Parmer County

To include the Cities of:
Bovina, Farwell, and Friona

Emergency Operations Plan

October 2023

Emergency Management Directors

City of Bovina – Mayor Frank Gonzalez
City of Farwell – Mayor Stephen Schilling
City of Friona – Mayor Greg Lewellen

Parmer County – Judge Isabel Carrasco

Emergency Management Coordinators

Sheriff Eric Geske – EMC
Chief Deputy Mario Viduarri – Asst. EMC

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Approval and Implementation

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

_____	_____
Parmer County Judge	Date
_____	_____
City of Bovina Mayor	Date
_____	_____
City of Farwell Mayor	Date
_____	_____
City of Friona Mayor	Date
_____	_____
Emergency Management Coordinator	Date

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Record of Changes/Reviews

Change #	Date of Change/Review	Description	Changed/Reviewed By

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EOP Overview

Primary Objectives and Purpose

The primary objective of our emergency management program is to protect public health and safety and preserve public and private property.

In accordance with Chapter 418 of the *Texas Government Code* and Title 37, Part 1, Chapter 7 of the *Texas Administrative Code,* Texas jurisdictions must develop emergency operations plans. This plan outlines the jurisdiction's approach to emergency operations and provides general guidance for emergency management activities, including methods of mitigation, preparedness, response, and recovery.

This document complies with Homeland Security Presidential Directive 5 (HSPD-5) *Management of Domestic Incidents* and Presidential Policy Directive 8 (PPD-8) *National Preparedness* and considers the needs of the whole of community. Both the state and this jurisdiction operate within the principles of the National Incident Management System (NIMS) in support of the National Response Framework (NRF).

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 to include the whole of community.

The plan must be updated every five years, and they must be revised in the interim if significant changes in the operational plans are implemented by the jurisdiction. Our jurisdictions will review the plan annually and document this review on the Update/Review log.

Local Authority

In Texas, in accordance with Chapter 418 of the Texas Government Code and Title 37, Part 1, Chapter 7 of the Texas Administrative Code, the Emergency Management Director (EMD) bears the responsibility for maintaining an emergency management program within their respective jurisdiction. In most jurisdictions, these officials appoint an emergency management coordinator (EMC) to administer the program. The EMD may declare a local disaster without the consent of the city councils or county commissioners, respectively, when conditions exist or when there is an immediate threat. However, the declaration may last no longer than seven days unless continued by the City Council or County Commissioners.

Situations and Assumptions

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.

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 emergency services. Both the state and federal governments offer programs that provide some assistance with portions of these responsibilities.

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 instruction prior to and during emergency situations.

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.

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.

Hazard Analysis

Our county is 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 below.

Hazard Type	Likelihood of Occurrence*	Estimated Impact on Public Health/Safety	Estimated Impact on Property
	Unlikely Occasional Likely Highly Likely	Limited Moderate Major	Limited Moderate Major
Natural			
Drought	Likely	Limited	Moderate
Flash Flooding	Unlikely	Limited	Limited
Flooding (river or tidal)	Unlikely	Limited	Limited
Tornado	Highly Likely	Major	Major
Wildfire	Highly Likely	Moderate	Moderate
Winter Storm	Highly Likely	Major	Limited
Technological			
Energy/Fuel Shortage	Occasional	Limited	Limited
Hazmat/Oil Spill (fixed site)	Occasional	Moderate	Limited
Hazmat/Oil Spill (transport)	Likely	Major	Moderate
Major Structural Fire	Occasional	Moderate	Limited
Water System Failure	Occasional	Moderate	Limited
Security			
Civil Disorder	Unlikely	Limited	Limited
Cyber Security	Unlikely	Limited	Limited
Terrorism	Unlikely	Limited	Limited

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

Preparedness Section

The following section contains information to assist the local jurisdiction in writing response actions for an all-hazards plan. It is important to understand the demographics of the jurisdiction and hazards that impact it. In addition, it is critical that jurisdictions understand the requirements to request outside assistance, including financial, during the disaster and throughout recovery. This all-hazard plan will provide jurisdictions with an understanding of the over-arching functions for any disaster. A strong emergency management program consistent with NIMS requirements will enable all functions/disciplines to work seamlessly together no matter what the incident.

Emergency Management Program

The objectives of our emergency management program are to protect public health and safety and preserve public and private property. The emergency management program was formally adopted in Parmer County on 3/28/1994 through Commissioner's Court Order. In addition, the cities approved the adoption through their respective councils: City of Bovina on 10/7/1993 through city ordinance, City of Farwell on 2/25/1974 through city ordinance, and City of Friona on 11/7/1994 through city ordinance. A Joint Resolution between all jurisdictions was signed on 3/22/2004.

It is impossible for the 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 instruction prior to and during emergency situations.

National Incident Management System (NIMS)

Parmer County adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD) on 8/30/2005 by court order. Our adoption of NIMS provides 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 non-governmental organizations.

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, and minimize the damage and recovery time from attacks, major disasters, and other emergencies that occur.

NIMS Components

Command and Management – The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as community 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.

- Incident Command System (ICS)
  - The Incident Commander (IC) 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 IC and one or two individuals may perform all of these functions. For larger incidents, individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
  - An IC 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.

- 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 strategies to deal with the emergency.
- Features of Incident Command System ICS – ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:
  - Common Terminology – ICS requires the use of common terminology, such as the use of standard titles for facilities and positions to ensure efficient and clear communications.
  - 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.
  - Manageable Span of Control – Span of control should ideally vary from three to seven personnel. Anything less or more requires expansion or consolidation of the organization.
  - Organizational Facilities – Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions working there.
  - Use of Position Titles – All ICS positions have distinct titles.
  - 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.
  - 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.
  - Accountability – ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

- **Unified Command**
  - 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.
  - The major difference 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.
- **Area Command**
  - 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.
  - 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.

- Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multi-agency 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.
- 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 dissemination, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System* Plan, dated March 2004.

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 categorized as preparedness activities.

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.

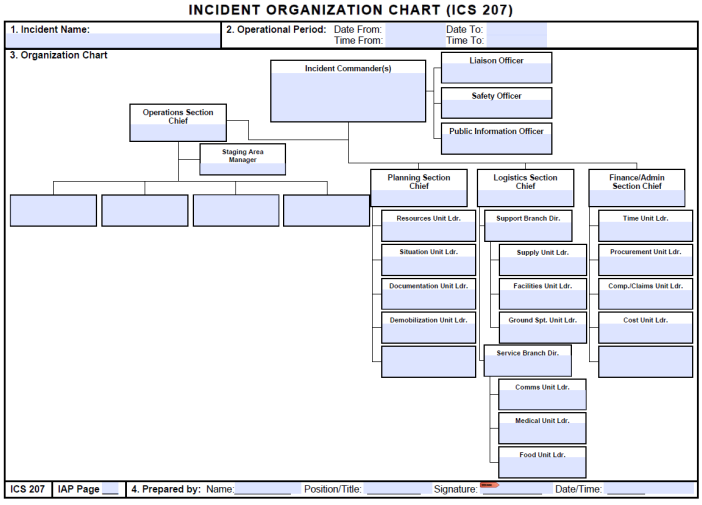
Communications and Information Management – Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.

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.

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.

Incident Command System (ICS)

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. An ICS Organization Chart (ICS 207) is provided below.



NIMS Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill. The following table establishes the minimum training by Position.

Parmer County NIMS Minimum Requirements	IS 100	IS 200	IS 300	IS 400	IS 700	IS 800
Entry level responders	X	X			X	
First Line Supervisors/Mid-Managers	X	X	X	X	X	X
EM Personnel, Command, General Staff	X	X	X	X	X	X
Elected Officials	X	X	X		X	X

IC/EOC Interface

For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to divide responsibilities between incident command and the EOC. A general division of responsibilities is outlined in the IC/EOC Interface section in ESF 5.

Multi-Agency Coordination Center (MACC)

The MACC is run by the Regional Services Department of the Panhandle Regional Planning Commission. The MACC's sole purpose is to assist local jurisdictions and the DDC to obtain resources once local resources have been exhausted. MACC activation can occur upon the request of one of the following:

1) Disaster District Committee (DDC) Activation
2) Emergency Management Director (County Judge or Mayor)
3) PREMAC Member

Requests can be sent to the MACC via: telephone, email, text or fax. Upon request from the DDC, the MACC can also assist in the resource search within the region.

