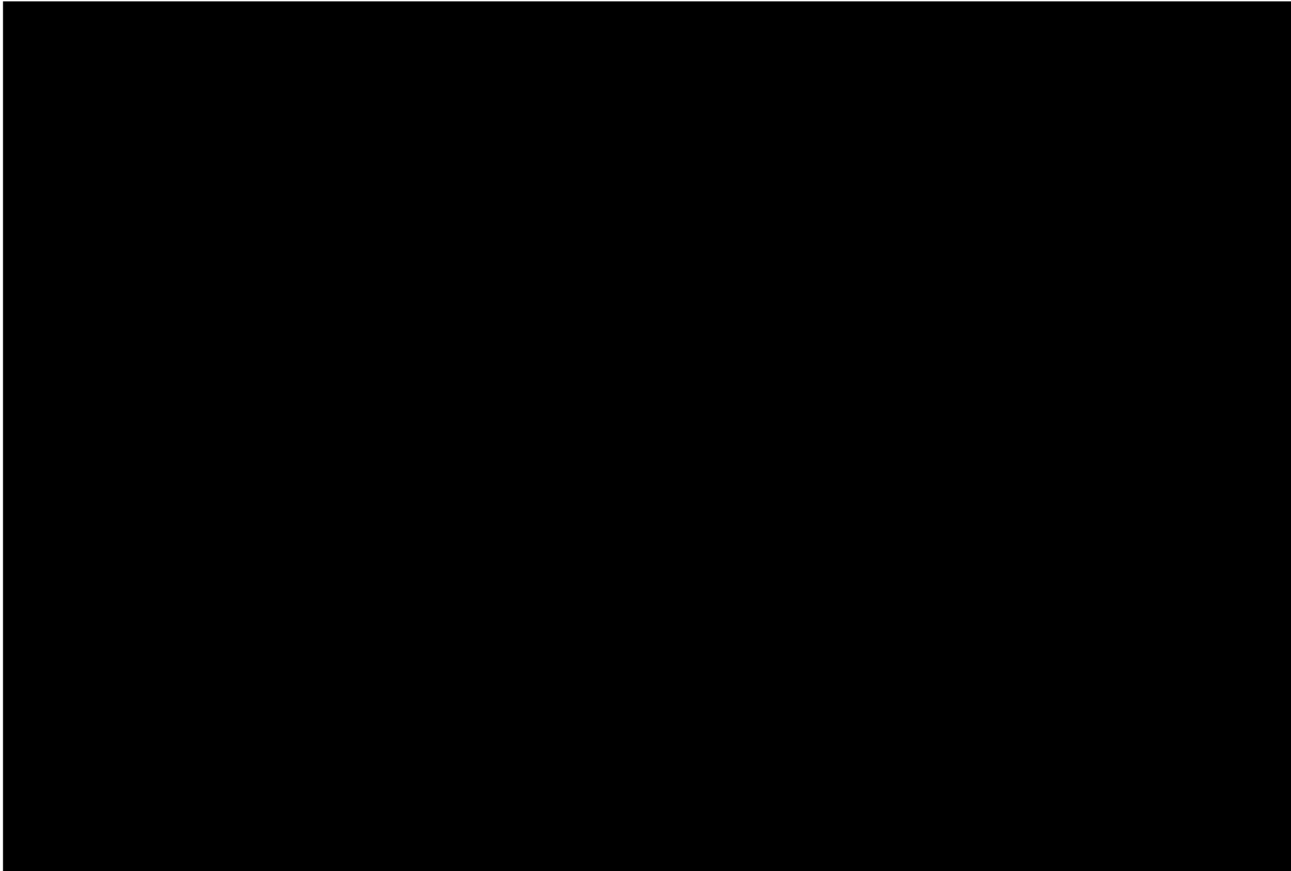
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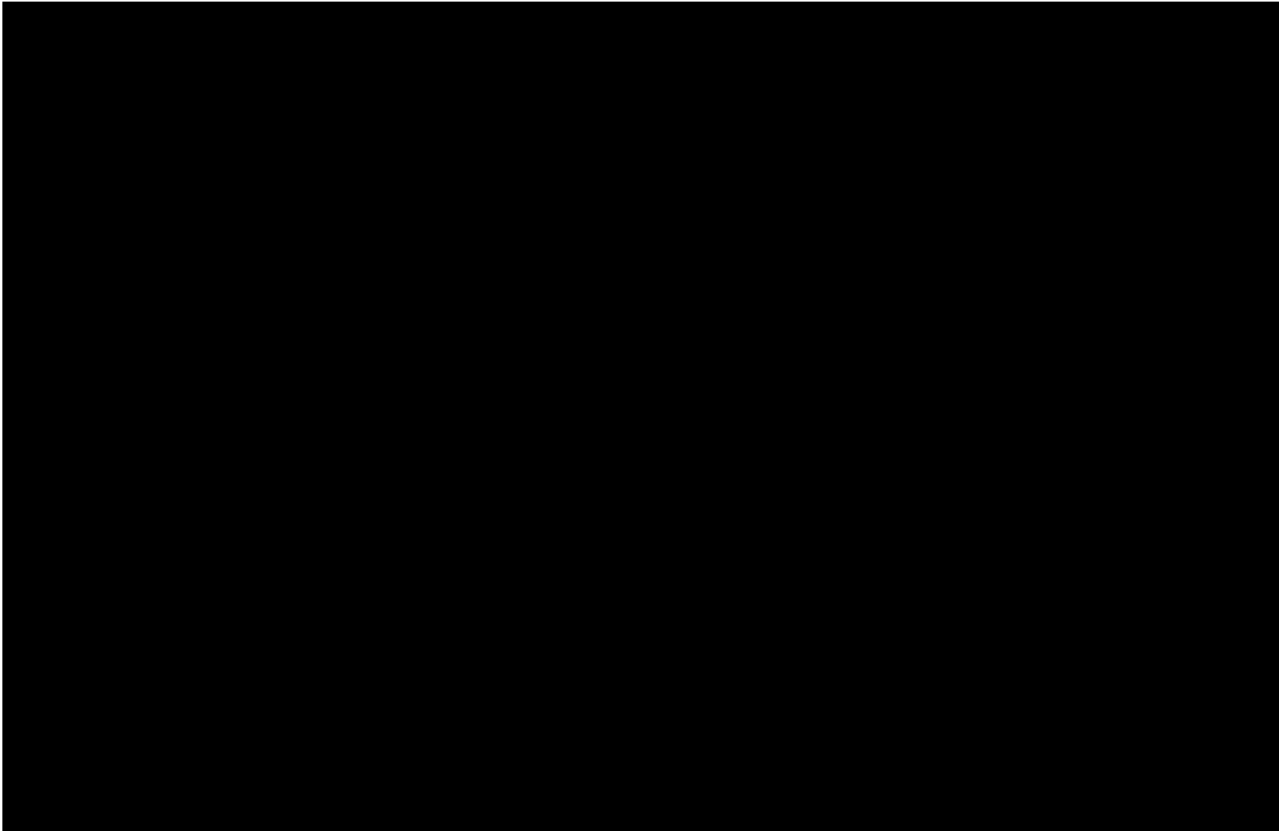
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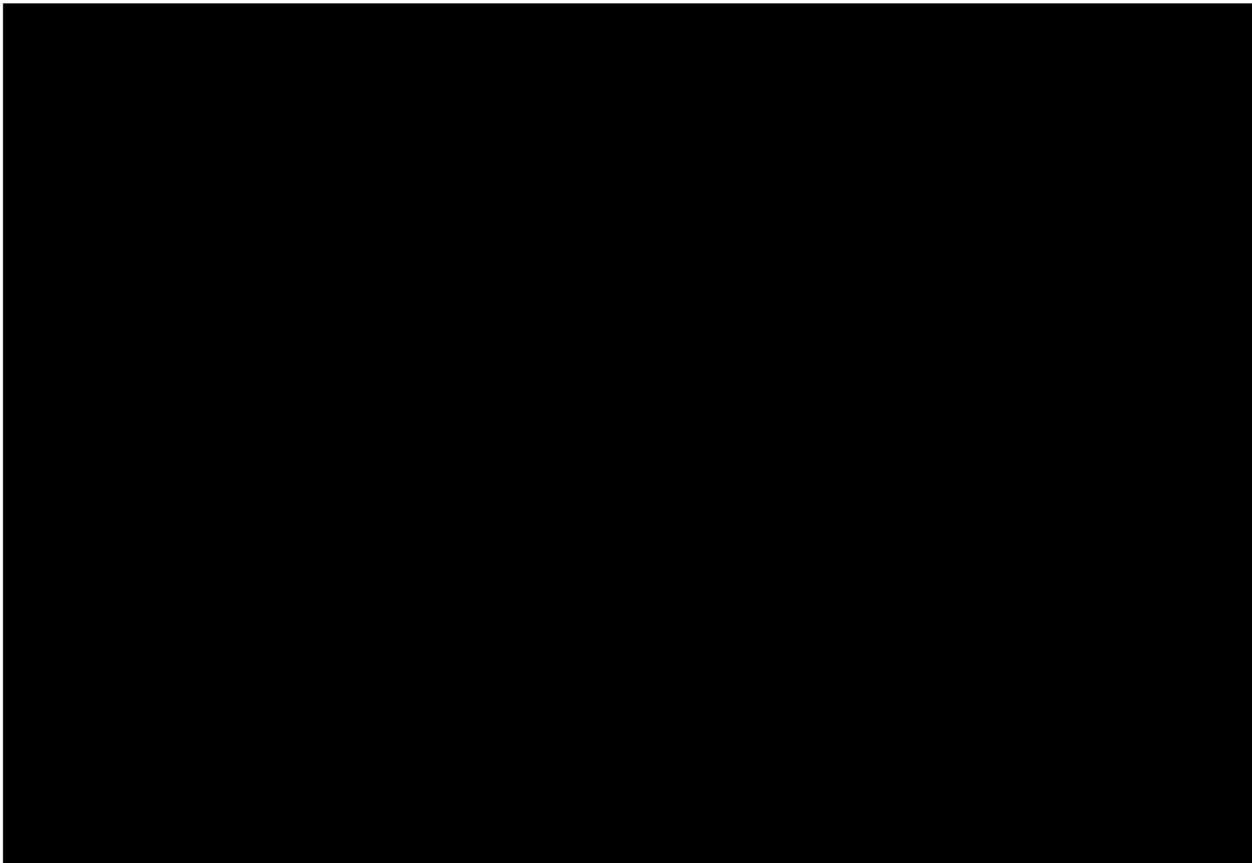
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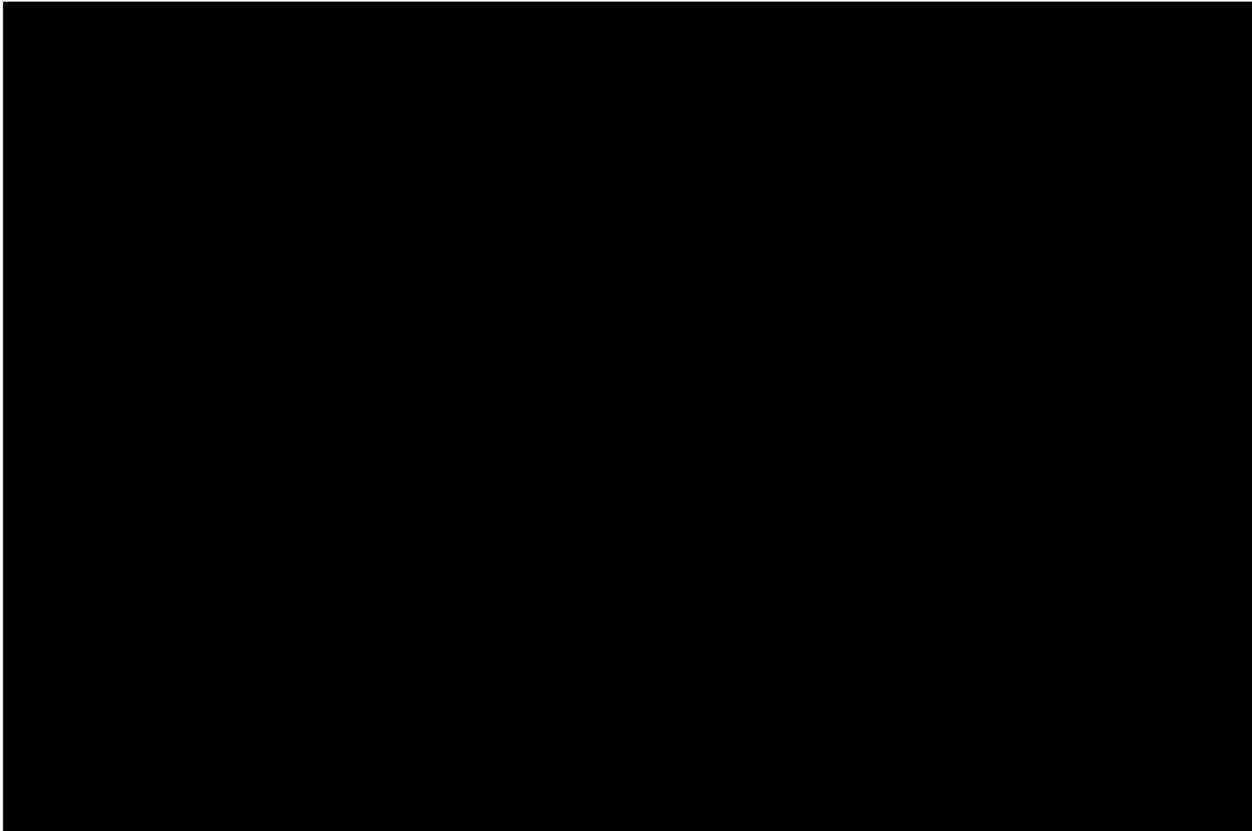
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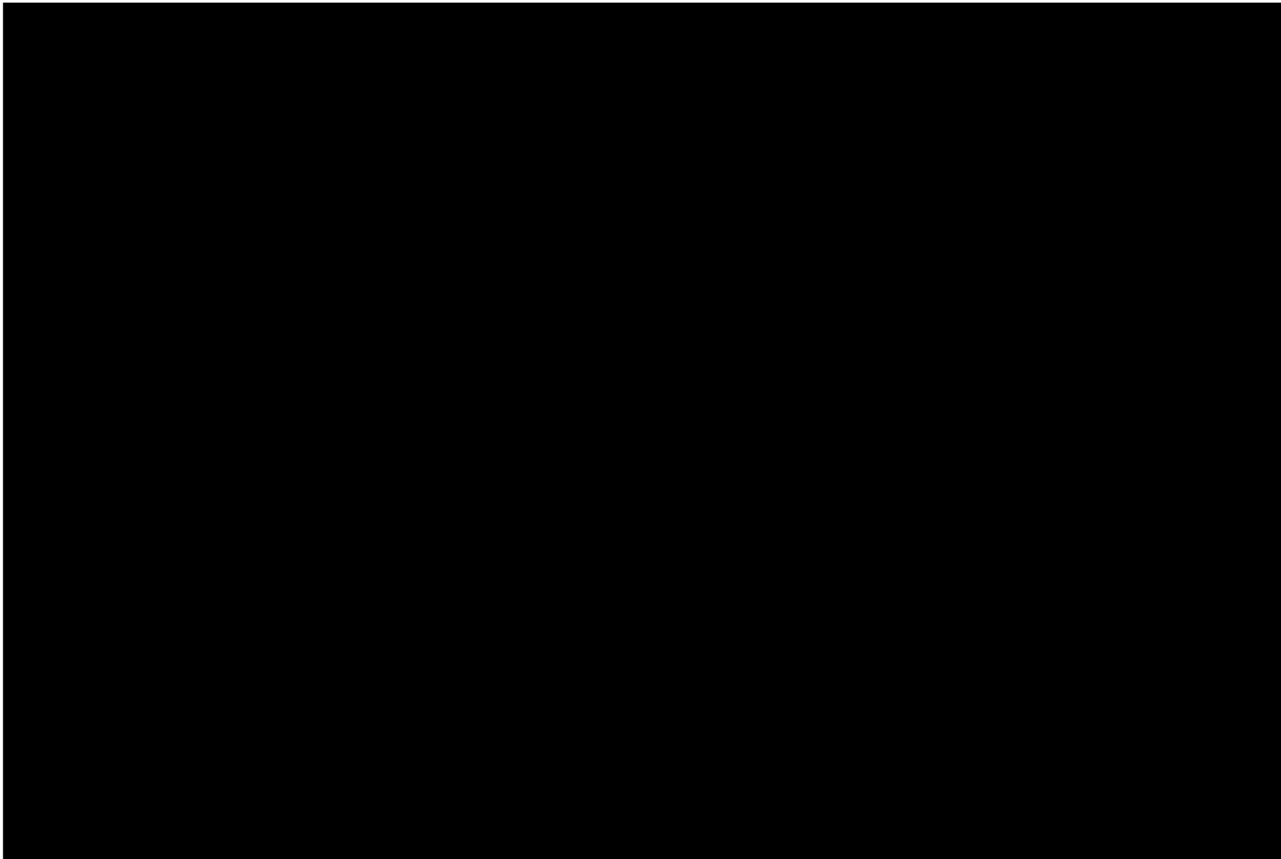
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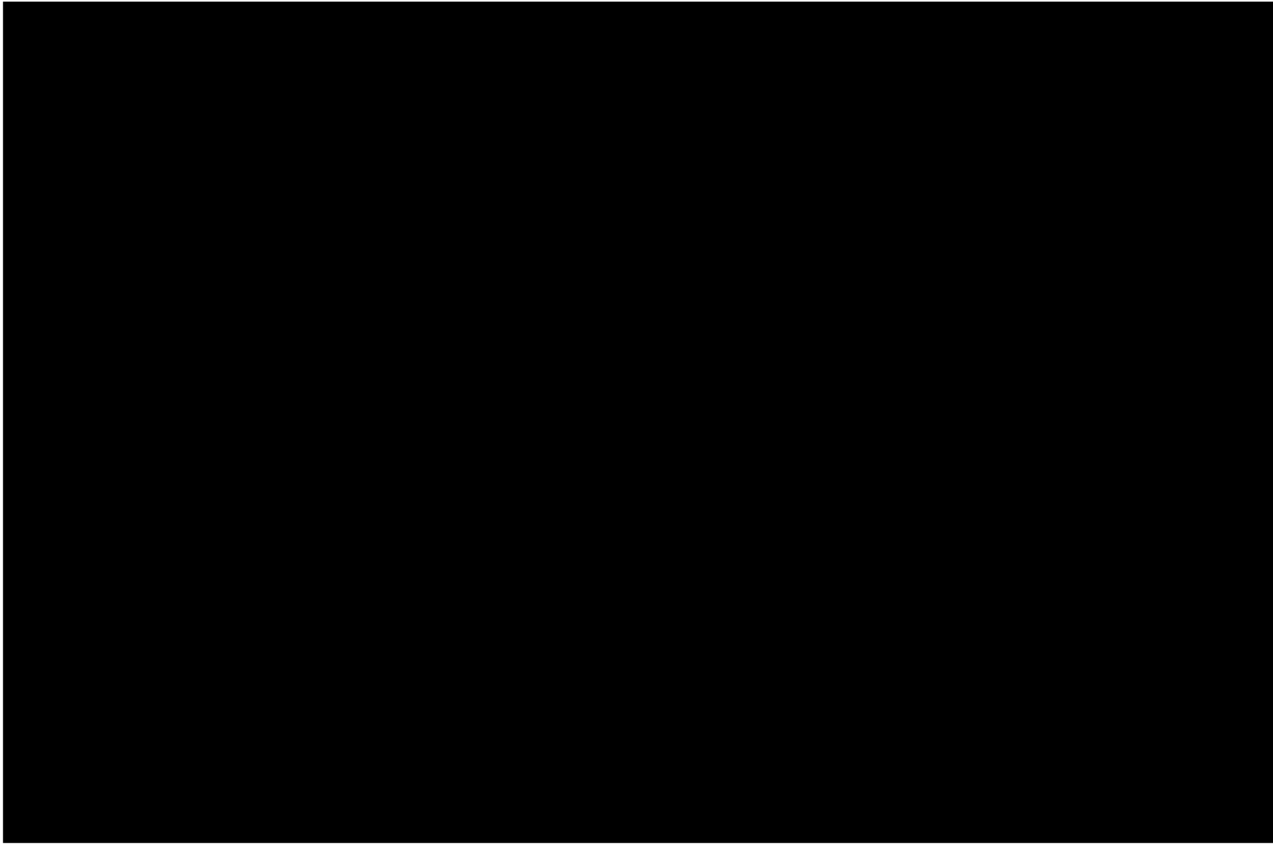
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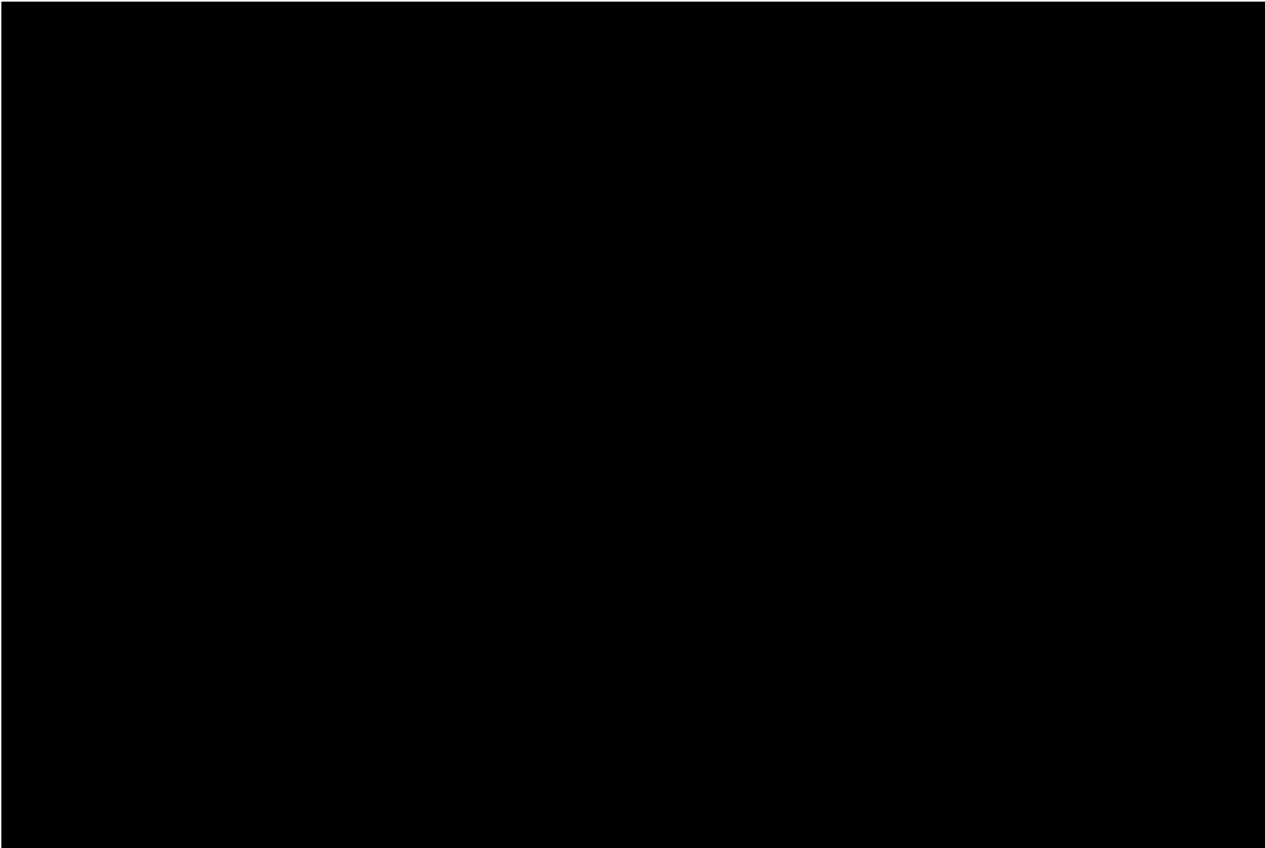
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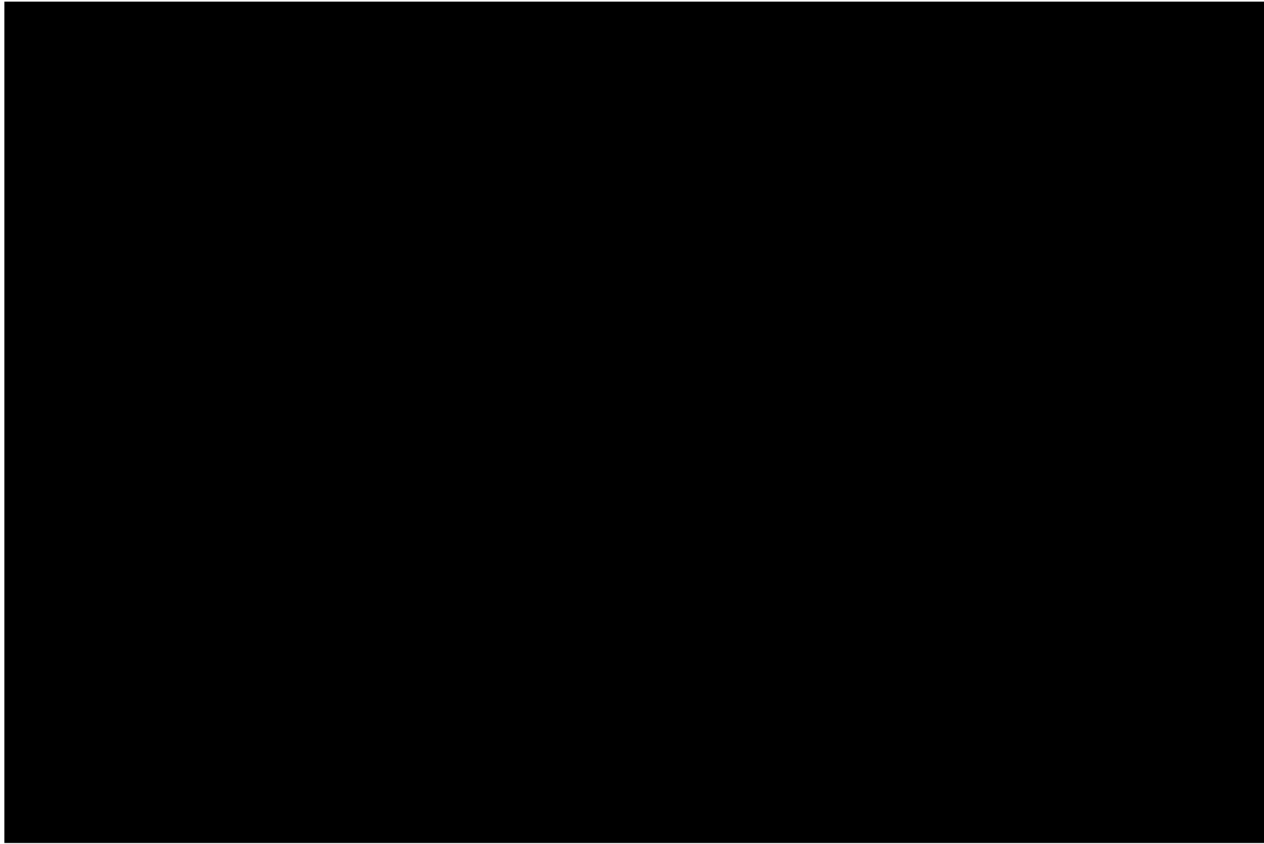
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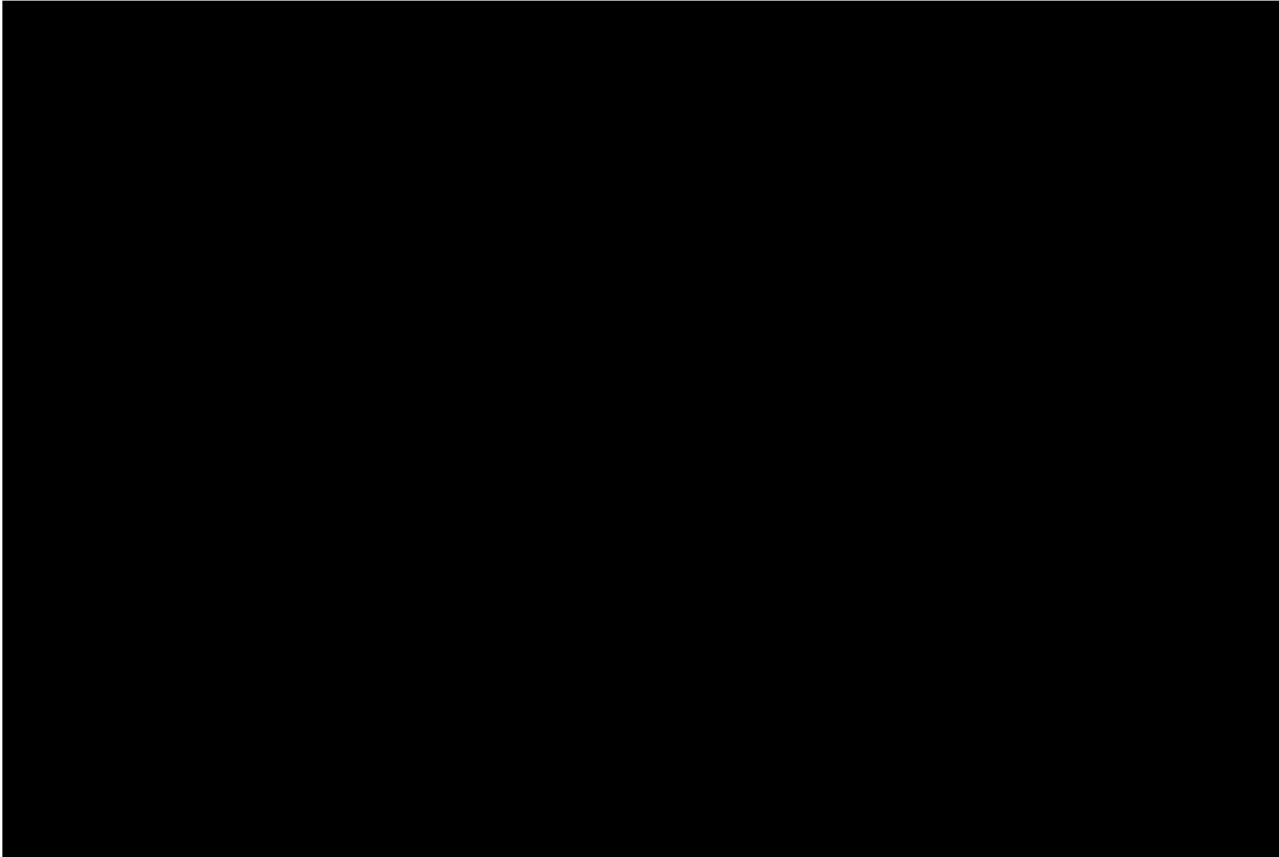
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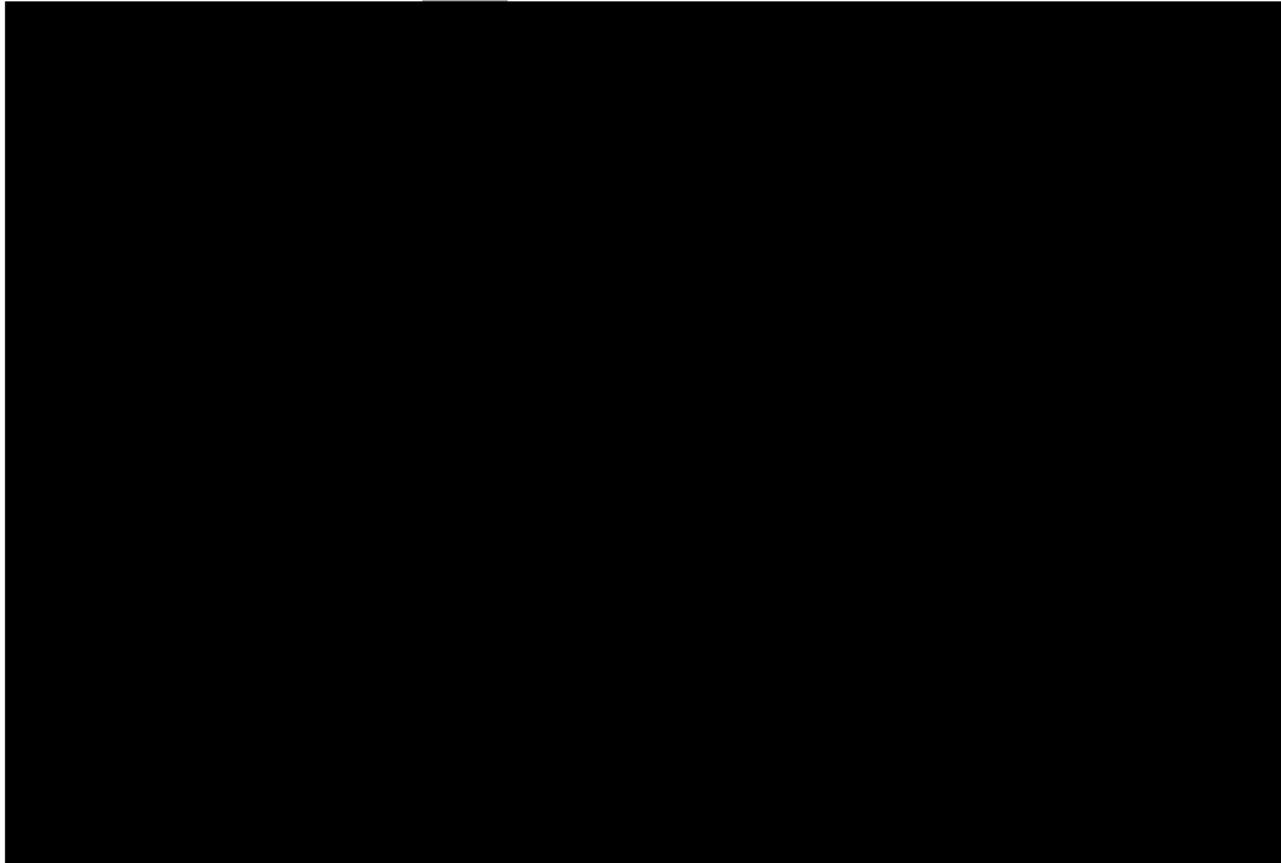


