

**AN  
EMERGENCY  
MANAGEMENT  
PLAN  
FOR SALADO, TX**

**EFFECTIVE: \_\_\_\_\_**

# **APPROVAL & IMPLEMENTATION**

## **An Emergency Management Plan**

### **THE VILLAGE OF SALADO, BELL COUNTY, TEXAS**

This emergency management plan is hereby approved. This plan is effective immediately and supercedes all previous editions as written and processed through the Board of Aldermen and Chief of Police, forwarded to Texas Department of Public Safety, reviewed and revised. The process began in June 2002 and concluded August 2003.

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Mayor

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Date



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# BASIC PLAN

## I. AUTHORITY (SEE APPENDIX 1, P. FOR FEDERAL, STATE & LOCAL AUTHORITY)

## II. EXPLANATION OF TERMS (SEE APPENDIX 2, P. FOR ACRONYMS & DEFINITIONS)

### **BASIC DEFINITIONS:**

1. **Emergency Situation.** This term is intended to describe a *range* of situations, from an incident to a major 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 sheltering is typically limited to the immediate area of the incident.
    - 3) Warning and public instructions in the immediate area, not community-wide.
    - 4) One or two local response agencies with a designated incident commander.
    - 5) May require limited external assistance from other local response agencies.
  - b. **Emergency.** An emergency is a situation 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 sheltering and temporary mass care operations.
    - 3) May require community-wide warning and public instructions.
    - 4) Requires a sizable multi-agency response operating under incident commander.
    - 5) May require some external assistance from other local agencies, and limited assistance from state or federal agencies.
    - 6) The EOC will be activated to
      - A. provide general guidance and direction,
      - B. coordinate external support, and
      - C. provide resource support for the incident.
  - 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 sheltering and mass care operations.
    - 3) Requires community-wide warning and public instructions.
    - 4) Requires a response by all 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 (Emergency Operations Center) will be activated to
      - A. provide general guidance and direction,
      - B. provide emergency information to the public,
      - C. coordinate state and federal support, and
      - D. coordinate resource support for emergency operations.

### III. PURPOSE

This Basic Plan outlines our approach to emergency operations. It provides general guidance for emergency management activities and an overview of our methods of 1) **mitigation**, 2) **preparedness**, 3) **response**, and 4) **recovery**. The plan provides a framework identifying who does what, when, and how.

The primary audience for the document includes our chief officials, the emergency management staff, leaders of local volunteer organizations that support emergency operations, and others as designated.

### IV. SITUATION AND ASSUMPTIONS

#### A. Situation

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
<b>Natural</b>							
Drought	1		MODERATE			LIMITED	
Earthquake	0						
Flash Flooding	2		MODERATE			LIMITED	
Flooding (river or tidal)	0						
Hurricane	0						
Subsidence	0						
Tornado	1		MODERATE			MODERATE	
Wildfire	1		MODERATE			MODERATE	
Winter Storm	1		LIMITED			LIMITED	
<b>Technological</b>							
Dam Failure	0						
Energy/Fuel Shortage	1		LIMITED			LIMITED	
Hazardous Materials/Oil Spill (fixed site)	1		MODERATE			MODERATE	
Hazmat/Oil Spill (transport)	1		LIMITED			LIMITED	
Major Structural Fire	1		MODERATE			MODERATE	
Nuclear Facility Incident	0						
Water System Failure	1		MAJOR			MAJOR	
	XXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX			XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
<b>Security</b>							
Civil Disorder	0						
Enemy Military Attack	0						
Terrorism	0						

\* Likelihood of Occurrence: 0=Unlikely 1=Occasional 2=Likely 3=Highly Likely

## B. Assumptions

1. Our Village will continue to be exposed to hazards described above and as well as lesser hazards in the future.
2. It is possible for a major **Incident, emergency, or disaster** to occur at any time, and at any place with little or no warning.
3. Outside assistance will be available in most emergencies; however, 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 fire inspections, and detailed emergency planning, training of emergency responders and other personnel, can prevent or reduce disaster-related.

## 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. To achieve our objectives, we have organized an emergency 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.
2. This plan is based on an all-hazard approach to emergency planning 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 and/or inform the public during any emergency situation, whatever the cause.
3. Departments and agencies tasked in this plan are expected to develop training programs for appropriate responses and keep current standard operating procedures that describe how emergency tasks will be performed.
4. 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.)

### C. Operational Guidance

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.
2. **Implementation of ICS (Incident Command System)**  
The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system 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. As the potential threat becomes clearer and a specific impact site or sites identified, an ICP (incident command post) may be established, and direction and control of the response transitioned to the Incident Commander.
3. **Source and Use of Resources.**
  - a. We will use our own resources to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. 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.
- 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.