State, Federal and Other Assistance

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. The Cities of Bovina, Farwell, and Friona will first request assistance from Parmer County before requesting state assistance.

Requests for state assistance should be made to the DDC Chairperson. These requests are made through the State STAR form which can be found on WebEOC. A request for state assistance must be made by the EMD and may be made by telephone, fax, or email. 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 from the Governor.

Administration and Support

Agreements and Contracts

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 established 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.

Reports

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 ESF 10 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.

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 ESF 5, Emergency Management/EOC Operations for the format and instructions for this report.

Situation Report – A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See ESF 5, Emergency Management/EOC Operations, for the format of and instructions for this report.

Other Reports – Several other reports covering specific functions are described in the ESF Sections

Records

Our jurisdictions 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.

- **Activity Logs –** The Incident Command Post (ICP) and the EOC shall maintain accurate logs recording key response activities, including:
  - Activation or deactivation of emergency facilities
  - Emergency notifications to other local governments and to state and federal agencies
  - Significant changes in the emergency situation
  - Major commitments of resources
  - Requests for additional resources from external sources
  - Issuance of protective action recommendations to the public
  - Evacuations
  - Casualties
  - Containment or termination of the incident
- **Incident Costs –** All departments 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 for preparing future department or agency budgets.
- **Emergency or Disaster Costs –** For major incidents, all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations to include:
  - Personnel costs, especially overtime costs
  - Equipment operation costs
  - Costs for leased or rented equipment
  - Costs for contract services to support emergency operations
  - 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 federal government.

- Preservation of Records
  - In order to continue general 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 sections of this plan will include protection of vital records in their SOPs.
  - If records are damaged during an emergency situation, each agency will seek professional assistance to preserve and restore them.

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

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 County and/or City Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

Post-Incident and Exercise Review
The EMC is responsible for organizing and conducting a critique following the conclusion of a significant emergency event, incident, or exercise. 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, an individual, department, or agency will be assigned responsibility for correcting the deficiency, and a due date shall be established for that action.

Plan Development and Maintenance
The EMDs and EMC are responsible for approving and promoting this plan as well as maintaining and updating this plan as needed, seeking specific guidance from the following stakeholders.

Title	Section/s	Titles	Section/s
Judge/Commissioners Mayor/Councils	Preface, Preparedness, Legal Authority, ESF 14	Public Works Director	ESF 3, 7, 10, 12
City Administration	Preparedness, ESF 7, 14	County Extension Agent	ESF 11
County/City Attorney	Legal Authority	Health Liaison	ESF 8
Sheriff/Police Chief	ESF 1, 2, 5, 9, 13	ISD Transportation Director	ESF 1
Fire Chief	ESF 1, 2, 4, 5, 9, 10, 15	Judge's Asst. / City Sec.	ESF 6

Review and Update
This plan and the hazard analysis shall be reviewed annually by local officials. The EMC will establish a schedule for annual review of planning documents by those tasked in them. 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.

The plan must be revised and updated by a formal change at least **every five years** (plan will be resubmitted to TDEM with new authority signatures at this time). Parmer County will review the plans annually to determine if updates need to be added. These updates will be noted in the Record of Change on page v. The EMC is responsible for organizing reviews and updating this plan. Revised or updated planning documents will be uploaded and all essential personnel will be notified when the documents have been changed and are available.

Distribution of Planning Documents
The EMC shall determine the distribution of this plan. In general, copies of the plan 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. All agencies and individuals that are party to this plan (essential personnel) will be provided access to this online library to print or download the plans to their own computers.

Distribution List

Title/Department		Title/Department
County Judge		Mayors
County Sheriff		City Councilmembers
County Treasurer		City Managers/Secretaries
County Appraiser		City Attorneys
County Attorney		Public Works
County Clerk		Police Chief
County Commissioners		Fire Chiefs
ISDs		EMS Directors

Direction and Control

The EMCD 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.

The EMC/City Administration 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. The EMC or appointee will manage the EOC.

The IC, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.

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 IC. Each department and agency are responsible for having their own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.

Establishing a Declaration

Depending on the severity of the incident, the EMD 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 major disaster declaration for the local area. The NRF describes the functions of the responding federal agencies for various response and recovery functions.

Line of Succession

The line of succession for the County Judge is:
1. County Commissioners (Based on seniority)

The line of succession for the EMC is:
1. Assistant EMC
2. Fire Chiefs (per jurisdiction)

The line of succession for the Mayor is:
1. City Manager
2. City Councilmembers (Based on seniority)

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.

Assignment of Responsibility

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 for that function.

	Assignment of Responsibility
EMD County Judge/Mayor	• Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program. • Monitor the emergency response during disaster situations and provide direction where appropriate. • With the assistance of the PIO, keep the public informed during emergency situations. • With the assistance of legal staff, declare a local state of disaster, request the Governor declare a state of emergency, and/or invoke the emergency powers of government when necessary. • Request assistance from other local governments or the State when necessary. • Direct activation of the EOC. • Keep other EMDs, City Administration, and governing bodies apprised of the preparedness status and emergency management needs. • Coordinate local planning and preparedness activities and the maintenance of this plan. • Prepare and maintain a resource inventory. • Arrange appropriate training for local emergency management personnel and emergency responders. • Coordinate periodic emergency exercises to test the plan and training. • Manage the EOC, develop procedures for its operation, and conduct training for staff. Activate the EOC when needed. • Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel. • Coordinate with organized volunteer groups and businesses regarding emergency operations.
Judge Assistant, City Manager	• Implement the policies and decisions of the governing body relating to emergency management. • Organize the emergency management program and identify personnel, equipment, and facility needs. • Assign emergency management program tasks to departments and agencies. • Ensure that departments and agencies participate in emergency planning, training, and exercise activities. • Coordinate the operational response of local emergency services.
Legal Authority	The primary responsibility for this function is assigned to the County/City Attorney • Advise local officials on emergency powers of local government and procedures for invoking those measures. • Review and advise local officials on possible legal issues arising from disaster operations. • Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency. • Advise local officials and department heads on record-keeping requirements for the exercising of emergency powers.
Hazard Mitigation	The primary responsibility for this function is assigned to the Hazard Mitigation Coordinator • Maintain the local hazard analysis. • Identify beneficial hazard mitigation projects, seek approval from local officials to implement such projects. • Determine appropriate actions to mitigate the emergency situation and coordinate implementation of those actions. • Coordinate and carry out the hazard mitigation grant program.
Emergency Services	The IC will: • Manage emergency response resources and operations at the ICP to resolve the emergency situation. • Determine and implement required protective actions for personnel and the public at an incident site. All emergency services and support services will: • Provide personnel, equipment, and supplies to support emergency operations upon request. • Develop and maintain SOPs for emergency tasks. • Provide trained personnel to staff the ICP and EOC and conduct emergency operations. • Provide current information on emergency resources for inclusion in the Resource List. • Report information regarding emergency situations, damage to facilities and equipment to the IC or the EOC.

ESF 1 Transportation	The primary responsibility for this function is assigned to the ISD Superintendent and Law Enforcement
	• Emergency tasks to be performed for Transportation include:
	  ○ Identify local public and private transportation resources and coordinates their use in emergencies.
	  ○ Coordinate deployment of transportation equipment to support emergency operations.
	  ○ Establish and maintain a reserve pool of drivers, maintenance personnel, parts, and tools.
	  ○ Maintain records on the use of transportation equipment and personnel for purpose of possible reimbursement.
	• Emergency tasks to be performed for Evacuation (Support Annex) include:
	  ○ Identify areas where populations are more at risk.
	  ○ Perform evacuation planning for known risk areas to include routes and determination of traffic control requirements.
	  ○ Develop simplified planning procedures for ad hoc evacuations.
	  ○ Perform evacuation planning for individuals with functional and access needs and institutional facilities (schools, nursing homes, and other institutions).

ESF 2 Comms.	Primary responsibility for this function is assigned to the Law Enforcement • Identify the communications systems available within the local area, determine the connectivity of those systems, and ensure their interoperability. • Develop plans and procedures for coordinated use of communications systems available during emergencies. • Determine/implement means of augmenting communications during emergencies, including support by volunteer organizations.