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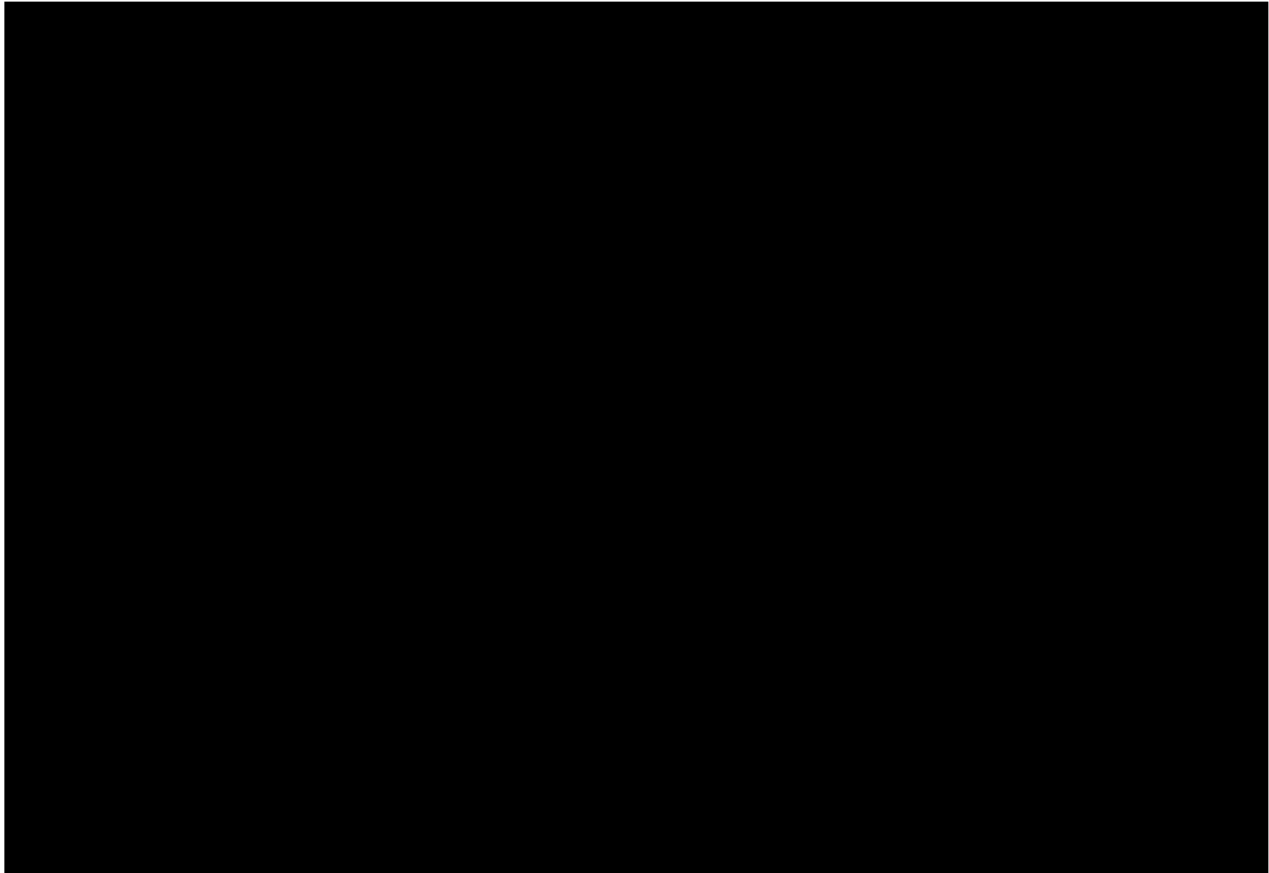
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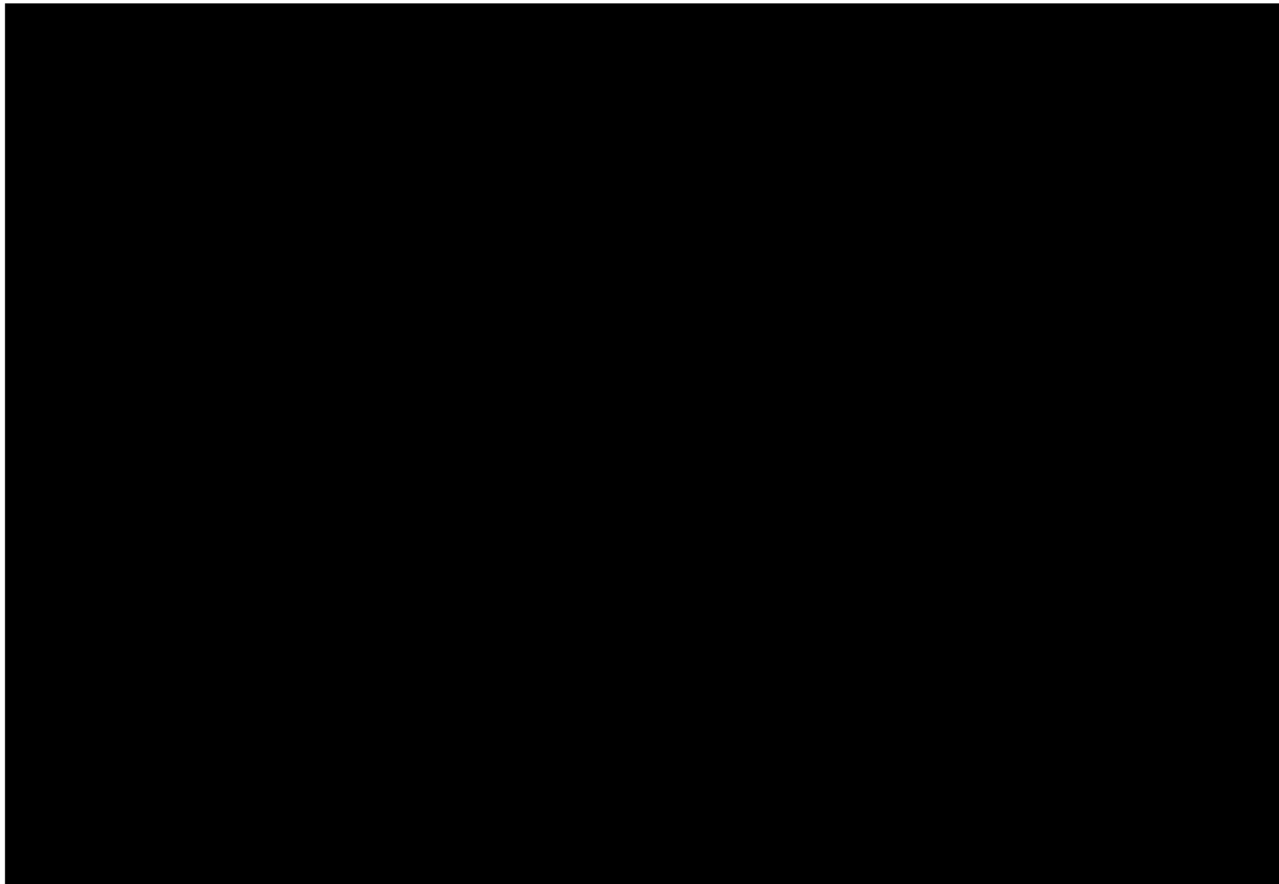
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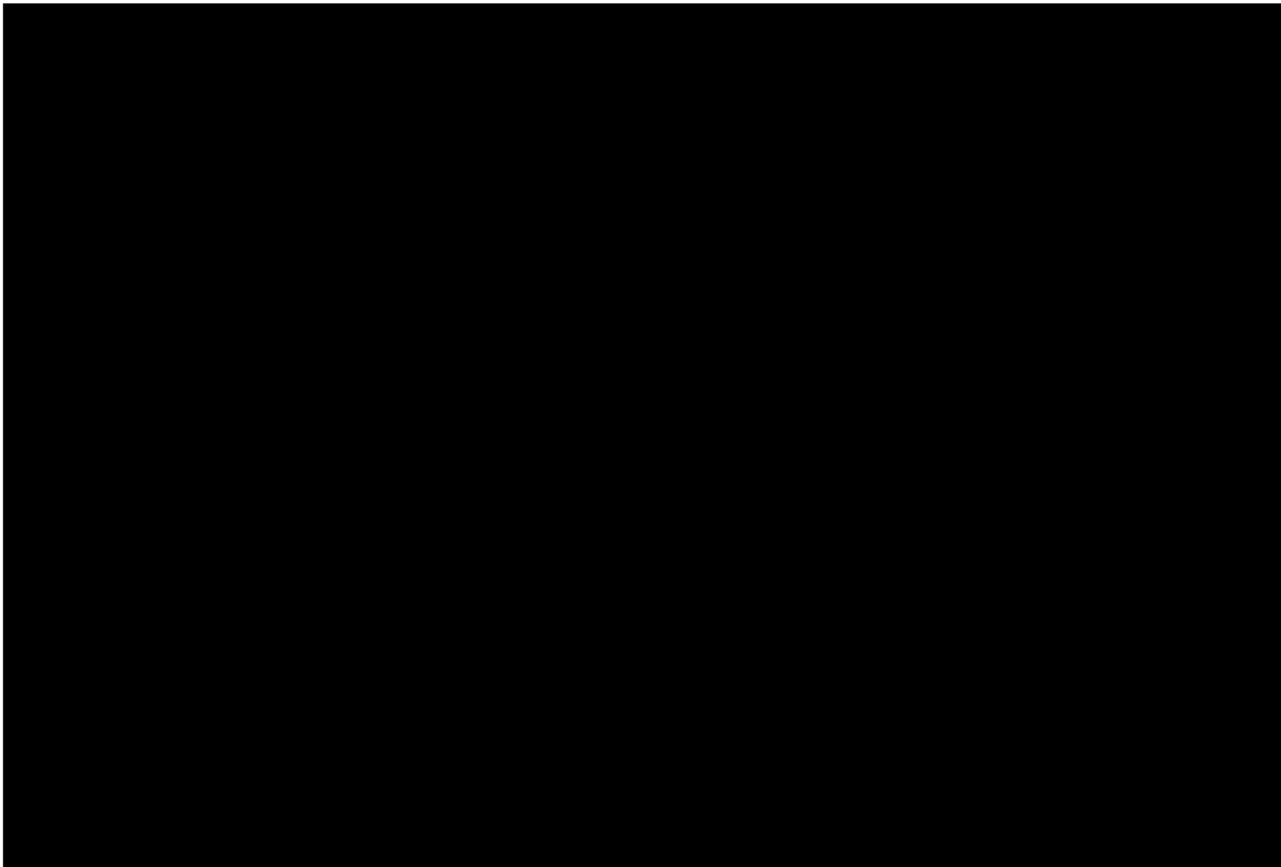
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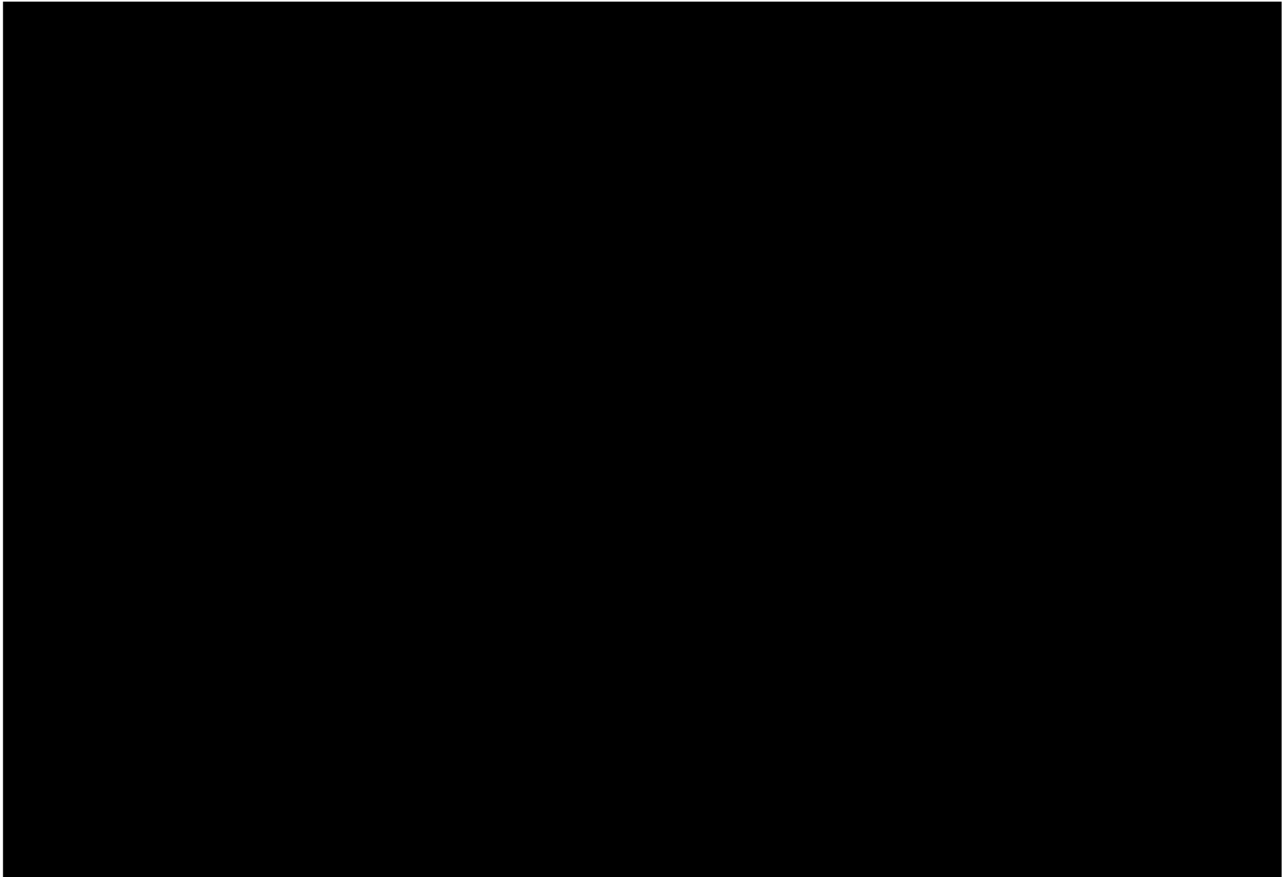
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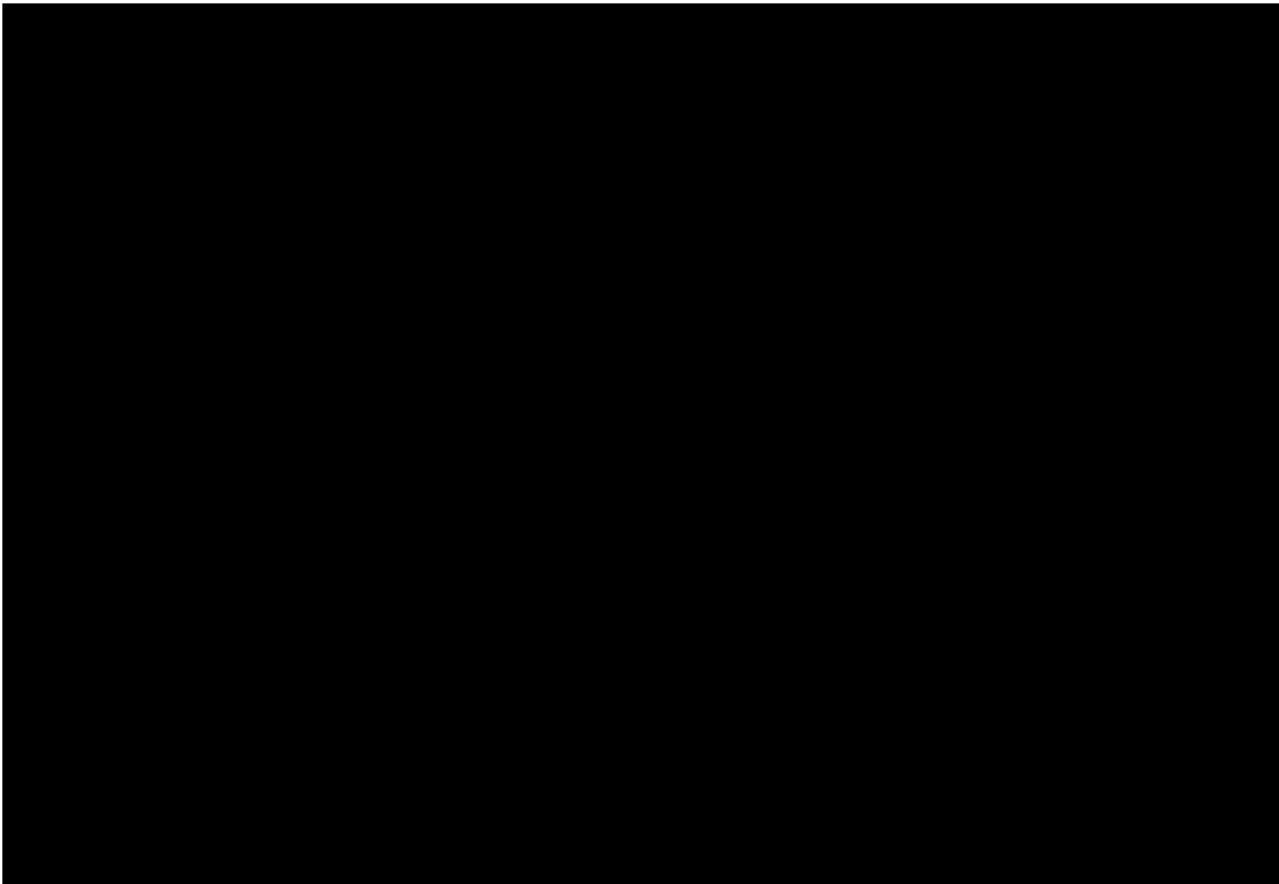
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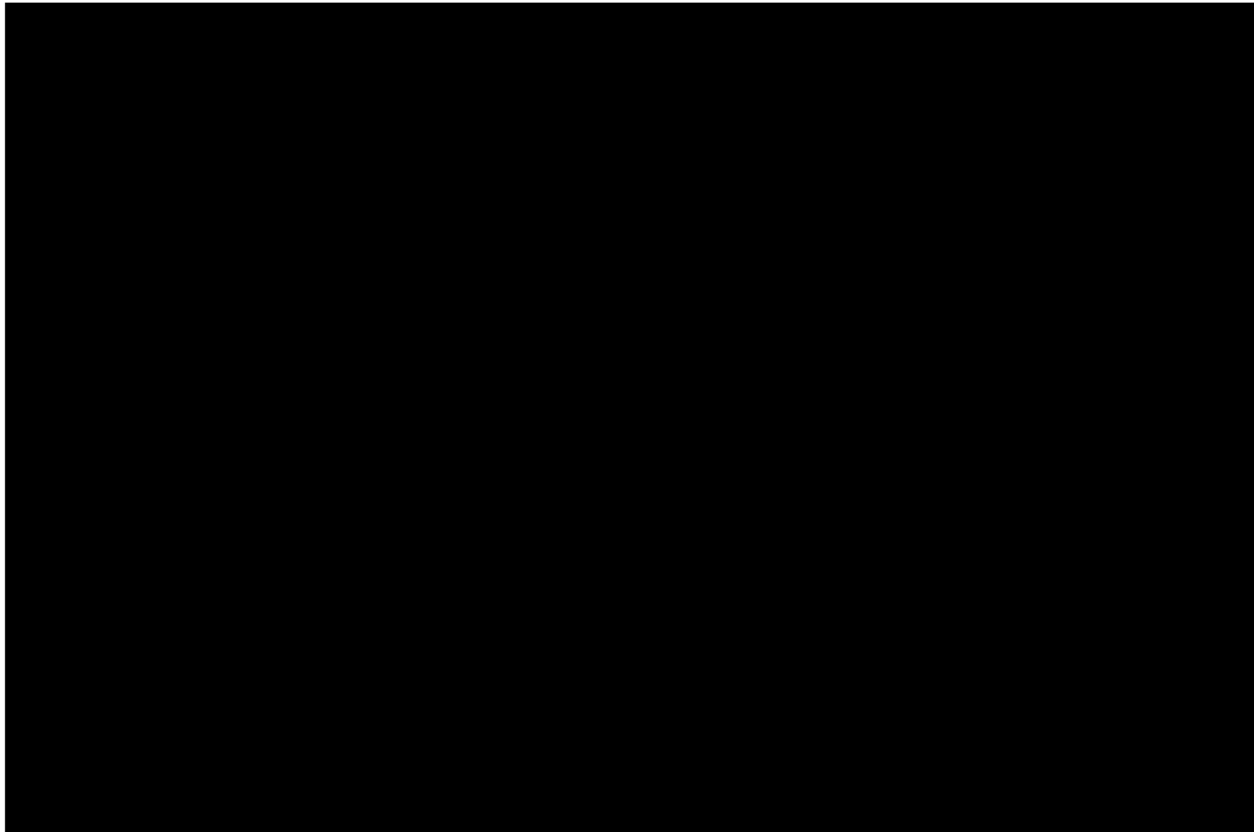
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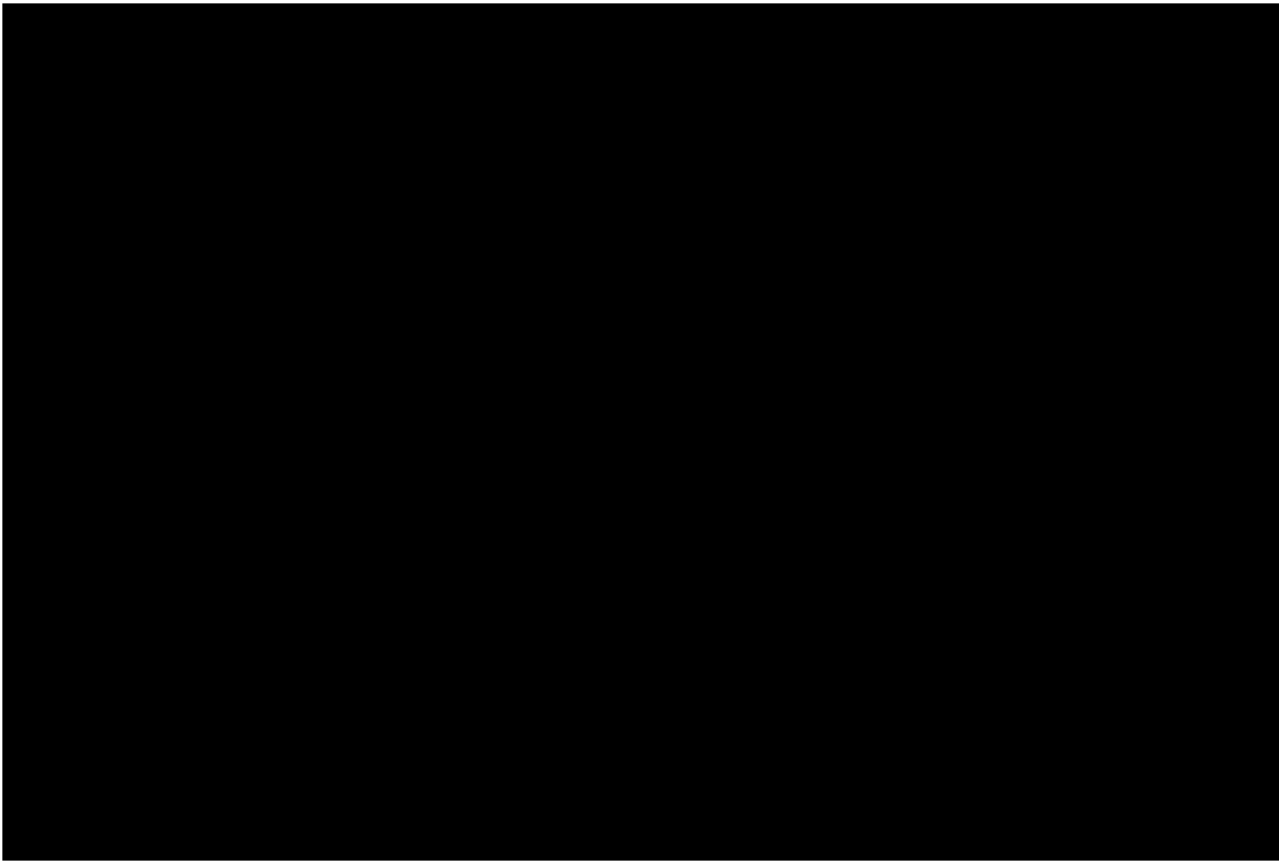
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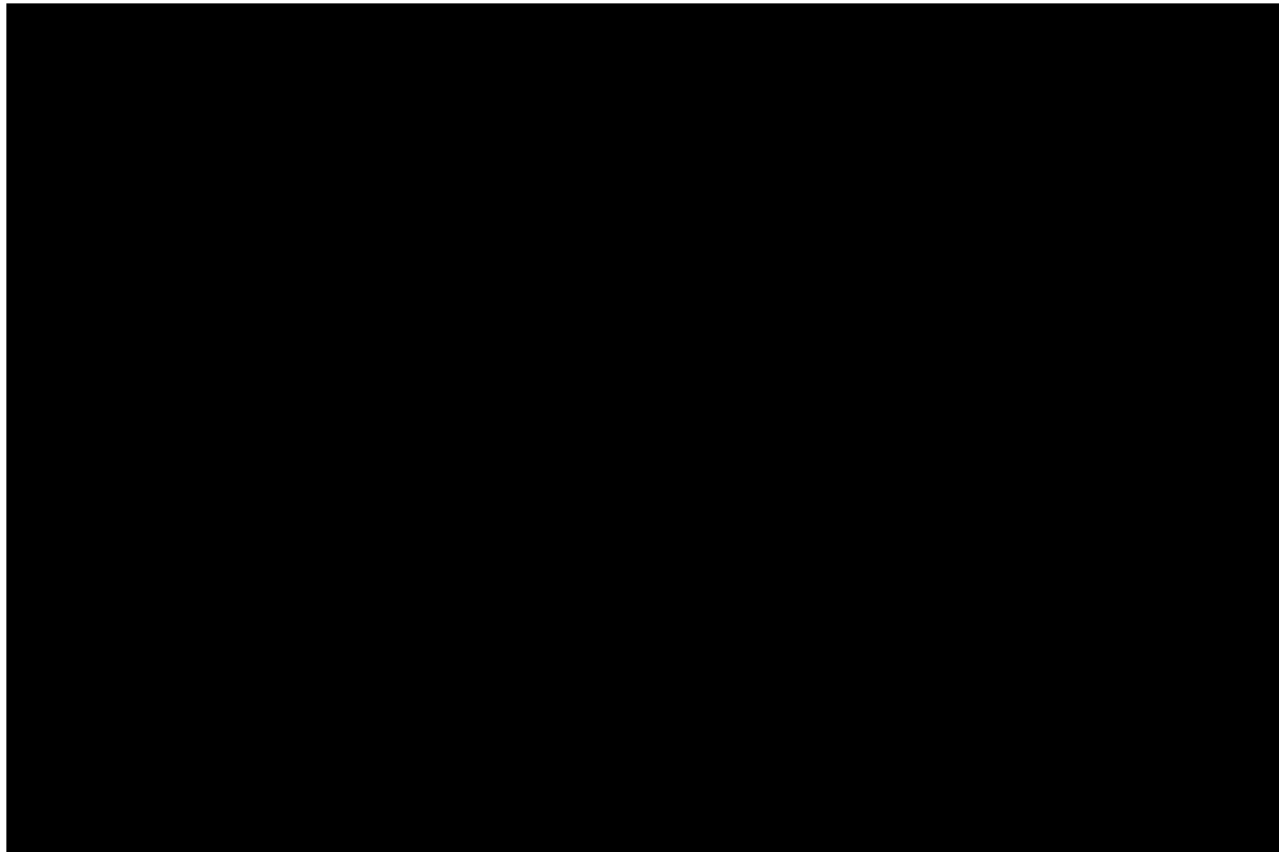
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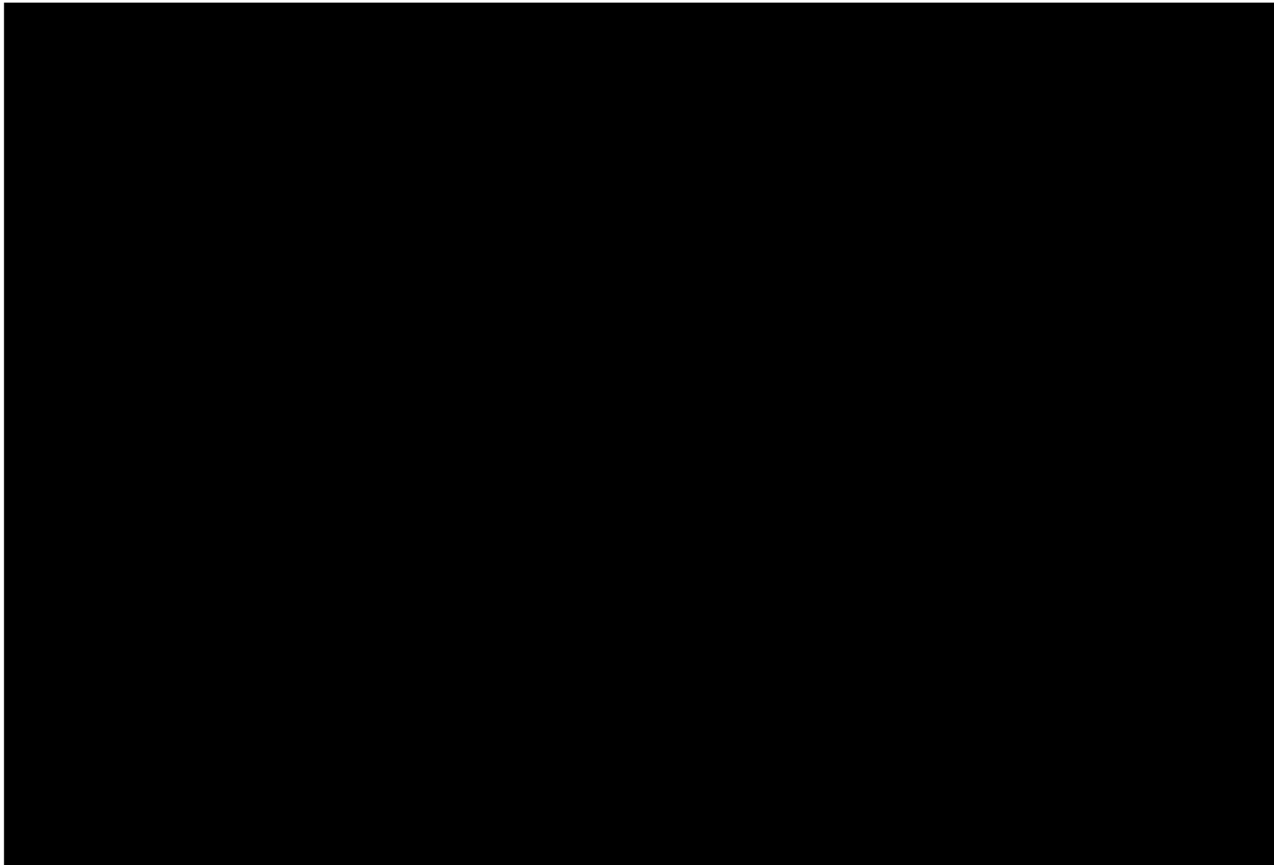
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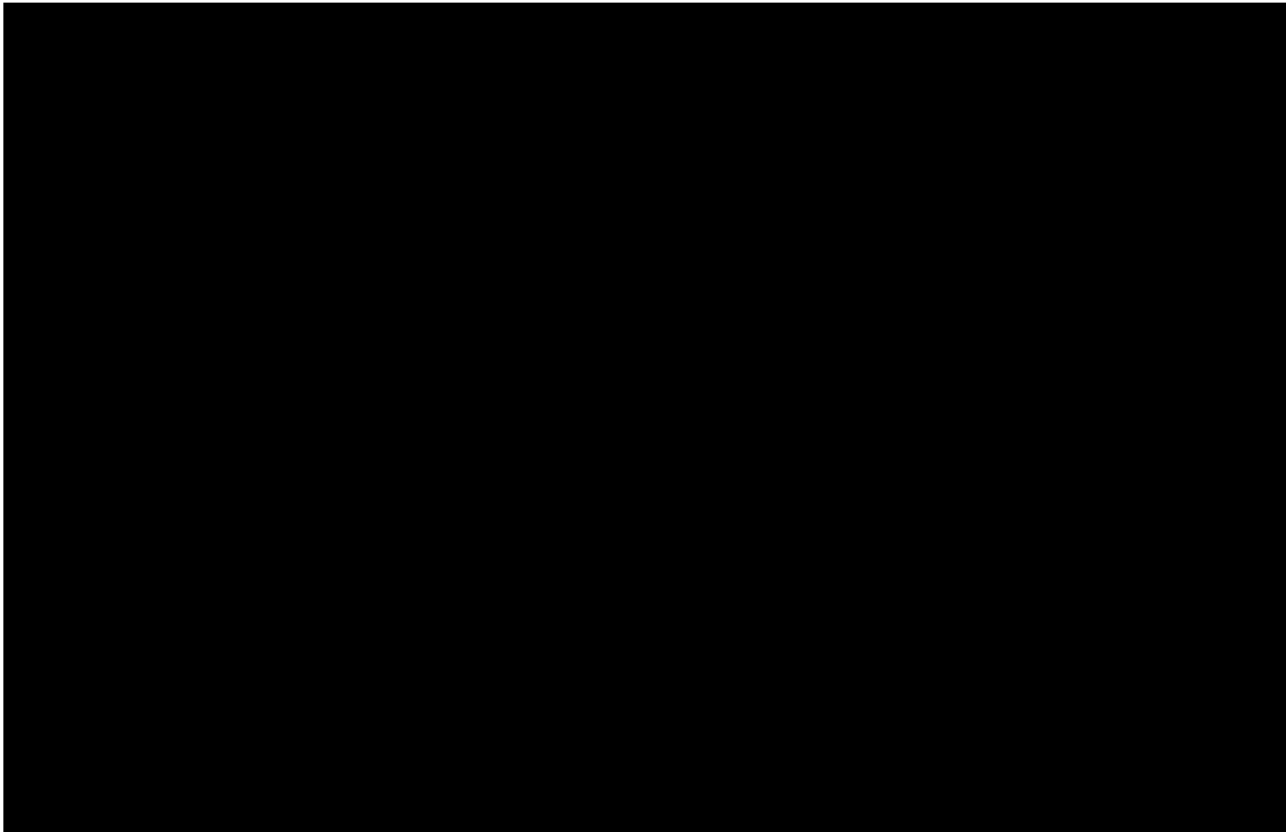
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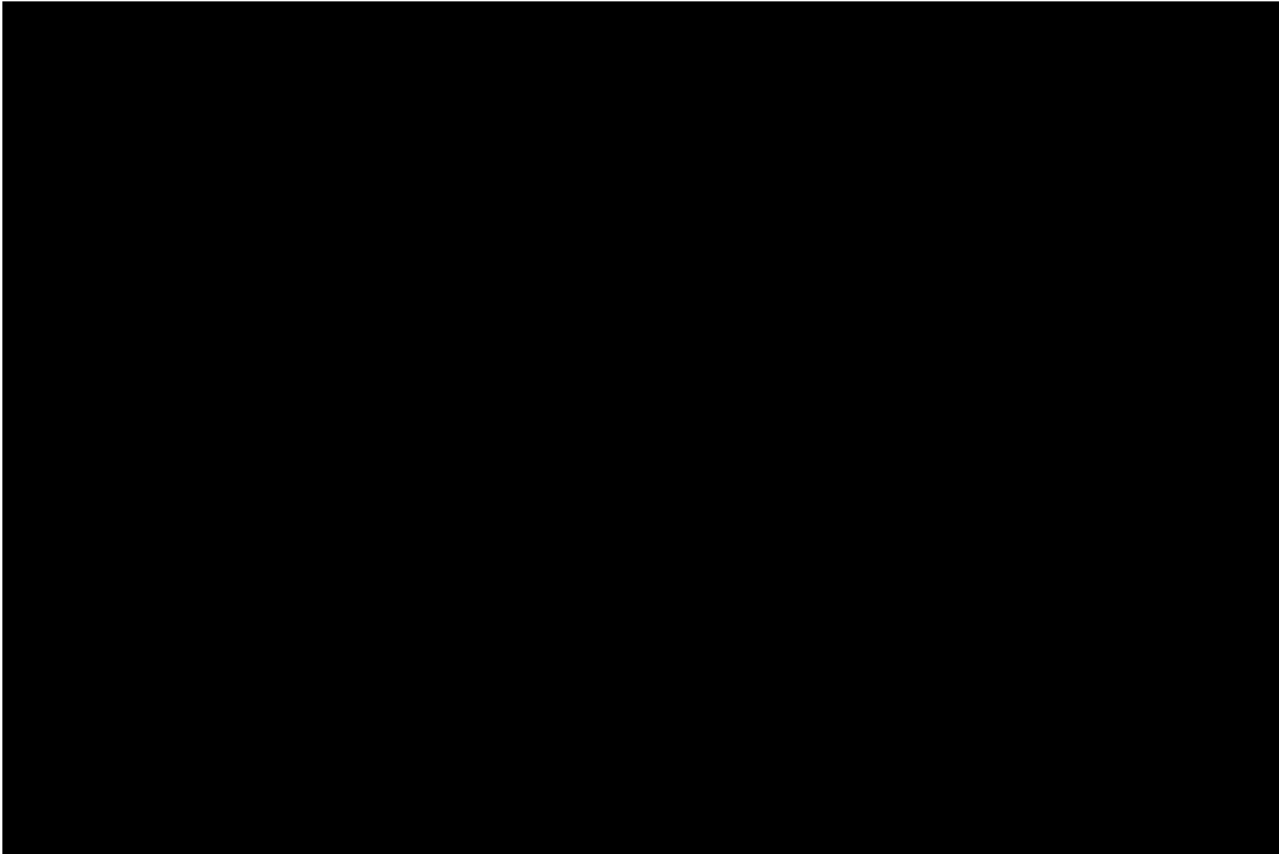
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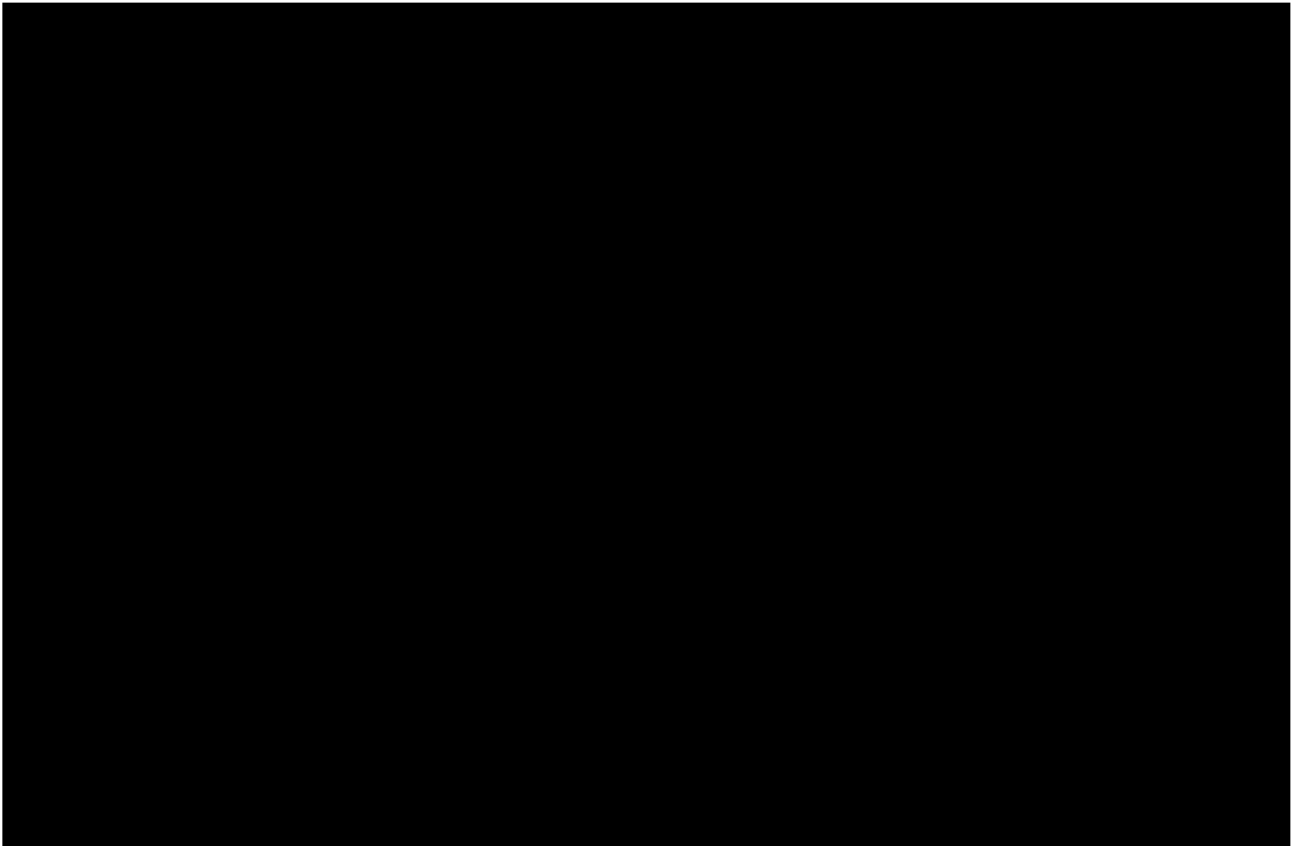
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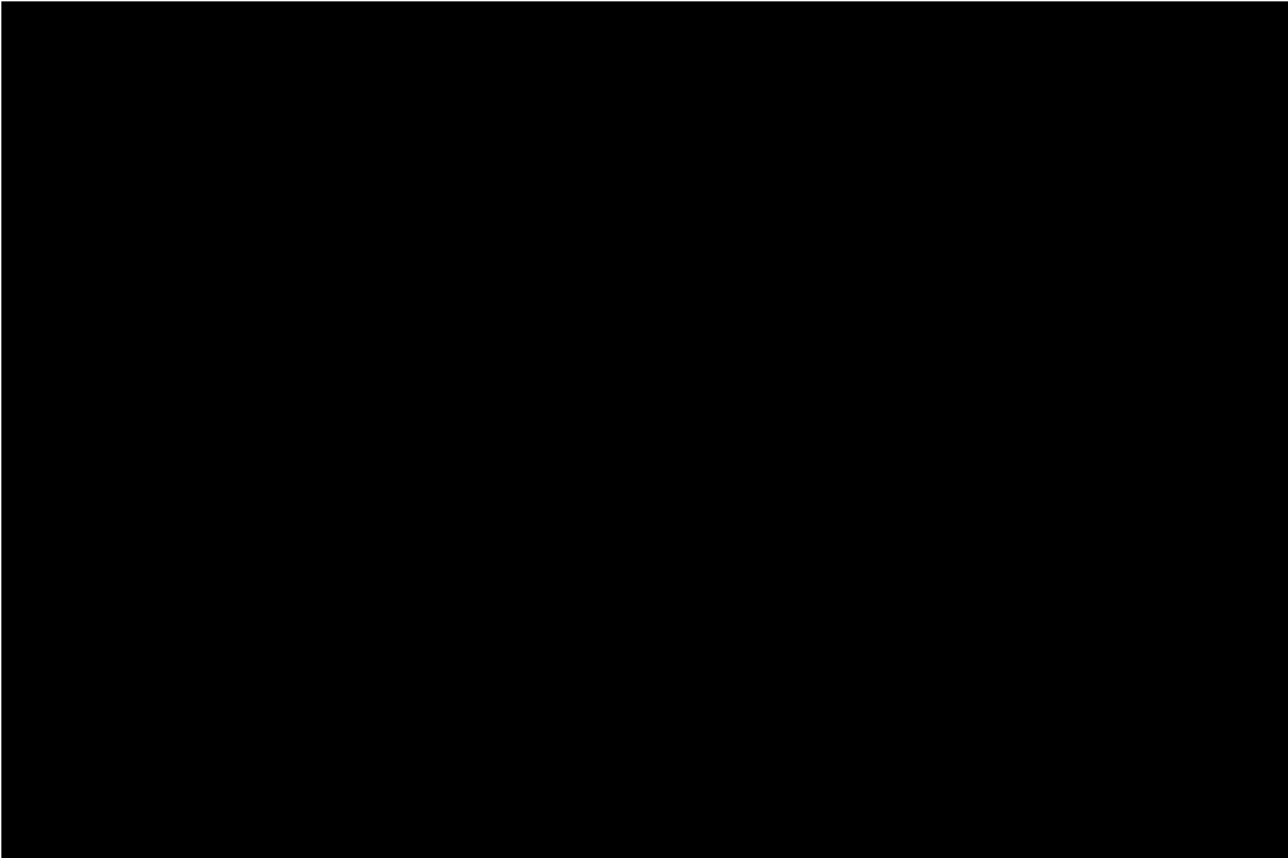
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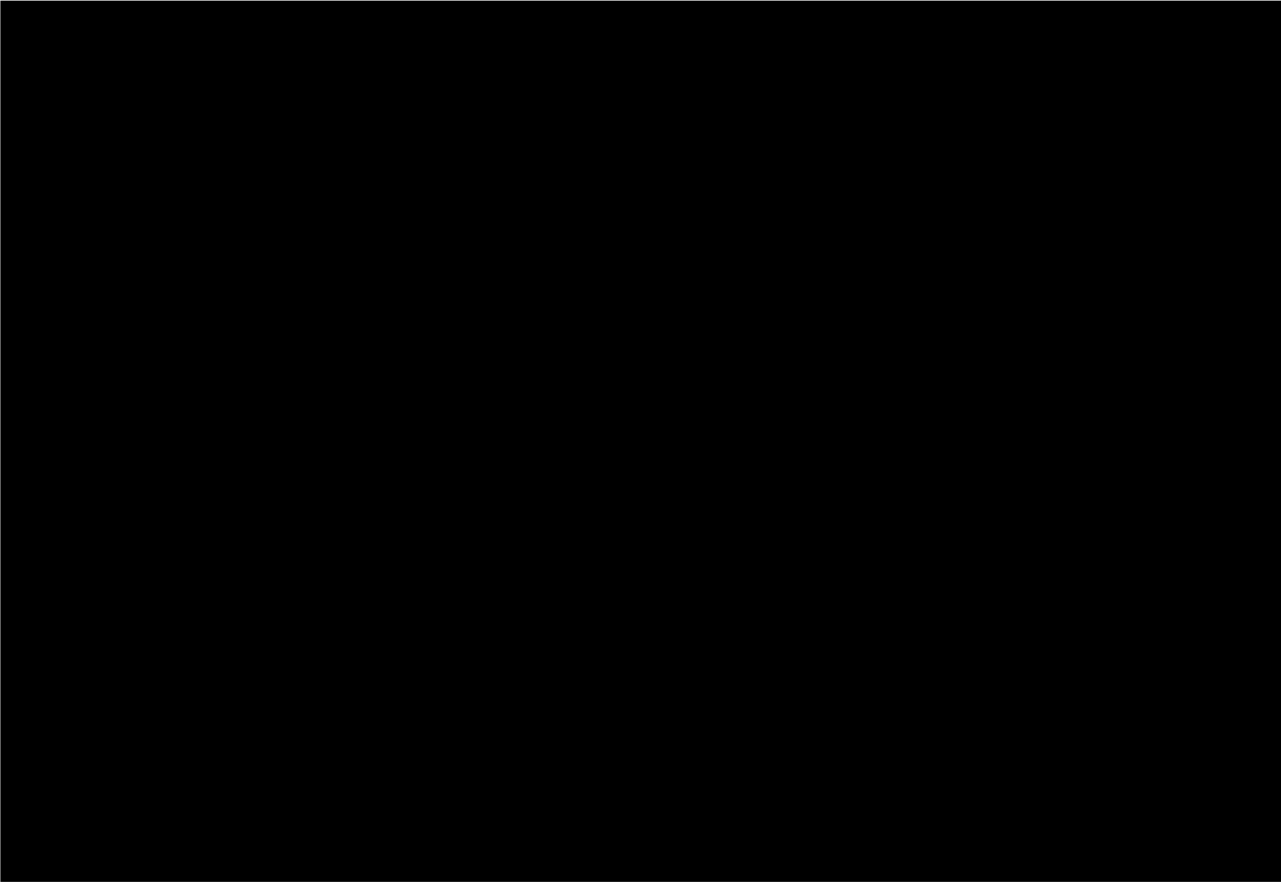
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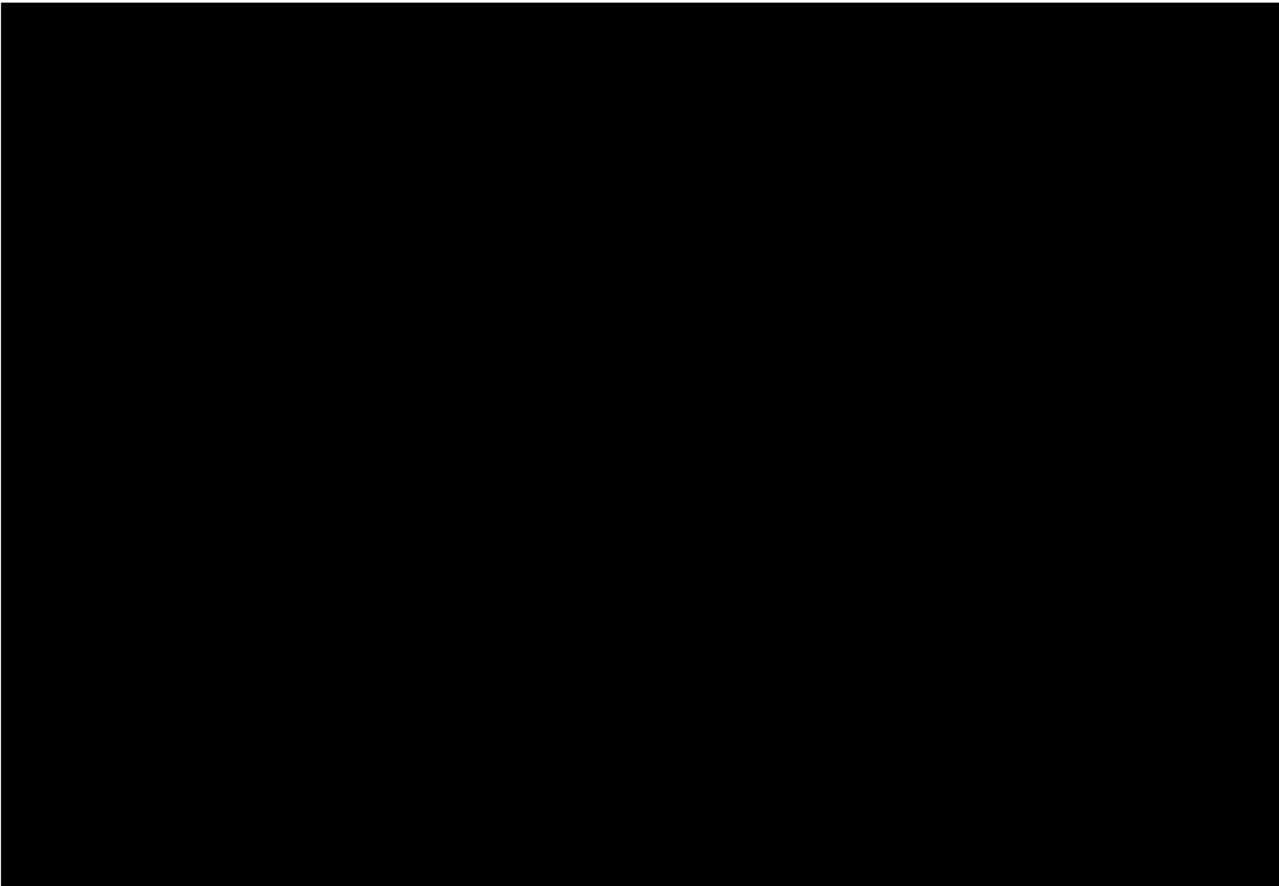
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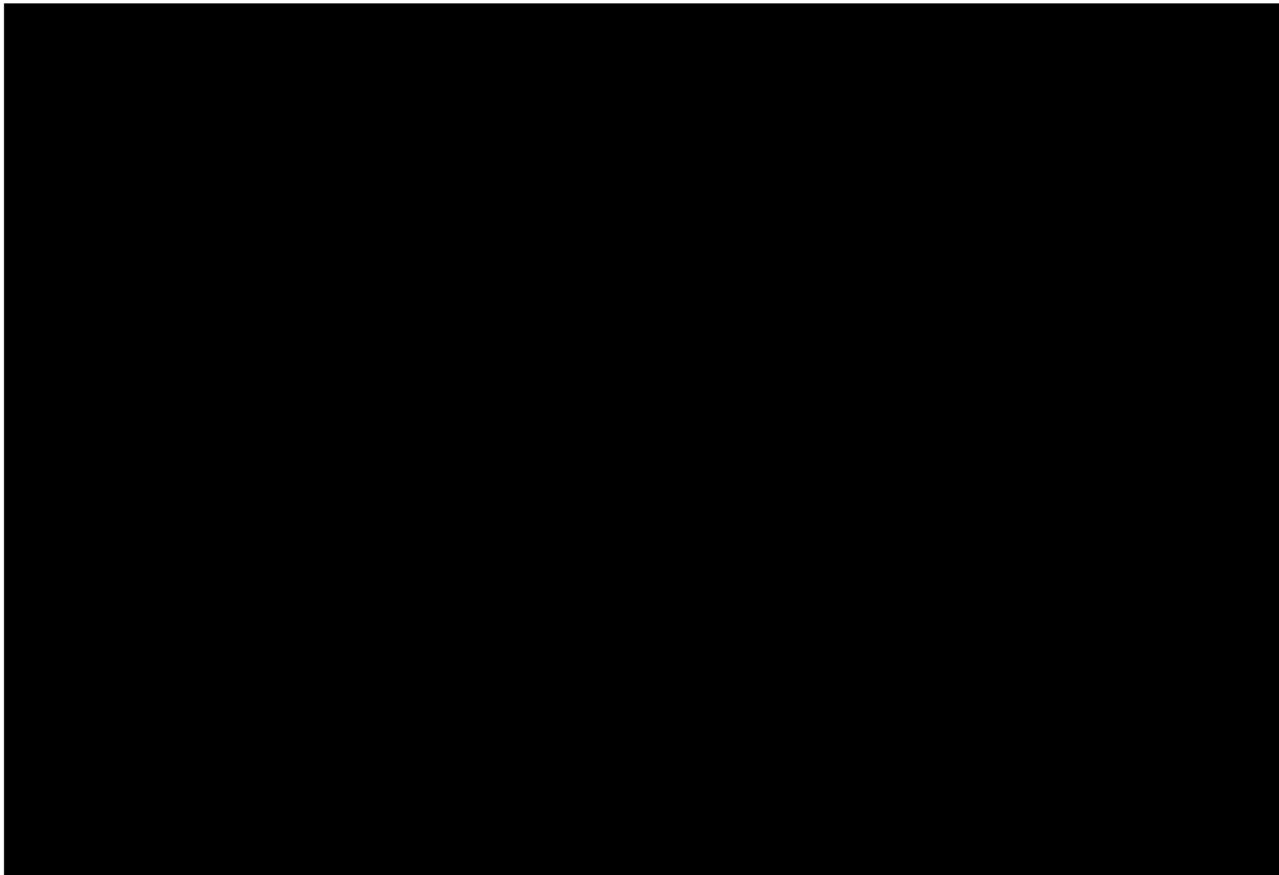
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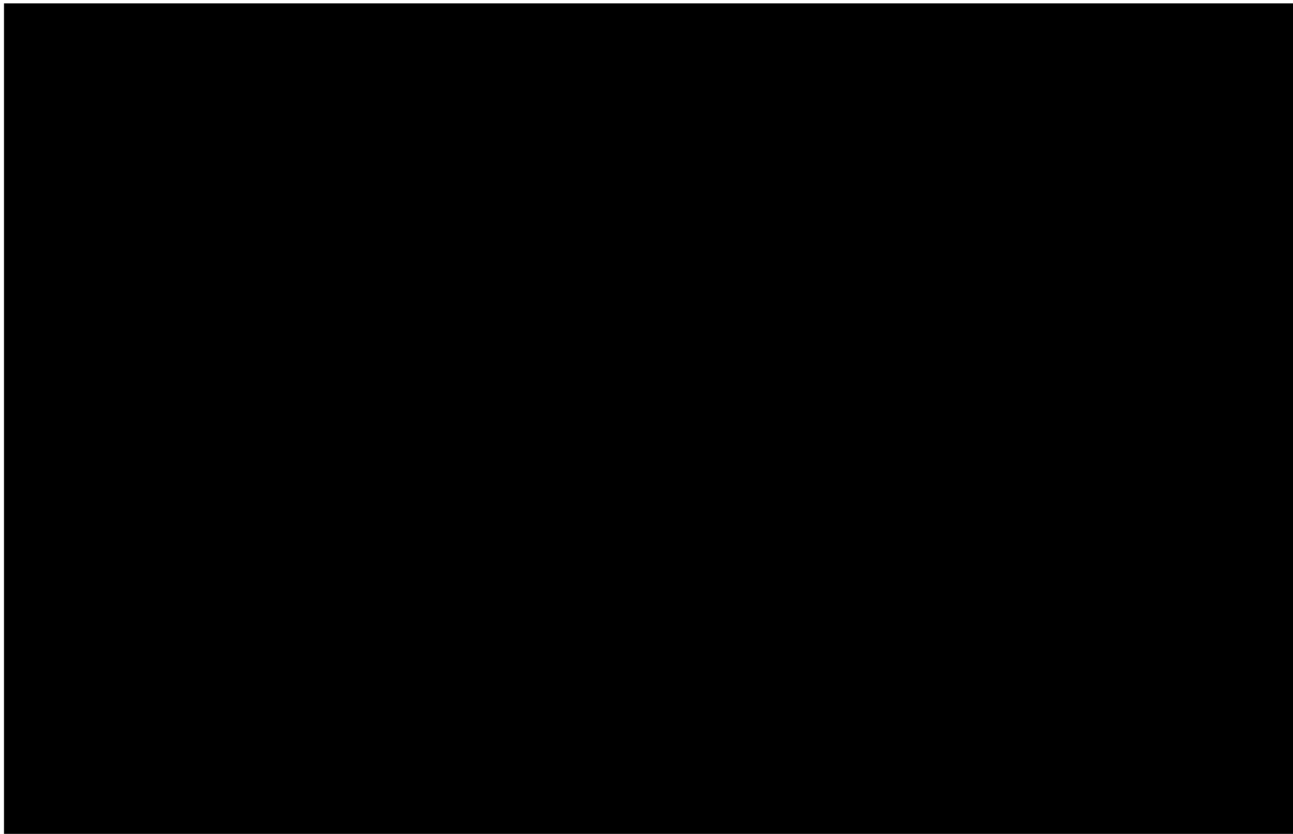
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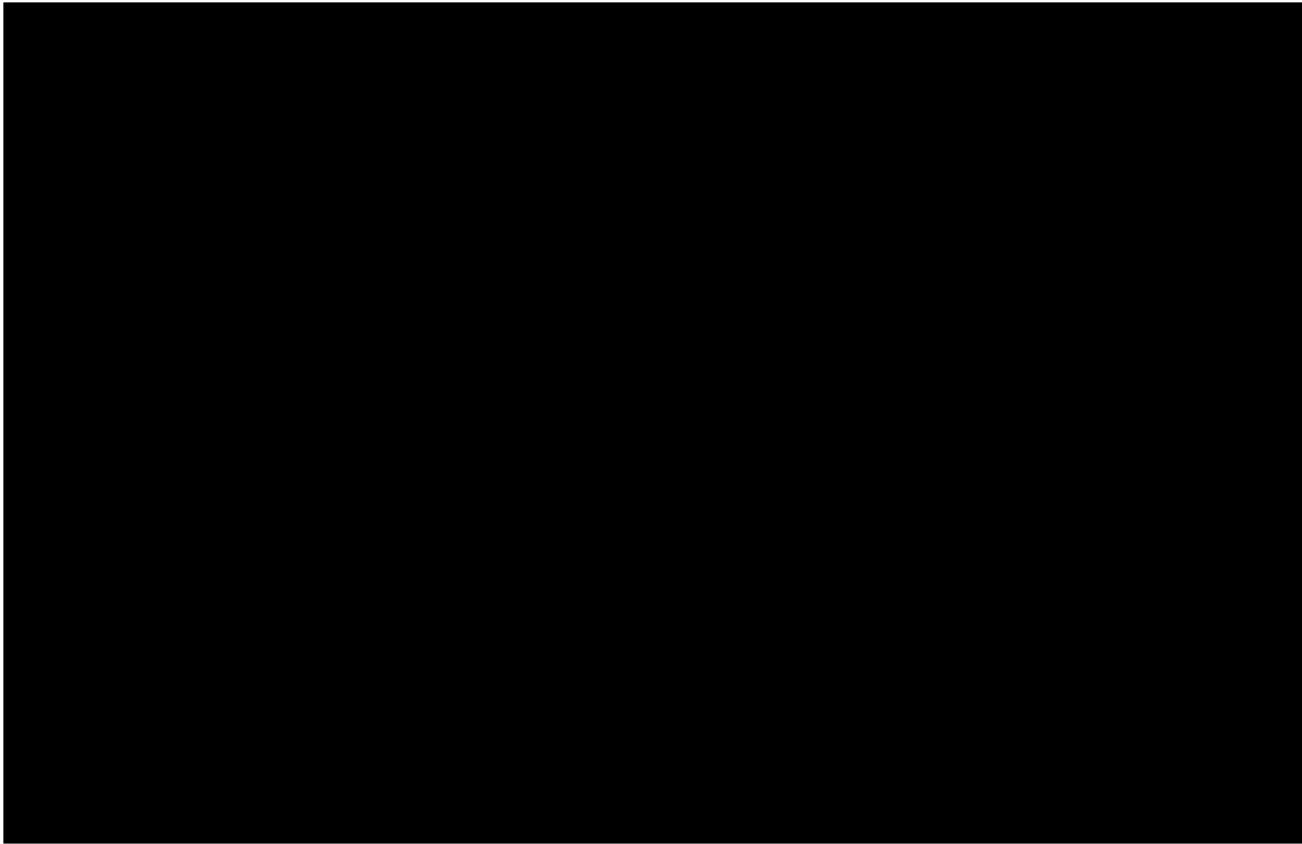
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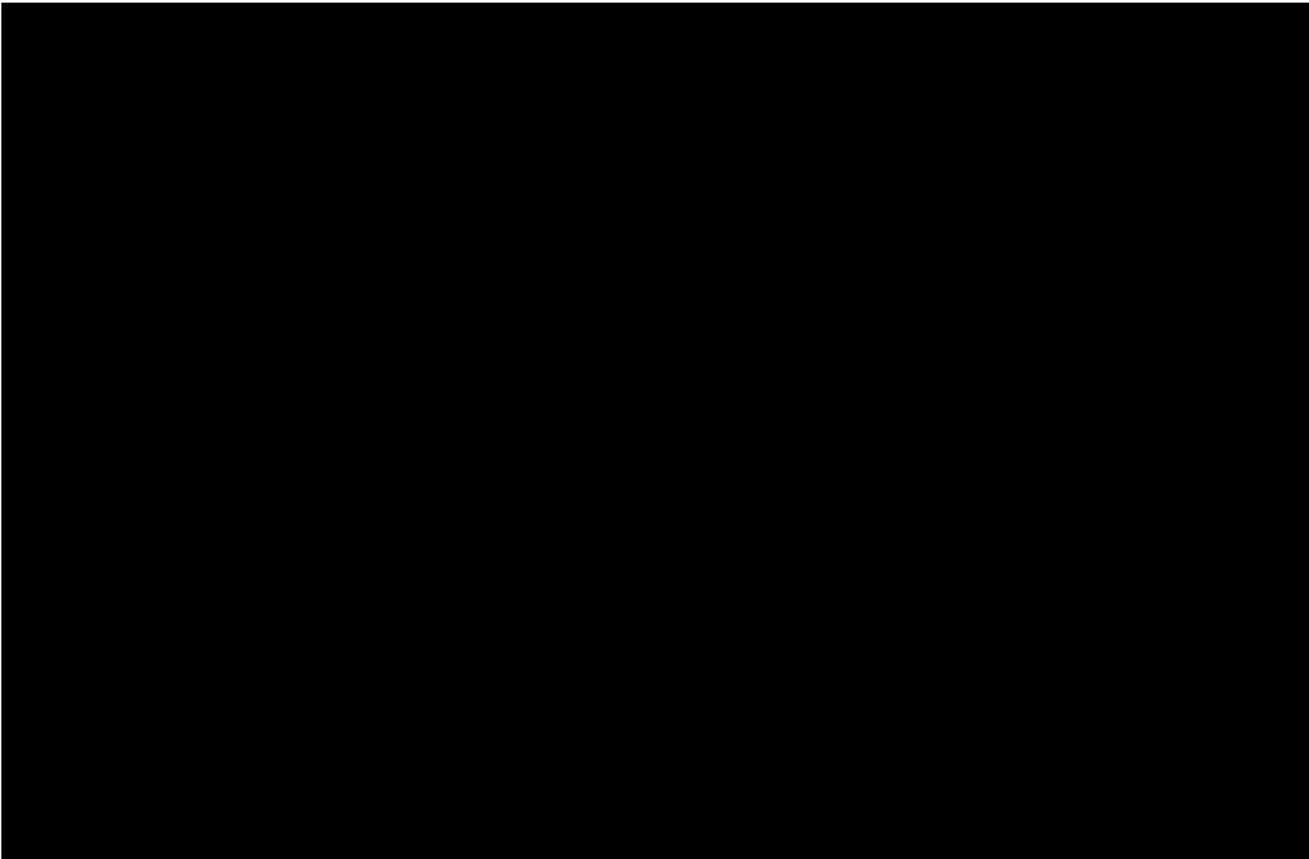