**D. Incident Command System (ICS)**

1. We intend to employ ICS in managing emergencies.
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 1) **operations**, 2) **planning**, 3) **logistics**, and 4) **finance/administration**. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions – establishing a crisis committee. For larger incidents, a number of individuals from different departments or agencies may be assigned to manage specific functions.

**E. Incident Command System (ICS) – Emergency Operations Center (EOC) Interface**

1. For major emergencies and disasters, the EOC will be activated, establishing a division of responsibilities between the ICS and the EOC. A PRECISE division of responsibilities is outlined below.
2. The **Incident Commander** 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. Coordinating specific resources and field operations.
3. The **EOC Personnel** are 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. **More than one incident command operation** may be established in some large-scale emergencies or disasters, and emergency operations with different objectives may be conducted at geographically separated scenes. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

## **F. State, Federal, & Other Assistance**

### **1. State & Federal Assistance**

If local resources are inadequate to deal with an emergency, we will request assistance from the county, state, and federal government – in that order – through the disaster district committee chairperson.

(Federal Emergency Management Agency (FEMA) has the primary responsibility for coordinating federal disaster assistance. No direct federal 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.)

## **G. Emergency Authorities**

### **1. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected officials, 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 Mayor may request the County Judge to 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 Mayor may by executive order or proclamation declare a local state of disaster. The 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 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. No Authority for Evacuations.** State law does not authorize the Governor or local officials to issue mandatory evacuation orders. State and local officials may recommend evacuation of threatened or stricken areas.

## **H. Activities 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 mitigate efficiently and effectively. 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, to minimize 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. Our recovery program is outlined in Annex J, Recovery.

**VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. Organization**

1. General
 

Our governmental organization for emergencies includes an executive group, emergency services, and support services. Attachment 3 depicts our emergency organization.
2. Executive Group
 

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the Mayor, Mayor Pro Tem, Emergency Management Coordinator(s), Chief of Police, Fire Chief, and a Medical Official
3. Emergency Volunteer and Other Services
 

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

**B. Assignment of Responsibilities**

1. General
 

For most emergency functions, primary responsibility will be assigned to an individual from the department or agency or volunteers who 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. Executive Group Responsibilities
  - a. The 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 provide direction where appropriate.
    - 3) With the assistance of Public Information Resource Personnel (An Elected Alderman & Staff), 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 Mayor Pro Tem 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) Coordinate the operational response of local emergency services.
  - 6) Coordinate activation of the EOC and supervise its operation.
- c. The Emergency Management Coordinator (An elected Alderman) will:
  - 1) Activate the EOC when required.
  - 2) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
  - 3) Assist the Mayor as the staff advisor to our County Judge on emergency management matters.
  - 4) Keep the governing body apprised of our preparedness status and emergency management needs.
  - 5) Coordinate local planning and preparedness activities and the maintenance of this plan.
  - 6) Prepare and maintain a resource inventory.
  - 7) Arrange appropriate training for local emergency management personnel and emergency responders.
  - 8) Coordinate periodic emergency exercises to test our plan and training.
  - 9) Maintain a liaison with the state emergency management staff and other local emergency management personnel.
  - 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.
- 4. Common Responsibilities
 

All emergency services and support services will:

  - a. Provide volunteer personnel, equipment, and supplies to support emergency operations upon request.
  - b. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
  - c. Develop and maintain SOPs for emergency tasks.
  - 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 manage emergency response resources and operations at the incident site command post to resolve the emergency situation and determine and implement required protective actions for personnel and the public at an incident site.
  - b. Warning.
    - 1) Primary responsibility for this function is assigned to the 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) Disseminate warning information and instructions to the public through available warning systems.

- d) Disseminate warning and instructions to special facilities such as schools and hospitals.
- c. Communications.
  - 1) Primary responsibility for this function is assigned to the Police Chief 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.
    - 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 Public Information Resource Personnel (An Elected Alderman & Staff) and volunteers.
- d. Radiological Protection.
  - 1) Primary responsibility for this function is assigned to the 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 Police Chief, 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 special needs facilities (schools, hospitals, nursing homes, and other institutions).
- f. Fire Fighting.
  - 1) Primary responsibility for this function is assigned to the 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 Police Chief, 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 a Volunteer Medical Officer], 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 Mayor, 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 Bell County.
    - c) Assist the Mayor Pro Tem to maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
    - d) Assign representatives, *by title*, to report to the EOC and develop procedures for crisis training.
    - e) Develop and identify 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 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 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.
- l. Terrorist Incident Response.
  - 1) Primary responsibility for this function is assigned to the Police Chief, 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.
 