ESF 3 Public Works and Engineering	Primary responsibility for this function is assigned to the Public Works Director • Protect government facilities and vital equipment where possible. • Assess damage to streets, bridges, traffic control devices, and other public facilities. • Direct temporary repair of vital facilities, roads, bridges, water, water/wastewater treatment facilities, and disposal systems. • Arrange for debris removal. • General damage assessment support. • Building inspection support. • Provide specialized equipment to support emergency operations. • Support traffic control and search and rescue operations.
ESF 4 Firefighting	Primary responsibility for this function is assigned to the Fire Chiefs • Fire prevention activities and fire detection and control. • Hazardous material and oil spill response. • Terrorist incident response. • Evacuation support. • Post-incident reconnaissance and damage assessment. • Fire safety inspection of temporary shelters. • Prepare and maintain fire resource inventory.
ESF 5 Emergency Management	Primary responsibility for this function is assigned to the EMC • Direct and control our local operating forces. • Maintain coordination with neighboring jurisdictions and the DDC in Amarillo. • Maintain the EOC or be able to convert the designated facility space into an operable EOC rapidly. • Assign representatives, by title, to report to the EOC and develop procedures for crisis training. • Develop and identify the duties of staff, use of displays and message forms, and procedures for EOC activation. • Coordinate the evacuation of areas at risk.
ESF 6 Mass Care, Emergency Assistance, Housing and Human	Primary responsibility for this function is assigned to the Human Services Officer • Identify emergency feeding sites and food supplies. • Identify sources of clothing and basic toiletries for disaster survivors. • Coordinate the operation of shelter facilities. • Coordinate special care requirements for disaster victims such as, functional and access needs individuals. • Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster. Primary responsibility for this function is assigned to Shelter Officer • Perform emergency shelter and mass care planning. • Coordinate and conduct shelter/mass care operations with other departments, relief agencies, and volunteer groups.
ESF 7 Logistics Management and Resource Support	Primary responsibility for this function is assigned to the County Treasurer/City Secretaries • Maintain an inventory of emergency resources. • During emergency operations, locates supplies, equipment, and personnel to meet specific needs. • Maintain a list of suppliers for supplies and equipment needed immediately after an emergency. • Establish emergency purchasing procedures and coordinate emergency procurements. • Maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies as neededc. • Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations. • Establish staging areas for resources, if required. • Identify to the Donations Management Coordinator the goods, services, and personnel that are needed during an incident. • Maintain records of emergency-related expenditures for purchases and personnel. The primary responsibility for this function is assigned to the Donations Management Coordinator • Compile resource requirements identified by the Resource Management staff. • Solicit donations to meet known needs. • 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. • In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.
ESF 8 Public Health and Medical	Primary responsibility for this function is assigned to the DSHS and Health and Medical Liaison • Coordinate health and medical care and EMS support during emergency situations. • Public health information and education. • Inspection of food and water supplies. • Develop emergency public health regulations and orders. • Coordinate collection, identification, and interment of deceased victims in coordination with the Justice of the Peace.
ESF 9 SAR	The primary responsibility for this function is assigned to the Fire Chief • Coordinate and conduct search and rescue activities. • Identify requirements for specialized resources to support rescue operations. • Coordinate external technical assistance and equipment support for search and rescue operations.

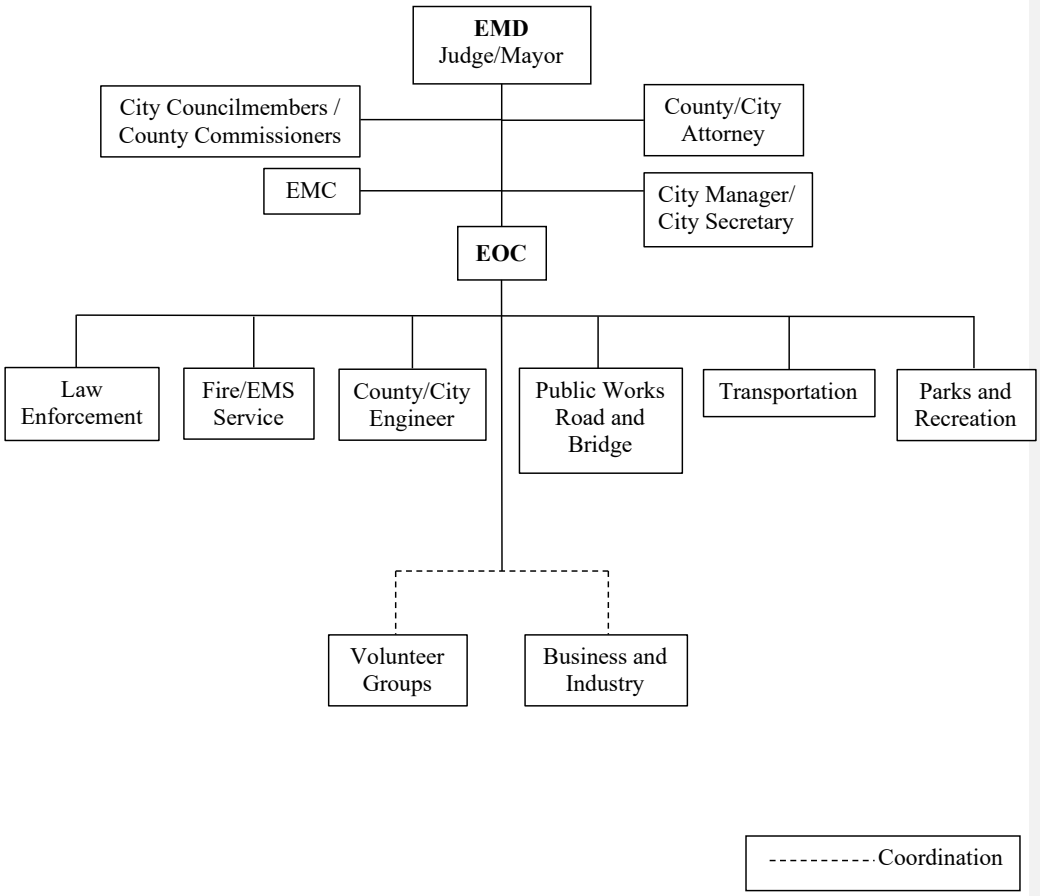
ESF 10 Oil and Hazardous Materials Response	The primary responsibility for this function is assigned to the Fire Chief • In accordance with OSHA regulations, establish ICS to manage the response to hazmat incidents. • Maintain inventory of radiological equipment. • Ensure response forces include personnel with current training in radiological monitoring and decontamination. • Establish the hazmat incident functional areas (e.g., Hot Zone, Cool Zone, Cold Zone, etc.) • Determine and implement requirements for personal protective equipment (PPE) for emergency responders. • Initiate appropriate actions to control and eliminate the hazard in accordance with hazmat response guidance and SOPs. • Respond to radiological incidents and terrorist incidents involving radiological materials. • Make notification concerning radiological incidents to state and federal authorities. • Determine areas at risk and which public protective actions, if any, should be implemented. • Determine when affected areas may be safely reentered.
ESF 11	Primary responsibility for this function is assigned to the EMC, with guidance from the County Extension Agent
ESF 12 Energy	Primary responsibility for this function is assigned to the Utilities Director • Prioritize restoration of utility service to vital facilities and other facilities. • Arrange for the provision of emergency power sources where required. • Identify requirements for emergency drinking water and portable toilets to the dept or agency responsible for mass care. • Assess damage to, repair, and restore public utilities. • Monitor recovery activities of privately-owned utilities.
ESF 13 Public Safety and Security	Primary responsibility for this function is assigned to Law Enforcement • Maintenance of law and order. • Traffic control. • Coordinate and carry out defensive anti-terrorist activities. • Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities. • Carry out terrorism consequence operations conducted after a terrorist incident. • Ensure required notification of terrorist incidents is made to state and federal authorities. • Provision of security for vital facilities, evacuated areas, and shelters. • Access control for damaged or contaminated areas. • Post-incident reconnaissance and damage assessment. • Prepare and maintain law enforcement resource inventory.
ESF 14 Long-Term Community Recovery	Primary responsibility for this function is assigned to the Judge/Mayor/County Appraiser/City Administration/City CFO • 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 • Assess and compile information on damage to public and private property and needs of disaster survivors and formulate and carry out programs to fill those needs. • If damages are beyond our capability to deal with, compile information for use by elected officials in requesting state or federal disaster assistance. • 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.
ESF 15 External Affairs	Primary responsibility for this function is assigned to the Sheriff and EMC o Receive information on emergency situations. o Alert key local officials of emergency situations. o Disseminate warning information and instructions to the public through available warning systems o Disseminate warning and instructions to institutional facilities such as schools and nursing homes.
Volunteer Groups	**The 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. **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. It also provides referrals to government and private agencies for special services. **Texas Baptist Men** provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units, and assist with clean-up activities, temporary repairs, counseling, and bilingual services. **RACES** The Radio Amateur Civil Emergency Service (RACES) provides amateur radio support for emergency operations, including communications support in the EOC.