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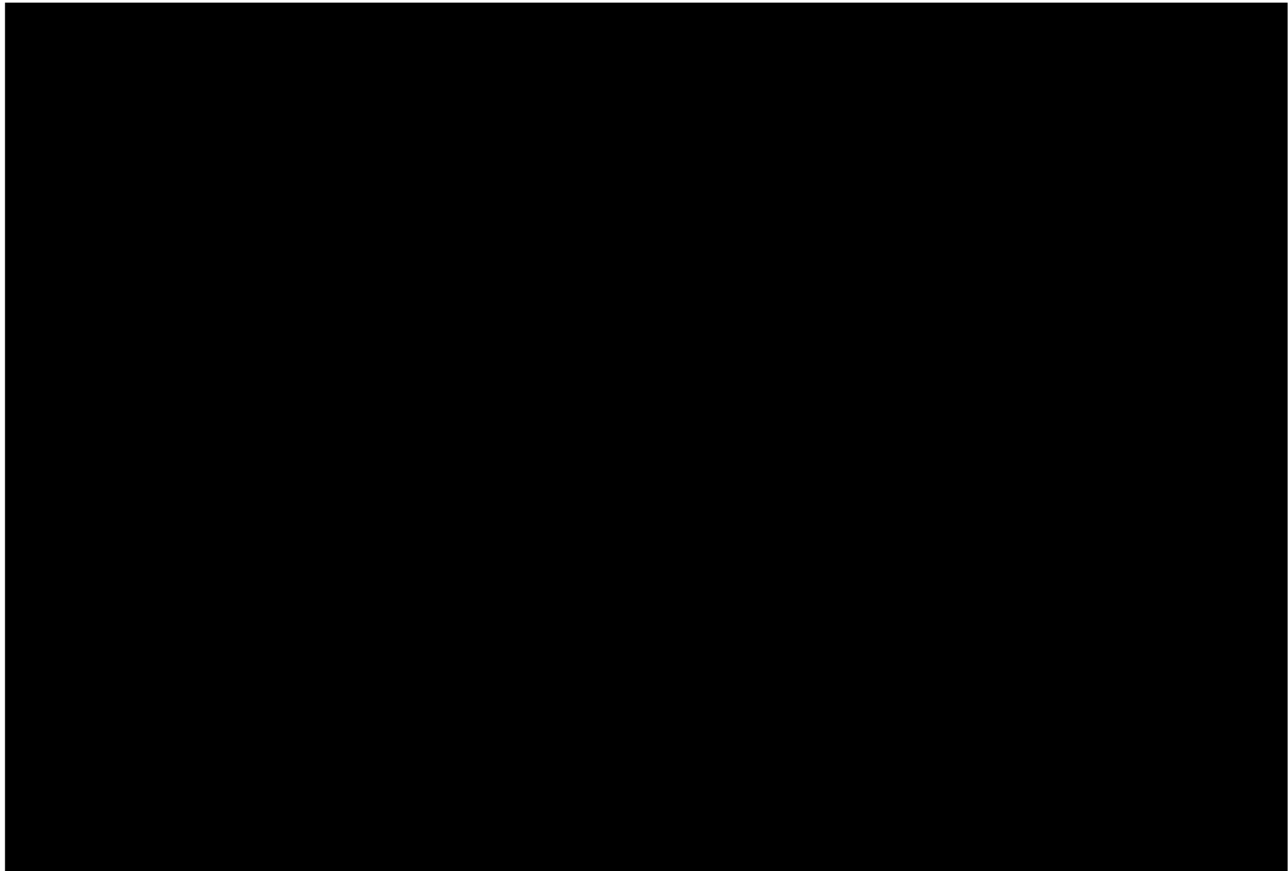
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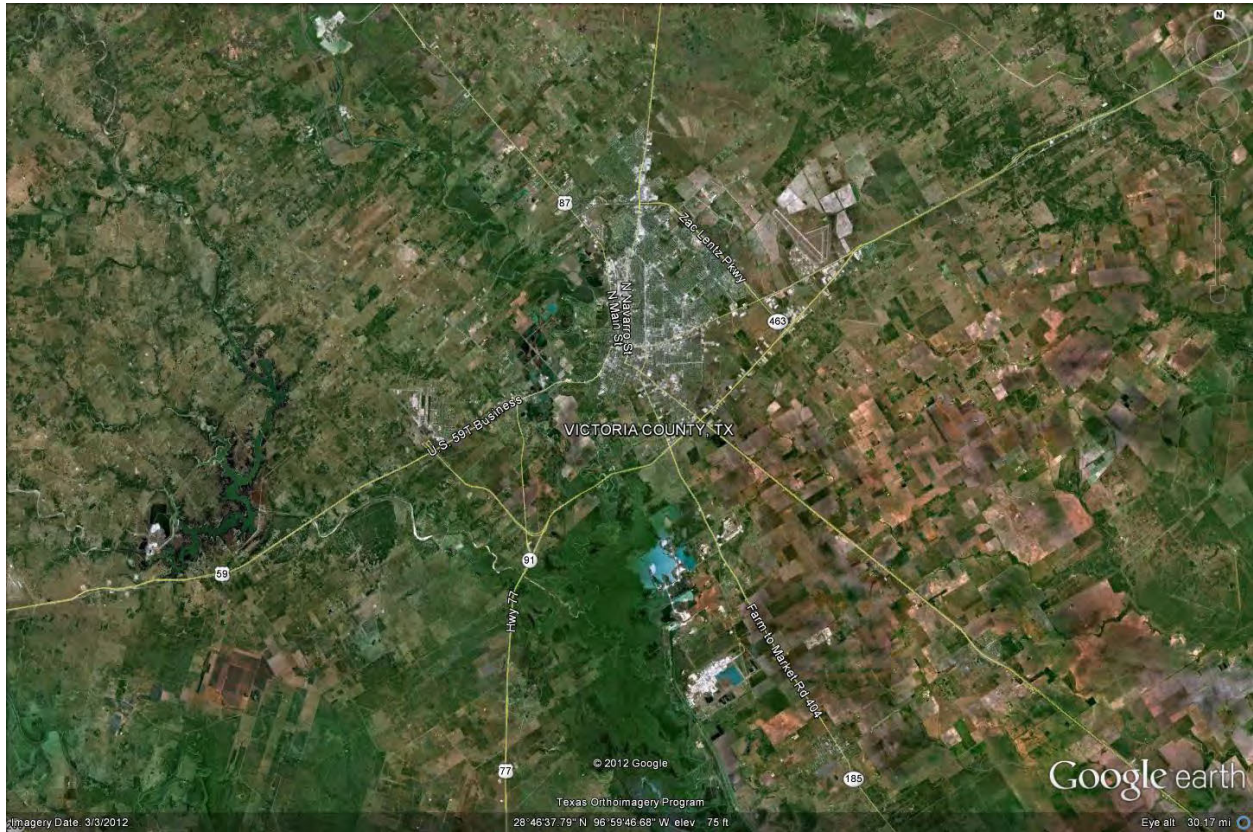
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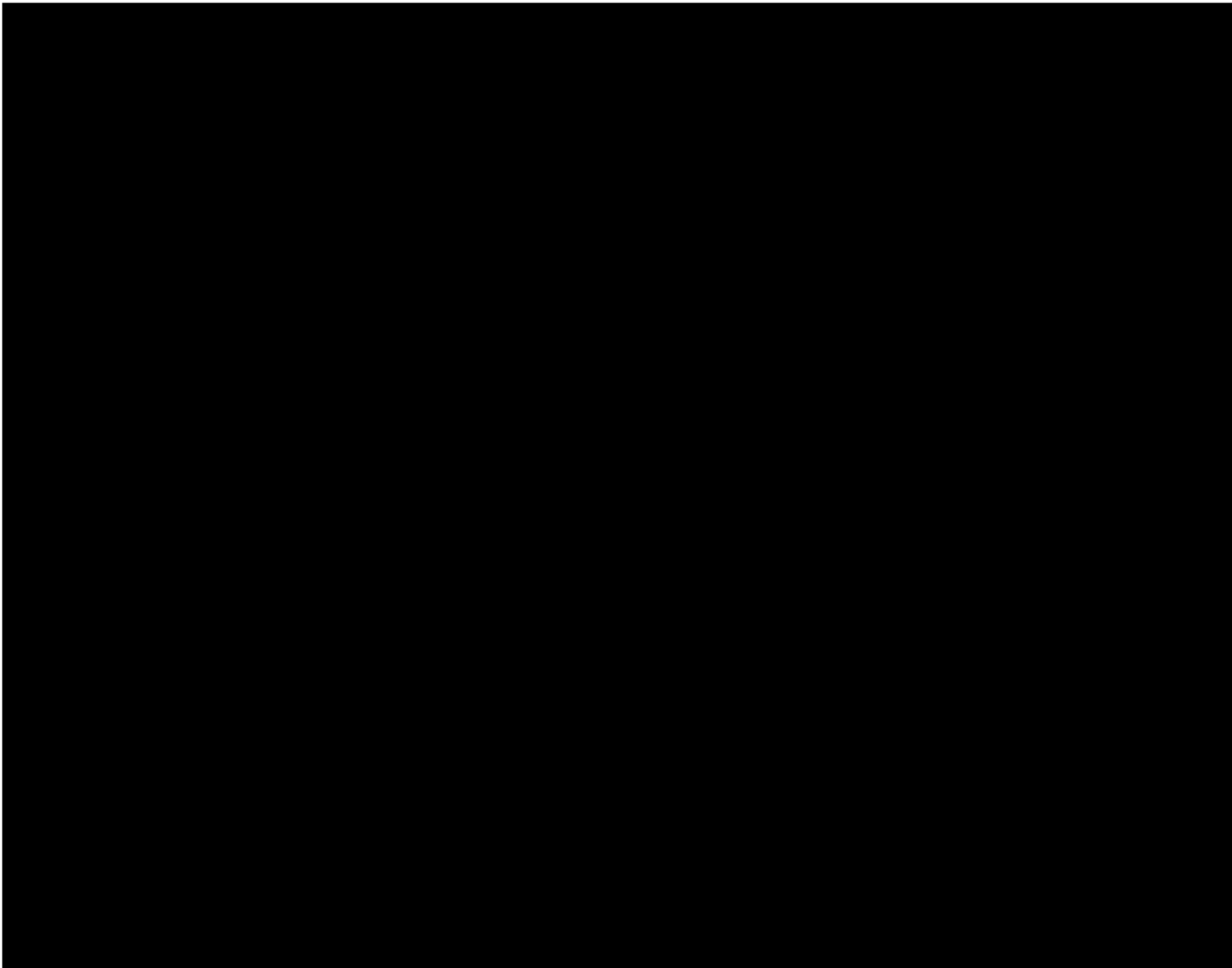
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**COUNTY OF VICTORIA
HIGHWAYS**



EVACUATION ROUTES FOR REGULATED FACILITY RISK AREAS



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ANNEX R




SEARCH & RESCUE

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

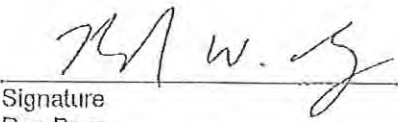
Annex R

Search & Rescue



Signature
Tanner Drake
Chief, Victoria Fire Department

8/23/2016
Date



Signature
Ron Pray
Fire Marshal/Fire Chief, Victoria County

8/22/16
Date

RECORD OF CHANGES

Annex R

Search & Rescue

Change #	Date of Change	Change	Entered By

ANNEX R

SEARCH & RESCUE

I. AUTHORITY

See Basic Plan, Section 1.

II. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for SAR operations during emergency situations in our community. This annex is applicable to all agencies, organizations and personnel assigned SAR functional responsibilities.

III. EXPLANATION OF TERMS

A. Acronyms

DDC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JP	Justice of the Peace
ME	Medical Examiner
NIMS	National Incident Management System
SAR	Search and Rescue
SOP	Standard Operating Procedures
TEEX	Texas Engineering Extension Service
TX-TF	Texas Task Force
US&R	Urban Search and Rescue
VFD	Volunteer Fire Department

B. Definitions

1. Hazmat. Hazardous materials.
2. Secondary Hazard. A situation that occurs as a result of an initial hazard. For example, a chemical release from a tank car involved in a train derailment or a gas leak within a collapsed building.
3. Terrorist Incident. A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government,

the civilian population, or any segment thereof, in furtherance of political and social objectives.

4. Texas Task Force. Also known as TX-TF, this task force is the state's urban search and rescue team, headquartered at the Texas Engineering Extension Service's Emergency Response and Rescue Training Field in Bryan, Texas. Its members are from city and county agencies throughout the state. They respond to mass casualty disasters anywhere in the state. Their assistance is not limited to heavy US&R. They also have a Flood Rescue Strike Team to assist during flooding situations.

IV. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Victoria County and/or the City of Victoria, the jurisdictions who are party to this plan depend on municipal fire department, county and county volunteer fire departments for SAR.
2. Local buildings are subject to severe structural damage from hurricane, tornado, flood, earthquake, explosion, and acts of terrorism, which could result in injured people trapped in the damaged and collapsed structures.
3. In emergency situations involving structural collapse, large numbers of people may require rescue.
4. The mortality rate among trapped victims rises dramatically after 72 hours; therefore, search and rescue operations must be initiated without delay.
5. Secondary hazards may compound problems and threaten both disaster victims and rescue personnel.
6. Weather conditions such as rain, temperature extremes, and high winds, may pose additional hazards to disaster victims and rescue personnel.
7. Large-scale emergencies, disasters, and acts of terrorism may adversely impact SAR personnel, equipment, and facilities as well as communications systems.

B. Assumptions

1. A trained, equipped, organized rescue service will provide the capability to conduct methodical SAR operations, shore up and stabilize weakened structures, release trapped persons, and locate the missing and dead.
2. Access to disaster areas may be limited because of damaged infrastructure.
3. If our resources and those obtained pursuant to inter-local agreements are insufficient and additional support is required, we will request assistance from the State through the local DDC

4. During major emergency situations, our SAR resources may be damaged and specialized supplies depleted.

V. CONCEPT OF OPERATIONS

A. General

1. The fire service has the primary responsibility of providing our community with SAR operations. Our SAR resources include:
 - a. The City of Victoria Fire Department.
 - b. Victoria County Fire Department
 - c. City of Victoria Fire Department Technical Rescue Team
 - d. The City of Victoria Fire Department Swift Water Rescue Team
 - e. Victoria County Volunteer Fire Departments
 - f. Victoria Office of Emergency Management Community Emergency Response Team
2. The responsibilities of our SAR team will be extensive during some types of emergency situations. These responsibilities include the search for and extrication of victims during events such as structural collapse, hazmat accidents, flooding incidents, radiological incidents, and major fires or explosions.

B. Implementation of ICS

The first responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, this jurisdiction will implement the Incident Command System (ICS). The individual present, most qualified to deal with the specific situation will be designated as the Incident Commanders (IC). The IC will implement ICS to direct and control responding resources and designate emergency operating areas.

C. Terrorist Incident Response

During terrorist incident response it is essential that the incident command team establish operating areas and formulate a plan of action that will allow SAR personnel to conduct operations in such a way as to minimize the impact to the crime scene. Emergency responders should be especially watchful for any signs of secondary devices usually set off for the purpose of injuring responders. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities.

D. Requesting External Assistance

1. If our local SAR resources are inadequate to deal with an emergency situation, SAR resources covered by mutual aid agreements will be requested by the City of Victoria Fire Chief or other individuals who are specifically authorized to do so. The City of Victoria Fire Chief may also request assistance from industries and businesses with SAR resources that have agreed to assist us during emergencies.

2. If the foregoing resources are inadequate to deal with an emergency situation, the Victoria County Judge and/or City of Victoria Mayor may request SAR assistance from the State through the Disaster District in Victoria, Tx.

E. Activities by Phases of Emergency Management

1. Prevention
 - a. Maintain up-to-date information on known hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
 - b. Maintain up-to-date information on type and quantities of hazardous material present in local businesses and industrial facilities.
2. Preparedness
 - a. Maintain a schedule for testing, maintenance, and repair of rescue equipment.
 - b. Maintain a list of all SAR resources (see Annex M) and stock specialized supplies.
 - c. Make arrangements for responders to obtain building plans during emergencies.
 - d. Identify sources of dogs that can be used for SAR operations.
 - e. Develop communications procedures to ensure adequate communications between SAR units, fire units, law enforcement units and other emergency responders.
 - f. Plan and execute training exercises for all SAR personnel on a regular basis.
 - g. Revise and update response plans at regular intervals.
3. Response
 - a. Initiate rescue missions, as necessary.
 - b. Mobilize support resources.
4. Recovery
 - a. Perform or assist in decontamination and cleanup.
 - b. Assess damage to SAR equipment and facilities, if necessary.
 - c. Inventory and replace depleted supplies.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
--

A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, shall carry out the function of providing SAR services in emergency situations. Routine SAR operations can be handled by the fire service, with limited support from other emergency services, operating under an IC. The EOC will normally be activated for major emergencies and disasters that require extensive SAR operations and a commitment of all emergency services as well as external assistance.
2. The Victoria Fire Department Battalion Chief shall serve as the Chief Rescue Officer and coordinate emergency SAR operations.

B. Task Assignments

1. The Fire Department will:
 - a. Coordinate all SAR operations using Victoria County and/or City of Victoria resources or those obtained pursuant to inter-local agreements.
 - b. Provide assistance during evacuations (see Annex E).
 - c. Prepare and execute inter-local agreements for SAR support.
 - d. Provide support for other public safety operations, as necessary.
 - e. Provide trained personnel and equipment to administer emergency medical support, if necessary.
2. The IC will:
 - a. Establish an ICP and control and direct emergency response resources.
 - b. Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated.
 - c. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
 - d. Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
3. Law Enforcement will:

Upon request of the IC, provide control access to and control traffic around incident sites.
4. The City of Victoria Public Works/Utilities and/or Victoria County road and Bridge Crews will:

- a. Upon request of the IC, provide heavy equipment support for SAR operations.
 - b. Upon request of the IC, shut off gas or power to collapsed structures.
5. Law Enforcement and/or Fire Service will:
- Coordinate body recovery activities with the Justice of the Peace Office, if needed.

VII. DIRECTION AND CONTROL

A. General

1. For most emergency situations, an IC will establish an ICP and direct and control emergency operations at the scene from that ICP. All SAR resources will carry out missions assigned by the IC. The IC will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC.
2. In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as the predicted landfall of a hurricane), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior SAR officer will normally report to the EOC to coordinate any response by SAR personnel.
3. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

B. Incident Command System (ICS) – EOC Interface

If both the EOC and an ICP are operating, the IC and the EOC must agree upon a specific division of responsibilities to ensure proper response to the incident without duplication of efforts. A general division of responsibilities between the ICP and the ECO that can be used as a basis for more specific agreement is provided in Section V of Annex N, Direction and Control.

C. Line of Succession

Line of succession for the Chief Rescue Officer is:

1. Assistant Fire Chief
2. Battalion Chief
3. Captain
4. Lieutenant

VIII. INCREASED READINESS ACTION

A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.E.1 and V.E.2 above.

B. Readiness Level III – Increased Readiness

1. Monitor situation.
2. Alert key personnel.
3. Check readiness of all equipment and supply status and correct deficiencies.
4. Review inter-local agreements for use of SAR resources operated by other agencies.
5. Review plans and procedures and update them, if necessary.

C. Readiness Level II – High Readiness

1. Alert personnel of possible emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP if those facilities are activated.
4. Prepare to implement inter-local agreements.

D. Readiness Level I – Maximum Readiness

1. Mobilize selected SAR team members.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch SAR representative(s) to the EOC when activated.

IX. ADMINISTRATION AND SUPPORT

A. Reporting

In addition to reports that may be required by their parent organization, SAR teams participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

B. Records

1. Activity Logs. The IC and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operation. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in activity logs.
2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents may be recoverable from the responsible party. Hence, all SAR service elements will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.

C. Preservation of Records

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

D. Resources

A listing of local SAR resources is found in Annex M, Resource Management.

E. Communications

General emergency communications capabilities and connectivity are discussed and depicted in Annex B, Communications. The SAR team communications network is shown in Appendix 1.

F. Post Incident Review

For large-scale emergency operations, the Victoria County Judge/City of Victoria Mayor or EMC shall organize and conduct a review of emergency operations in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. SAR personnel who participated in the operations should participate in the review.

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A.** The City of Victoria Fire Chief is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B.** This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

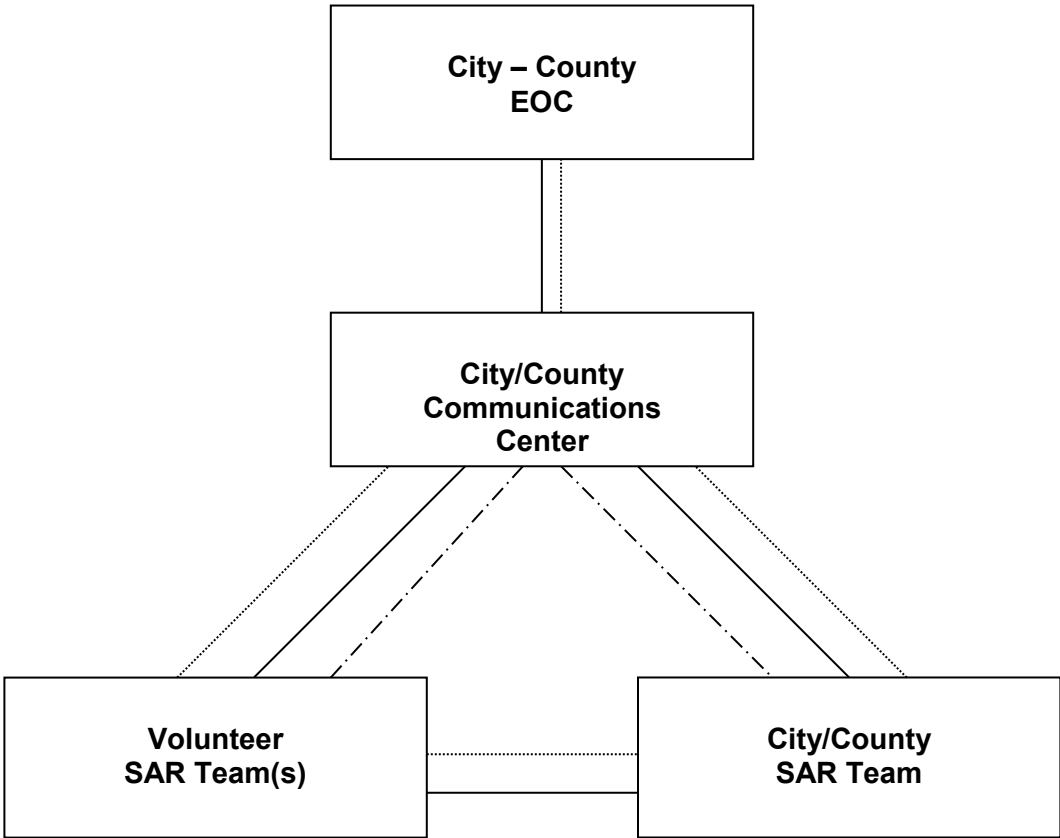
XI. REFERENCES

- A. Annex R (Search and Rescue) to the *State of Texas Emergency Management Plan*.
- B. Annex U (Terrorist Incident Response) to the *State of Texas Emergency Management Plan*.
- C. *Texas Fire and Rescue Mutual Aid Plan*, May 1998.

APPENDIX

Appendix 1 Communications Network

SAR COMMUNICATIONS NETWORK



LEGEND:

- Phone
- 800 Radio
- - - - - Cell Phone

ANNEX S



TRANSPORTATION

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

Annex S

Transportation



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VISD Representative

5/25/16

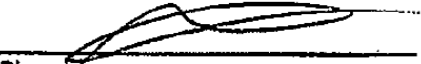
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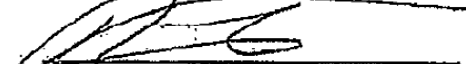
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Signature
Victoria Transit Representative

5/24/16

Date



Signature
Emergency Management Coordinator

5-23-2016

Date

RECORD OF CHANGES

Annex S

Transportation

Change #	Date of Change	Change	Entered By

ANNEX S

TRANSPORTATION

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

This annex outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergency situations, assigns responsibilities for various transportation tasks, and outlines related administrative requirements.

III. EXPLANATION OF TERMS

ADA	Americans with Disabilities Act
BISD	Bloomington Independent School District
EOC	Emergency Operations Center
DDC	Disaster District Committee
ICP	Incident Command Post
MHE	Materials Handling Equipment
SOP	Standard Operating Procedures
VISD	Victoria Independent School District

IV. SITUATION & ASSUMPTIONS

A. Situation

1. In an emergency situation, people may have to be transported from areas at risk and equipment and supplies may have to be transported to support response and recovery activities. We have the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
2. During emergency situations, it may be necessary to rapidly evacuate school children, hospital patients, nursing home residents, the elderly, those with disabilities, and prisoners from areas at risk.
3. Specialized transportation may be needed to transport some Medical/Functional/Access Needs groups, such as medical patients and prisoners.
4. Our transportation equipment and that of private transportation companies may sustain damage during emergency situations and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.

5. Transportation infrastructure, such as roads, bridges, and railroads, may sustain damage during emergency situations, making it difficult to use some of the transportation assets that are available.
6. Major emergency situations may disrupt normal transportation systems, leaving many people, such as school children, the elderly, infirm, and those with disabilities, without transportation.
7. Some cargo may require MHE at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.
8. Drivers with commercial driver licenses must operate many cargo trucks and buses. In coordinating for use of these resources, it is desirable to arrange not only for the use of vehicles, but also for qualified drivers.
9. Special facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of their clients, patients, and inmates. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation. The facility operator is responsible for making arrangements for suitable transportation.

B. Assumptions

1. If people must be evacuated or relocated, the primary mode of transportation for most residents will be personal vehicles. However, transportation must be provided for people who do not have vehicles.
2. During emergency situations, we will use our own transportation resources and those available pursuant to inter-local (mutual aid) agreements to the extent that they are available.
3. If commercial transportation providers that we normally deal with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.
4. As school buses are the primary local passenger transportation resource, we assume that local school districts will respond to requests for transportation assistance from local government during emergency situations.
5. If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.
6. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.
7. Victoria Transit system buses will be diverted from their normal routes and schedules as needed to support emergency operations.
8. Transportation may be requested from the Disaster District Committee (DDC) in Victoria when the assets within the jurisdiction are not sufficient.

V. CONCEPT OF OPERATIONS

A. General

1. **Transportation Requirement.** When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people, including residents of special facilities, from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.
2. **Passenger Transportation.** Where possible, emergency passenger transportation requirements will be satisfied with the following resources:
 - a. Voluntary use of personal vehicles
 - b. Victoria County and/or the City of Victoria owned vehicles
 - c. School buses
 - d. Leased or rented buses
 - e. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
 - f. Donated transportation equipment or services
 - g. Victoria Transit system buses
 - h. State-owned or contracted vehicles
3. **Cargo Transportation.** Where possible, emergency cargo transportation requirements will be satisfied with the following resources:
 - a. Victoria County and/or the City of Victoria owned vehicles
 - b. Commercial freight carriers
 - c. Leased or contract equipment
 - d. Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements
 - e. Donated transportation equipment or services
4. **Special Facilities.**
 - a. **Schools & Day Care Centers**

If evacuation of public schools is required, students will normally be transported on school buses. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require government transportation assistance during emergencies.
 - b. **Hospitals, Nursing Homes, & Correctional Facilities**

Transportation of many medical patients and prisoners requires specialized transportation and appropriate medical or security support. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and local government may need to assist. Some nursing home patients may be able to use normal transportation vehicles.

5. Individuals with Medical/Functional/Access Needs. Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transportation pickup points for the general public.
 - a. Service Animals: Service animals, as defined by the Americans with Disabilities Act (ADA), shall be transported with their owner and shall not be subject to additional requirements. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.
6. Companion Animals
 - a. For purposes of this section, the definition of “companion animals” is:
 - 1) Privately-owned animals that are not owned, maintained, or bred for commercial or agricultural purposes. No part of this sub-section applies to “Service Animals”, as defined by the Americans with Disabilities Act (see Annex S, Section V.A.5), and no restrictions on the transportation of Service Animals are implied.
 - b. If evacuation is required, effort should be made to evacuate companion animals in the immediate possession of evacuating individuals.
 - c. Companion animals should not:
 - 1) Consume resources otherwise needed for assistance to individuals.
 - 2) Be transported in or on transportation resources not owned by the City of Victoria/Victoria County without permission from the resource owner.
 - 3) Jeopardize the health or safety of responders or citizens.
 - d. Companion animals should be secured appropriately, subject to the discretion of the transportation resource operator and/or the Incident Commander. Unsecured companion animals will not be transported.
 - e. Transportation and/or temporary staging of companion animals should be coordinated with the Victoria Partners in Preparedness Animal Issues Committee.
7. Requesting Transportation Support.
 - a. Requests for transportation support may be generated by an Incident Commander or by departments and agencies that require additional transportation support to carry out the emergency responsibilities assigned in this plan. Requests for transportation support should be made to the Incident Commander or designee using the Cargo Transportation Request in Appendix 1 or the Passenger Transportation Request in Appendix 2. Requesters must assign a priority to their requests.
 - b. The Incident Commander or designee shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.
8. External Support. If local transportation resources and those available pursuant to inter-local agreements are insufficient to support emergency requirements, transportation resource support may be requested from the State through the Disaster District Committee (DDC) Chairman in Victoria, Texas.

B. Activities by Phases of Emergency Management

1. Prevention

- a. Identify and maintain a current list of local public and private transportation resources. See Annex M, Resource Management, for a list of transportation resources.
- b. Identify possible transportation needs that could result from various disasters.
- c. Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.

2. Preparedness

- a. Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment. Assess capabilities in relation to requirements to identify resource shortfalls; identify additional resources required.
- b. Negotiate agreements with other jurisdictions, public agencies and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.
- c. Participate with other departments and agencies in the determination of evacuation routes for known hazards and, where appropriate, pickup points or routes for those who may require public transportation.
- d. Review special facility evacuation plans to ensure they include realistic transportation arrangements.
- e. Plan and execute exercises involving the public and private sector. These exercises should include the utilization of various types of transportation and heavy duty equipment.

3. Response

- a. Activate emergency transportation function to receive and process requests for cargo and passenger transportation.
- b. Respond to transportation requests within limits of available resources.
- c. Monitor transportation resource status and identify requirements for additional resources to the EMC.
- d. Maintain records on use of transportation resources (See Appendix 3).

4. Recovery

- a. Continue to coordinate transportation of equipment, supplies and passengers as needed.

- b. Assess further transportation needs of citizens and provide transportation as needed.
- c. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
--

A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, shall carry out the function of providing transportation services in emergency situations.
2. The Victoria County Judge and/or City of Victoria Mayor shall provide policy guidance with respect to emergency transportation operations.
3. The VISD Transportation Director shall serve as Transportation Officer and coordinate emergency transportation operations.

B. Task Assignments

1. Transportation Branch Director or Group Supervisor will:
 - a. Identify available transportation resources (see Annex M, Resource Management) and maintain a transportation resource contact list.
 - b. Coordinate with schools, other public agencies, and businesses regarding emergency use of their transportation assets and develop appropriate agreements and procedures for notifying appropriate officials of emergency situations.
 - c. Coordinate with Victoria Transit and commercial transportation providers to establish procedures for providing transportation resources during emergency situations.
 - d. Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.
 - e. Coordinate with special facilities to determine their requirements for specialized transportation support during emergencies and the arrangements the facilities have made to provide such support.
 - f. Coordinate public transportation support for mass evacuations.
 - g. Coordinate with the Victoria County Sheriff and City of Victoria Police Chief on evacuation routes and the location of transportation pickup points and staging areas.
 - h. Coordinate with local public transportation authorities' pickup points and times for citizens requiring public transportation.

- i. Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.
 - j. Coordinate with the Mass Care Branch Director or Group Supervisor for passenger and cargo transportation to support for shelter and mass care operations.
2. All Departments and Agencies having transportation assets will:
 - a. Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list.
 - b. Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Branch Director or Group Supervisor, and to the extent possible.
3. All Departments and Agencies will:

Forward prioritized emergency transportation requests to the Transportation Branch Director or Group Supervisor for action. The request forms in Appendices 1 and 2 will be used.
4. Law Enforcement will:
 - a. Determine evacuation routes and provide traffic control for large-scale evacuations.
 - b. Determine transportation pickup points and staging areas, in conjunction with the Transportation Branch Director or Group Supervisor.
 - c. Plan for and execute any transportation operations relating to inmates in their custody, and relay status of such operations to the Incident Commander as appropriate.
5. The Mass Care Branch Director or Group Supervisor will:

Identify transportation requirements to support for shelter and mass care operations to the Transportation Branch Director or Group Supervisor.
6. The Victoria (VISD), Bloomington (BISD), and Industrial (IISD) Independent School Districts will:

Upon request by the Victoria County Judge and/or City of Victoria Mayor, provide buses and drivers to assist in emergency operations.
7. The Victoria Transit Authority will:

Upon request by the Victoria County Judge and/or City of Victoria Mayor, provide buses and drivers to assist in emergency operations.

VII. DIRECTION & CONTROL

A. General

1. The Victoria County Judge and/or City of Victoria Mayor will establish priorities for and provide policy guidance for transportation activities.
2. The Victoria County Judge, City of Victoria Mayor, and/or EMC will provide general direction to the Incident Commander regarding transportation operations.
3. The Incident Commander and staff will plan, coordinate, and carry out transportation activities.

B. Line of Succession

The line of succession for the Transportation Branch Director/Group Supervisor (for Type 3 events) is:

1. VISD Transportation Director.
2. VISD Assistant Transportation Director.
3. BISS Assistant Transportation Director.

VIII. READINESS LEVELS

A. Readiness Level IV – Normal Conditions

See mitigation and preparedness activities in paragraphs V.B.1 and V.B.2 above.

B. Readiness Level III – Increased Readiness

1. Monitor situation.
2. Alert key personnel and transportation provider points of contact.
3. Check readiness of all equipment and facilities and correct any deficiencies.
4. Update transportation resource status information.
5. Review agreements for use of transportation resources owned by others.
6. Review plans and procedures and update them, if needed.

C. Readiness Level II – High Readiness

1. Monitor situation.
2. Update transportation personnel and equipment status.
3. Alert and brief transportation providers for possible emergency operations.

4. Review status of preplanned evacuation routes, pickup points, and staging areas locations.
5. Update transportation resource status information.

D. Readiness Level I – Maximum Readiness

1. Monitor situation and update transportation resource status information.
2. Staff EOC positions if EOC is activated.
3. Consider protective actions for transportation resources.
4. Make tentative transportation resource allocations to probable emergency tasks
5. Pre-stage transportation assets, where appropriate.

IX. ADMINISTRATION & SUPPORT

A. Resources

Local transportation resources are described in Annex M, Resource Management.

B. Maintenance of Records

Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed; see Appendix 3. These records will be used as basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by the state or federal government. The Transportation Branch Director/Group Supervisor will retain records of equipment usage until a final decision is made by the EMC concerning claims for cost recovery or reimbursement.

C. Preservation of Records

Vital records should be protected from the effects of disasters to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

D. Training & Exercises

1. Transportation personnel who will staff the ICP or EOC shall receive appropriate training on the operation of those facilities, which should be arranged by the EMC.
2. Emergency exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

E. External Support

1. Summaries of inter-local agreements and agreements with other governmental entities, volunteer groups, and businesses for resource support, as well as contingency contracts

with commercial transportation providers are listed in Attachment 6 to the Basic Plan. Activation of such agreements and contracts will normally be coordinated through the EOC.

- 2. If transportation requirements cannot be satisfied with the resources available locally or through agreements and contracts, assistance may be requested from the State. Request for state assistance will be made to the DDC Chairman in Victoria, Texas, by the Victoria County Judge and/or City of Victoria Mayor, the EMC, or a person authorized to act for him/her.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A.** The EMC is responsible for developing and maintaining this annex. Recommended changes to the annex should be forwarded as soon as needs become apparent.
- B.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for ensuring that their SOPs cover those responsibilities.
- D.** This annex adheres to the planning standards checklist.

XI. REFERENCES

Annex S (Transportation) to the *State of Texas Emergency Management Plan* **APPENDICES**

Appendix 1 Cargo Transportation Request

Appendix 2 Passenger Transportation Request

Appendix 3 Vehicle/Equipment Record & Use Log

Appendix 4.....Victoria Transit Maps

Appendix 5.....Interlocal Agreement

Cargo Transportation Request

Date: _____ **Time:** _____ **Priority:** 1 2 3

Requested by: _____ **Organization:** _____

Request transport of (describe the cargo):

Loose Boxed # _____ Pallets # _____ **Total weight:** _____ lbs.

Receive from:

Date/Time _____

Place/Address: _____

People available to load the truck? Yes No If no, how many people are needed? _____

Equipment available to load the truck? Yes No Type: _____

Contact at pick-up

Name: _____ Phone #: _____

Deliver to:

Date/Time: _____

Place/Address: _____

People available to unload truck? Yes No

Equipment available to unload the truck? Yes No Type: _____

Contact at delivery

Name: _____ Phone #: _____

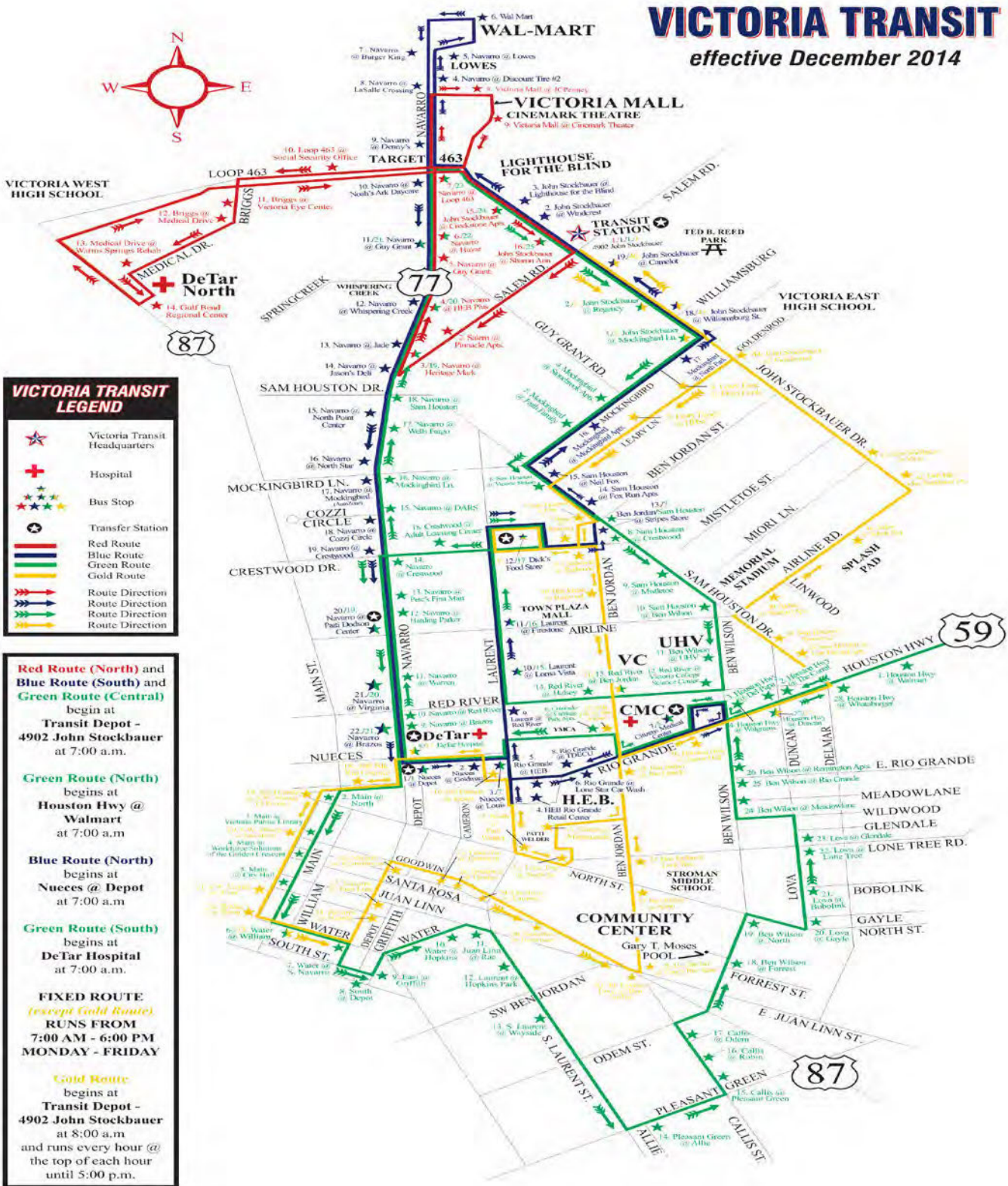
Resources committed:

Passenger Transportation Request		
Date:	Time:	Priority: 1 2 3
Requested by:		Organization:
Number of people needing transportation: # of Adults _____ # of Children _____		
Ambulatory: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, list any special vehicles or equipment needed: _____ _____ _____ _____		
Pick up from: Date/Time _____ Place/Address: _____ _____ _____		
People available to assist non-ambulatory passengers? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, how many people are needed to assist? _____		
Contact at pick-up: Name: _____ Phone #: _____		
Drop off: Date/Time: _____ Place/Address: _____ _____ _____		
Contact at drop off: Name: _____ Phone #: _____		
Resources committed: _____ _____ _____ _____		

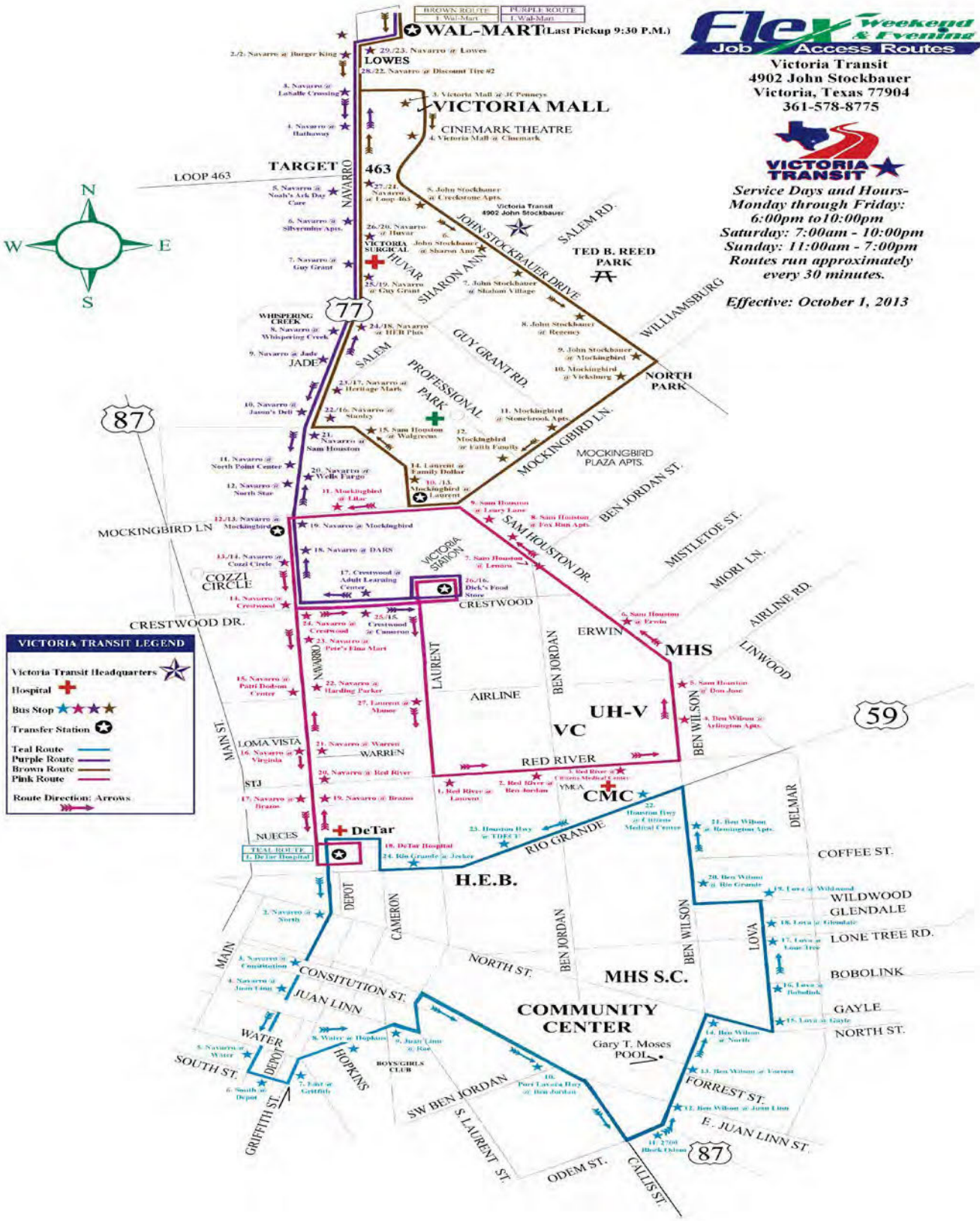
VEHICLE/EQUIPMENT RECORD & USE LOG	
Vehicle/Equipment Type: _____	
Identification or License #: _____ Odometer/hour meter reading: _____	
Date Received: _____ Time Received: _____	
<input type="checkbox"/> City/County Asset	<input type="checkbox"/> School District Asset
<input type="checkbox"/> Leased/Rented	<input type="checkbox"/> Borrowed/Loaned
<input type="checkbox"/> Other: _____	
Owner: _____	
Address: _____ _____	
Operational Status: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Operator Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Maintenance performed (if any): _____ _____ _____ _____ _____ _____	
Vehicle/Equipment Returned: Date: _____ Time: _____ Odometer/hour meter reading: _____	
Remarks: _____ _____ _____ _____ _____	

USE LOG ON REVERSE

Victoria Transit Route Maps



Victoria Transit Route Maps



Victoria Transit
 4902 John Stockbauer
 Victoria, Texas 77904
 361-578-8775



Service Days and Hours-
 Monday through Friday:
 6:00pm to 10:00pm
 Saturday: 7:00am - 10:00pm
 Sunday: 11:00am - 7:00pm
 Routes run approximately
 every 30 minutes.