Primary responsibility for this function is assigned to the Community Services Director (An elected Alderman), who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs

    - 1) 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. Emergency Public Information.
    - 1) Primary responsibility for this function is assigned Public Information Resource Personnel (An Elected Alderman & Staff), who will prepare and maintain Annex I (Emergency Public Information) to this plan and supporting SOPs.
    - 2) Emergency tasks to be performed include:
      - a) Conduct on-going hazard awareness and public education programs.
      - b) Compile and release information and instructions for the public during emergency situations and responds to questions relating to emergency operations
      - c) Provide information to the media and the public during emergency situations.
      - d) Arrange for media briefings.
      - e) Compiles print and photo documentation of emergency situations.
  - c. Recovery.
    - 1) Primary responsibility for this function is assigned to the Village Fiscal Officer, 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.
- d. Public Works & Engineering.
- 1) Primary responsibility for this function is assigned to the Mayor Pro Tem, 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 Public Utilities Alderman, 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) Assess damage to, repair, and restore public utilities.
    - d) Monitor recovery activities of privately-owned utilities.
- f. Resource Management.
- 1) Primary responsibility for this function is assigned to the Human Resources Alderman, 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 Human Services Director. 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) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
    - e) 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.
    - f) Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others.
    - g) 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 Police Chief, 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 ISD Superintendent, 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 Community Services Alderman, 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 Attorney Alderman, 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 an 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) MID-TEX 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 goods including food, clothing, and household items. It also provides referrals to government and private agencies for special services.
    - 3) Southern Baptist Convention 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) RACES.  
The Radio Amateur Civil Emergency Service provides amateur radio support for emergency operations, including communications support in the EOC.
  - b. Business Support.  
The following businesses have agreed to provide support for emergency operations as indicated:
    - 1) Salado C.E.R.T. (community emergency response team) Emergency Shelter.  
Assist search & rescue, attend triage.
    - 2) Local churches, First Baptist, Grace Baptist, First United Methodist, to provide shelter and food for victims.
    - 3) Salado Volunteer Fire Department – suppress fire, search & rescue, emergency medical assistance, triage.
    - 4) Scott & White – ambulance service, emergency medical care.

## VII. DIRECTION AND CONTROL

### A. General

1. The Mayor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. During disasters, [he/she] may carry out those responsibilities from the EOC.
2. The Incident Commander (The Mayor), assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
3. The Mayor Pro Tem will provide overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC, managing the EOC.
4. 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.
5. 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 2. 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 Operating Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located at the Municipal office.
3. The following individuals are authorized to activate the EOC:
  - a. Mayor Pro Tem
  - b. Mayor
  - c. An Alderman with Law Enforcement skills
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 the First Baptist Church. This facility will be used if our primary EOC becomes unusable.

### C. Line of Succession

1. The line of succession for the Mayor is:
  - a. Mayor Pro Tem
  - b. Longest serving Alderman (if 2 or more, designated by rest of Board)
  - c. 2<sup>nd</sup> Longest serving Alderman
2. 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 Mayor 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 indicted 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, cull 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 sited 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.

<b>IX. ADMINISTRATION AND SUPPORT</b>
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**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.

2. The agreements and contracts pertinent to emergency management that we are a party to 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 EOC when an on-going emergency incident appears likely to worsen and we 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  
Our city is 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. 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 Alderman Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

#### **E. Post-Incident and Exercise Review**

The Mayor is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from **all** appropriate participants. Where deficiencies are identified, 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 Mayor is responsible for approving and promulgating this plan.

#### **B. Distribution of Planning Documents**

1. The Mayor shall determine the distribution of this plan and its annexes.
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 annually in January by local officials. The Mayor will establish a schedule for annual 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 an Alderman designated for the task. 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 Mayor 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. Incident Command System Summary

<b>ATTACHMENT 1</b> <b>DISTRIBUTION LIST</b>
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<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
EOC Reference Library	2	All
Mayor	1	All
Mayor Pro Tem	1	All
Each Alderman	1	All
EMC	1	All
Village Secretary	1	All
Justice of the Peace	1	All
Police Chief	1	All
County Sheriff	1	All
Fire Chief	2	All
Health Officer	1	
Finance Director/Tax Assessor	1	
Public Utilities Director	1	
Human Resources Director	1	
City Attorney	1	
Municipal Judge	1	
Medical Examiner	1	
RACES Officer	1	
Radiological Officer	1	
Scott & White Hospital	1	
Salado ISD Transportation Director	1	
Salado Independent School District Superintendent	1	
Bell County Local Emergency Planning Committee	1	
American Red Cross	1	
The Salvation Army	1	