Readiness Levels

Readiness Levels will be determined by the EMC. General actions to be taken at each readiness level are maintained in each ESF Section of this plan; more specific actions will be detailed in department or agency SOPs.

Readiness Levels	
Level 4	**Normal Conditions** • 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 mutual aid agreements. • The normal operations of government are not affected.
Level 3	**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: • Tornado Watch indicates favorable conditions for tornado development. Readiness actions may include increased situation monitoring and placing select staff on alert. • Flash Flood Watch indicates flash flooding is possible due to current or developing hydrologic conditions. Readiness actions may include increased situation-monitoring and deploying warning signs at known trouble areas. • 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, or initiating burn bans. • Mass Gathering For mass gatherings, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
Level 2	**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: • Tornado Warning Issued when a tornado is indicated by radar or sighted by spotters. Readiness actions may include activating the EOC, continuous situation monitoring, and taking shelter. • Flash Flood Warning indicates that flash flooding is in progress, imminent, or highly likely. Readiness actions may include evacuating low-lying areas, opening shelters to evacuees, and situation monitoring. • Winter Storm Warning Issued when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, activating the EOC, and continuous situation-monitoring. • Mass Gathering Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting EMS and fire departments on alert and continuous situation-monitoring.
Level 1	**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. • Tornado Warning Issued when a tornado is indicated by radar or sighted by spotters. Readiness actions may include activating the EOC, continuous situation-monitoring, and taking shelter. • Flash Flood Warning indicates that flash flooding is in progress, imminent, or highly likely. Readiness actions may include evacuating low-lying areas, open shelters to evacuees, and situation monitoring. • Mass Gathering Civil disorder is erupting 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.

Organization for Emergency Management



Critical Contacts and Facilities

Local Leadership and Department Heads

Essential Positions	ESF Responsibility	Phone #/Email
Specific Information Will Be Maintained in EOC		
Parmer County		
EMD	Preparedness, Legal Authority, ESF 5, 6, 11, 14, 15, PIO	
Sheriff	ESF 1, ESF 2, ESF 5, ESF 9, ESF 13	
County Appraiser	ESF 7	
Justice of the Peace	ESF 8	
Attorney	Legal Authority	
Extension Agent	ESF 11	
Road and Bridge	ESF 3	
EMS Director	ESF 8	
City Administration	Preparedness, ESF 7, ESF 14	
City Secretary	ESF 7, ESF 14	
Police Chief	ESF 1, ESF 2, ESF 5, ESF 9, ESF 13	
Fire Chief	ESF 1, ESF 2, ESF 4, ESF 5, ESF 9, ESF 10, ESF 15	
Public Works	ESF 3, ESF 7, ESF 10, ESF 12	

EOC Liaisons by Function

EOC Liaisons by Function				
Essential Positions	**Title**	**Name**	**Phone #**	**Email**
Information maintained at EOC				
Animal Issues Coord.	Extension Agent			
Medical Liaison	Health Authority			
Shelter Operations Coord.	To be assigned			
Human Services Coord	To be assigned			
Donations Mgmt. Coord	To be assigned			
Hazmat Coordinator	Fire Chief			
DA Coordinator	To be assigned			
IA Officer	To be assigned			
PA Officer	To be assigned			
Recovery Coordinator	City Administration			
Shelter Manager	To be assigned			
Staging Coordinator	To be assigned			
Transportation Coord.	ISD Superintendent			
Hazard Mitigation Coord.	EMC			

Critical Facilities

Parmer County Critical Facilities	Local Warning Point	Dispatch	EOC	Responder Shelter	Shelter/Respite	Food Preparation	POD Point of Dispensing	Volunteer Center	Disaster Assistance	Donations Receiving	Donations Distributions	Disaster First Aid	Family Asst. Center	Temp Morgue*
Courthouse														
Sheriff's Office	X	X	X											
Police Departments														
City Halls														
EMS Barns												X		
Fire Departments			X											
Community Buildings				X	X			X	X	X	X		X	
Bovina ISD					X	X	X			X	X			
Farwell ISD					X	X	X			X	X			
Friona ISD					X	X	X			X	X			
Lazbuddie ISD					X	X	X							
County Barn					X	X								

**The temporary morgue will be set up in coordination with local businesses at the County Extension Office in Bovina.*

Critical Support for Existing Systems

Critical Support for Existing Systems			
Service	**Business/Agency**	**Name**	**Contact Information**
PSAP – 9-11	PRPC	John Schaumburg	
PANCOM	PRPC	Shane Brown	
WENS/PARIS	PRPC	Delaney Pruett	
Critical Volunteer Organizations in the Region			
Service	**Business/Agency**	**Name**	**Contact Information**
Shelter, Food	American Red Cross	Betsy Cornette	806-376-6309
Muck Out Crews	Texas Baptist Men	Janell Menahem	Maintained in EOC
Various	Texas Panhandle VOAD	Janell Menahem	Maintained in EOC

Response Section – Emergency Support Functions

This section contains the actions a jurisdiction would take for an all-hazards incident. Most importantly knowing who your critical personnel are and what/where your critical resources and facilities are located.

In keeping with the Emergency Support Function structure utilized by FEMA, this section will address each of the 15 ESF's. The ESFs provide a structure for coordinating interagency support for a response to an incident. They are mechanisms for grouping functions most frequently used to provide support, both for declared disasters and emergencies under the Stafford Act. The focus areas of ESF include the following along with keywords

ESF	Description	Responsible Party
ESF 1	**Transportation** *Monitor transportation system damage and response*	ISD Superintendent
ESF 2	**Communications** *Restoration of communications*	Law Enforcement
ESF 3	**Public Works and Engineering** *Emergency repair for public infrastructure and critical facilities, debris management*	Public Works
ESF 4	**Firefighting** *Detection and suppression of wildland, rural and urban fires*	Fire Chief
ESF 5	**Emergency Management** *Alerts and notification, logistic management, incident action planning, coordination of operations/direction and control, disaster summary outline, damage assessment*	EMC
ESF 6	**Mass Care, Emergency Assistance, Housing and Human Services** *Sheltering, mass care, individual emergency assistance, housing, pets*	Shelter Officer Human Services Officer
ESF 7	**Logistics Management and Resource Support** *Providing supplies and support resources including donations management*	City Secretary/ County Treasurer Donations Management Coord.
ESF 8	**Public Health and Medical Services** *Mass casualty, mass fatality, family assistance center*	Health and Medical Liaison DSHS
ESF 9	**Search and Rescue** *Monitoring and locating distressed individuals, providing extrication or evacuation*	Fire Chief
ESF 10	**Oil and Hazardous Materials Response** *Prevent, minimize, or mitigate a released, stabilize a hazmat or radiological release*	Fire Chief
ESF 11	**Agriculture and Natural Resources** *Respond to animal issues, safety and security of commercial food supply*	EMC
ESF 12	**Energy and Utilities** *Collects and shares information on energy system damage.*	Private, City Public Works
ESF 13	**Public Safety and Security** *Security planning, law enforcement, access control, site security*	Law Enforcement
ESF 14	**Long-Term Community Recovery** *Identifies and facilitates sources of recovery funding*	Mayors and City Managers/ City Secretaries
ESF 15	**External Affairs** *Mass notification, recovery radio support, PIO, JIC*	EMC
Evacuation	**Support Annex: Evacuation** *Direction and control of evacuation process*	EMC
Damage Assessment	**Support Annex: Damage Assessment** *Forms a damage assessment team and reports findings to EMD*	EMC
Pandemic	**Support Annex: Pandemic** *Gathers information and makes decisions regarding infectious disease*	EMC

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Legal Authority for Emergencies and Disasters

Purpose

The purpose of this section is to make provisions 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.