Effective: October 1, 2013

VICTORIA TRANSIT LEGEND

- Victoria Transit Headquarters
- Hospital
- Bus Stop
- Transfer Station
- Teal Route
- Purple Route
- Brown Route
- Pink Route
- Route Direction: Arrows

**Interlocal Agreement
for 2017-2018 Operation of a Transit System
Between the City of Victoria
And Golden Crescent Regional Planning Commission**

This Interlocal Agreement (the "Agreement") is entered into this day in accordance with the Texas Intergovernmental Cooperation Act (Government Code, Title 7, Chapters 791) between the City of Victoria, Texas, P.O. Box 1758, Victoria, Texas 77902, a Texas municipal corporation (the "City") and Golden Crescent Regional Planning Commission, 1908 N. Laurent, Ste. 600, Victoria, Texas 77901. (the "GCRPC").

The parties hereto agree as follows:

1. **Contract Period.** This agreement becomes effective upon final execution by the City and shall terminate on September 30, 2018. After termination of this agreement, the City shall not have any obligation to provide any funding to the GCRPC, operate a transit system in the City, or make any payments to the federal or state government in lieu of operation of a transit system in the City.

2. **Scope of project.** The GCRPC shall commence, carry out, and complete a public transportation project in the City from October 1, 2017, until September 30, 2018, in accordance with the "State Urban Public Transportation Grant Agreement" attached hereto. The GCRPC shall suspend, to the extent requested, any and all public transportation project services at the written request of the City of Victoria/Victoria County Emergency Operations Center and provide mutual aid, assistance and services under the direction and control of the COV/VC EOC as necessary and directed.

3. **Contract amount.** The City agrees to pay to the GCRPC the sum of **\$209,000.00** as payment for the services to be provided by the GCRPC pursuant to this contract and as payment for the City of Victoria's part of the local share of the grant received pursuant to the attached "State Urban Public Transportation Grant Agreement." No part of this agreement or the "State Urban Public Transportation Grant Agreement" attached hereto shall obligate the City to (1) pay the GCRPC any amounts other than the aforementioned sum or (2) pay any amount for any funding after the termination date of this agreement.

4. **Compliance with State Urban Public Transportation Grant Agreement.** GCRPC shall comply with the "State Urban Public Transportation Grant Agreement" attached hereto. In complying with said agreement, GCRPC shall comply with 49 CFR § 18.32, relating to the disposition of equipment purchased with state funds.

5. **Termination.**

a. This agreement shall be terminated at the expiration of the stated term hereof, but may be terminated prior to such expiration by any of the following conditions:

- (1) by mutual written agreement and consent of both parties, or
- (2) by either party, upon the failure of the other party to fulfill any obligation of this agreement including any obligation of the "State Urban Public Transportation Grant Agreement".

b. The termination of this agreement shall extinguish all duties, obligations, and liabilities of the City under this Agreement. Termination or cancellation of the Agreement shall not affect the rights and obligations of the parties that accrued prior to termination.

6. **Insurance and Indemnity.**

a. The GCRPC shall carry or cause to be carried both public (commercial general) liability insurance and comprehensive motor vehicle liability insurance on all automobiles used in the operations embraced by this Agreement in the amount of \$250,000 for bodily injury or death to

one person and \$500,000 for such injuries or death to all persons in a single occurrence, and property damage liability insurance in the amount of \$100,000 for each occurrence. GCRPC shall provide workers' compensation coverage for all of its employees performing services pursuant to this agreement.

b. This contract is not intended to create a joint venture or partnership of any kind. The GCRPC is merely an independent contractor of the City. The GCRPC is not an agent, servant, employee, or partner of the City, and the GCRPC shall be exclusively responsible for its own acts and deeds and for those of its agents, employees or volunteers during the performance of this agreement. The GCRPC shall not represent itself to have any relationship with the City other than that of independent contractor or funding agency. Neither this agreement nor any contractual relationship created hereby shall make any agent, employee, or officer of the GCRPC an agent, employee or officer of the City. The GCRPC shall be solely responsible for ensuring that its vehicles are operated safely and in accordance with federal and state law. The City shall have no control over the operation of the transit system. However, neither the City nor any other funding agency shall be prohibited by any provision of this contract from auditing the GCRPC to ensure funds are being expended in accordance with federal and state law and the provisions of this agreement.

c. To the extent permitted by law, the GCRPC shall indemnify and hold harmless the City from all claims and liability due to activities of its agents, employees or volunteers performed under this agreement and which result from an error, omission or negligent act of the GCRPC or of any officer, agent, or employee of the GCRPC.

d. To the extent permitted by law, the GCRPC shall also indemnify and hold harmless the City from any and all expenses, including attorney fees, which might be incurred by the City in litigation or otherwise resisting said claim or liabilities which might be imposed on the City by the GCRPC.

e. To the extent permitted by law, the GCRPC agrees to protect, indemnify, and hold harmless the City from and against all claims, demands, and causes of action of every kind and character brought by any volunteer or employee of the GCRPC against the City due to personal injuries and/or death to such employee resulting from any alleged negligent act, by either commission or omission on the part of the GCRPC or its officers, agents, or employees.

f. The GCRPC further agrees to indemnify and hold harmless the City from and against any action brought by any governmental entity as a result of this agreement, the GCRPC's performance of this agreement, the termination of this agreement, or any failure of the GCRPC to return, account for, or make payment for property purchased with funds of the state or federal government in compliance with state or federal laws or regulations. This indemnity obligation shall include the cost of any legal defense against any claim the City is legally obligated to provide transit services to persons in the City of Victoria after the termination of this agreement.

7. Remedies.

This agreement shall not be considered as specifying the exclusive remedy for any agreement default, but all remedies existing at law and in equity may be availed of by the City and shall be cumulative.

8. Audits, Access to Records.

a. The GCRPC shall maintain and make available for review, inspection and/or audit any books, records, documents, and other evidence reasonably pertinent to performance on all work under this Agreement.

b. Audits conducted pursuant to this provision shall be in accordance with federal and state law, regulations and policy, and generally accepted auditing standards and established procedures and guidelines of any agencies of the state or federal government conducting the aforementioned audits.

c. Records under this section shall be maintained and made available during the entire period of performance of this Agreement and until 3 years from date of termination and any payments for this project. In addition, records relating to any dispute arising pursuant to this agreement shall be retained until 3 years after the resolution of the dispute.

d. Access to records is not limited to the required retention periods. The City shall have access to records at any reasonable time for as long as the records are maintained.

e. This agreement does not replace and is cumulative of any requirement contained in the "State Urban Public Transportation Grant Agreement" attached hereto.

9. **Amendments.** Any changes in the time frame, character, agreement provisions or obligations of the parties hereto shall be enacted by written amendment executed by both the City and the GCRPC.

10. **Compliance with laws.** The GCRPC shall comply with all applicable Federal Transit Authority rules and guidelines and all other federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the agreement. As required, the GCRPC shall follow the Victoria Metropolitan Planning Organization's (MPO) Public Participation Plan (PPP). When required, the GCRPC shall furnish the City with written documentation necessary to provide satisfactory proof of the compliance.

11. **Legal construction.** In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof and this agreement shall be construed as if such invalid, illegal or unenforceable provisions has never been contained herein.

12. **Notices.** All notices to other party by the other required under this agreement shall be delivered personally or sent by certified or US Mail, postage prepaid, addressed to such party at the following respective addresses:

City of Victoria
Development Services
P.O. Box 1758
Victoria, Texas 77902

Golden Crescent Regional Planning Commission
Joe Brannan, Executive Director
1908 N. Laurent, Suite 600
Victoria, Texas 77901

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided therein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

13. **Sole agreement.** This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreements respecting the subject matter.

In Testimony Hereof, the parties hereto have caused this Agreement to be executed in duplicate counterparts by their duly authorized representatives.

Executed on the following page, this 17 day of October, 2017 pursuant to Resolution No. 2017-136R.

City of Victoria

Golden Crescent Regional Planning Commission

Charmelle Garrett
Charmelle Garrett, City Manager

Joe Brannan
Joe Brannan, Executive Director

(seal)



Attest:

April Hilbrich
April Hilbrich, City Secretary

Approved as to form:

Thomas A. Gwosdz
Thomas A. Gwosdz, City Attorney

Attachments: State Urban Public Transportation Grant Agreement

ANNEX T



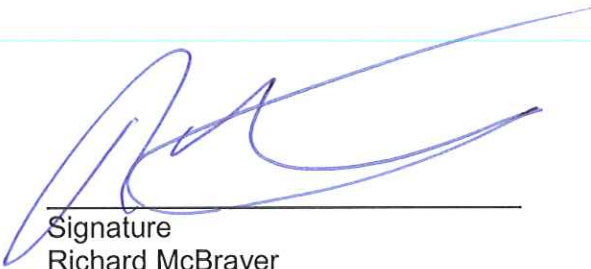
DONATIONS MANAGEMENT

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

Annex T

Donations Management



Signature

Richard McBrayer
Emergency Management Coordinator

3-2-17

Date

SUPPORTING AUTHORITIES

Victoria County Public Health Department

Date

Victoria Police Department

Date

Sheriff's Office

Date

City of Victoria Legal

Date

County of Victoria Legal

Date

City of Victoria Finance

Date

County of Victoria Finance

Date

Date

RECORD OF CHANGES

Annex T

Donations Management

Change #	Date of Change	Change	Entered By

ANNEX T DONATIONS MANAGEMENT

I. AUTHORITY

- A. See the Basic Plan for general authorities.
- B. Annex T (Donations Management), State of Texas Emergency Management Plan.

II. PURPOSE

The purpose of this annex is to outline the concept of operation, organizational arrangements, and responsibilities for coordinating the efforts of volunteer groups and local government to manage donations of goods and services that may occur in the aftermath of an emergency situation.

III. EXPLANATION OF TERMS

A. Acronyms

ACS	Adventist Community Services
ARC	American Red Cross
CBO	Community-Based (Volunteer) Organization (see VOLAG)
DC	Donations Coordinator
DSG	Donations Steering Group
EOC	Emergency Operations Center
PIO	Public Information Office/Officer
PSA	Public Service Announcement
RSA	Resource Staging Area
TSA	The Salvation Army
VOAD	Voluntary Organizations Active in Disaster
VOLAG	Voluntary Agency (charitable organization that meets the provisions of IRS Code 501(c)(3))

B. Definitions

Donations refer to the following:

1. Cash: Currency, checks, money orders, securities, etc.
2. Goods: Food, water, clothing, equipment, toys, furniture, pharmaceuticals, bedding, cleaning supplies, etc.
3. Volunteers and Services:

- a. Individuals who are not members of any particular volunteer group (often referred to as “spontaneous,” “emergent,” or “non-affiliated” volunteers).
- b. Individuals who are members of recognized disaster relief organizations who have undergone formal training by those organizations (i.e., “affiliated” volunteers).
- c. People with specialized training and expertise (e.g., doctors, nurses, medics, search and rescue, fire fighting, heavy equipment operators, etc.) who may either be non-affiliated or members of a disaster relief organization.
- d. Teams that provide specialized equipment or capabilities (e.g., urban search and rescue, dog teams, swift water rescue teams, home repair teams, etc.).

IV. SITUATION & ASSUMPTIONS

A. Situation

1. As noted in the Basic Plan, this jurisdiction is at risk from a number of hazards that could threaten public health and safety as well as private and public property. Should a major disaster or a lesser emergency where there is high level of media interest occur, many individuals may want to donate money, goods, and/or services to assist the victims or participate in the recovery process. The amount of donations offered could be sizable, and we could face extreme difficulties in receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations to the disaster victims and supervising volunteer workers desiring to assist in the effort.
2. Victoria County and the City of Victoria operate under the belief that the collection of funds and other donations are best managed by community-based organizations (CBOs) and other voluntary agencies (VOLAGs) who have successfully handled donations in the past. Local government does, however, desire to coordinate its donation management efforts with volunteer organizations and agencies.
3. According to Chapter 418.074 of the Texas Government Code, our County Judge and/or Mayor may accept a donation (in the form of a gift, grant, or loan) on behalf of Victoria County and/or City of Victoria for purposes of emergency services or disaster recovery. In turn, Victoria County and/or the City of Victoria may use all the services, equipment, supplies, materials, and funds to the full extent authorized by the agreement under which they are received.

B. Assumptions

1. Should a major emergency or disaster occur, donations may be given/delivered to Victoria County and/or the City of Victoria whether or not they are requested. In large quantities, such donations may overwhelm the capability of the local community to handle and distribute them.

2. In a catastrophic disaster affecting the jurisdiction, local government and local volunteer groups and agencies may be adversely affected and may not be able to cope with a sizable flow of donations.
3. Donated goods may be offered to local volunteer groups or simply delivered to local government. Donations of cash for disaster victims may be made to local government.
4. Many individuals donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes valuable resources; disposing of large quantities of unneeded goods can be a lengthy and very costly process.
5. In some cases, the amount of donations received by a community may relate more to the media attention the emergency situation receives than the magnitude of the disaster or the number of victims.
6. The problem of unneeded donations can be reduced, but not eliminated, by developing and maintaining a current list of disaster needs, screening donation offers, and providing information to potential donors through the media on current needs and those items and services that are not required.
7. Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgment of thanks. However, some donations may be unusable, have “strings attached,” or not really be donations at all. They may:
 - a. Be given with an expectation of some sort of repayment, publicity, or a tax write-off.
 - b. Be items that are out-of-date (such as expired foodstuffs or pharmaceuticals) unusable (broken furniture; dirty or torn clothing) or unsuitable (food that requires refrigeration, winter coats in August).
 - c. Be volunteer services that do not meet the announced or advertised expectations or capabilities; skilled trades that are not properly licensed or certified.
 - d. Be provided illegally as a ruse in a fraudulent process to obtain money from disaster victims.
 - e. Be offered at a “discount” to disaster victims, with any real savings being minimal or nonexistent.
 - f. Be offered in limited quantity as a deception to simply show an “association” with government or disaster relief as a basis for future advertising or publicity.
8. Donated goods may arrive in the local area without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it. They typically want their cargo off-loaded quickly so they can minimize down-time.
9. Donations will frequently arrive unsorted and with minimal packaging and markings. Donations may be packed in boxes, crates, barrels, or garbage bags; some items may be in bins or on pallets. When such goods are received, they must typically be sorted,

repackaged and labeled, temporarily stored, and then transported to distribution points to be picked up by disaster victims.

10. Donors may want to:

- a. Know what is needed in the local area -- cash, goods, and/or services.
- b. Know how they should transport their donation to the local area, or if there is someone who can transport it for them.
- c. Start a “drive for donations” to help disaster victims, but have no knowledge of what to do and how to do it.
- d. Earmark their donation for a specific local group or organization, such as a church, fraternal society, or social service agency, or want to know to who, specifically, received their donation.
- e. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
- f. Want to be fed and provided with lodging if they are providing volunteer services.

11. Disaster victims may:

- a. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
- b. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
- c. May have unmet needs which can be satisfied by additional donations.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of our donations management program are to:

1. Determine the needs of disaster victims and inform potential donors of those needs through the media and a variety of other means.
2. Receive, process, and distribute goods and cash donations to victims that can be used to recover from a disaster.
3. Accept offers of volunteers and donated services that will contribute to the recovery process.
4. Discourage the donations of goods and services that are not needed, so that such donations do not in themselves become a major problem.

B. Operational Concepts

1. Victoria County and the City of Victoria do not wish to operate a system to collect, process, and distribute donations to disaster victims. Such a system is best operated by community-based organizations and other volunteer organizations that have successfully handled donations in the past. However, experience has shown that volunteer groups can be overwhelmed by the scale of donations and need certain government assistance (such as traffic control, security, and help in identifying facilities to receive, sort, and distribute donated goods); additionally, large numbers of donations may be sent to the local government itself. Hence, local government desires to coordinate donation management efforts with volunteer organizations and agencies.
2. Recognized local and national charities [e.g., community-based organizations (CBOs) and the voluntary (disaster relief) agencies (VOLAGs)] have been accepting, handling, and distributing donations for many years. These CBOs and VOLAGs are skilled in the donations management process, and they should be the first recourse for collecting and managing donations after a major emergency or catastrophic disaster. Donors outside the local area should be encouraged to work through recognized community, state, or national social service organizations or voluntary human resource providers in the community in which they live. These organizations are capable of receiving donations in areas across the State or nation and then earmarking assistance for a particular disaster.
3. Donations of cash to CBOs and VOLAGs for disaster relief allows those organizations to purchase the specific items needed by disaster victims or provide vouchers to disaster victims so that they can replace clothing and essential personal property with items of their own choosing. Cash donations also reduce the tasks of transporting, sorting, and distributing donated goods. Therefore, cash is generally the preferred donation for disaster relief.

C. Donations Management Program

The donations management program for Victoria County and the City of Victoria is composed of several organizational elements and several operating units that are activated as needed at a level suitable for the anticipated workload. The organizational elements include the Donations Coordinator, Donations Steering Group, and the Unmet Needs Committee. The operating units include: a Donations Operations Office, a Resource Staging Area, a Phone Bank, one or more Distribution Points, and a Volunteer Center.

1. Organizational Elements
 - a. The Victoria Partners in Preparedness Program will serve as the facilitator for planning and organization of the Donations Management Program.
 - b. Donations Coordinator (DC). A Donations Coordinator shall coordinate the donation management efforts of volunteer groups and local government. The Donations Coordinator should be appointed in writing by the Victoria County Judge when this annex is initially published and a replacement should be appointed in writing whenever there is a vacancy in this position. See Appendix 4, Tab A, for a sample of the DC appointment letter.

- c. Key Donations Management Personnel. Key donations management personnel should, to the extent feasible, be identified in advance so that they can receive training and assist in the development of operating procedures. In addition to the Donations Coordinator, key personnel include the individuals who will supervise operation of the Resource Staging Area, Phone Bank, Volunteer Center, and Distribution Point(s), as well as the Donations Financial Manager. See Appendix 4, Tab C, for the list of key donations management personnel.
- c. Donations Steering Group (DSG). The DSG provides policy guidance and general direction for the donations program. Composed of representatives of local volunteer groups and appropriate government officials, it meets periodically to plan for donation management operations. Group members should be selected prior to a disaster, but it may be desirable to update and expand membership once a disaster occurs. Oftentimes the core of the Group is an existing association of local volunteer agencies such as the Voluntary Organizations Active in Disaster (VOAD). The Donations Coordinator is responsible for organizing the DSG and normally chairs the Group. See Appendix 4, Tab B for the DSG membership roster. When a disaster has occurred, the DSG should meet regularly to address policy issues and coordinate the solution to major challenges.
- d. Unmet Needs Committee. The function of the Unmet Needs Committee is to assist disaster victims who need assistance that local government has been unable to provide. The DC is expected to assist in forming the Committee as soon as practicable after a disaster occurs. The Committee may continue to operate for an extended period. The Unmet Needs Committee should consist of representatives from organizations that have provided or can provide money, manpower, or materials to assist in disaster relief. Members would typically include:
 - 1) Representatives of local volunteer organizations.
 - 2) Representatives of the local ministerial alliance.
 - 3) Representatives of corporations that have donated money, staff, or goods for disaster relief.
 - 4) Other interested parties that have donated to disaster relief.

Although the DC should assist in forming the Unmet Needs Committee, its chair should be elected by the members and preferably be a highly regarded and well known local citizen who does not have other major commitments. As this Committee will decide which individuals receive supplemental aid, it is generally inappropriate for government officials to serve as members of this Committee. If they do, they should play a non-voting advisory or support role only. See Appendix 4, Tab D, for Unmet Needs Committee membership.

2. Operating Units

All of the operating units listed below are established after a disaster has occurred. To facilitate rapid activation of the units, suitable local facilities for each unit should be identified in pre-emergency preparedness planning; see Appendix 4, Tab 1. Some of the operating units listed below may be collocated if suitable facilities are available; for example, the Volunteer Center may be collocated with the Resource Staging Area, if a facility that provides sufficient warehouse and office space is available. In coordinating use of facilities, it is important that those providing facilities understand that some of these

facilities may need to continue operations for an extended period – possibly several months. All of these facilities will be largely staffed by volunteers.

a. The Donations Operations Office.

- 1) The Donations Operations Office coordinates operation of the donations management program in the aftermath of a disaster; it further:
 - a) Maintains a Current Needs List that identifies donations that are needed and donations that are not needed. (See Appendix 1 for a sample of a Current Donations Needs List.)
 - b) Maintains a record of the following, as appropriate:
 - (1) Phone responses and referrals.
 - (2) Cash donations received and distributed.
 - (3) Donated goods received and distributed.
 - (4) Volunteer workers utilized and tasks accomplished.
 - c) Handles correspondence related to the donations management program.
 - d) Ensures an appropriate accounting and disbursing system is established for any cash donations received (see Appendix 4, Tab J).
 - e) Works closely with the Public Information Officer (PIO) to ensure donation needs, information on the availability of donated goods, and pertinent information on the operation of the donations management program is provided to the media for dissemination to the public.
- 2) See Appendix 4, Tab E, for information on the operation of the Donations Operations Office and the facilities, equipment, and staffing required.

b. Phone Bank

- 1) A Phone Bank is normally established to receive and respond to offers of donations and disseminate other disaster-related information. Depending on the goods or services offered and the current local situation, the Phone Bank may refer some donors to other agencies that may be better equipped to handle their donations. The Phone Bank may also be used to provide disaster-related information to callers.
- 2) Donation offers received by phone for goods and services on the Current Needs List will normally be recorded on a Record of Donation Offer, which will be provided to the Donations Operations Office for follow-up action. See Appendix 2 for an example of the Donation Offer Record.
- 3) The Phone Bank should work closely with the Victoria County/City of Victoria Emergency Operations Center (EOC) to advise on items needed and not needed; to obtain official, updated disaster relief information for rumor control and victim assistance referrals; to provide data for government situation reports; etc.

- 4) See Appendix 4, Tab G, for information on the operation of the Phone Bank and the facilities, equipment, and staffing required.
- c. Resource Staging Area (RSA)
- 1) An RSA may be established to receive, sort, organize, repackage if necessary, and temporarily store donated and other goods and then transport them to Distribution Points where victims can pick them up.
 - 2) It is normally located outside of the disaster area and is operated by volunteer workers. Because of their expertise in warehouse management, the Adventist Community Services (ACS) has an agreement with the State to operate regional RSAs, and they also can be asked to operate a local community's RSA.
 - 3) A regional RSA may be established to serve a group of affected communities. If a regional RSA is established, volunteers from those communities that receive goods from the facility will normally participate in its operation.
 - 4) See Appendix 4, Tab F, for information on the operation of the RSA and the facilities, equipment, and staffing required.
- d. Distribution Points
- 1) Distribution Points are sites from which ready-to-use goods (received directly from donor agencies or from an RSA or cash vouchers will be distributed to disaster victims.
 - 2) They are typically operated by local community-based (volunteer) organizations (CBOs) or nationally-recognized volunteer agencies (VOLAGs) such as The Salvation Army (TSA) and the American Red Cross (ARC).
 - 3) Distribution points are generally located in proximity to areas where disaster victims are living. They may be housed in facilities owned by volunteer groups or local government or in donated space.
 - 4) See Appendix 4, Tab H, for information on the operation of Distribution Points and the facilities, equipment, and staffing required.
- e. Volunteer Center
- 1) The Volunteer Center is a facility where spontaneous, emergent, unaffiliated volunteers are assembled, registered, assigned recovery tasks, and provided logistical and other support. Volunteers may be assigned to operate various donation management facilities, to provide direct assistance to victims (such as clean-up and home repair), or to assist government departments in recovery operations.
 - 2) The Volunteer Center should be located in reasonable proximity to the disaster area, but not in that area.

- 3) See Appendix 4, Tab I, for information on the operation of the Volunteer Center and the facilities, equipment, and staffing required.

D. Actions by Phases of Emergency Management

Donations Management, as a function, primarily occurs during the recovery phase of an emergency. However, some donations management activities should occur during the preparedness and response phases of emergency management.

1. Preparedness

- a. Appoint a Donations Coordinator and establish the DSG to oversee pre-disaster donations management planning and assign responsibilities for various donations management activities.
- b. Prepare and update this annex to outline local donations management plans.
- c. Identify possible sites for the Donations Operations Office, Phone Bank, RSA, Distribution Points, and a Volunteer Center.
- d. Develop tentative operating procedures for the Phone Bank, RSA, Distribution Points, and Volunteer Center and determine how those facilities will communicate with each other.
- e. Identify and coordinate with those volunteer organizations that could provide assistance in operating the jurisdiction's donations management program.
- f. Brief elected officials, department heads, and local volunteer groups on a periodic basis about the local donations management program.
- g. Brief the local media so they understand how the donations program will work so they can be prepared to advise the public of specific donation needs, discourage donations of unneeded items, disseminate information on the availability of donated goods, and provide other information as applicable.
- h. Brief citizen groups on how they can contribute to disaster relief with their donations and how a donations management program typically operates.
- i. Include consideration of donation management in local emergency management exercises to test donations management plans and procedures.
- j. Ensure contingency procedures are established for rapidly activating a bank account to receive and disburse monetary donations.

2. Response

- a. Review the donations management program with senior government officials.
- b. Activate the DSG.

- c. Identify and prepare specific sites for donations management facilities and begin assembling needed equipment and supplies.
 - d. Identify and activate staff for donations management facilities.
 - e. Provide the media (through the PIO) with information regarding donation needs and procedures, and regularly update that information.
3. Recovery
- a. The DSG should determine which donations management facilities will and will not be activated.
 - b. Set up the donations management facilities that are activated and determine how each facility will be logistically supported.
 - c. Staff donations management facilities with volunteer or paid workers, conducting on-the-job training as needed.
 - d. Collect, sort, store, distribute, and properly dispose of donations, if necessary.
 - e. In coordination with the PIO, provide regular updates to the media on donations procedures, progress, status, and the Current Needs List (goods and services that are needed and not needed).
 - f. Continually assess donations management operations and determine when the donations management facilities should close down or be consolidated and when the donations management program can be terminated.
 - g. Keep records of donations received and, where appropriate, thank donors.
 - h. Activate the Unmet Needs Committee to provide continuing assistance to victims in need, depending upon the donations available.
 - i. Maintain accounts of expenses, individual work hours, etc. Donations activities and functions are not generally reimbursable; however, if certain expenses are considered for reimbursement, accurate records will have to be submitted.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. The organization for donations management in the aftermath of a disaster shall consist of the organizations and facilities described in this annex, supplemented by government personnel and other resources where needed, available and appropriate. The organizations described in this annex are composed largely of volunteers; the facilities described in this annex will be primarily operated by volunteers.

2. Our normal Victoria County/City of Victoria emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will carry out government activities in support of donation management.
3. The Victoria County Judge and/or City of Victoria Mayor is/are responsible for managing donations (cash or goods) that are made to Victoria County and/or City of Victoria government for disaster relief, subject to any regulations that may be enacted by the Victoria County Commissioner's Court and/or Victoria City Council.
4. The Victoria County Judge and/or City of Victoria Mayor shall appoint a Donations Coordinator to manage the overall donations program and coordinate the efforts of volunteer groups and local government. The Donations Coordinator may be a volunteer or government employee familiar with the role of volunteer organizations active in disasters. As the Emergency Management Coordinator (EMC) has demanding duties during emergency response and recovery, the EMC should not be appointed as the Donations Coordinator.

B. Task Assignments

1. The Victoria County Judge and/or City of Victoria Mayor will:
 - a. Appoint a Donations Coordinator. See Appendix 4, Tab A.
 - b. Ensure that a donations management program that coordinates the efforts of volunteer groups and local government, is planned and ready for activation.
 - c. Monitor the operation of the donations management program when activated.
2. The Donations Coordinator (DC) will:
 - a. Coordinate planning for and oversee the operation of the donations management program.
 - b. Prepare and keep current this annex.
 - c. Designate members of the DSG, with the advice of senior local officials and local volunteer groups, and chair that group.
 - d. Identify, in conjunction with appropriate senior local officials and the DSG, individuals for the following key donations management positions:
 - 1) Volunteer Coordinator
 - 2) Resource Staging Area Manager
 - 3) Phone Bank Supervisor
 - 4) Donations Financial Manager
 - e. Develop and maintain, in coordination with the DSG, a Donations Management Operations Guide (Appendix 4 to this annex) as a separately published document. In the pre-emergency phase, this Guide will contain general planning information with respect to facilities, equipment, staffing, and general operating guidance. When the donations management program is activated, the Guide will be updated with specific

facility and equipment information, updated staff rosters, and detailed operating procedures; copies of the document will be provided to all key donations management program personnel. In the pre-emergency phase, the Guide shall include:

- 1) Potential locations for the Volunteer Center, RSA, Phone Bank, Distribution Points, and Donations Operations Office.
 - 2) Equipment requirements for the facilities listed above.
 - 3) Supply requirements for the facilities listed above.
 - 4) Skeleton staff rosters for the facilities listed above.
 - 5) A list of organizations that could potentially provide volunteers to staff the facilities listed above.
- f. Determine, in conjunction with the Victoria County legal designee and/or City of Victoria Attorney, the procedures for preparing for and handling liability issues involving volunteers that are assisting Victoria County and/or the City of Victoria in donations management operations. Since these individuals may be performing volunteer services directly for Victoria County and/or City of Victoria, they may be entitled to medical coverage; accident and injury claim compensation; workmans compensation coverage; reimbursement for stolen property; or even restitution for inappropriate comments, discrimination, or harassment.
- g. Provide the media, in coordination with the PIO, information on donations management for dissemination to the public.
- h. Provide local government officials with regular reports on donations management operations.
- i. Ensure required donations system-related records are maintained.
3. The Donations Steering Group (DSG) will:
- a. Assist the Donations Coordinator (DC) in developing a donations management program for Victoria County and the City of and in preparing operating procedures for the donations management functions.
 - b. Meet regularly to coordinate, update, and collaborate on the donations system and operational process before, during, and after a disaster.
 - c. Assist the DC is determining which donations management functions should be activated after a disaster occurs.
 - d. Provide advice to the DC on suitable candidates for managing the various donations management functions.
 - e. Assist in locating volunteers to work in the donations management functions.
 - f. Assist the Donations Operations Office in maintaining records on donations activities.
 - g. Provide information to donors regarding voluntary agency operations and needs through the Donations Phone Bank.

- h. Work together to determine the best method for handling and distributing large-volume or high-value donations received from the public or corporate entities.
 - i. Help the DC make decisions on when to terminate or consolidate donations management functions.
4. The Volunteer Coordinator will:
- a. Select a site for a Volunteer Center and coordinate equipping and staffing the facility.
 - b. Develop operating procedures for and train staff to operate the Volunteer Center.
 - c. Supervise Volunteer Center operations.
 - d. Prepare and keep current Tab I to Appendix 4.
5. The Resource Staging Area (RSA) Manager will:
- a. Select a site for an RSA and coordinate equipping and staffing the facility.
 - b. Develop operating procedures for and train staff to operate the RSA.
 - c. Supervise RSA operations.
 - d. Prepare and keep current Tab F to Appendix 4.
6. The Phone Bank Supervisor will:
- a. Select a site for a Phone Bank and coordinate equipping and staffing the facility.
 - b. Develop operating procedures for and train staff to operate the Phone Bank.
 - c. Supervise Phone Bank operations.
 - d. Prepare and keep current Tab G to Appendix 4.
7. The Donations Financial Officer will:
- a. Establish a Donations account for receiving monetary donations.
 - b. Establish specific wording for the *“Pay to the Order of”* line for all checks and other securities so that appropriate information can be provided to potential donors.
 - c. Ensure written disbursing procedures are prepared in close coordination with the Unmet Needs Committee so account disbursing officials have a clear mandate on how to prepare assistance checks (e.g., when, how much, to whom, etc.).