## ATTACHMENT 2 REFERENCES

1. Texas Department of Public Safety, Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, 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*

**ATTACHMENT 3  
ORGANIZATION FOR EMERGENCY MANAGEMENT**

**See the sample organization charts  
in the Planning Notes for  
the Basic Plan**

**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

	W a r n i n g  I O N S	C o m m u n i c a t i o n s	S h e l t e r & M a s s C a r e	R a d i o l o g i c a l P r o t e c t i o n	E v a c u a t i o n	F i r e f i g h t i n g	L a w E n f o r c e m e n t	H e a l t h & M e d i c a l	E m e r g e n c y P u b l i c I n f o r m a t i o n	R e c o v e r y	P u b l i c W o r k s & E n g i n e e r i n g	U t i l i t i e s	R e s o u r c e M a n a g e m e n t	D i r e c t i o n & C o n t r o l	H u m a n S e r v i c e s	H a z a r d M i t i g a t i o n	H a z a r d & O i l S p i l l R e s p o n s e	S e a r c h & R e s c u e	T r a n s p o r t a t i o n	D o n a t i o n s M a n a g e m e n t	L e g a l	T e r r o r i s t I n c i d e n t R e s p o n s e	
Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	
Mayor Pro Tem									P	S			S							S			
EMC	S	C	C	C	S	C	C	C	C	C	C	C	C	S	C	C	S	C	C	C	S	C	C
Law Enforcement	P	P	S	S	P	S	P							S	S	S		S	S		S		P
Fire Service	S	S	S	P	S	P								S	S		S	P	S		S		S
Public Works		S	S	S	S		S			S	P	S	S	S		P	S	S					S
Utilities		S								S		P	S	S		S	S			S		S	
Health & Medical Services			S	S	S			P						S	S	S		S	S	S	S		S
Human Services			S		S									S		P	S				S		S
Community Services			P	S	S									S	S	S					P		S
Human Resources														P							S		
Tax Assessor/Finance Dir.										P				S			S				S		
Transportation/ISD			S		S									S		S		S		P			S
Attorney's Office					S									S			S				S	P	S
Search & Rescue					S										S				P				S

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

**ATTACHMENT 5  
ANNEX ASSIGNMENTS**

<b>ANNEX</b>	<b>ASSIGNED TO:</b>
Annex A: Warning	Police Chief
Annex B: Communications	Police Chief
Annex C: Shelter & Mass Care	Alderman
Annex D: Radiological Protection	Fire Chief/Fire Marshal
Annex E: Evacuation	Police Chief
Annex F: Firefighting	Fire Chief
Annex G: Law Enforcement	Police Chief
Annex H: Health and Medical Services	Alderman
Annex I: Emergency Public Information	Mayor
Annex J: Recovery	Alderman
Annex K: Public Works & Engineering	Alderman
Annex L: Utilities	Alderman
Annex M: Resource Management	Alderman
Annex N: Direction & Control	Alderman
Annex O: Human Services	Alderman
Annex P: Hazard Mitigation	Police Chief
Annex Q: Hazardous Materials/Oil Spill Response	Police Chief/Fire Chief
Annex R: Search & Rescue	Police Chief/Fire Chief
Annex S: Transportation	Alderman
Annex T: Donations Management	Alderman
Annex U: Legal	Alderman/City Attorney
Annex V: Terrorist Incident Response	Police Chief

POLICE CHIEF HAS THE RESPONSIBILITY OF MAINTAINING AND UPDATING THE FOLLOWING ANNEXES:  
A,B,E,G,P,Q,R,V.

THE FIRE CHIEF HAS THE RESPONSIBILITY OF MAINTAINING AND UPDATING THE FOLLOWING ANNEXES:  
D,Q,R.

THE BOARD OF ALDERMEN HAVE THE RESPONSIBILITY OF MAINTAINING AND UPDATING THE  
FOLLOWING ANNEXES: C,H,J,K,L,M,N,O,S,T,U.

THE CITY ATTORNEY HAS THE RESPONSIBILITY OF MAINTAINING AND UPDATING ANNEX U.

ALL ANNEXES WILL BE REVIEWED ANNUALLY.