Situations and Assumptions

Our jurisdictions face a number of hazards that could threaten public health and safety and personal and government property. 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.

Local emergency preparedness plans and programs should have a sound legal basis.

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 require timely advice regarding the legality of proposed measures.

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.

Concept of Operations

Disaster versus Emergencies

An **emergency** is the occurrence or imminent threat of a condition, incident, or event that requires immediate response actions to save lives; prevent injuries; protect property, public health, the environment, and public safety; or to lessen or avert the threat of a disaster. Most jurisdictions have systems in place to handle these emergencies with local resources or through mutual aid agreements. Many emergencies may be considered usual and ordinary.

A **disaster** is the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause. Local resources may be available to respond to such an event, but, dependent on the scope of the loss, a disaster could push a local jurisdiction to request resources outside their mutual aid agreements; seeking assistance from the region or the State.

The **emergency management cycle** consists of systems, resources, and activities designed to assist a community in preventing, preparing for, responding to, recovering from and mitigating the effects of all hazards.

Mitigation efforts include those that serve to reduce the occurrence of incidents or their impact. Disasters cannot be prevented; however, mitigation programs can reduce their severity, and well-organized and coordinated state and local homeland security and emergency management programs can help preserve life and protect property.

Preparedness activities are necessary to the extent that mitigation measures have not, or cannot, prevent disasters. In this phase, governments, organizations, and individuals develop plans to save lives and minimize disaster damage. Preparedness measures also enhance disaster response operations.

Response activities follow an emergency or disaster. Generally, they are designed to provide emergency assistance to individuals. They also serve to reduce the probability of secondary damage and to speed recover operations.

Recovery activities are those following or in conjunction with response that restore vital life-support systems to minimum operating standards and long-term activities that help return life to normal for individuals, businesses, and infrastructure

Emergency Management Authority for the Emergency Management Director

The County Judge or Mayor, as the emergency management director (EMD) for their jurisdiction, has statutory powers and duties during an emergency, per Texas Government Code §418.1015. The EMD has the same powers, on a local level, as the governor under Chapter 418 of the Government Code. The EMD is the official responsible for declaring a state of disaster or requesting that the governor declare a state of emergency, per Texas Government Code §418.108, §433.001. Also, if local resources are exhausted and assistance is needed outside local mutual aid agreements, then the mayor is the official who must request it from other political subdivisions or the state, Texas Administrative Code §7.25.

Emergency Meetings

The Open Meetings Act (Act) provides many guidelines for cities, including notice and attendance requirements, but also allows some leeway when an emergency requiring immediate action occurs. Under the Act, notice of a regular meeting must be posted at least 72 hours in advance, but notice of an *emergency* meeting may be posted for as little as two hours, Texas Government Code §551.045, §551.043.

An emergency exists only if immediate action is required of a governmental body because of an imminent threat to public health and safety or because of a reasonably unforeseeable situation. The notice of an emergency item must clearly identify the emergency, and no non-emergency items may be placed on the agenda. This emergency requirement is very strictly construed and few occasions are considered an emergency.

Under the Act, a jurisdiction may not have a meeting by conference call unless there is an emergency as defined above, §551.125. A meeting of a governing body may be held by teleconference call only if: (1) an emergency or public necessity exists; and (2) it is difficult or impossible to convene a quorum at one location. Jurisdiction officials should also review their charters for any provisions relating to emergency meetings.

Emergency Finance Authority

Normally, a jurisdiction's budget may be increased only when there is an emergency. According to Section 102.009 of the Texas Government Code, a jurisdiction may make an emergency expenditure outside strict compliance with its budget only *"in a case of grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention"*.

This standard is strict and few amendments will meet it, but in cases of severe weather damage or another unforeseeable event, a city council could invoke this authority. A jurisdiction may always make a budget amendment for that jurisdiction purpose so long as the total expenditures under the budget are not increased, Texas Government Code §102.010.

Another tool is a jurisdiction's emergency purchasing power. Usually, a jurisdiction must go through certain procedures before purchasing an item or service that costs more than $50,000, Texas Government Code §252.021. However, there is an exemption for purchases that are made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality or a procurement necessary to preserve or protect the public health or safety of the municipality's residents, Texas Government Code § 252.022.

Emergency Declaration Process

Pursuant to Chapter 433 of the Texas Government Code, 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 this section.

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 man-made emergencies. An emergency declaration may be appropriate for security-related incidents where local law enforcement resources are inadequate to handle the situation.

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.

Disaster Declaration

The Texas Disaster Act, Chapter 418 of the Texas Government Code, 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 this section. Copies of a disaster declaration should be filed with the Texas Division of Emergency Management (TDEM) and the City Secretary or County Clerk.

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 this section.

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.

A disaster declaration may not be continued in force for more than seven days unless renewed by the County Commissioners/City Councils. A sample ordinance/court order extending a disaster declaration is provided in Tab C. The County Commissioners/City Councils 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 County Commissioners/City Councils may choose 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 this section.

Continuity of Government

Pursuant to Chapter 418 of the Texas Government Code, the Commissioners of the County and the City Councils have adopted a plan for the continuity of essential government functions for both the County and

Cities within during a presidential and/or gubernatorial declared disaster or another catastrophic event. The Continuity of Operations Plans provide for:

- The delegation of administrative duties of the County Commissioners/City Councils or any official or employee of the County/City to another appropriate person;
- The establishment of orders of succession for performing essential functions of the County/City;
- The establishment of meeting procedures for the County Commissioners/City Councils;
- The plan does not provide for the delegation of a duty required by the Texas Constitution.
- The waiving of the requirement for a quorum for members of the County Commissioners/City Councils, except where otherwise prohibited by law, if:
  - The County/City is wholly or partly in the area of a disaster declared by the President or Governor;
  - A majority of the County Commissioners/City Councils are unable to be present at a meeting as a result of the disaster.

Authority for Emergency Evacuations and Reentry

Section 418.185 of the Government Code, passed in 2009, allows the EMD to enforce mandatory evacuation orders against individuals who refuse to leave. It also would impose civil liability on individuals who choose not the leave an area that is under a mandatory evacuation order, and who cause damages or injuries to others who have to rescue or remove them from the area. The law also requires the State to make rules regarding uniform reentry procedures and credentialing after a mandatory evacuation. However, an affected jurisdiction must be considered when the State makes the rules and the jurisdiction can adjust the rules if needed. The law also requires a county/city to provide a post-disaster evaluation to the state division of emergency management not later than the 90th day after requested to do so by the division

County Regulation on Outdoor Burning and 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.

Pursuant to §240.906 of the Local Government Code, the Commissioner's 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. The normal procedure for implementing restrictions on outdoor burning is for the County Judge to issue a disaster declaration pursuant to the Texas Disaster Act based on the imminent threat of wildfire. Then, the Commissioner's Court issues an emergency order restricting outdoor burning in all unincorporated areas of the county or portions of those areas. A sample disaster declaration based on a threat of wildfire is provided in Tab F. A sample Commissioner's Court order banning outdoor burning is provided in Tab G.

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 my 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.

Direction and Control

The County or City Attorney is responsible for providing legal services to the EMD, County Commissioner's/City Councils 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.

Coordination

The County or City Attorney will designate a person to coordinate with the EMD and the EOC, if activated. The Attorney will identify staff members to be called for emergency duty and will designate those responsible for contacting such staff members.