VII. DIRECTION and CONTROL

A. General

1. The Victoria County Judge and/or City of Victoria Mayor is/are responsible for all governmental activities involved with the jurisdiction's donations management system.
2. The DSG, chaired by the DC, will provide general guidance for donations management operations.
3. The DC will manage the donations management program, supervise key donations management program personnel, and coordinate the efforts of volunteer groups and local government.
4. The work of volunteers and paid government employees at a donations management facility will be directed by the supervisor of that facility.
5. Volunteers working as an integral part of a recognized volunteer group (e.g., the Red Cross, the Adventist Community Services, The Salvation Army, etc.) will respond to direction from those organizations.
6. Each individual supervising a donations management function will select an appropriate assistant or designee to run the operation in his or her absence.

B. Coordination

1. The DC will work out of and communicate from the Donations Operations Office, which should be located in or adjacent to the Victoria County/City of Victoria Emergency Operations Center (EOC) if possible.
2. Each volunteer group assisting in the disaster will designate a specific individual with authority to accept task assignments and coordinate its activities with the Donations Operations Office.

VIII. INCREASED READINESS LEVELS

A. Level IV – Normal Conditions

See actions recommended in the preparedness activities in Section V.D.1.

B. Level III – Increased Readiness

1. Monitor the situation and inform key donations management personnel of the potential for activating all or portions of the donations management system.
2. Review donation management procedures for currency.
3. Check recall rosters for accuracy and update as required.

C. Level II – High Readiness

1. Continue to monitor the situation.
2. Alert key donations management staff for potential operations.
3. Ensure source lists for volunteer workers are up-to-date.
4. Check potential donations operations facilities for accessibility and availability.

D. Level I - Maximum Readiness

1. Continue to monitor the situation.
2. Activate key donations management staff to update planning.
3. Make tentative donations management facility selections.
4. Review equipment and supply status and alert providers of possible need.
5. Alert organizations that provide volunteer workers of possible activation.

IX. ADMINISTRATION & SUPPORT**A. Reporting**

1. During emergency operations, the Donations Operations Office shall compile and provide a daily summary of significant donations management activities to the EOC for use in staff briefings and inclusion in periodic Situation Reports (see Annex N). If the EOC has been deactivated, a periodic summary of activities will be provided to local officials and the heads of volunteer organizations participating in the recovery process.
2. Donations management facilities, if government-operated, shall provide a daily report of their activities to the Donations Operations Office. Such reports will include the following information:
 - a. Phone Bank
 - 1) Number of calls by type (donation offer, vendor capabilities, requests for information, etc.)
 - 2) Significant donations offered and their disposition
 - 3) Major issues or challenges
 - b. RSA
 - 1) Number and type of bulk donations received (truckloads, pallets, etc.)
 - 2) Significant donations and disposition
 - 3) Goods delivered to distribution points (truckload, pallets, boxes)
 - 4) Unneeded goods delivered to other agencies

- 5) Current hours of operation
 - 6) Number of persons employed (volunteers and paid workers)
 - 7) Major operational activities
 - 8) Support activities (feeding, lodging, etc.)
 - 9) Major issues or challenges
- c. Distribution Points
- 1) Number of customers served
 - 2) Hours of operation
 - 3) Number of workers (volunteers and paid workers)
 - 4) Major issues or challenges
- d. Volunteer Center
- 1) Hours of operation
 - 2) Number of volunteers assigned to tasks
 - 3) Number of workers within the facility
 - 4) General types of jobs to which workers have been dispatched
 - 5) Support activities (feeding, etc.)
 - 6) Major issues or challenges
- e. Financial Accounting
- 1) Cash received
 - 2) Cash distributed
 - 3) Major issues or challenges

B. Records

1. Activity logs - Each donations facility will maintain a log of major activities at that facility, location including activation and deactivation, arrivals and departure of staff, receipt of or return of major equipment, and the commitment of people, equipment, or materials to specific tasks.
2. The Donations Steering Group shall appoint a Secretary to provide a written record of the policies formulated and activities undertaken at meetings of the Group. Those records shall be maintained by the DC.
3. The Unmet Needs Committee shall appoint a Secretary to maintain a written record of its actions. When the recovery process is completed, those records shall be turned over to the DC for retention.
4. Documentation of costs – Expenses incurred in operating the donations management system are generally not recoverable. However, in the event state and/or federal reimbursement is considered, accurate records would need to be provided. Therefore, all government departments and agencies should maintain records of personnel and equipment used and supplies consumed during donations management operations.

C. Resources

Government resources that may be needed to operate the donations management system are listed in Annex M, Resource Management.

D. Post Incident Review

The Basic Plan provides that the County Judge/Mayor/City Manager and/or EMC shall organize and conduct a review of the emergency operations in the aftermath of major emergency or disaster operations. The purpose of this review is to identify needed improvements in this plan, its procedures, its facilities, and its equipment. When the donations management system has been activated after a major emergency or disaster, donations management program personnel shall participate in the review.

E. Training

1. The DC should attend training in donations management. Such training is offered by the Texas Division of Emergency Management and a number of volunteer groups.
2. Donations management facility supervisors are responsible for providing on-the-job training for individuals who will be working in the facility.

F. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises should periodically include a donation management scenario based on the anticipated hazards which could be faced by this jurisdiction.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A.** The Donations Coordinator is responsible for developing and maintaining this annex. Recommended changes to this annex shall be forwarded as needs become apparent.
- B.** This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Individuals, departments, agencies, and volunteer organizations assigned responsibilities in this annex are responsible for developing and maintaining appropriate standard operating procedures (SOPs) to carry out those responsibilities.

XI. REFERENCES

- A.** FEMA, *Donations Management Guidance Manual*, Feb 1995
- B.** FEMA, *Donations Management Workshop (Student Manual)*, Oct 1997
- C.** FEMA, *Donations Management Workshop (Toolbox)*, Oct 1997
- D.** FEMA, *Support Annex (DM-1)*, Apr 1999

APPENDICES:

- 1 Current Donation Needs List
- 2 Sample Record of Donation Offer
- 3 Sample Public Information Release
- 4.....Donations Management Operations Guide

SAMPLE
CURRENT DONATION NEEDS LIST
Victoria County/City of Victoria

As of Date/Time: _____

1. Needed

a. Goods

b. Services

2. Unneeded:

**SAMPLE
RECORD OF DONATION OFFER**

Call received by: _____ Date: _____ Time: _____

Donor Name and Information:

Salutation: _____

First Name: _____

Last Name: _____

Title: _____

Organization: _____

Phone 1: _____

Phone 2: _____

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip: _____

Country: _____

Donated (free) Goods or Services

Commercial (vendor) Goods or Services

Type of Resource: (e.g., people, food, equipment): _____

Category: (e.g., clothing, water, bedding): _____

Sub-category: (e.g., shoes, blankets, chairs): _____

Description/Notes: _____

Total Quantity: Units (#): _____ Measure (e.g., box, each): _____

Packaging _____ Amount (#): _____ Size (e.g., can, dozen, gallon): _____

Palletized: Yes No Transportation required: Yes No

Refrigeration required: Yes No Restrictions: Yes No

Resource Location: _____

Estimated Value: _____ Available until: _____

Follow-up required: Yes No Action taken: _____

**SAMPLE
PUBLIC INFORMATION RELEASE**

FOR IMMEDIATE RELEASE

FOR MORE INFORMATION, CONTACT Victoria County/City of Victoria Public Information Officer

We are receiving citizen and community inquiries regarding the [name of disaster]. The calls primarily involve citizens who want to offer assistance or make donations to the [name of disaster] victims. It is important that such good intentions do not create the potential for a disaster within a disaster. Therefore people who wish to offer assistance should do so in as effective a manner as possible.

Individuals or organizations that want to provide assistance to victims of the (name of disaster) should first work through their local disaster relief organizations. These may include the American Red Cross, The Salvation Army, the Texas Baptist Men Feeding Organization, the Adventist Community Services, the Second Harvest Food Banks, etc. People can find these organizations listed in the Telephone Book Yellow Pages under "Social Service Organizations."

Cash is the best contribution since items can be purchased within the affected areas to meet the specific needs of victims. To contribute cash, contributions should be sent to [the precise organization name, address, and account number where cash contributions should go].

If people prefer to donate goods or service, they should still work through their local disaster relief organizations. These organizations know the immediate needs of people in the affected areas, how best to meet those needs, and how to ensure assistance is appropriate, adequate, and delivered to the right places. The disaster relief organizations can tell potential donors what is needed and what is not needed and how to package and transport those goods that are needed to the disaster area.

We encourage people not to send unsolicited donations to the disaster area. Unsolicited donations may not reach the proper people or even would meet their current needs. If donors plan to travel to the disaster area, they may find that lodging and other services are unavailable and they may add to problems in the disaster area rather than helping.

Attention News Editors and Directors: *Please assist us in publicizing this information relating to donations for the [name of disaster]. We would like to encourage donations of goods and services that are needed, while discouraging donations that cannot be used and that may add to the problems that already exist. You can also help us by discouraging sightseers from driving into the disaster area*

**Appendix 4
to
Annex T
Donations Management**



**DONATIONS
MANAGEMENT
OPERATIONS
GUIDE**

**Victoria County/City of Victoria
Emergency Management Plan**

DONATIONS MANAGEMENT

OPERATIONS GUIDE

1. This Guide is intended to provide information on donations management personnel and facilities and operating guidance for the donations management program. The Guide is Appendix 4 to the Donations Management Annex, but is published separately because it contains names, contact information, and facility data that change frequently.
2. In the pre-emergency phase, the Guide should be at least partially completed to provide contact information for the Donations Steering Group and other key donations personnel, to describe the functions to be performed by donations management operating units, to outline facility and equipment requirements for each unit, identify candidate facilities, and to describe the general operating process at each facility. In this phase, a Donations Coordinator should be appointed (include appointment letter in Tab A to this Guide) and Donations Steering Group members and key donations management personnel identified (complete Tabs B and C to this Guide). The Guide may be further developed during the pre-emergency phase; the Donations Coordinator should maintain it with the assistance of the Donations Steering Group. Copies will be provided to members of the Donations Steering Group, key donations management personnel, and the Emergency Management Coordinator.
3. When a disaster occurs, the Guide will be updated to identify specific facilities to be used in the donations management effort, to include staff rosters for each facility, and to include operating procedures developed for each facility. Tabs D through I should be completed during this phase. It is anticipated that the Guide will have to be regularly updated during the recovery phase to keep it current. Copies of the Guide will be distributed to members of the Donations Steering Group, key donations management personnel, the Unmet Needs Committee, and the Emergency Management Coordinator, and other local officials. Copies may also be distributed to those volunteer groups supporting local donations management operations.

4. Contents of this Guide include:

Tab B	Donations Steering Group
Tab C	Key Donations Management Personnel
Tab D	Unmet Needs Committee
Tab E	Donations Operations Office
Tab F	Resource Staging Area (RSA)
Tab G	Phone Bank
Tab H	Distribution Points
Tab I	Volunteer Center
Tab J	Handling Cash Donations

DONATIONS STEERING GROUP

1. The Donations Steering Group should consist of local government officials, community leaders, and designated members of the community-based (volunteer) organizations (CBOs) and the voluntary agencies (VOLAGs) who would have an interest in setting policy for and being a part of the donations management program if conditions warrant that it be operated by Victoria County and/or City of Victoria government.
2. The following are typical organizations, donations management personnel, and other officials that should be represented on the Donations Steering Group:
 - a. Donations Coordinator – Directs donations management operations
 - b. Volunteer Coordinator – Obtains/manages volunteers who donate time and services
 - c. Representatives from community-based (volunteer) organizations (CBOs) such as:
 - 1) Local volunteer center
 - 2) Faith-based organizations
 - 3) Local ministerial alliance
 - 4) Clubs and organizations having a charitable mission as a part of their activities (e.g., Jaycees, Scouts, Lions Clubs, fraternities, sororities, Kiwanis, Shriners, Masons, Knights of Columbus, Telephone Pioneers, etc.)
 - d. Representatives from local chapters of national voluntary agencies (VOLAGs) such as:
 - 1) American Red Cross (ARC)
 - 2) The Salvation Army (TSA)
 - 3) Texas Baptist Men (TBM)
 - 4) Adventist Community Services (ACS)
 - 5) Area Food Banks (i.e., America's Second Harvest)
 - 6) Humane Society
 - 7) Church World Service (CWS)
 - 8) United Methodist Committee on Relief (UMCOR)
 - 9) Radio Emergency Associated Communications Teams (REACT)
 - 10) Catholic Charities
 - 11) St. Vincent de Paul Society
 - e. Public Works Director – Assists in receiving, storing, sorting, transporting, and distributing donated resources
 - f. Donations Financial Officer – Records, handles, and disburses monetary donations
 - g. Law Enforcement Representative – Coordinates security for government-supplied resources, donated goods, the Resource Staging Area, the Phone Bank, the Volunteer Center, Distribution Points, etc.
 - h. Public Health Officer – Certifies specialized medical volunteers and the use or disposition of donated foods and medical supplies
 - i. Public Information Officer – Works with the media on donations announcements/pleas

DONATIONS STEERING GROUP MEMBERS

1. John Johnston
Donations Management Coordinator
700 N. Main #115
Victoria, Texas
Office Phone: 361-485-3340

2. Director of American Red Cross
American Red Cross
2805 N. Navarro
Victoria, Texas
Office Phone: 361-573-2671

3. Cindy Cornish
Area Agency on Aging
568 Big Bend Drive
Victoria, Texas
Office Phone: 361-578-1587

4. Victoria Community Food Bank
Community Food Bank
3809 E. Rio Grande
Victoria, Texas
Office Phone: 361-578-0591

5. Salvation Army
1302 N. Louis
Victoria, Texas
Office Phone: 361-576-1297

6. Habitat for Humanity
207 N. Glass
Victoria, Texas
Office Phone: 361-573-2511

7. Rev. Don Tharp
First Christian Church
2105 N. Ben Jordan
Victoria, Texas
Office Phone: 361-575-2971

8. Rev. Gene Rice
Baptist Temple
1804 N. Laurent
Victoria, Texas
Office Phone: 361-573-9157

9. First English Lutheran Church
516 N. Main
Victoria, Texas
Office Phone: 361-575-3623

10. Victoria Christian Assistance Ministry
401 E. Juan Linn
Victoria, Texas
Office Phone: 361-572-0084

11. Lane Johnson
Licensed Professional Counselor
Uri Gonik & Associates
2003 Patterson Drive
Victoria, Texas
Office Phone: 361-575-5021

A. KEY DONATIONS MANAGEMENT PERSONNEL

1. Donations Management Coordinator: John Johnston

Agency Address: 700 N. Main #115
Victoria, Texas

Office Phone: 361-485-3340

Fax: 361-572-6736

E-mail Address: jjohnston@victoriatx.org

Additional Contact Information for Donations Management Coordinator kept in EMC Office.

Additional personnel will be added as needed

UNMET NEEDS COMMITTEE

1. During the recovery process, after all the disaster relief organizations and the state and/or federal government have provided monetary and other assistance to the disaster victims, there will still be those individuals and families who, for various reasons, need additional help in recovering from a disaster.
2. The Unmet Needs Committee is a group of representatives (generally from community-based relief organizations, established disaster relief agencies, the ministerial alliance, the local council of churches, local foundations, civic clubs, local businesses, etc.) who meet together to consider individual cases where the victims' needs are significantly greater than the government and charitable assistance being provided.
3. The representatives on the Committee are from organizations that can provide money, manpower, and/or materials for disaster relief. If an organization does not provide one of the 3-Ms above, then that organization should not be a member of the Unmet Needs Committee, or at least not a voting member.
4. The Unmet Needs Committee is generally chaired by a person elected by its members. Preferred candidates are local individuals who are well-known and respected, have exhibited successful organization leadership and collaboration skills in the past, and are not currently government officials.
5. A typical method of processing an "unmet needs request" by the Committee would be:
 - a. Any member of the Committee can submit a "request," and as such, will be designated as the "advocate agency" for that particular unmet needs case.
 - b. The Red Cross generally develops all cases in which the disaster victim has received the maximum Individual Family Grant award.
 - c. A "request" should consist of the following:
 - 1) A signed request by the victim asking for additional assistance
 - 2) A verification of the loss incurred
 - 3) A compilation of the specific disaster-caused needs of the victim
 - 4) A recap of the assistance already provided by the various disaster relief agencies, the State, and the federal government
 - 5) The current financial status of the victim (the individual must sign a "Release of Confidential Information" form)
6. The advocate agency will present the individual case, and the Committee will review it. Each agency representative on the Committee will determine whether his or her agency can provide additional assistance to what has already been provided.
7. If the stated need is still unmet, and donations (money, resources, and/or manpower) are still available to help satisfy that need, then an appropriate portion of the available donations will be provided.

8. If cash is the type of donation that is considered best to satisfy the need, then, based upon the concurrence of the Committee members, the chair of the Committee will authorize the donations account bank managers to disburse the appropriate funds to the victim.
9. If the monetary donation is to be used by a vendor to provide services, a two-party check is often appropriate to preclude misuse of the donated funds (i.e., the check is made out to both the victim and the vendor).

DONATIONS OPERATIONS OFFICE

1. Purpose

The Donations Operations Office is the primary function established to set up and operate Victoria County and/or City of Victoria Donations Management program/system.

The Donations Operations Office coordinates and collaborates with the volunteer agencies on the Donations Steering Group to set policy and establish donations management procedures.

The Donations Operations Office performs as the liaison between Victoria County/City of Victoria Emergency Operating Center (EOC) and the donations management operational entities/functions.

2. Facilities & Equipment

a. The Donations Operations Office should operate in a facility that is located, if at all possible, in proximity to the County/City EOC and the disaster area.

b. Typical equipment in the Donations Operations Office would be:

- 1) Sufficient desks, tables, and chairs for staff personnel
- 2) A large conference room (for daily meetings of the Donations Steering Group)
- 3) Copier and facsimile machine
- 4) Sufficient phones for personnel
- 5) Computers (with Internet access) and printer
- 6) Break area with microwave, refrigerator, and sink

3. Staffing

See Attachment 1.

4. Operations

The Donations Operations Office should accomplish the following:

- 1) Select which donations management facilities/functions will operate for the disaster
- 2) Work closely with local government officials on disaster-related activities
- 3) Facilitate regular meetings of the Donations Steering Group
- 4) Provide operational policy for the operational donations management facilities
- 5) Coordinate with the Victoria County/City of Victoria EOC to assess donations needed/not needed, and to obtain the latest disaster-related information for relay to callers
- 6) Coordinate with the volunteer agencies to determine updated referral numbers and other key information

- 7) Ensure the Victoria County and/or City of Victoria Financial Officer is/are dealing with the issue of cash donations (e.g., account number, check address, disbursement policies, etc.)
- 8) Work with the Victoria County and/or City of Victoria Public Information Officer to prepare public service announcements and media pleas
- 9) Perform as the webmaster for the disaster web site, if one is established
- 10) Maintain updated records on all donations (e.g., cash, goods, and volunteers)
- 11) Operate as the initial Phone Bank if one is needed
- 12) Assist in coordinating transportation issues with the Resource Staging Area and Distribution Points
- 13) Assist in establishing an Unmet Needs Committee, if one is required
- 14) Prepare "letters of thanks" as appropriate

**Attachment 1
Donations Operations Office Staffing**

1. Donations Operations Office Supervisor

Name:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

2. Donations Operations Office Staff

Name:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

3. Donations Operations Office Staff

Name:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

4. Donations Operations Office Staff

Name:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

5. Donations Operations Office Staff

Name:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

RESOURCE STAGING AREA (RSA)

1. Purpose

A Resource Staging Area (RSA) is established to receive, sort, organize, repackage if necessary, and temporarily stores donated goods and then transport them to Distribution Points where victims can pick them up. A regional RSA area may be established by the State to serve a group of affected communities. If a regional RSA area is established, volunteers from those communities that receive goods from the facility will normally participate in its operation.

2. Facilities & Equipment

a. General facility requirements are outlined below. Vacant warehouses and large stores are frequently used (see Attachment 1 for candidate facilities).

- 1) Sufficient space (50,000-100,000 square feet) with hard flooring (for forklifts)
- 2) Several loading docks
- 3) Heated/cooled storage and work areas and some type of office space
- 4) Refrigerated area for selected foods and medicines
- 5) Large, paved parking lot for numerous commercial trucks to maneuver and park
- 6) Adequate power
- 7) Security fencing with entry point and perimeter lighting

b. General equipment/supply requirements are:

- 1) Phone service
- 2) Adequate lighting for work areas
- 3) Sufficient desks and chairs
- 4) Long (raised to chest-height) tables for sorting and packaging incoming goods
- 5) Packaging materials (e.g., special cartons, binding tape, shrink-wrap, steel bands with binder, etc.)
- 6) Drinking water and restrooms
- 7) Copier and fax machine
- 8) Computers (with Internet access) and printer
- 9) Pallet jacks
- 10) Forklifts (electric or natural gas if used inside closed building)
- 11) Medium-sized (bread) trucks with an elevator lift if possible, for transporting goods from the RSA to distribution facilities
- 12) Designated area/location for fueling distribution trucks (e.g., government facility)

Note: If volunteer workers will be living at the facility, then showers, a food preparation/dining area, and a separate sleeping area are desirable.

3. Staffing

See Attachment 2.

4. Operations

a. Pre-emergency Phase:

- 1) Identify facilities in the local area that could serve as an RSA.
- 2) Keep current telephone numbers of the lessors/realtors/owners that could provide the status of applicable facilities.
- 3) Develop a method for determining the availability status of a potential facility in the event a disaster has occurred or is occurring.

b. Set-Up:

- 1) Locate an available facility and obtain authority/permission for its use.
- 2) Equip the facility (basic requirements are outlined above).

c. Develop guidelines for:

- 1) Obtaining and recording costs for fuel used in distribution trucks
- 2) Ensuring proper certifications for drivers of all RSA-associated trucks
- 3) Ensuring proper training of forklift operators
- 4) Recording the receipt, storage, and distribution/disposition of donated goods
- 5) Training, maintaining the status of, and assigning jobs to volunteer workers

**Attachment 1
Proposed Resources Staging Areas**

1. Proposed RSA 1:

Manager/Lessor/Seller:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

2. Proposed RSA 2:

Manager/Lessor/Seller:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

3. Proposed RSA 3:

Manager/Lessor/Seller:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

4. Proposed RSA 4:

Manager/Lessor/Seller:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

5. Local Real Estate Agents Handling Commercial Real Estate:

Name:

Point of Contact:

Phone:

Name:

Point of Contact:

Phone:

6. Local Office of Economic Development and/or Chamber of Commerce:

Name:

Point of Contact:

Phone:

Name:

Point of Contact:

Phone:

**Attachment 2
Resource Staging Area Staff**

1. Equipment Unit Manager:

Address:

Office Phone: Cell: Pager: Fax:

E-mail Address:

2. Phone Line/Equipment Unit Manager:

Address:

Office Phone: Cell: Pager: Fax:

E-mail Address:

3. Transportation Unit Manager:

Address:

Office Phone: Cell: Pager: Fax:

E-mail Address:

4. Security Unit Manager:

Address:

Office Phone: Cell: Pager: Fax:

E-mail Address:

5. Support Unit Manager:

Address:

Office Phone: Cell: Pager: Fax:

E-mail Address:

PHONE BANK

1. Purpose

- a. To provide the capability to handle a large number of phone calls during and after a disaster from donors and other persons that are overloading emergency operations center (EOC) capabilities.
- b. Calls can generally be classed into four types:
 - 1) Donors providing a donation, starting a “drive,” or wanting to know how best to donate
 - 2) Vendors wanting to provide services or materials at a reduced cost to the disaster victims
 - 3) Drivers, en route to the disaster area, desiring to know where they should deliver their cargo, who will off-load it, etc.
 - 4) Persons, including disaster victims, seeking disaster-related information

2. Facilities & Equipment

See Attachment 1.

3. Staffing

See Attachment 2.

4. Operations

- a. Set-Up
 - 1) Locate the building/room(s) for the Phone Bank.
 - 2) Obtain an “800” toll free number.
 - 3) Obtain the appropriate number of incoming and outgoing phone lines (if they are not the same) based on the numbers of incoming calls anticipated and the types of outgoing calls to be made.
 - 4) Obtain corresponding switching equipment so incoming calls can be distributed equally.
 - 5) Obtain appropriate answering equipment (phone instruments, headsets, etc.).
 - 6) Obtain appropriate furniture for operators (desks, chairs, cubicles, etc.).
 - 7) Select and train personnel.
 - 8) Designate an area or room from which the Donations Steering Group can operate.
 - 9) Prepare complete donations-related Phone Operator Guides with referral numbers.
 - 10) Prepare training agenda and conduct training as appropriate.
- b. Operations
 - 1) Alert pre-certified phone operator volunteers for duty; obtain additional volunteers or paid personnel.

- 2) Prepare duty times and schedules (based on anticipate incoming calls).
- 3) Consider security of workers (especially at night).
- 4) Consider accommodations for disabled workers.
- 5) Consider parking accessibility (especially at night and for older or disabled workers).
- 6) Prepare a phone recording device on the 800 line for responding to donors during non-operational hours.
- 7) Record donations-related information:
 - a) A listing of donations offered
 - b) Information on donors
 - c) Donations referrals
 - d) An updated resources database derived from vendors
 - e) Thank You Letters sent
- 8) Prepare procedures for dealing with donations collection and transportation issues such as steering donor “drives” to be more productive, assisting truck drivers en route in finding the donations drop-off point, etc.

**A. Attachment 1
Proposed Phone Bank Locations**

1. Proposed Phone Bank 1:

Manager/Lessor/Seller:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

2. Proposed Phone Bank 2:

Manager/Lessor/Seller:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

3. Proposed Phone Bank 3:

Manager/Lessor/Seller:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

**Attachment 2
Phone Bank Staffing**

1. Operations Unit Manager:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

2. Phone Line/Equipment Unit Manager:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

3. Support Equipment Unit Manager:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

4. Donations Coordination Team (DCT) Leader:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

DISTRIBUTION POINTS

1. Purpose

- a. Distribution Points are locations where disaster victims pick up donated goods, materials, and supplies, etc. after a disaster strikes.
- b. The Donations Coordinator (or designee) should work closely with the applicable voluntary agencies to determine where exactly these distribution points will be.
- c. In the event that a distribution site is not established, then Victoria County and/or City of Victoria will need to establish one to distribute any goods received.

2. Facilities, Equipment, & Supplies

See Attachment 1.

3. Staffing

These facilities are generally operated by either local community-based organizations or nationally-recognized voluntary organizations and agencies. These voluntary organizations will initially use their own trained personnel for distribution operations and solicit volunteers from the community and other sources to assist as needed.

4. Operations

- a. Since local distribution operations are generally conducted by the volunteer agencies, the procedures for such operations would be the ones already used by the particular agency operating the distribution point (e.g., The Salvation Army, the American Red Cross, the Adventist Community Services, etc.).
- b. The Adventist Community Services has special expertise in managing, handling, sorting, storing, and distributing large volumes of donated goods, especially those that may not have been requested. Coordination with that agency for assistance is encouraged.

**Attachment 1
Distribution Point Locations**

1. Proposed Distribution Point 1:

Agency/Organization in Charge:

Site Manager:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

2. Proposed Distribution Point 2:

Agency/Organization in Charge:

Site Manager:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

3. Proposed Distribution Point 3:

Agency/Organization in Charge:

Site Manager:

Address:

Office Phone:

Cell:

Pager:

Fax:

E-mail Address:

VOLUNTEER CENTER

1. Purpose

- a. The Volunteer Center is a facility where spontaneous, emergent, or unaffiliated volunteers are assembled and assigned tasks to assist the disaster victims or the community as a whole.
- b. The Volunteer Center performs several functions, including:
 - 1) Task Identification – Determining exactly what needs to be done and the types of individuals and services needed to do the job.
 - 2) Registration – Identifying volunteers and checking their background, skills, credentials, and providing appropriate identification badges.
 - 3) Dispatch – Matching jobs with skills and directing volunteers where to go to complete the needed task(s).
 - 4) Communications – Working between the Volunteer Center and disaster scene operations to ensure volunteers are being used effectively.
 - 5) Support – Established to provide food, water, lodging, transportation, first aid, and appropriate tools (shovels, chainsaws, gloves, back braces, etc.) to assist volunteer disaster workers.

2. Facilities & Equipment

Pre-Emergency Planning

- 1) Determine potential locations for the Center (civic center, churches, recreation centers). If possible, the facility should have:
 - a) An office area
 - b) A kitchen, dining area, and restroom facilities
 - c) A sufficient parking area for large numbers of people arriving in cars, vans, trucks, buses, etc.
- 2) Make arrangements in advance to use suitable facilities. See Attachment 1 for a list of candidate facilities.
- 3) Identify nearby sources of potential volunteer workers. See Attachment 3.

3. Staffing

See Attachment 2.

4. Operations

- a. Facility Set-Up. Obtain the following in the event the Volunteer Center is activated:
 - 1) Sufficient phone lines and phone instruments to conduct volunteer operations, and sufficient furniture, desks, chairs, etc. to accommodate workers and staff

- 2) Copier and fax machine
- 3) Computers (with Internet access) and appropriate printer
- 4) Capability to produce security access badges
- 5) Tools with appropriate markings to preclude theft
- 6) Vehicles (vans, buses, etc.) to transport volunteer workers to and from the Volunteer Center and the work sites
- 7) Temporary floor coverings (plastic, etc.) for protecting the high traffic areas in the event the Volunteer Center is located in a special-use building (e.g., church, etc.)

b. Facility Operation

- 1) An Administrative function to in-process volunteer workers; to determine their job interests, skills, and certifications; to issue security badges; etc.
- 2) A Dispatch function to catalog what jobs exist, to match the volunteer workers with the appropriate tasks to be accomplished, and to issue appropriate tools for the job (e.g., gloves, saws, brooms, rakes, shovels, etc.)
- 3) A Support function to provide meals, drinks, etc. for the workers both at the Volunteer Center and their workplaces

**Attachment 1
Volunteer Center Locations**

- 1. **Proposed Site 1:**
Name of Manager/Lessor/Seller:
Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

- 2. **Proposed Site 2:**
Manager/Lessor/Seller:
Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

- 3. **Proposed Site 3:**
Manager/Lessor/Seller:
Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

- 4. **Proposed Site 4:**
Manager/Lessor/Seller:
Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

**Attachment 2
Volunteer Center Staffing**

Site Manager Contact:

Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

Alternate Site Manager Contact:

Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

Dispatch Unit Manager:

Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

Equipment Unit Manager:

Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

Support Unit Manager:

Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

**Attachment 3
Potential Sources of Volunteer Workers**

Name of Organization:
Point of Contact:
Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

Name of Organization:
Point of Contact:
Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

Name of Organization:
Point of Contact:
Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

Name of Organization:
Point of Contact:
Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

Name of Organization:
Point of Contact:
Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

Name of Organization:
Point of Contact:
Address:
Office Phone: Cell: Pager: Fax:
E-mail Address:

HANDLING CASH DONATIONS

1. Cash donations are frequently the best type of donation since the money received can easily be used by the recipient organization to assist disaster victims in purchasing goods and clothing, obtaining transportation, repairing their home, etc.
2. Donors should be encouraged to contribute cash, not to Victoria County and/or the City of Victoria, but rather to the local community-based organizations or the voluntary disaster relief agencies (e.g., the American Red Cross (ARC), The Salvation Army (TSA), Adventist Community Services (ACS), America's Second Harvest (Food Banks), Texas Baptist Men, United Methodist Committee on Relief (UMCOR), Radio Emergency Associated Communications Team (REACT), St. Vincent de Paul Society, B'nai B'rith, and others).
3. Cash donations should generally not be accepted by Victoria County and/or City of Victoria since the management of donated disaster funds by the government often turns to be a "lose-lose" proposition in that the disbursement of these funds can rarely, if ever, be carried out in an equitable manner that is sufficient to satisfy all the recipients and non-recipients.
4. If, however, unsolicited funds are received and accepted (i.e., not returned) by Victoria County and/or City of Victoria, then the subsequent steps should be followed:
 - a. A separate bank account with an appropriate account number should be established.
 - b. Persons, corporations, organizations, etc. wishing to donate cash should know exactly who to make the check out to, the appropriate address to which the check should be sent, and any other information needing to be written on the check to validate and enhance its processing.
 - c. The same applies to other forms of donated securities such as stocks, bonds, etc.
 - d. Procedures should be written to clearly show:
 - 1) How the account will be managed.
 - 2) Who will establish and maintain the account.
 - 3) Under what authority.
 - 4) Who will give the approval to the bank account managers for disbursement.
 - 5) What will be the exact process used to authorize disbursement.
 - 6) By what method is the payment made (two-party check, etc.).
 - e. The person(s) authorized to disburse the funds should be a neutral party and not associated with the recipients, the government, or any other person or entity that could prejudice the disbursement of monies or otherwise indicate impropriety.

ANNEX U



LEGAL

Victoria County/City of Victoria Emergency Management Plan

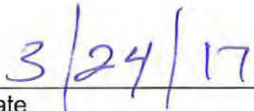
APPROVAL & IMPLEMENTATION

Annex U

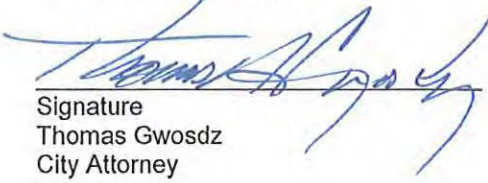
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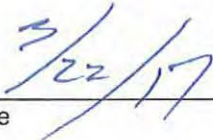
Signature
Ben Zeller
Victoria County Judge



Date



Signature
Thomas Gwosdz
City Attorney



Date

RECORD OF CHANGES

Annex U

Legal

Change #	Date of Change	Change	Entered By

ANNEX U

LEGAL

I. AUTHORITY

- A. See Section I of the Basic Plan for general authorities.
- B. Texas Local Government Code, Chapter 203 (Management and Preservation of Records), and Chapter 229 (Miscellaneous Regulatory Authority of Municipalities).

II. PURPOSE

The purpose of this annex is **to** make provision for legal services during emergency situations or when such situations appear imminent and to provide guidance for invoking the emergency powers of government when necessary.

III. EXPLANATION OF TERMS

EOC	Emergency Operating Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
TAC	Texas Administrative Code
TGC	Texas Government Code

IV. SITUATION & ASSUMPTIONS

A. Situation

Victoria County and/or the City of Victoria face a number of hazards that could threaten public health and safety and personal and government property; see Section IV.A of the basic plan for a summary of these hazards. Legal issues requiring timely resolution may arise during pre-disaster hazard mitigation designed to lessen the effects of known hazards, during pre-disaster preparedness activities designed to enhance the local capability to respond to a disaster, during the actual response to a disaster, or during the post-disaster recovery process.

B. Assumptions

1. Local emergency preparedness plans and programs should have a sound legal basis.
2. In responding to major emergencies and disasters, local officials may be required to take extraordinary measures to protect public health and safety and preserve property. They will also probably require timely advice regarding the legality of proposed measures.