**ATTACHMENT 6**  
**SUMMARY OF AGREEMENTS & CONTRACTS**

**Agreements**

*Description: Fire Prevention Services*  
*Summary of Provisions: See attached*  
*Officials Authorized to Implement: Fire Chief, Police Chief, Mayor*  
*Costs: \$25,000.00/annually*  
*Copies Held By:*

*Description:*  
*Summary of Provisions:*  
*Officials Authorized to Implement:*  
*Costs:*  
*Copies Held By:*

*Description:*  
*Summary of Provisions:*  
*Officials Authorized to Implement:*  
*Costs:*  
*Copies Held By:*

**Contracts**

*Description:*  
*Summary of Provisions:*  
*Officials Authorized to Implement:*  
*Costs:*  
*Copies Held By:*

*Description:*  
*Summary of Provisions:*  
*Officials Authorized to Implement:*  
*Costs:*  
*Copies Held By:*

## ATTACHMENT 7 INCIDENT COMMAND SYSTEM SUMMARY

### A. BACKGROUND

ICS is a management system that 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.

### B. 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:

1. Standard Management Functions.
  - a. Command: Sets objectives and priorities and has overall responsibility at the incident or event.
  - b. Operations: Conducts tactical operations, develops the tactical objectives, and organizes and directs all resources.
  - c. Planning: Develops the action plan to accomplish the objectives, collects and evaluates information, and maintains the resource status.
  - d. Logistics: Provides support to meet incident needs, provides resources and all other services needed to support
  - e. Finance/Administration: Monitors costs, provides accounting, procurement, time recording, and cost analysis.
2. The individual designated as the Incident Commander has responsibility for all functions. In a limited incident, the Incident Commander and one or two individuals may perform all functions. In a larger emergency situation, each function may be assigned to a separate individual.
3. Management By Objectives. At each incident, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the incident, and provide operational guidance – select tactics appropriate to the strategy and direct available resources.
4. Unity and Chain of Command. Unity of command means that even though an incident command operation is a temporary organization, every individual should be assigned a designated supervisor. Chain of command means that there is an orderly line of authority within the organization.
5. Organizational Flexibility. Within the basic ICS structure (depicted in Attachment 3), the organization should at any given time include only what is required to meet planned objectives. The size of the organization is determined through the incident action planning process. Each element of the organization should have someone in charge; in some cases, a single individual may be in charge of more than one unit. Resources are activated as needed and resources that are no longer needed are demobilized.
6. Common Terminology. In ICS, common terminology is used for organizational elements, position titles, resources, and facilities. This facilitates communication among personnel from different emergency services, agencies, and jurisdictions.
7. Limited Span of Control. Span of control is the number of individuals one supervisor can realistically manage. Maintaining an effective span of control

is particularly important where safety is paramount. If a supervisor is supervising fewer than 3 subordinates or more than 7, the existing organization structure should be reviewed.

8. Personnel Accountability. Continuous personnel accountability is achieved by using a resource unit to track personnel and equipment, check-in/check out procedures, ensuring each person has a single supervisor, preparing assignment lists, and maintaining logs of activities.
9. 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. An Incident Briefing Form may be used on smaller incidents. 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.
10. 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.
11. Resource Management. Resources may be managed as single resources or organized in task forces or strike teams. The status of resources is tracked in three categories: assigned, available, and out of service.

### **C. UNIFIED COMMAND**

1. 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 to respond to certain types of incidents.
2. 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.

## APPENDIX 1, AUTHORITY, FEDERAL, STATE & LOCAL

### A. Federal

2. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
3. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
4. Emergency Management and Assistance, 44 CFR
5. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
6. Federal Response Plan
7. Federal Radiological Emergency Response Plan

### B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 433 (State of Emergency)
3. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
4. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
5. Executive Order of the Governor Relating to Emergency Management
6. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
7. State of Texas Emergency Management Plan

### C. Local

1. City Ordinance # \_\_\_\_\_, dated \_\_\_\_\_.
2. Commissioner's Court Order # \_\_\_\_\_, dated \_\_\_\_\_.

## APPENDIX 2, EXPLANATION OF TERMS, ACRONYMS & DEFINITIONS)

### B. Acronyms

ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
EOC	Emergency Operations or Operating Center
EPI	Emergency Public information
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
Hazmat	Hazardous Material
ICP	Incident Command Post
ICS	Incident Command System
OSHA	Occupational Health & Safety Administration
SOPs	Standard Operating Procedures
TSA	The Salvation Army

### C. Definitions

1. 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.
2. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant) and representatives of the state agencies and volunteer groups represented on the State Emergency

Management Council with resources in the district. 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.

3. Emergency Operations or Operating Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
4. Emergency Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
5. Emergency Situation. As used in this plan, this term is intended to describe a *range* of situations, from an incident to a major 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.
  - d. Emergency. An emergency is a situation 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.
  - e. 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.
6. 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.
7. 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.
8. 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 a mutual aid agreement.
9. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.