Lines of Succession

1. County Attorney
2. City Attorneys
3. District Attorney

Recovery Phases of Emergency Management		
Phase	**Actions**	√
Prevention 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 after an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in the Hazard Mitigation Section.	
Preparedness	• We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Some of the preparedness activities in our emergency management program include: o Providing emergency equipment and facilities. o Emergency planning, including maintaining this plan, its ESF sections, and appropriate SOPs. o Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies. o Conducting periodic drills and exercises to test our plans and training.	
Response	• We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its ESF sections is on planning for 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.	
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 the Support Annex Damage Assessment Section	

Phases of Emergency Management

Legal Phases of Emergency Management		
Phase	**Actions**	√
Prevention Mitigation	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.	
	Maintain current copies of existing disaster-related laws, regulations, and orders.	
	Develop local procedures for invoking emergency powers.	
	Prepare sample legal documents (included in this section) for approval by elected officials.	
Preparedness	Ensure city emergency call-out rosters include the County/City Attorney, who should maintain current telephone numbers and addresses for the legal staff.	
	Review plans and procedures.	
	Review mutual aid agreements submitted to the jurisdiction for approval and prepare mutual aid agreements to be submitted to other jurisdictions for approval.	
Response	Advise the Mayor and emergency services staff on legal implications of response activities.	
	Prepare, have approved and signed, and disseminate legal documents declaring a disaster, terminating a disaster declaration, or invoking emergency powers, if required.	
	Advise the IC on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.	
Recovery	Advise city officials on legal aspects of recovery operations.	
	Assist city officials in preparing emergency ordinances, permits, applications for state or federal assistance, grant applications, and, if necessary, litigation	

Task Assignments

Legal Authority Task Assignment	
All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.	
County/City Attorney	• Advise elected officials and department heads regarding the emergency powers of local government and necessary procedures for invoking measures to: o Suspend procedural laws and rules o Establish curfews o Restrict or deny access to a disaster area o Control the movement of persons and occupancy of premises in a disaster area o Implement wage, price, and rent control; o Establish rationing for critical supplies o Limit or restrict use of water or other utilities o Use any publicly owned resource to respond to the disaster o Commandeer private property, subject to compensation requirements, to respond to the disaster o Remove debris from publicly or privately-owned property o Restrict outdoor burning and use of fireworks • Review and advise city officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers. • Prepare and recommend legislation to implement the emergency powers that may be required during an emergency. • Advise city officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers. • Prepare and keep current this section. • 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.
County Judge/Mayor	• Take such actions that are legal and necessary to manage the disaster at hand. • If the situation warrants, 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 and/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. • If the situation warrants, request the Governor to declare a state of emergency. • If requesting state assistance to cope with a local disaster, attach copies of any local disaster declaration that has been issued to the request for state assistance.
Judge Assistant City Secretary	• Publish required agenda of meetings. • Prepare a record of public meetings • Receive a copy of disaster declarations and documents extending or terminating a state of disaster. • Ensure proper protection of all records.

Readiness Levels

Legal Services Readiness Levels	
Level 4	• See mitigation and preparedness activities.
Level 3	• The County/City Attorney will review the potential emergency situation, determine staff availability, and review emergency tasks assigned in the emergency management plan and this section. • The County/City Attorney will designate the personnel on call for emergency duty.
Level 2	• Senior City/County Officials and department heads will be briefed on the legal ramifications, if any, of the potential emergency situation. • The County/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.
Level 1	• The designated on-call legal services representative will proceed to the EOC if requested.

Establishing a Declaration

Purpose

The purpose of this section 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.

Situation and Assumptions

Local emergency preparedness plans and programs should have a sound legal basis.

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 require timely advice regarding the legality of proposed measures.

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.

Concept of Operations

A local disaster may be declared for any of the following reasons:

- To exercise extraordinary powers;
- To formally implement provisions of emergency plans;
- To provide additional liability protection to government agencies and special or volunteer emergency workers;
- To formally request general assistance from the state and federal governments; and
- To activate preparedness, response and recovery aspects of any and all applicable local emergency management plans

Effects of Declaring

- Economic stabilization measures such as price, wage, and rent controls;
- Curfews; Commandeering of facilities, equipment, materials, etc.;
- Controlling access to specific geographical areas;
- Issuing time warrants for the payment of the cost of any equipment, construction, or improvements
- Suspension of selected codes and ordinances.

Declaration Process

When the decision has been made to declare a local disaster, the following steps should be followed;

- Notify the emergency management director Mayor or County Judge of the need to declare a disaster;
- Complete and submit the Disaster Declaration form and Declaration Letter to the Governor – submit to the DDC via fax or email
- If state or federal assistance is being requested, notify the DDC in Amarillo

Emergency Management Director Declaration Checklist

Emergency Management Director Declaration Checklist In the event a jurisdiction exceeds or expects to exceed its response capabilities during a major emergency or disaster, the following steps should be taken to obtain further assistance:		
✓	**Initial Actions**	**Comments**
	Contact the local Office of Emergency Management.	
	Notify the Disaster District Committee (DDC) for that district. If the DDC is unable to meet the local jurisdiction's needs, they will contact TDEM.	
	Activate any applicable mutual aid agreements.	
	The EMD should sign a statement declaring a local disaster and submit with a cover letter to TDEM.	
	The jurisdiction should prepare a cover letter to the Governor requesting disaster assistance from the state.	
	The jurisdiction should prepare the TDEM Disaster Summary Outline (DSO).	
	As soon as possible, all jurisdictional departments should begin gathering initial damage estimates. These figures need not be exact but are necessary to complete the DSO as a basis for obtaining a Presidential Disaster Declaration.	
	The letter requesting state disaster assistance, the local proclamation of disaster, and the DSO should be faxed to TDEM at 512-424-2444 within ten days from the date of the disaster.	
✓	**Secondary Actions**	**Comments**
	The state of Texas, if necessary, will contact the federal government for additional aid.	
	The federal government will determine what type of declaration, if any, will be issued for the incident, based on losses documented in the DSO.	
	If a Presidential Disaster Declaration is issued, FEMA and TDEM will establish a local Disaster Field Office (DFO).	
	Once the DFO has been established, FEMA and TDEM will request initial meetings with representatives of the most seriously affected departments and will require transportation and guidance to inspect damaged areas.	
	When a Presidential Disaster Declaration is issued, note which categories of Public Assistance (A-G) have been declared and if Individual and Household Program (IHP) Assistance has been included in the declaration.	
	If the local jurisdiction is authorized for IHP, FEMA and the state will establish Disaster Relief Centers (DRCs) where citizens affected by the disaster may go to obtain further assistance.	
	FEMA will ask for several preliminary informational meetings with representatives of the government entities and non-profit organizations eligible for public assistance (PA). It is essential that key department and elected leaders attend.	
	FEMA will further call for a meeting with representatives from each entity eligible for PA. This meeting will explain the process for obtaining reimbursement under PA and answer questions about project eligibility. At this point, FEMA will assign a PA representative to work directly with the local jurisdiction. This representative will be available for further meetings with single departments or groups of departments and will assist with development of project worksheets as needed.	

Attachments

Tab A: Declaration of Disaster (Sample)

Tab B: Emergency Declaration to the Governor (Sample)

Tab C: Extension of Disaster Declaration (Sample)

Tab D: Termination of Disaster Declaration (Sample)

Tab E: Emergency Powers (Sample)

Tab F: Wildfire Declaration (Sample)

Tab G: Burn Ban (Sample)

Tab A: Declaration of Disaster (Sample)

DECLARATION OF DISASTER

WHEREAS, the [County of _____/City of_____] 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/Mayor] of _____ 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/MAYOR] OF :

1. That a local state of disaster is hereby declared for _____ 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 Councils/Commissioner's Court] of _____ .

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 [City Secretary/County Clerk].

4. Pursuant to §418.018(d) of the Government Code, this declaration of a local state of disaster activates the [county/city] emergency management plan.

5. That this proclamation shall take effect immediately from and after its issuance.

ORDERED this the___day of _____ , 20__ .

_____

Signature
[County Judge/Mayor]

Tab B: Emergency Declaration to the Governor (Sample)

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.

Tab C: Extension of Disaster Declaration (Sample)

CITY ORDINANCE or COMMISSIONER'S COURT ORDER

WHEREAS, on [___date___], the [County Judge/Mayor] issued a proclamation declaring a State of Disaster for [jurisdiction name] 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/ORDAINED] BY THE [COMMISSIONER'S COURT/CITY COUNCILS] of _____:

1. That the State of Disaster proclaimed for the _____ by the [County Judge/Mayor] on _____ shall continue until terminated by order of the [COMMISSIONER'S COURT/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__.

_____
[County Judge/Mayor]

[Commissioner's Court orders will normally include the signature of the County Judge and the County Commissioners.]