3. Implementation of measures to protect public health and safety and preserve property during emergency recovery and mitigation activities generally require issuance of appropriate legal documents. These should be prepared by competent legal service professionals.

V. CONCEPT OF OPERATIONS

A. General

1. Emergency Declaration.
 - a. Pursuant to Chapter 433, Texas Government Code (TGC), the chief elected official or the governing body of a city or county may request the Governor declare a state of emergency for a jurisdiction or a portion thereof. For purposes of this statute, an emergency exists in the following situations: riot or unlawful assembly by three or more persons acting together by use of force or violence, the existence of a clear and present danger of violence, or a natural or man-made disaster. The Governor may proclaim a state of emergency and issue directives to control and terminate the emergency and protect life and property. Directives issued by the Governor for a state of emergency expire 72 hours after issuance; however, successive states of emergency may be declared by the Governor. A sample request for an emergency declaration is provided in Appendix 1.
 - b. The emergency declaration process is generally not used for natural or man-made disasters because: (1) it requires action by the Governor to resolve local problems rather than facilitating action by local officials, (2) the Governor's directives require advance notice before they become effective, and (3) directives are of very limited duration – 72 hours. Hence, a disaster declaration may be more appropriate for responding to natural or technological emergencies. An emergency declaration may be appropriate for security-related incidents where local law enforcement resources are inadequate to handle the situation.
 - c. If the actions taken by the Governor after an initial emergency declaration do not resolve the emergency situation, the chief elected official or governing body may request that the emergency declaration be continued. If the local emergency situation that was the basis for an emergency declaration is resolved before the Governor's directives expire, it is desirable to advise the Governor that the emergency declaration is no longer required.
2. Disaster Declaration
 - a. The Texas Disaster Act, Chapter 418, TGC, provides that the presiding officer of the governing body of a political subdivision (the county judge of a county or the mayor of a municipality) may declare a local state of disaster. A disaster declaration may be issued when a disaster has occurred or appears imminent. Chief elected officials, in order to respond to or recover from a significant natural or man-made disaster, typically use the disaster declaration process. A sample disaster declaration is provided in Appendix 2. Copies of Victoria County Disaster Declarations should be filed with the Texas Division of Emergency Management (TDEM) and the Victoria County Clerk and copies should be provided to the City of Victoria Mayor. Copies of

City of Victoria Declarations should be filed with the Texas Division of Emergency Management (TDEM) and the Victoria City Secretary and a copy provided to the Victoria County Judge.

- b. Chapter 418.108 of the Texas Government Code provides that county judges and mayors may, when a state of disaster has been declared, exercise similar powers on an appropriate local scale as have been granted to the Governor in the Disaster Act. Among those powers is the authority suspend procedural laws and rules, use public and private resources to respond to the disaster, control the movement of people, restrict the sale and transportation of certain items, and take a number of other actions. Once a state of disaster is declared, a city or county may enact an emergency ordinance or order describing the specific emergency regulations that are to be put into effect during the disaster. A sample emergency powers ordinance is provided in Appendix 5.
- c. Texas statutes (Chapter 229 of the Local Government Code and Chapter 433 of the Texas Government Code) limit the seizure and/or confiscation of any firearm or ammunition from individuals, except under specific circumstances.
- d. A disaster declaration may not be continued in force for more than seven days unless renewed by the Victoria County Commissioner's Court or Victoria City Council. A sample ordinance/court order extending a disaster declaration is provided in Appendix 3. The Victoria County Commissioner's Court or Victoria City Council may terminate a state of disaster at any time; this approach is typically used when the threat that gave rise to the disaster declaration has subsided. Alternatively, the Victoria Commissioner's Court or Victoria City Council may chose to simply let the declaration expire by taking no action to extend it. A sample ordinance/court order terminating a disaster declaration is provided in Appendix 4.

3. Continuity of Government

Pursuant to Chapter 418 of the Texas Government Code, Victoria County and the City of Victoria have adopted a plan for the continuity of the functions during a presidential and/or gubernatorial declared disaster or other catastrophic event. The Victoria Basic Emergency Operations Plan provides for:

- a. The delegation of administrative duties of the Commissioners Court and any official or employee to another appropriate person;
- b. The establishment of orders of succession for performing essential functions of Victoria County / City of Victoria
- c. The establishment of meeting procedures for the Victoria County Commissioners Court / City of Victoria City Council.
- d. The plan does not provide for the delegation of a duty required by the Texas Constitution.
- e. The waiving of the requirement for a quorum for members of the Victoria County Commissioners Court/City of Victoria City Council, except where otherwise prohibited by law, if:
 - 1) The Victoria County / City of Victoria is wholly or partly in the area of a disaster declared by the presidential or governor; and
 - 2) A majority of the Victoria County Commissioners Court/ City of Victoria City Council are unable to be present at a meeting as a result of the disaster.

4. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

5. County Regulation of Outdoor Burning & Use of Fireworks

One of the effects of drought conditions is an increased threat of wildfires. Many municipalities have enacted ordinances that prohibit or restrict open fires within their corporate limits at all times. The Local Government Code gives counties authority to mitigate the risk of wildfire by restricting outdoor burning and the use of fireworks in unincorporated areas under certain circumstances.

- a. Pursuant to §240.906 of the Local Government Code, The commissioners court of a county by order may restrict outdoor burning in general or outdoor burning of a particular substance in all or part of the unincorporated area of the county if drought conditions have been determined by the Texas Forest Service to exist and county officials find that circumstances exist in all or parts of the unincorporated areas of the county such that outdoor burning would create a public safety hazard. A sample disaster declaration based on a threat of wildfire is provided in Appendix 6. A sample Commissioners court order banning outdoor burning is provided in Appendix 7.
- b. Pursuant to §240.904 of the Local Government Code, counties may restrict the use of fireworks in unincorporated areas of the county if drought conditions have been determined to exist by the Texas Forest Service. An order adopted must specify the period during which outdoor burning is prohibited or restricted. The period may not extend beyond the 90th day after the date the order is adopted. Such orders for the Fourth of July fireworks season must be issued by June 15th ending sales by midnight July 4th and by December 15th ending sales by midnight January 1st for the December fireworks season.

B. Activities by Phases of Emergency Management

1. Prevention

- a. Brief the elected officials and department heads on possible liabilities arising from disaster operations, procedures for invoking the emergency powers of government, and legal documents relating to emergency powers.
- b. Maintain current copies of existing disaster-related laws, regulations, and orders.
- c. Develop local procedures for invoking emergency powers.
- d. Prepare sample legal documents (included in this annex) for approval by elected officials.

2. Preparedness

- a. Ensure county/city emergency call-out rosters include the Victoria County legal designee and/or Victoria City Attorney, who should maintain current telephone numbers and addresses for the legal staff.

- b. Review plans and procedures.
 - c. Review mutual aid agreements submitted to the jurisdiction for approval and prepare mutual aid agreements to be submitted to other jurisdictions for approval.
3. Response
- a. Advise the Victoria County Judge and/or City of Victoria Mayor and emergency services staff on legal implications of response activities.
 - b. If required, prepare, have approved and signed, and disseminate legal documents declaring a disaster, terminating a disaster declaration, or invoking emergency powers.
 - c. Advise the Incident Commander (IC) on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.
4. Recovery
- a. Advise Victoria County and/or City of Victoria officials on legal aspects of recovery operations.
 - b. Assist Victoria County and/or City of Victoria officials in preparing emergency ordinances, permits, applications for state or federal assistance, grant applications, and, if necessary, litigation.
 - c. Victoria FY 2015 threshold, based on 2010 Population Census (86,793), is \$308,983.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. General.

Overall responsibility for providing legal services to the Victoria County Judge and the Victoria County Commissioner's Court, Victoria County Department Heads and other local County officials during an emergency rests with the Victoria County legal designee. Overall responsibility for providing legal services to the City of Victoria Mayor, Victoria City Council, City of Victoria Department Heads and other city officials rests with the City of Victoria Attorney Office. The Attorneys will/can be assisted by his or her subordinates.

B. Task Assignments

1. Victoria County Judge and/or City of Victoria Mayor will:
 - a. Will take such actions that are legal and necessary to manage the disaster at hand.
 - b. If the situation warrants, may declare a local state of disaster. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to privately-owned or government property and state or federal assistance

- will be needed to recover from the incident. If a local disaster declaration is issued, it shall be given prompt and general publicity.
- c. If the situation warrants, may request the Governor to declare a state of emergency.
 - d. If requesting state assistance to cope with a local disaster, should attach copies of any local disaster declaration that has been issued to the request for state assistance. See Annex J, Damage Assessment, for further information.
2. Victoria County legal designee and/or the Victoria City Attorney will:
- a. Advise Victoria County and/or City of Victoria elected officials and department heads regarding the emergency powers of local government and necessary procedures for invoking measures to:
 - 1) suspend procedural laws and rules
 - 2) establish curfews
 - 3) restrict or deny access to a disaster area
 - 4) control the movement of persons and occupancy of premises in a disaster area
 - 5) implement wage, price, and rent control;
 - 6) establish rationing for critical supplies
 - 7) limit or restrict use of water or other utilities
 - 8) use any publicly owned resource to respond to the disaster
 - 9) commandeer private property, subject to compensation requirements, to respond to the disaster
 - 10) remove debris from publicly or privately owned property
 - 11) restrict outdoor burning and use of fireworks
 - b. Review and advise Victoria County and/or City of Victoria officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
 - c. Prepare and recommend legislation to implement the emergency powers that may be required during an emergency.
 - d. Advise Victoria County and/or City of Victoria officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.
 - e. Prepare and keep current this annex.
 - f. During an emergency, report instances of overcharging for emergency supplies, equipment, and repair materials to the Consumer Affairs section of the Office of the Attorney General.
3. Victoria City Secretary and/or Victoria County Clerk will:
- a. Publish required agenda of meetings.
 - b. Prepare a record of public meetings

- c. Receive a copy of disaster declarations and documents extending or terminating a state of disaster.
- d. Ensure proper protection of all records.

VII. DIRECTION & CONTROL

- A. General.** The Victoria County legal designee and the Victoria City Attorney are responsible for providing legal services to the Victoria County Judge and City of Victoria Mayor, Victoria County Commissioner's Court and/or Victoria City Council and department heads and for preparing all legal documents necessary for the conduct of emergency operations and the exercise of emergency powers. Supervisors will exercise their usual supervisory responsibilities over legal personnel.
- B. Coordination.** The Victoria County Attorney / and/or Victoria City Attorney will designate a person to coordinate with the Victoria County Judge and/or City of Victoria Mayor and the EOC, if activated. The Victoria County Attorney / and/or Victoria City Attorney will identify staff members to be called for emergency duty and will designate those responsible for contacting such staff members.
- C. Line of Succession.** The Victoria County line of succession for legal services personnel will be:
1. Victoria County legal designee.
- The City of Victoria line of succession for legal services personnel will be:
1. Victoria City Attorney.
 2. Asst. Victoria City Attorney.

VIII. READINESS LEVELS

A. Readiness Level IV – Normal Conditions

See the prevention and preparedness activities in paragraphs V.B.1 and V.B.2 above.

B. Readiness Level III - Increased Readiness

1. The Victoria County legal designee and/or Victoria City Attorney will review the potential emergency situation, determine staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
2. The Victoria County legal designee and/or Victoria City Attorney will designate the personnel on call for emergency duty.

C. Readiness Level II – High Readiness

1. Senior Victoria County and/or City of Victoria officials and department heads will be briefed on the legal ramifications, if any, of the potential emergency situation.
2. The Victoria County legal designee and/or Victoria City Attorney will brief the legal staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report duty if called.

D. Readiness Level I – Maximum Readiness

The designated on call legal services representative will proceed to the EOC if requested.

IX. ADMINISTRATION & SUPPORT

- A. Maintenance of Records.** All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
- B. Preservation of Records.** Vital legal records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained from a firm specializing in these tasks as soon as possible.
- C. Training.** Legal services personnel who will be participating in EOC operations shall receive training on the operating procedures for that facility.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. Development.** The Victoria City Attorney is responsible for developing and maintaining this annex.
- B. Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

- A.** Texas Division of Emergency Management *Local Emergency Management Planning Guide (DEM-10)*.
- B.** FEMA *Guide for All-Hazard Emergency Operations Planning (SLG-101)*

APPENDICES:

- Appendix 1Sample Request for Emergency Declaration
- Appendix 2Sample Disaster Declaration
- Appendix 3.....Sample Extension of Disaster Declaration
- Appendix 4.....Sample Termination of Disaster

Appendix 5.....Sample Emergency Powers
Appendix 6Sample Disaster Declaration for Wildfire Threat
Appendix 7Sample Burn Ban

SAMPLE REQUEST FOR EMERGENCY DECLARATION

The Honorable _____
Governor of Texas
c/o State Coordinator
Texas Division of Emergency Management
P. O. Box 4087
Austin, Texas 78773-0001

Date:

Dear Governor _____:

The County of _____ /City of _____], Texas, is facing significant threats to life, health and property due to:

[Provide a description of the threat and the area or areas affected. Threats may include:

- riot or unlawful assembly of three or more persons acting together by use of force or violence
- the existence of a clear and present danger of the use of violence
- a natural or man-made disaster

(For these threats, a disaster declaration may be more appropriate.)]

The potential impact of this threat is:

[Provide an estimate of the impact on public health, safety, and property if the threat is not dealt with.]

I have determined that this incident is of such severity and magnitude that an effective response is beyond the capability of the [county/city] to control. Pursuant to §433.001 of the Texas Government Code, I am requesting that you declare a state of emergency for [county/city], Texas, and issue appropriate directives to deal with the emergency; including:

[Indicate what measures that you want the Governor to take.]

Furthermore, I am asking that successive proclamations be issued and remain in effect until the threat of loss of life, injury, or damage property is contained.

A timely response to this request would be appreciated.

signature
[County Judge/Mayor]*

* NOTE: The statute provides that either the chief elected or the governing body of a city or county may request the Governor issue an emergency declaration. If a governing body makes a request, this letter should be appropriately modified.

SAMPLE DISASTER DECLARATION

DECLARATION OF DISASTER

WHEREAS, the County of Victoria, Texas on the ____ day of _____, 20__ , has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from

[Briefly describe the disaster situation.] , and

WHEREAS, the County Judge of Victoria County, Texas has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property,

NOW, THEREFORE, BE IT PROCLAIMED BY THE COUNTY JUDGE OF VICTORIA COUNTY, TEXAS:

1. That a local state of disaster is hereby declared for Victoria County, Texas pursuant to §418.108(a) of the Texas Government Code.
2. Pursuant to §418.018(b) of the Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the Commissioners Court of Victoria County, Texas.
3. Pursuant to §418.018(c) of the Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the Victoria County Clerk.
4. Pursuant to §418.018(d) of the Government Code, this declaration of a local state of disaster activates the Victoria County emergency management plan.
5. That this proclamation shall take effect immediately from and after its issuance.

ORDERED this the ____ day of _____, 20__ .

Victoria County Judge

DECLARATION OF DISASTER

WHEREAS, the City of Victoria, Texas on the ____ day of _____, 20__ , has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from

[Briefly describe the disaster situation.] , and

WHEREAS, the Mayor of the City of Victoria, Texas has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property,

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE CITY OF VICTORIA, TEXAS

1. That a local state of disaster is hereby declared for the City of Victoria, Texas pursuant to §418.108(a) of the Texas Government Code.

2. Pursuant to §418.018(b) of the Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the City Council of Victoria, Texas.

3. Pursuant to §418.018(c) of the Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the Victoria City Secretary.

4. Pursuant to §418.018(d) of the Government Code, this declaration of a local state of disaster activates the City of Victoria emergency management plan.

5. That this proclamation shall take effect immediately from and after its issuance.

ORDERED this the ____ day of _____, 20__ .

Mayor
City of Victoria, Texas

SAMPLE EXTENSION OF DISASTER DECLARATION

COMMISSIONERS COURT ORDER

WHEREAS, on [____ date ____], the Victoria County Judge issued a proclamation declaring a state of disaster for Victoria County, Texas resulting from

[Provide a brief description of the disaster];

WHEREAS, the conditions necessitating declaration of a state of disaster continue to exist; and

WHEREAS, §418.108(b) of the Texas Government Code provides that a local state of disaster may not be continued for a period of excess of seven days without the consent of the governing body of the political subdivision;

NOW THEREFORE, BE IT ORDERED BY THE COMMISSIONER’S COURT OF VICTORIA COUNTY, TEXAS.

1. That the state of disaster proclaimed for Victoria County, Texas by the Victoria County Judge on _____ shall continue until terminated by order of the Victoria County Commissioners Court.

2. This ordinance is passed as an emergency measure and pursuant to [local authority for emergency measures] and shall become effective on the ____ day of _____ 20__ .

PASSED AND ADOPTED, this ____ day of _____ , 20__.

APPROVED, this ____ day of _____ , 20__.

County Judge

[Commissioners court orders will normally include the signature of the county judge and the county commissioners.]

CITY ORDINANCE

WHEREAS, on [____ date ____], the City of Victoria Mayor issued a proclamation declaring a state of disaster for the City of Victoria, Texas resulting from

[Provide a brief description of the disaster];

WHEREAS, the conditions necessitating declaration of a state of disaster continue to exist; and

WHEREAS, §418.108(b) of the Texas Government Code provides that a local state of disaster may not be continued for a period of excess of seven days without the consent of the governing body of the political subdivision;

NOW THEREFORE, BE IT ORDERED BY THE CITY COUNCIL OF THE CITY OF VICTORIA< TEXAS:

1. That the state of disaster proclaimed for the City of Victoria, Texas by the Mayor of the City of Victoria, Texas on _____ shall continue until terminated by order of the Victoria City Council.

2. This ordinance is passed as an emergency measure and pursuant to [local_authority for emergency measures] and shall become effective on the _____ day of _ 20__ .

PASSED AND ADOPTED, this _____ day of _____ , 20____.

APPROVED, this _____ day of _____ , 20__.

Mayor
City of Victoria, Texas

SAMPLE TERMINATION OF DISASTER

COMMISSIONERS COURT ORDER

WHEREAS, on _____, the Victoria County Judge, pursuant to the Texas Government Code, Chapter 418, (the "Texas Disaster Act"), issued a proclamation declaring a local state of disaster for the County of Victoria, Texas resulting from:

[Describe the situation that occasioned the disaster declaration];

WHEREAS, the conditions necessitating the proclamation of a local state of disaster have ceased to exist; and

WHEREAS, the Texas Disaster Act provides that a local state of disaster may be terminated by the governing body of the political subdivision or by executive order of the Victoria County Judge,

NOW THEREFORE, BE IT ORDERED BY THE VICTORIA COUNTY COMMISSIONERS COURT:

1. The Commissioners Court, as the governing body of Victoria County, Texas, hereby terminates the proclamation of a local state of disaster described in the preamble above.

2. A public emergency exists requiring that this ordinance be passed formally on the date of its introduction; therefore, this order shall take effect immediately upon its passage and approval by the Victoria County Judge.

PASSED AND ADOPTED, this ____ day of _____, 20__.

APPROVED, this ____ day of _____, 20__.

Victoria County Judge

[Commissioners court orders will normally include the signature of the county judge and the county commissioners.]

CITY ORDINANCE

WHEREAS, on _____, the City of Victoria Mayor, pursuant to the Texas Government Code, Chapter 418, (the "Texas Disaster Act"), issued a proclamation declaring a local state of disaster for the City of Victoria, Texas resulting from:

[Describe the situation that occasioned the disaster declaration];

WHEREAS, the conditions necessitating the proclamation of a local state of disaster have ceased to exist; and

WHEREAS, the Texas Disaster Act provides that a local state of disaster may be terminated by the governing body of the political subdivision or by executive order of the City of Victoria Mayor,

NOW THEREFORE, BE IT ORDERED BY THE VICTORIA CITY COUNCIL:

1. The City Council, as the governing body of the City of Victoria, Texas, hereby terminates the proclamation of a local state of disaster described in the preamble above.

2. A public emergency exists requiring that this ordinance be passed formally on the date of its introduction; therefore, this ordinance shall take effect immediately upon its passage and approval by the City of Victoria Mayor.

PASSED AND ADOPTED, this ____ day of _____, 20__.

APPROVED, this ____ day of _____, 20__.

Mayor
City of Victoria, Texas

SAMPLE EMERGENCY POWERS

COMMISSIONERS COURT ORDER

WHEREAS, by proclamation issued [date of disaster declaration], the Victoria County Judge declared a state of disaster for Victoria County, Texas resulting from

[Briefly describe the situation] ; and

WHEREAS, said state of disaster requires that certain emergency measures be taken pursuant to the Executive Order of the Governor Relating to Emergency Management; now, therefore, the following regulations shall take effect immediately upon issuance, and shall remain in effect until the state of disaster is terminated:

[Eliminate sections below describing measures that will not be used.]

1. CURFEW

- (a) A person shall not remain or travel upon any public or private property in the following area(s) between the hours of _____ and _____:

[Insert description of applicable areas]

- (b) Subsection (a) shall not apply to:

- (1) a person authorized by the Emergency Management Director to assist in the production of the health, safety, or welfare of the public; or
- (2) a person who remains or travels upon private property which is owned by him or upon which the person has been invited.

2. MOVEMENT OF PEOPLE AND OCCUPANCY OF PREMISES

- (a) A person shall not remain or travel upon any public or private property in the following area(s):

[Insert description of applicable areas]

- (b) Subsection (a) shall not apply to a person authorized by local government officials to assist in the protection of the health, safety, or welfare of the public.

3. UTILITIES

All utility services shall be discontinued in the following area(s):

[Insert description of applicable areas]

4. FLAMMABLE PRODUCTS

- (a) A person shall not sell or give away gasoline or other flammable or combustible products in the following area(s):

[Insert description of applicable areas]

- (b) All gasoline stations shall be closed in the following area(s):

[Insert description of applicable areas]

5. EXPLOSIVES

- (a) A person shall not sell, barter, loan, or give away arms, ammunition, dynamite, or other explosives in the following area(s):

[Insert description of applicable areas]

- (b) All establishments where arms, ammunition, dynamite, or other explosives are sold shall be closed in the following area(s):

[Insert description of applicable areas]

6. ALCOHOLIC BEVERAGES

- (a) A person shall not sell or distribute beer, wine, liquor, or alcoholic beverages of any kind in the following area(s):

[Insert description of applicable areas]

- (b) Subsection (a) shall not apply to the sale of medicine which contains alcohol.

7. PRICE CONTROLS

A person shall not sell any of the following goods or services for more than the price the person charged for the goods or services on (date of disaster declaration):

- (a) groceries, beverages, toilet articles, ice
- (b) construction and building materials and supplies, and earthmoving equipment and machinery
- (c) electrical and gas generating and transmission equipment, parts and accessories
- (d) charcoal briquettes, matches, candles, lamp illumination and heat unit carbides, dry batteries, light bulbs, flashlights, and hand lanterns
- (e) hand tools (manual and power), hardware and household supplies, and equipment rental
- (f) automotive parts, supplies, and accessories
- (g) plumbing and electrical tools and supplies
- (h) apartment, duplex, multi-family dwelling, rooming house, hotel and motel rental
- (i) gasoline, diesel oil, motor oil, kerosene, grease, and automotive lubricants
- (j) restaurant, cafeteria, and boarding-house meals
- (k) services of roofing and building contractors, plumbers, electricians, mechanics, tree surgeons, and automobile wrecker companies

- (l) medicine, pharmaceutical, and medical equipment and supplies
- (m) blankets, quilts, bedspreads, bed linens, mattresses, bedsprings, bedsteads, towels, and toilet paper
- (n) furniture and clothing

8. SUSPENSION AND MODIFICATION OF ORDINANCES

- (a) The following ordinances and regulations are hereby suspended or modified as indicated:

[List the relevant ordinances and regulations]

- (b) The suspension or modifications of the ordinances and regulations listed in Subsection (a) shall remain in effect until (date 60 days from the date these regulations are issued), or until the state of disaster is terminated, whichever is sooner.

9. PENALTIES

- (a) These regulations shall have the effect of ordinances when duly filed with the Victoria County Clerk.
- (b) A person who violates any provision of these regulations, upon conviction, is punishable by a fine of not more than five hundred dollars (\$500.00).

10. EMERGENCY

This order shall take effect immediately from and after its passage and publication, and it is accordingly so ordained.

PASSED AND ADOPTED, this ____ day of _____, 20__.

APPROVED, this ____ day of _____, 20__.

Victoria County Judge

[Commissioners court orders will normally include the signature of the county judge and the county commissioners.]

CITY ORDINANCE

WHEREAS, by proclamation issued [date of disaster declaration], the City of Victoria Mayor declared a state of disaster for the City of Victoria, Texas resulting from

[Briefly describe the situation] ; and

WHEREAS, said state of disaster requires that certain emergency measures be taken pursuant to the Executive Order of the Governor Relating to Emergency Management; now, therefore, the following regulations shall take effect immediately upon issuance, and shall remain in effect until the state of disaster is terminated:

[Eliminate sections below describing measures that will not be used.]

1. CURFEW

- (a) A person shall not remain or travel upon any public or private property in the following area(s) between the hours of _____ and _____:

[Insert description of applicable areas]

- (c) Subsection (a) shall not apply to:

- (3) a person authorized by the Emergency Management Director to assist in the production of the health, safety, or welfare of the public; or
(4) a person who remains or travels upon private property which is owned by him or upon which the person has been invited.

2. MOVEMENT OF PEOPLE AND OCCUPANCY OF PREMISES

- (b) A person shall not remain or travel upon any public or private property in the following area(s):

[Insert description of applicable areas]

- (c) Subsection (a) shall not apply to a person authorized by local government officials to assist in the protection of the health, safety, or welfare of the public.

3. UTILITIES

All utility services shall be discontinued in the following area(s):

[Insert description of applicable areas]

4. FLAMMABLE PRODUCTS

- (c) A person shall not sell or give away gasoline or other flammable or combustible products in the following area(s):

[Insert description of applicable areas]

- (d) All gasoline stations shall be closed in the following area(s):

[Insert description of applicable areas]

5. EXPLOSIVES

- (c) A person shall not sell, barter, loan, or give away arms, ammunition, dynamite, or other explosives in the following area(s):

[Insert description of applicable areas]

- (d) All establishments where arms, ammunition, dynamite, or other explosives are sold shall be closed in the following area(s):

[Insert description of applicable areas]

6. ALCOHOLIC BEVERAGES

- (c) A person shall not sell or distribute beer, wine, liquor, or alcoholic beverages of any kind in the following area(s):

[Insert description of applicable areas]

- (d) Subsection (a) shall not apply to the sale of medicine which contains alcohol.

7. PRICE CONTROLS

A person shall not sell any of the following goods or services for more than the price the person charged for the goods or services on (date of disaster declaration):

- (a) groceries, beverages, toilet articles, ice
- (b) construction and building materials and supplies, and earthmoving equipment and machinery
- (c) electrical and gas generating and transmission equipment, parts and accessories
- (d) charcoal briquettes, matches, candles, lamp illumination and heat unit carbides, dry batteries, light bulbs, flashlights, and hand lanterns
- (e) hand tools (manual and power), hardware and household supplies, and equipment rental
- (f) automotive parts, supplies, and accessories
- (g) plumbing and electrical tools and supplies
- (h) apartment, duplex, multi-family dwelling, rooming house, hotel and motel rental
- (i) gasoline, diesel oil, motor oil, kerosene, grease, and automotive lubricants
- (j) restaurant, cafeteria, and boarding-house meals
- (k) services of roofing and building contractors, plumbers, electricians, mechanics, tree surgeons, and automobile wrecker companies
- (l) medicine, pharmaceutical, and medical equipment and supplies
- (m) blankets, quilts, bedspreads, bed linens, mattresses, bedsprings, bedsteads, towels, and toilet paper

- (n) furniture and clothing

8. SUSPENSION AND MODIFICATION OF ORDINANCES

- (c) The following ordinances and regulations are hereby suspended or modified as indicated:

[List the relevant ordinances and regulations]

- (d) The suspension or modifications of the ordinances and regulations listed in Subsection (a) shall remain in effect until (date 60 days from the date these regulations are issued), or until the state of disaster is terminated, whichever is sooner.

9. PENALTIES

- (c) These regulations shall have the effect of ordinances when duly filed with the Victoria City Secretary.
- (d) A person who violates any provision of these regulations, upon conviction, is punishable by a fine of not more than five hundred dollars (\$500.00).

10. EMERGENCY

This [ordinance/order] shall take effect immediately from and after its passage and publication, and it is accordingly so ordained.

PASSED AND ADOPTED, this ____ day of _____, 20__.

APPROVED, this ____ day of _____, 20__.

Mayor
City of Victoria

SAMPLE DISASTER DECLARATION FOR WILDFIRE THREAT

PROCLAMATION

WHEREAS, _____ County has not had rainfall for an extended period and weather forecasters offer little promise of a change in the hot, dry conditions in the near future; and

WHEREAS, these hot, dry conditions pose the threat of large, dangerous and fast-moving wildfires: and,

WHEREAS, such fires have the potential of endangering lives and damaging property on a large scale; and

WHEREAS, the Texas Disaster Act of 1975 authorized declaration of a state of disaster "if the threat of disaster is imminent" and

WHEREAS, the magnitude of the potential damage and the rapidity at which such a fire could escalate to major proportions constitute an imminent threat of disaster; and

WHEREAS, declaration of such disaster authorized the imposition of controls on activities which tend to increase the likelihood of fires; and

WHEREAS, such controls, once implemented, have the potential of protecting lives and property by mitigating the threat of dangerous fires;

BE IT THEREFORE PROCLAIMED, that I _____, County Judge of _____ County, do hereby declare a state of disaster based on the threat of large wildfires in _____ County, Texas; and

BE IT ALSO PROCLAIMED that this state of disaster will continue until rescinded in accordance with the above statute and order, but in no instance will this declaration continue for more than seven days without authorization by the _____ County Commissioners Court;

BE IT ALSO PROCLAIMED that this state of disaster is being declared solely for the purpose of implementing controls aimed at mitigating the hazard posed by wildfires during the current hot, dry weather.

BE IT ALSO ORDERED THAT the purpose of this order is the mitigation of the hazard posed by wildfires by curtailing the practice of outdoor burning, which purpose is to be taken into account in any enforcement action based upon this order

IN WITNESS WHEREOF, I affix my signature this _____ day of _____, _____

County Judge

SAMPLE BURN BAN

COMMISSIONERS COURT ORDER
PROHIBITION OF OUTDOOR BURNING

WHEREAS, in accordance with provisions of the Texas Disaster Act of 1975, a state disaster has been based on the imminent threat of disaster from wildfire; and

WHEREAS, declaration of such disaster authorized the imposition of controls on activities which tend to increase the likelihood of such fires:

BE IT THEREFORE ORDERED that the following emergency regulations are hereby established for all unincorporated areas of _____ County, Texas for the duration of the above mentioned declaration;

1. Actions Prohibited:

A person violates this order if he or she burns any combustible material outside of an enclosure serving to contain all flames and/or sparks, or orders such burning by others.

2. Enforcement:

A. Upon notification of suspected outdoor burning, the fire department assigned to the location of the fire shall respond to the scene and take immediate measures to contain and/or extinguish the fire.

B. As soon as possible, a duly commissioned peace officer shall be sent to the scene to investigate the nature of the fire.

C. If in the opinion of the officer at the scene and/or the fire chief, the goal of the order can be attained by informing the responsible party about the prohibitions established by this order, the officer may, at his discretion, notify the party about the provisions of this order and request compliance with it. In such instances, an entry of the notification shall be made into the dispatchers log containing the time, date, and place of the warning, and the name of the person receiving the warning.

3. At the discretion of the peace officer or the fire chief, second or flagrant violations of this order may be prosecuted in accordance with the statutes and procedures governing misdemeanors.

BE IT ALSO ORDERED that this order may be enforced by any duly-commissioned peace officer and that the venue for prosecution of this order will be the Justice of the Peace.

APPROVED, this ____ day of _____, 20__.

County Judge

[Commissioners court orders will normally include the signature of the county judge and the county commissioners.]

ANNEX V




TERRORIST INCIDENT RESPONSE

**Victoria County/City of Victoria
Emergency Management Plan**

APPROVAL & IMPLEMENTATION

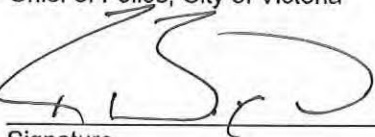
Annex V

Terrorist Incident Response



Signature
Jeffrey Craig
Chief of Police, City of Victoria

2-20-17
Date



Signature
Roy Boyd
Chief Deputy, Victoria County Sherriff's Office

02/21/2017
Date

RECORD OF CHANGES

Annex V

Terrorist Incident Response

Change #	Date of Change	Change	Entered By

ANNEX V

TERRORIST INCIDENT RESPONSE

I. AUTHORITY

A. Federal

1. Public Law 104-201, Defense Against Weapons of Mass Destruction Act.
2. Terrorism Annex to *the Federal Response Plan*.
3. National Response Framework- Nuclear/Radiological Incident Annex, NUC-3
4. *Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents*
5. *Homeland Security Presidential Directive. HSPD-7, Critical Infrastructure, Prioritization, and Protection*
6. *Homeland Security Presidential Directive. HSPD-8, National Preparedness*

B. State

C. Local

See Basic Plan, Section I.

II. PURPOSE

The purpose of this annex is to:

1. Outline operational concepts and tasks and to assign responsibilities for preparing for and responding to terrorist incidents that may occur.
2. Describe state and federal assistance that may be available to assist in the response to a terrorist incident.

III. EXPLANATION OF TERMS

A. Acronyms

CBRNE	Chemical, Biological, Radiological, Nuclear, Explosives
DPS	Department of Public Safety
EOC	Emergency Operations or Operating Center
EMS	Emergency Medical Service
FBI	Federal Bureau of Investigation
TDEM	Texas Division of Emergency Management
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JOC	Joint Operations Center
NIMS	National Incident Management System
NRF	National Response Framework

TFC	Texas Fusion Center
UC	Unified Command
WMD	Weapons of Mass Destruction

B. Definitions

1. Anti-terrorism Activities. Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.
2. Counter-terrorism Activities. Use of offensive measure to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.
3. Consequence Management. The requirements of crisis management and consequence management have been combined. They combine the law enforcement function of identification and prevention of terrorist activities with the emergency management function of protection of public health and safety and emergency relief from the consequences of acts of terrorism.
4. Hazmat. Hazardous materials.
5. National Incident Management System (NIMS). The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
6. National Response Framework (NRF). An all-discipline, all-hazards plan that established a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.
7. Technical Operations. Actions to identify, assess, dismantle, transfer, or dispose of WMD or decontaminate persons and property exposed to the effects of WMD.
8. Terrorist Incident. A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political and social objectives.
9. Weapons of Mass Destruction. WMD include: (1) explosive, incendiary, or poison gas bombs, grenades, rockets, or mines; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Victoria County and/or the City of Victoria are vulnerable to terrorist incidents. A significant terrorist attack is considered highly unlikely. However, the consequences of a major terrorist incident could be catastrophic; hence, mitigating against, preparing for, and responding to such incidents and recovering from them is an important function of government.
2. Terrorism is both a law enforcement and emergency management problem.
 - a. Virtually all terrorist acts involve violation of laws. Hence, law enforcement agencies gather and analyze intelligence on terrorists and may develop estimates of their intentions. Access to this criminal intelligence information is necessarily limited, but significant threats must be communicated by law enforcement agencies to those local officials who can implement protective measures and alert emergency responders. Coordination between law enforcement and emergency management personnel is vital to ensure that appropriate readiness actions are taken, while still protecting law enforcement sources and methods.
 - b. In a terrorist incident, the incident area may be simultaneously a crime scene, a hazmat site, and a disaster area that may cross the boundaries of several jurisdictions. There are often competing needs in the aftermath of a terrorist act -- law enforcement agencies want to protect the crime scene in order to gather evidence, while emergency responders may need to bring in extensive equipment and personnel to conduct search and rescue operations. It is essential that the incident command team establishes operating areas and formulates a plan of action that considers the needs of both groups.
3. Since terrorist acts may be violations of local, state, and federal law, the response to a significant local terrorism threat or actual incident may include state and federal response agencies.
4. Local resources for combating terrorist attacks are somewhat limited. In the event of a significant terrorist threat or incident, it is anticipated that state and federal resources will be requested in order to supplement local capabilities.
5. The presence of chemical, biological, radiological, nuclear, or explosive (CBRNE) agents may not be detected immediately. In the case of chemical, biological, or nuclear materials they may not be discovered until sometime after casualties occur. There may be a delay in identifying the agent present and in determining the appropriate protective measures. Such agents may quickly dissipate or be persistent.
6. In the case of an attack with a biological agent, the initial dissemination of the agent may occur outside the local area or even in other countries, but still produce victims in the local area.