Tab D: Termination of Disaster Declaration (Sample)

CITY ORDINANCE or COMMISSIONERS COURT ORDER

WHEREAS, on _____, the [County Judge/Mayor], 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 _____ / City of _____] 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 [County Judge/Mayor],

NOW THEREFORE, BE IT [ORDERED/ORDAINED] BY THE [COMMISSIONERSCOURT/CITY COUNCILS]:

1. The [Commissioners Court/City Councils], as the governing body of _____], hereby terminates the proclamation of a local state of disaster described in the preamble above.

PASSED AND ADOPTED, this ___day of _____ , 20__.

APPROVED, this ___day of _____ , 20__.

_____
[County Judge/Mayor]

[Commissioners Court orders will normally include the signature of the County Judge and the County Commissioners.]

Tab E: Emergency Powers (Sample)

CITY ORDINANCE or COMMISSIONERS COURT ORDER

WHEREAS, by proclamation issued [date of disaster declaration], the [County Judge/Mayor] declared a State of Disaster for _____] 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.]

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 local government officials 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 they own or upon which the person has been invited.

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.

UTILITIES

All utility services shall be discontinued in the following area(s):

[Insert description of applicable areas]

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]

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]

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.

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, 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, 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

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.

PENALTIES

(a) These regulations shall have the effect of ordinances when duly filed with the [County Clerk/City Secretary].
(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).

EMERGENCY

This [ordinance/order] shall take effect immediately from and after its passage and publication, and it is accordingly so ordained.

APPROVED, this ___day of _____ , 20__.

_____
[County Judge/Mayor]

[Commissioner's Court orders will normally include the signature of the County Judge and the County Commissioners.]

Tab F: Wildfire Declaration (Sample)

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 or 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 _____, 20____

_____
County Judge

Tab G: Burn Ban (Sample)

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 they burn 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.]

Hazard Mitigation Planning Section

Purpose

Parmer County participates in an ongoing Hazard Mitigation Program. Working closely with the Texas Hazard Mitigation Unit, the counties have a FEMA approved Mitigation Action Plan (MAP) that was passed and approved in January 2019. It is will be updated in 2024. This plan serves as their guide and provides details about not only their community, but also a detailed analysis on potential hazards and a history of those profiled hazards. The information in the preparedness section, demographics and hazards, contain an excerpt of that plan to aid Emergency Managers in the development of the EOP utilizing the most current Hazard Analysis. The Parmer County Mitigation Action Plan meets state panning standards and Section 201 CFR 44 requirements. The approved plan is available to the community.

ESF 1 – Transportation

Purpose

To outline the concept of operations and organizational arrangements for the transportation of people, supplies, and materials during emergency situations, assign responsibilities for various transportation tasks, and outline related administrative requirements.

Situation and Assumptions

Situation

- We have the ultimate responsibility for arranging or providing the transportation needed to support emergency operations.
- Some cargo may require materials handling equipment (MHE) at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.
- Transportation may be requested from the Disaster District Committee (DDC) in Amarillo when the assets within the jurisdiction are not sufficient.

Assumptions

- Rapid evacuation from areas at risk may be necessary for school children, hospital patients, nursing home residents, the elderly, those with disabilities, and prisoners.
- 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.
- 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.
- Institutional facilities, such as schools, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of all persons. The facility is responsible for arranging suitable transportation.
- 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.
- 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. 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. Along the same thought, businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.
- If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.

Concept of Operations

Transportation Requirements

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 institutional facilities, from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.

Passenger Transportation

Where possible, emergency passenger transportation requirements will be satisfied with the following resources: voluntary use of personal vehicles, city-owned vehicles, school buses, leased or rented buses, passenger vehicles provided by other jurisdictions pursuant to mutual aid agreements, donated transportation equipment or services, municipal or rural transit system buses, and state-owned vehicles.

Cargo Transportation
Where possible, emergency cargo transportation requirements will be satisfied with the following resources: city-owned vehicles, commercial freight carriers, leased or contract equipment, cargo vehicles provided by other jurisdictions pursuant to mutual aid agreements, and donated transportation equipment or services.

Schools and Day Care Centers
If the evacuation of a public school is required, students will normally be transported on school buses. Private schools and day care centers typically do not have significant transportation resources and may require other local or state government transportation assistance during emergencies.

Hospital, Nursing Homes, and Correctional Facilities
Transportation of medical patients and prisoners require specialized vehicles and appropriate medical and/or security support. The facility operator is responsible for arranging 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 or state government may need to assist. Some nursing home patients may be able to use normal transportation vehicles.

Individual with Functional and 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.

Requesting Transportation Support
Requests for transportation support may be generated by the IC 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 Transportation Officer using the Cargo Transportation Request in Tab A or the Passenger Transportation Request in Tab B. Requesters must assign a priority to their requests. The Transportation Officer shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.

Direction and Control

Line of Succession
The EMC will establish priorities and provide Law Enforcement guidance for transportation activities.

The City Manager/Secretary and/or EMC will provide general direction to the Transportation Officer regarding transportation operations.

The Transportation Officer and staff will plan, coordinate, and carry out transportation activities.

Line of Succession for the Transportation Officer for our school districts will be:
1. ISD Superintendent
2. ISD High School Principal
3. ISD School Board President

Phases of Emergency Management

ESF 1 Transportation Phases of Emergency Management		
Phase	**Actions**	√
Prevention Mitigation	• Identify and maintain a current list of local public and private transportation resources	
	• Identify possible transportation needs that could result from various disasters.	
	• Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.	
Preparedness	• Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment. Assess capabilities in relation to requirements to identify resource shortfalls, and identify additional resources required.	
	• Negotiate agreements with other jurisdictions, public agencies and private industry for use of their transportation assets, and drivers during emergency situations.	
	• 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.	
	• Review special facility evacuation plans to ensure they include realistic transportation arrangements.	
	• 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.	
Response	• Activate the emergency transportation function to receive and process requests for cargo and passenger transportation.	
	• Respond to transportation requests within the limits of available resources.	
	• Monitor transportation resources and identify requirements for additional resources to the EOC.	
	• Maintain records on use of transportation resources	
Recovery	• Continue to coordinate transportation of equipment, supplies and passengers as needed.	
	• Assess further transportation needs of citizens and provide transportation as needed.	
	• Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.	

Task Assignments

ESF 1 – Transportation Task Assignment	
All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.	
Transportation Officer	• Identify available transportation resources and maintain a transportation resource contact list. • 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. • Coordinate with local public transportation authorities and commercial transportation providers to establish procedures for providing transportation resources during emergency situations. • Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations. • Coordinate with institutional facilities to determine their requirements for accessible transportation support during emergencies and the arrangements the facilities have made to provide such support. • Coordinate public transportation support for mass evacuations. • Coordinate with Law Enforcement on evacuation routes and the location of transportation pickup points and staging areas. • Coordinate with local public transportation authorities – pickup points and times for citizens requiring public transportation. • Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public. • Coordinate with the Shelter Officer for passenger and cargo transportation to support for shelter and mass care operations.
Trans. Provider	• Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list. • Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Officer and to the extent possible.
L.E.	• Determine evacuation routes and provide traffic control for large-scale evacuations. • Determine transportation pickup points and staging areas, in conjunction with the Transportation Officer.
Shelter Officer	• Identify transportation requirements to support for shelter and mass care operations to the Transportation Officer.
ISD	• Upon request by the EMD/EMC and after meeting school district policies, provide buses and drivers to assist in emergency operations.
Other Agencies	• Forward prioritized emergency transportation requests to the Transportation Officer for action.

Readiness Levels

ESF 1 Transportation Readiness Levels	
Level 4	• See mitigation and preparedness activities.
Level 3	• Monitor situation. • Alert key personnel and transportation provider contacts. • Check readiness of all equipment and facilities and correct any deficiencies. • Update transportation resource status information. • Review agreements for use of transportation resources owned by others. • Review plans and procedures and update them, if needed.
Level 2	• Monitor situation. • Update transportation personnel and equipment status. • Alert and brief transportation providers for possible emergency operations. • Review status of pre-planned evacuation routes, pickup points, and staging areas. • Update transportation resource status information.
Level 1	• Monitor situation and update transportation resource status information. • Staff EOC positions if EOC is activated. • Consider protective actions for transportation resources. • Make tentative transportation resource allocations to probable emergency tasks • Pre-stage transportation assets, where appropriate.