B. Assumptions

1. Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, and individuals or groups. Such acts may involve: arson; shootings; bombings, including use of weapons of mass destruction (nuclear, chemical, or biological agents); kidnapping or hostage-taking; sabotage; and other activities.
2. Terrorist attacks may or may not be preceded by a warning or a threat, and may at first appear to be an ordinary hazardous materials incident. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.
3. A device may be set off to attract emergency responders, then a second device set off for the purpose of injuring emergency responders.
4. Effective response to the use of WMD may require:
 - a. Specialized equipment to detect and identify chemical or biological agents.
 - b. A mass decontamination capability.
 - c. The means to treat mass casualties, including conducting triage and using specialized pharmaceuticals that have a narrow window of effect.
 - d. The capability to deal with mass fatalities.
5. Injuries from a terrorist attack may be both physical and psychological.
6. Recovery from a terrorist attack can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and mass casualties.
7. In most cases, significant state and federal terrorist incident response support cannot be provided within the first few hours of an incident. Considerable state and federal terrorism response resources are available, but it may take 6 to 12 hours to activate and deploy such resources on a large-scale.

V. CONCEPT OF OPERATIONS

A. General

1. Our terrorism structure for emergency response operations is pursuant to NIMS, which employs two levels of incident management structures.
 - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
 - b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
2. During a terrorist event a Multi-agency Coordination System may be advisable. Central to this system is the Emergency Operations Center (EOC), which is the nucleus of all

coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by Incident Commander, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

B. Preparedness

1. The lead local agency for deterring, preventing, and responding to a threat of terrorist attack is typically the local police department or the Sheriff's Office.
 - a. Pre-incident preparedness and response activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident consequence management activities include efforts to resolve the terrorist incident, conduct an investigation, collect evidence, and apprehend those responsible. Law enforcement agencies have the lead in terrorism criminal investigations and intelligence collection activities.
 - 1) The Victoria County Sheriff's Office and/or the City of Victoria Police Department has the lead local role in terrorism incident response and will coordinate its efforts with state and federal law enforcement agencies as appropriate.
 - 2) The Department of Public Safety (DPS) is the lead state agency for terrorism incident response. DPS will coordinate the state law enforcement response to a potential terrorist incident and the use of state resources.
 - 3) The Federal Bureau of Investigation (FBI) is the lead federal agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities within the United States.
 - b. When a credible threat of terrorist attack exists, we will activate our EOC or, if security necessitates, activate a specialized facility to coordinate law enforcement, investigative, and intelligence activities for the threats or incidents that may occur.
 - c. Investigative and intelligence activities are managed by the FBI from an FBI command post or Joint Operations Center (JOC). The JOC coordinates assets between Federal agencies, DPS, and local law enforcement agencies.
2. Response and Recovery
 - a. Response and recovery activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command.

- 1) The City of Victoria Fire Department shall normally have the lead local role in terrorism response and recovery operations for most types of terrorist incidents involving CBRNE, but the Victoria County/City of Victoria Public Health Director may be assigned the lead local role in terrorism response and recovery operations for incidents involving biological agents.
 - 2) The Texas Division of Emergency Management (TDEM) is the lead state agency for terrorism response and recovery operations. Disaster Districts and the State Operations Center (SOC) will coordinate state resource support for local terrorism response and recovery operations.
 - 3) FEMA is the lead federal agency for response and recovery operations and shall coordinate federal resource support for such operations.
- b. The agencies responsible for terrorism response and recovery operations shall coordinate their efforts with law enforcement authorities conducting crisis management operations

C. Implementation of the Incident Command System (ICS)

1. If there is a local incident site, an incident command post (ICP) will be established to manage emergency operations at that incident site. The ranking official from the agency with primary responsibility for the incident will assume the position of Incident Commander. The Incident Commander will direct and control responding resources and designate emergency operating areas. Typical operating area boundaries established for a terrorist incident may include:
 - a. The **Crime Scene Boundary** defines the crime scene. The crime scene may include the area referred to in technical operations as the “red zone” or “working point”. Access to the crime scene may be restricted by state, federal, or local law enforcement personnel. Response activities within the crime scene may require special care in order to protect evidence.
 - b. The **Hazmat Boundary** defines the hazmat site, which is referred to in hazmat operations as the “hot zone” and may be termed the “isolation area” or “exclusion zone” by other responders, and may include the hazmat upwind “warm zone” utilized for contamination control and rescue staging. Depending on the spread of contaminants, the hazmat site may include some or the entire crime scene. Entry into the hazmat boundary is normally restricted to response personnel equipped with personal protective equipment and using decontamination procedures.
 - c. The **Incident Boundary** includes the crime scene, the hazmat area, the “cool zone” or “support zone” used for incident support operations such as resource staging and casualty collection, and areas where protective actions, such as shelter-in-place or evacuation, may be recommended or mandatory measures, such as quarantine, imposed. Access to this area is normally controlled; if a quarantine is implemented, egress may also be restricted.

2. ICS-EOC Interface. The Incident Commander and the EOC shall agree upon on a division of responsibilities. The Incident Commander will normally manage field operations at the incident site and in adjacent areas. The EOC will normally mobilize and provide local resources, disseminate emergency public information, organize and implement large-scale evacuation, coordinate care for casualties, coordinate shelter and mass care for evacuees, arrange mortuary support, and, if local resources are insufficient or inappropriate, request assistance from other jurisdictions or the State.
3. Implementation of Unified Command (UC). As state and federal responders arrive to conduct and support field operations, use of ICS for management of the ICP and response operations will transition to UC.
4. With the arrival of state and federal responders, the FBI may call for the establishment of a Joint Operations Center (JOC) for overall coordination and management of response operations.
5. If there is no local incident site, which may be the case in incidents involving biological agents, consequence management activities will be directed and controlled from the local EOC. An Incident Commander may be designated. The EOC may transition to a JOC using UC with the arrival of state and federal responders.

D. Coordination of Incident Consequence Management Activities

1. Law enforcement agencies involved in consequence management shall keep those agencies and/or departments responsible for response and recovery efforts informed of decisions made that may have implications on the placement of resources for response and recovery should it be necessary. Because of the sensitivity of law enforcement sources and methods and certain crisis management activities, it may be necessary to restrict dissemination of some information to selected emergency management and public health officials who have a need to know. Those individuals may have to carry out some preparedness activities surreptitiously.
2. Until such time as law enforcement and emergency management personnel agree that crisis management activities have been concluded, law enforcement personnel shall participate in incident command or EOC operations to advise those carrying out consequence management operations with respect to protection of the crime scene, evidence collection, and investigative results that may have bearing on emergency operations. DPS and the FBI will normally provide personnel to participate in a unified command operation to coordinate state and federal law enforcement assistance.
3. A Joint Information Center, staffed by local, state, and federal public affairs personnel, may be established as part of the unified command organization to collect, process, and disseminate information to the public.

E. Protective Actions

1. Responders. Emergency personnel responding to a terrorist incident must be protected from the various hazards that a terrorist incident can produce. These include: blast effects, penetrating and fragmenting weapons, fire, asphyxiation, hazardous chemicals, toxic substances, radioactive materials, and disease-causing material. See the discussion

of threat weapons and their effects in Appendix 2. Though the type of protection required varies depending on the hazard, there are three basic principles of protection that apply to all hazards: time, distance, and shielding.

- a. Time. Emergency workers should spend the shortest time possible in the hazard area or exposed to the hazard. Use techniques such as rapid entries to execute reconnaissance or rescue and rotate personnel in the hazard area.
 - b. Distance. Maximize the distance between hazards and emergency responders and the public. For chemical, radiological, and explosive hazards, recommended isolation and protective action distances are included in the *Emergency Response Guidebook* (ERG).
 - c. Shielding. Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, protective clothing, and personnel protective equipment.
2. The Public. Protective actions for the public must be selected and implemented based on the hazards present and appropriate instructions and information provided to the public through usual means of warning and public information. Protective actions for the public may include:
- a. Evacuation.
 - b. Shelter-in-place.
 - c. Access control to deny entry into contaminated areas.
 - d. Restrictions on the use of contaminated foodstuffs, normally imposed by the Texas Department of State Health Services (DSHS).
 - e. Restrictions on the use of contaminated agricultural products before processing will normally be imposed by the Texas Department of Agriculture. These are products destined for food use after processing.
 - f. Restrictions on the use of contaminated public water supplies, normally imposed by the Texas Commission on Environmental Quality (TCEQ).
 - g. For incidents involving biological agents, protective actions taken to prevent the spread of disease may include:
 - 1) Isolation of diseased victims within medical facilities.
 - 2) Quarantines to restrict movement of people and livestock in specific geographic areas.
 - 3) Closure of schools and businesses.
 - 4) Restrictions on mass gatherings, such as sporting events.

Such measures are normally recommended and imposed by public health authorities.

F. Requesting External Assistance

1. Requests for state assistance will be made by the Victoria County Judge and/or City of Victoria Mayor to the Disaster District Committee (DDC) Chairperson in Victoria, Tx. If a request for assistance cannot be satisfied with resources available in the District, it will be forwarded to the State Operations Center (SOC) for action. If state resources cannot satisfy the request, the State will request assistance from the federal government or other states.
2. Depending on the severity of the incident, the Victoria County Judge and/or City of Victoria Mayor may issue a local disaster declaration and request assistance from the Governor. The Governor may declare a State of Disaster for the local area and request the President issue an emergency or disaster declaration for the local area. The National Response Framework (NRF) describes the functions of the responding federal agencies for various response and recovery functions. The Nuclear/Radiological Incident Annex of the NRF addresses the federal response for incidents involving radiological materials.

G. Coordination of Local Medical Response to Biological Weapons Incidents

As the medical response to an incident involving biological agents must include the local medical community as a group, the local and state health departments and federal health agencies directing the response should undertake to coordinate the efforts of local medical providers to ensure that a consistent approach to health issues is taken. Hence, concise information on the threat, recommendations on what should be done to combat it, and instructions on handling victims must be provided to all hospitals, clinics, nursing homes, home health care agencies, individual physicians, pharmacies, school nursing staffs, and other medical providers. The local health department or state public health region field office, that are normally most familiar with community health providers, will typically take the lead in coordinating the local medical response. They may request assistance from local professional organizations in providing information to all members of the local medical community.

H. Activities by Phases of Emergency Management

1. Mitigation

Carry out anti-terrorist activities, including:

- a. Identify potential terrorist targets and determine their vulnerability. For targets which may produce hazardous effects if attacked, determine the population and special facilities at risk.
- b. Conduct investigations and criminal intelligence operations to develop information on the composition, capabilities, and intentions of potential terrorist groups.
- c. Develop and implement security programs for public facilities that are potential targets. Recommend such programs to private property owners.

- d. Implement passive facility protection programs to reduce the vulnerability of new and existing government-owned facilities believed to be potential targets. Recommend such programs to private property owners.
- e. Encourage all local medical facilities to participate in mass casualty exercises and stock specialized pharmaceuticals, such as chemical agent antidotes.
- f. Encourage the reporting of suspicious activity to local law enforcement or the Texas Fusion Center (TFC). The TFC is under the command of the Criminal Intelligence Service (CIS), Criminal Law Enforcement Division of DPS. DPS is the primary State agency responsible for collecting, analyzing, and disseminating criminal intelligence information related to possible terrorist activity. The TFC operates 24-hours a day to receive and respond to reports from the public, local, state, and federal law enforcement agencies. The TFC is staffed by CIS commissioned officers and analysts from the CIS and federal agencies. When warranted, the TFC disseminates actionable intelligence and investigative leads to local law enforcement.

2. Preparedness

- a. Conduct or arrange terrorism awareness training and periodic refresher training for law enforcement, fire service, and EMS personnel and for emergency management staff. Conduct training for other agencies such as public works, utilities, and hospitals.
- b. Develop emergency communications procedures that take into account the communications monitoring capabilities of some terrorist groups.
- c. Maintain terrorist profile information on groups suspected of being active in the local area.
- d. Establish appropriate mutual aid agreements.
- e. Conduct drills and exercise to test plans, procedures, and training.
- f. Conduct awareness programs for businesses that handle inventories of potential weapon making materials and chemicals and ask for their cooperation in reporting suspicious activities.
- g. If potential terrorist groups appear to be expanding their activities, consider appropriate increased readiness actions.

3. Response

See the Terrorist Incident Response Checklist in Appendix 1.

4. Recovery

- a. Decontaminate incident sites and other affected areas. State and/or federal agencies may oversee this effort, which may be conducted by contractors.
- b. Identify and restrict access to all structurally unsafe buildings.

- c. Remediate and cleanup any hazardous materials that have or might enter local water, sewer, or storm drainage systems.
- d. Provide traffic control for the return of evacuees.
- e. Assist in arranging temporary housing for evacuees who cannot return to their homes.
- f. Develop and implement appropriate access controls for contaminated areas that cannot be decontaminated and returned to normal use in the near term.
- g. Investigate cause of incident and prosecute those believed to be responsible.
- h. Maintain records of use of personnel, equipment, and supplies used in response and recovery for possible recovery from the responsible party or reimbursement by the State or federal government.
- i. Conduct critical incident stress management activities.
- j. Debrief response personnel, prepare incident report, and update plans and procedures on the basis of lessons learned.
- k. Restore normal services.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
--

A. Organization

1. Our normal emergency organization, which is described in section VI.A of the basic plan, will carry out the response to and recovery from terrorist incidents.
2. As terrorist acts often violate state and federal law and regulations, state and federal law enforcement agencies and other agencies having regulatory responsibilities may respond to such incidents. In order to effectively coordinate our efforts with state and federal agencies, we may transition from our normal incident command operation to a unified command organization when the situation warrants.

B. Assignment of Responsibilities

1. The Victoria County Judge and/or City of Victoria Mayor will:
 - a. Provide policy guidance with response to anti-terrorism and counter-terrorism programs.
 - b. Provide general direction for response and recovery operations in the aftermath of a terrorism incident.
2. Emergency Management Coordinator will:

- a. Coordinate regularly with the City of Victoria Police Department and/or the Victoria County Sheriff's Office and other law enforcement agencies with respect to the terrorist threat and determine appropriate readiness actions during periods of increased threat.
 - b. In conjunction with other local officials, make an assessment of the local terrorist threat, identify high-risk targets, determine the vulnerabilities of such targets and the potential impact upon the population, and recommend appropriate mitigation and preparedness activities.
 - c. In coordination with other local officials, recommend appropriate training for emergency responders, emergency management personnel, and other local officials.
 - d. Coordinate periodic drills and exercises to test plans, procedures, and training.
 - e. Develop and conduct terrorism awareness programs for the public and for businesses dealing in weapons or materials that may be used by terrorists to produce weapons.
 - f. Develop common communication procedures.
 - g. Promote a business inventory monitoring system.
3. The Incident Commander will:
- a. Establish an incident command post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
 - b. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
 - c. Provide an initial incident assessment, request additional resource if needed, and provide periodic updates to the EOC.
 - d. Request a liaison officer from each participating agency be present at the ICP.
 - e. Establish a specific division of responsibilities between the incident command operation and the EOC.
 - f. Transition the incident command operation to a unified command operation when significant external resources arrive.
4. Law Enforcement will:
- a. Conduct anti-terrorist operations and maintain terrorist profile information. Advise the emergency management staff, DPS, and the FBI of significant terrorist threats.
 - b. Recommend passive protection and security programs for high-risk government facilities and make recommendations for such programs to the owners/operators of private facilities.

- c. Conduct terrorism response training programs for the law enforcement personnel and support public education and awareness activities.
 - d. Provide law enforcement representatives for the Incident Command Post and the EOC.
 - e. Secure the scene, reroute traffic, and implement crowd control measures if necessary.
 - f. Make notifications of terrorist incidents to DPS, the FBI, and other law enforcement agencies.
 - g. Brief emergency response personnel on crime scene protection.
 - h. Coordinate the deployment and operation of counter-terrorist response elements.
 - i. Conduct reconnaissance in vicinity of the incident site to identify threats from delayed action and secondary weapons.
 - j. Organize and conduct evacuation of the public and of special facilities if required.
 - k. In coordination with state and federal authorities, investigate incident; identify and apprehend suspects.
5. Fire & Rescue Service will:
- a. Coordinate all fire and rescue operations during terrorist incidents.
 - b. Dispatch and deploy fire personnel and equipment during an emergency.
 - c. Control fires if necessary.
 - d. Conduct search and rescue operations as needed
 - e. Provide support for evacuation operations if requested.
 - f. Set up decontamination area for emergency responders and victims, if needed.
 - g. Carry out initial decontamination of victims, if required. Procedures must be available for emergency decontamination of large numbers of people.
 - h. Identify apparently unsafe structures; restrict access to such structure pending further evaluation by the Public Works/Engineering staff.
 - i. Identify requirements for debris clearance to expedite fire response and search and rescue.
 - j. Activate fire and rescue mutual aid as needed.
 - l. Respond to medical emergency calls.

- m. If mass casualties have occurred, establish triage.
 - n. Provide emergency medical care to the injured.
 - o. Transport patients in a timely manner to appropriate medical facilities.
 - p. Request medical mutual aid if necessary.
 - q. Assign a liaison at the ICP and/or EOC, if needed.
6. Public Works, Engineering, Road & Bridge Department will:
- a. Assign liaison personnel to the EOC and Incident Command Post.
 - b. Clear and/or remove debris as directed.
 - c. Support search and rescue operations.
 - d. Provide emergency power and lighting at the incident site upon request.
 - e. Provide emergency power supplies at other facilities upon request.
 - f. Provide barricades and temporary fencing as requested.
 - g. Carry out emergency repairs to streets and bridges as necessary to support emergency operations and restore essential traffic.
 - h. Conduct preliminary assessment of damage to structures and streets, and utilities.
 - i. Provide other public works and engineering support for emergency operations as necessary.
 - j. Request mutual aid assistance, if necessary.
 - k. Carry out emergency repairs to water and wastewater systems as necessary to support emergency operations and restore essential public services.
 - l. In coordination with local and state public health agencies, ensure the safety of water and wastewater systems. Initiate water conservation procedures, if required.
 - m. Conduct preliminary assessment of damage to water, wastewater and drainage systems, and utilities
 - n. Identify to the EOC requirements for emergency drinking water supplies from outside sources if needed.
8. All Other Departments and Agencies
- a. Provide personnel, equipment, and supply support for emergency operations upon request.

- b. Provide trained personnel to staff the EOC.
- c. Provide technical assistance to the Incident Commander and the EOC upon request.
- d. Participate in terrorism awareness training, drills, and exercises.

VII. DIRECTION & CONTROL

- A.** The Victoria County Judge and/or City of Victoria Mayor shall, pursuant to NIMS, provide general guidance for emergency operations, including the response to terrorist incidents. During periods of heightened terrorist threat or after an incident has occurred, the local EOC will be activated.
- B.** The Victoria City Mayor and/or Victoria County Judge will provide overall direction of the terrorist incident response activities of our departments and agencies. During terrorist incidents, he/she will normally carry out those responsibilities from the EOC.
- C.** The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at the incident site from an ICP. If terrorist attacks affect multiple widely separated facilities, separate incident command operations may be set up.
- D.** If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions pursuant to mutual aid agreements or from organized volunteer groups. Mutual aid personnel and volunteers will normally work under the immediate control of their own supervisors. All response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC.
- E.** In a large-scale terrorist incident, significant help will be needed from other local governments, state agencies, and the federal government. As these external resources arrive, it is anticipated that a transition will be made from the normal incident command system to a unified command operation. In a unified command arrangement, leaders of all participating response forces agree on general objectives, priorities, and strategies for resolving the emergency situation.

VIII. READINESS LEVELS

A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.H.1) and V.H.2) above.

B. Readiness Level III - Increased Readiness

1. When local law enforcement personnel determine or are advised by DPS or the FBI that there is a credible threat of near-term local terrorist action, law enforcement personnel

shall alert the Victoria County Judge and/or City of Victoria Mayor, EMC, and other appropriate local officials. Those individuals shall review the potential emergency situation, plans, and procedures, and determine and implement appropriate readiness actions. These may include:

- a. expanding criminal intelligence operations;
 - b. reviewing personnel and equipment status and taking actions to enhance resource availability;
 - c. reviewing inventory of critical consumable supplies, filling shortages, and increasing stocks if needed;
 - d. increasing security at and surveillance of public facilities that are potential targets,
 - e. recommending to the owners or operators of privately-owned facilities that they take similar steps;
 - f. briefing local public health and hospital managers on the potential threat; and
 - g. placing selected emergency response elements on higher state of readiness.
2. Consistent with the need for security to protect intelligence sources and depending on the situation, disseminate non-sensitive threat awareness information to the public.

C. Readiness Level II – High Readiness

1. Further increase security at and surveillance of potential targets.
2. Further increase readiness of emergency response forces and advise public health and medical facilities to do likewise.
3. Consider partial activation of the EOC to monitor situation and maintain data on resource status.
4. Depending on the specific situation and the need for security to protect intelligence sources, disseminate non-sensitive information and, if needed, instructions to the public.

D. Readiness Level I – Maximum Readiness

1. Implement most rigorous security measures.
2. Bring response forces to maximum readiness.
3. Activate the EOC to monitor the situation and maintain data on resource status.
4. Disseminate non-sensitive information and, if needed, instructions to the public.
5. Determine and implement precautionary protective measures for the public in selected areas or for specific facilities where appropriate.

IX. ADMINISTRATION & SUPPORT**A. Reports & Records**

1. **Situation Report.** During emergency operations for terrorist incidents, a daily situation report should be prepared and distributed during to the local Disaster District, the Governor's Division of Emergency Management, and the local FBI office. See Annex N, Direction and Control, for the format of and instructions for this report.
2. **Records Relating to Emergency Operations**
 - a. **Activity Logs.** The Incident Command Post and the EOC shall maintain accurate logs recording key response activities and the commitment of resources.
 - b. **Cost Records for Terrorist Incident Response.** For terrorist incidents, all departments and agencies participating in the emergency response shall maintain detailed records of labor costs, equipment usage, and supplies expended. These records may be used to recover allowable response and recovery costs from the federal government in the event a federal emergency or disaster declaration is issued by the President.

B. Preservation of Records

As terrorists often target government facilities, government records are at risk during terrorist incidents. To the extent possible, legal, property, and tax records should be protected. The principal causes of damage to records are fire and water. If government records are damaged during the incident response, the EOC should be promptly advised so that timely professional assistance can be sought to preserve and restore them.

C. Post-Incident Review

The Victoria County Judge/City of Victoria Mayor/EMC are responsible for organizing and conducting a critique following the conclusion of a significant terrorist incident in accordance with the guidance contained in section IX.E of the Basic Plan.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. Development.** The Victoria County Sheriff and City of Victoria Police Chief are responsible for developing and maintaining this annex.
- B. Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in section X of the Basic Plan.

XI. REFERENCES

FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101).

US Department of Transportation/Transport Canada, *Emergency Response Guidebook*.

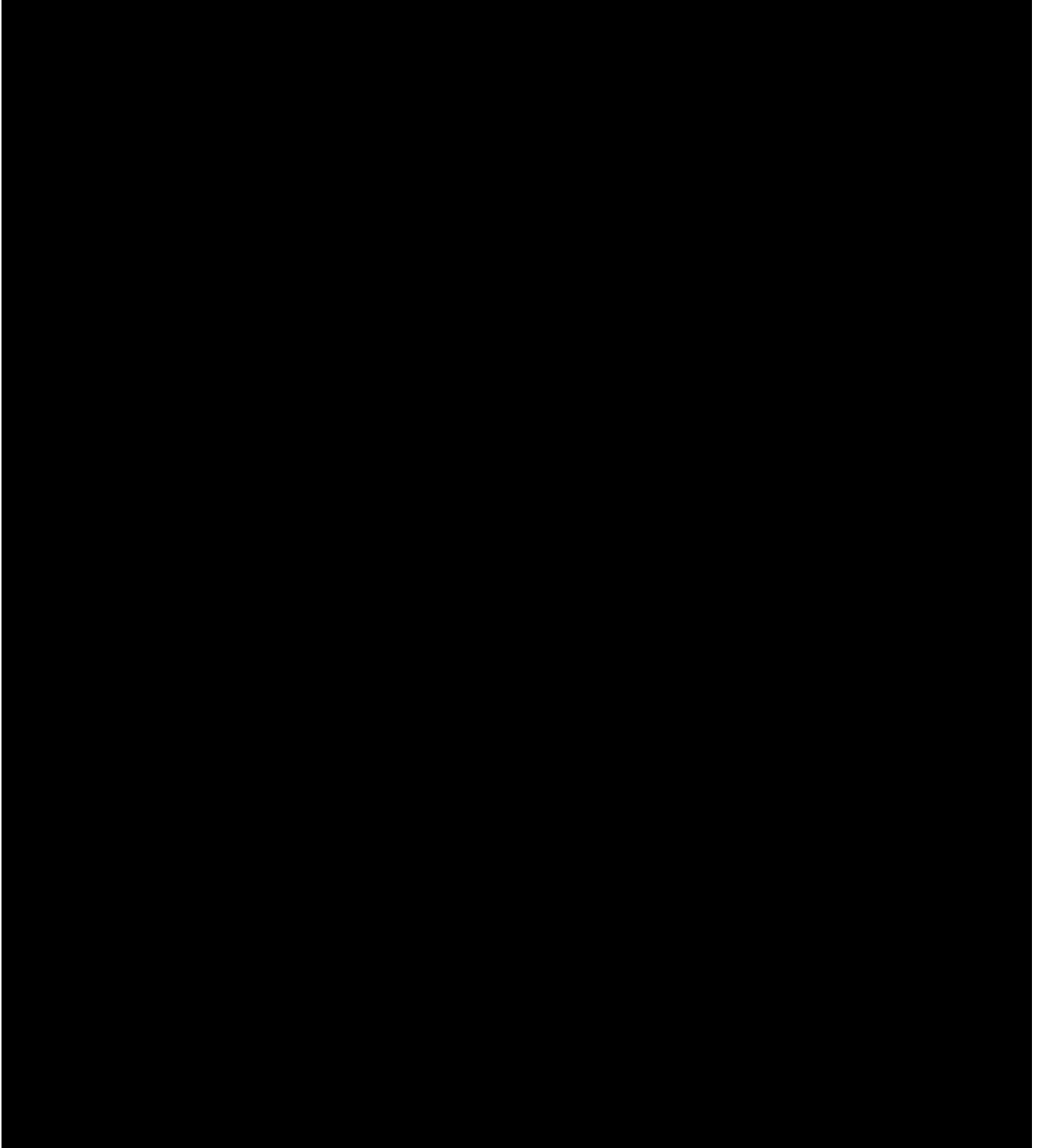
Jane's Information Group, *Jane's Chem-Bio Handbook*.

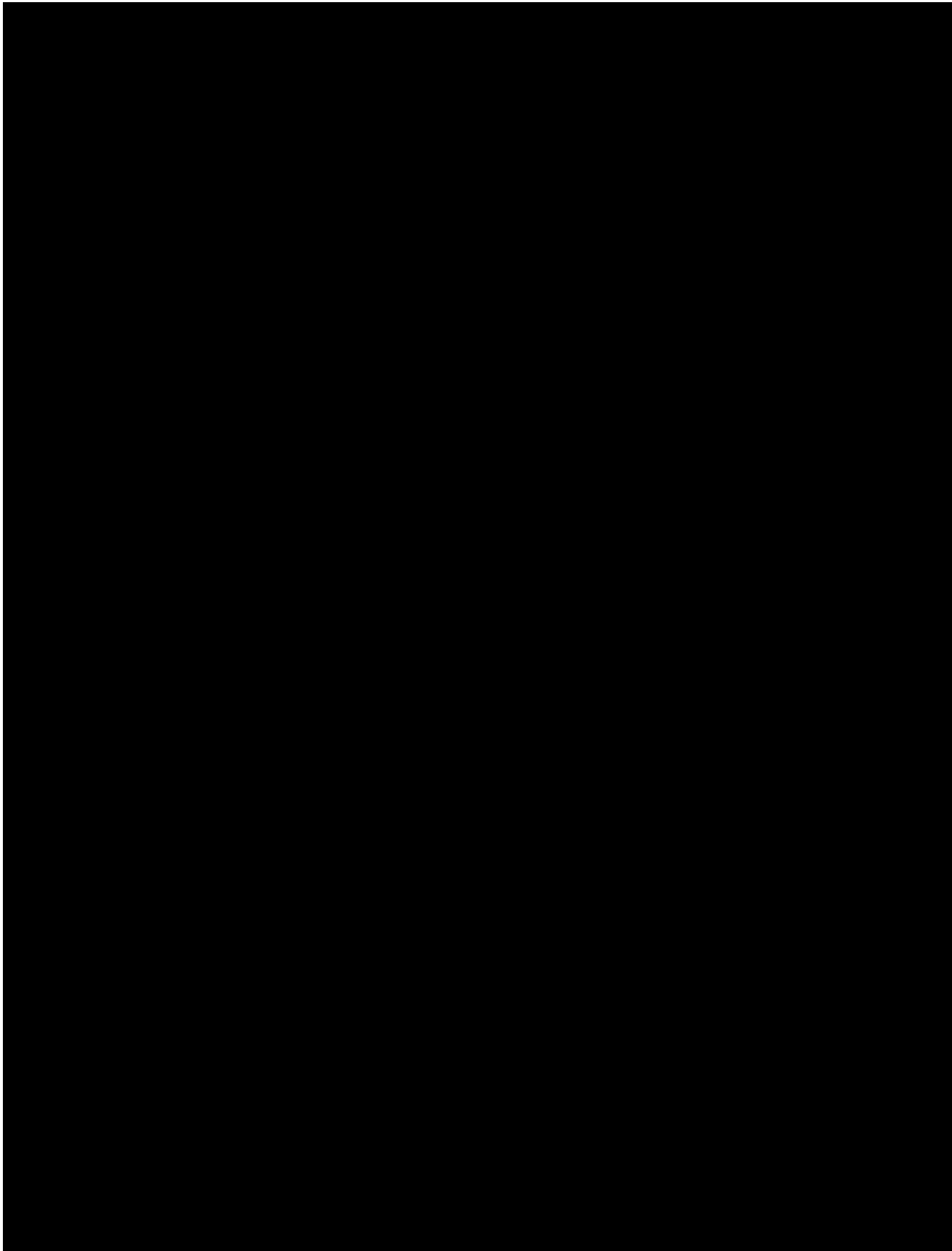
APPENDICES:

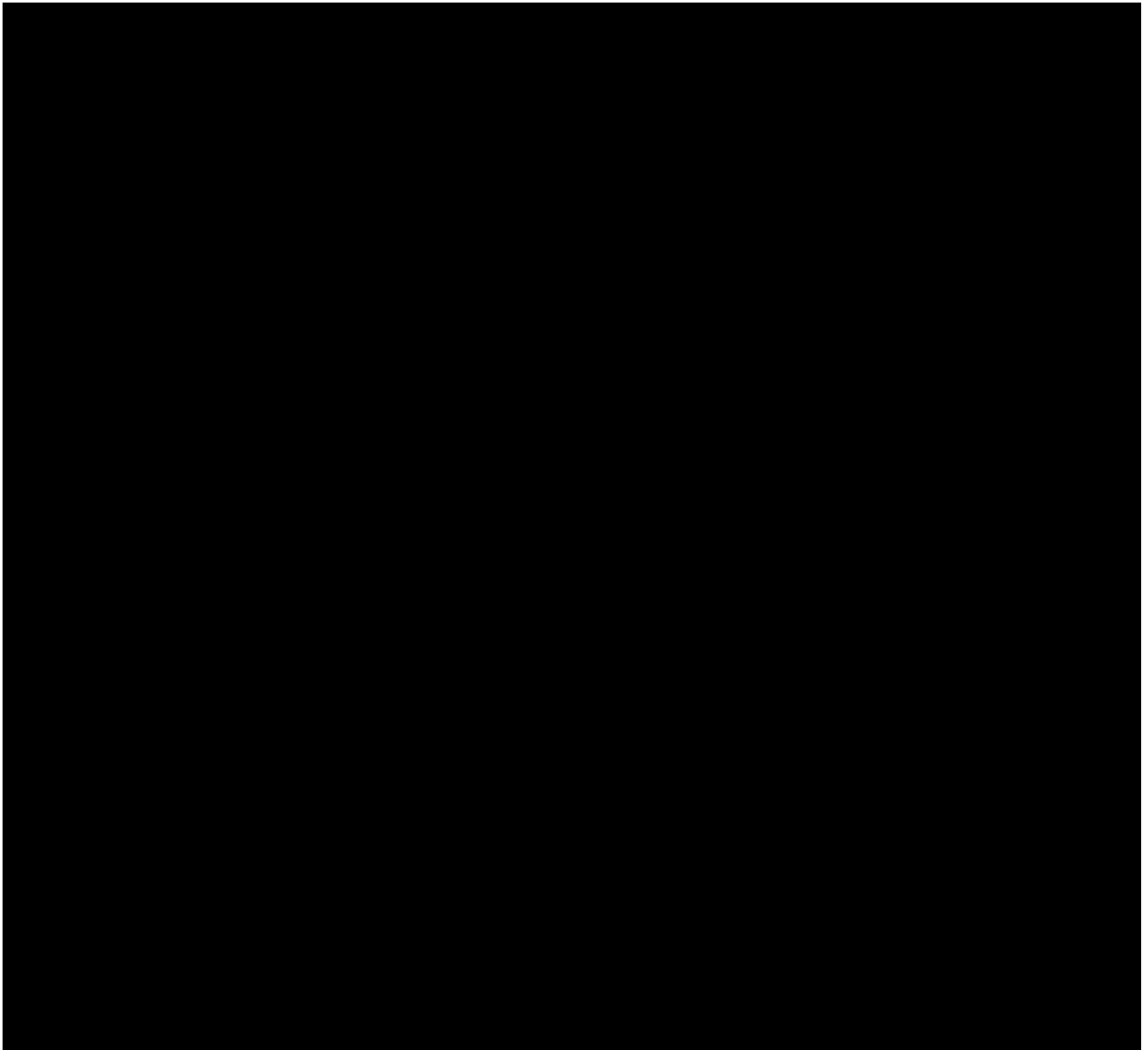
- 1 Terrorist Incident Response Checklist
- 2 Terrorist Weapons, Effects, & Emergency Response Needs
- 3 Specialized Response Resources

TERRORIST INCIDENT RESPONSE CHECKLIST

The response actions below are most appropriate for an incident involving conventional weapons, nuclear devices, or chemical agents where there is a specific incident location.







TERRORIST WEAPONS, EFFECTS, & EMERGENCY RESPONSE NEEDS

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