Attachments

Tab A: Cargo Transportation Request Form
Tab B: Passenger Transportation Request Form
Tab C: Vehicle/Equipment Record and Use Log
Tab D: Vehicle Use Log

Tab A: Cargo Transportation Request Form

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	No. Needed:	
Equipment available to load the truck?		Yes		No	Type Needed:	
Contact at pick-up: Name: Phone #:						
Deliver to:						
Place/Address:						
Place/Address:						
People available to load the truck?		Yes		No	No. Needed:	
Equipment available to load the truck?		Yes		No	Type Needed:	
Contact at delivery Name: Phone #:						
Resources committed:						

Tab B: Passenger Transportation Request Form

Passenger Transportation Request					
Date:	Time:				Priority: 1 2 3
Requested by:					Organization:
Number of people needing transportation: # of Adults _____ # of Children _____					
Ambulatory:		Yes		No	If no, list special vehicles or equipment needed?
Pick up from:					
Date/Time					
Place/Address:					
People available to assist non-ambulatory passengers?		Yes		No	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:					

Tab C: Vehicle/Equipment Record and Use Log

VEHICLE/EQUIPMENT RECORD AND USE LOG							
Vehicle/Equipment Type							
ID or License #			Odometer/hour meter				
Date Received			Time Received				
	City/County Asset		School District Asset			Other	
	Leased/Rented		Borrowed/Loaned			Other	
Operational Status			Good		Fair		Poor
Operator Provided			Yes		No		
Maintenance performed (If any)							
Vehicle Equipment Returned							
Date			Time				
Odometer/hour Meter							
Remarks							

Tab D: Vehicle Use Log

Date	Mileage Start	Mileage End	Operator	Mission Description

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ESF 2 – Communications

Purpose

To provide information about the communications equipment and capabilities available during emergency operations.

Situation and Assumptions

Situation

- Natural or man-made hazards may neutralize or severely incapacitate communication channels currently in place for emergency operations.
- The Dispatch/Communications Center is located at the Parmer County Sheriff's Office and is staffed 24/7/365 by dispatchers by the Sheriff's Office dispatchers.
- The Friona Police Department also has dispatch capabilities.

Assumptions

- There is a need for a reliable communications system to obtain and relay the most complete information during emergency situations to on-scene professionals
- There is equipment on site at the Dispatch/Communications Center to provide communications for emergency operations.
- The communications available are adequate for effective warning, response, and recovery operations.
- Additional communications equipment required for emergency operations will be sourced from citizens, businesses, volunteer organizations, and other government agencies.

Concept of Operations

A common operating picture within our jurisdiction and across other jurisdictions provides the framework of our communications capabilities. This framework is provided through the PANCOM interoperable radio system. Extensive communications networks and facilities are in existence throughout the counties to provide coordinated capabilities for the most effective and efficient response and recovery activities.

Our existing communications network consisting of telephone, computer, and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Landline/VOIP circuits will serve as the primary means of communication with other communication systems as back up.

During emergency operations, all departments will sustain their communication equipment and procedures with their field operations units. They will keep the EOC informed of their operations and status at all times. 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 DDC, as required.

Existing Communications Systems

Existing Local Communication Systems	
Local Network	Responsible
Parmer County Sheriff's Office	Parmer County Sheriff
Police Departments (3)	Police Chiefs
Fire Departments (5)	Fire Chiefs
Public Works Departments (3)	Public Works Directors
Existing Regional Communication Systems and Computer Networks	
Local Network	Responsible
911 Communications Center, TLETS	Parmer County Sheriff
RACES	District Communications Coordinator
PANCOM	PRPC
WEB EOC and WENS/PARIS	Parmer County EOC and PRPC

911 Communications Center is a wireless communications system used with portable and mobile radios to communicate between Law Enforcement, Fire, and Public Works. The list of official frequencies is maintained at Parmer County Sheriff's Office.

Texas Law Enforcement Telecommunications System (TLETS) is a statewide telecommunications network connecting the State Warning Point (the SOC), with approximately 1,292 cities, county, state, federal, and military law enforcement agencies in Texas. Emergency communications between state, district, and local governments will be transmitted through this system. The Parmer County principal terminal is located at the Parmer County Law Enforcement Center.

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 disaster operations.

WebEOC is a web-enabled, user-friendly and locally-configurable incident and event management system. With access to the Internet, authorized emergency managers and first responders, regardless of location, can enter and view incident information on WebEOC status boards.

Panhandle Area Regional Information System (PARIS) is an all-hazard program intended to prepare the Panhandle to cope more effectively with all types of disasters, both man-made and natural events. Through the mass notification component of this system (WENS), jurisdictions can communicate both with those who self-register with their cell phone and via the reverse 9-1-1 capabilities.

Additional Communication Capabilities

Communication Type	Description
Amateur Radio Emergency Services (ARES)	Licensed amateurs who have voluntarily registered their qualifications and equipment with their local ARES leadership for communications duty in the public service when disaster strikes
National Law Enforcement Telecommunications System (NLETS)	Computerized message switching system of state law enforcement agencies with criminal justice-related information
National Warning System (NAWAS)	A 24-hour, nationwide, dedicated multi-telephone-line warning system
Mobile Satellite (MSAT) Radio	Satellite communications enabled radio
Texas Military Auxiliary Radio System (MARS)	MARS auxiliary or emergency communications
Warning Procedures are Identified in the ESF 15 External Affairs Section	ESF 15 – External Affairs

Communications Protection

Radio

- 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 when operable.
- Lightning, Wind, and Blast
  - Standard lightning protection is used, including arrestors and the use of emergency power during severe weather.
  - Damaged antennas can be quickly replaced with spare units available from local vendors.

Telephone (Common Carrier)

- Overloaded Networks
  - To avoid overloaded cell towers during emergencies, citizens will be advised to listen to WEA/IPAWS/EAS for information and to use cell phones only if they have a genuine emergency. If cell towers do become a problem, coordinate with the Verizon Wireless and AT&T, along with other cell phone companies as needed, to alleviate the cell tower traffic issues.
- Emergency Service
  - During major emergencies, a Verizon or AT&T COW (Cell-on-Wheels) will be brought in for emergency service calls.
- 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.

Direction and Control

The EMC establishes general policies for emergency communications.

The Communications Coordinator is under the supervision of the Sheriff and is directly responsible for facilities, equipment, and operation of the Dispatch/Communications Center.

During emergency situations, communications will be maintained between the DDC and the County EOC.

Lines of Succession

- For 9-1-1 Communications, if Parmer County Sheriff's Office is not available, calls will be rolled over to Castro County Sheriff's Office.
- For Radio Traffic, if Parmer County Sheriff's Office is not available, radio traffic will be monitored by Friona Police Department Dispatch
- For Communication Infrastructure, the County Judge will be responsible. If he is not available, the EMC and/or the Assistant EMC will work with local communication companies to restore capabilities.

Phases of Emergency Management

Communications Phases of Emergency Management		
Phase	**Actions**	√
Prevention Mitigation	• Maintain a reliable, interoperable, and sustainable communications system.	
	• Ensure warning communications systems meet jurisdictional needs.	
	• Ensure intelligence and other vital information networks are operational.	
	• Ensure integrated communications procedures are in place to meet the needs and requirements of the City/County.	
Preparedness	• Develop communications procedures that are documented and implemented through communications operating instructions (include connectivity with private-sector and non-governmental organizations).	
	• Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.	
	• Ensure communications requirements for EOC and potential JIC are regularly reviewed.	
	• Review After Action Reports of actual occurrences, exercises, and other sources of information for lessons learned.	
	• Acquire, test, and maintain communications equipment.	
	• Ensure replacement parts for communications systems are available and make arrangement for rapid resupply in the event of an emergency.	
	• Train personnel on appropriate equipment and communication procedures	
	• Conduct periodic communications drills and make communications a major element during all exercises.	
	• Review assignment of all personnel. Review emergency notification list of key officials and department heads.	
	• Provide the utility providers with a list of circuit restoration priorities for essential governmental systems.	
Response	• Select communications personnel required for emergency operations.	
	• Incident communications will follow ICS standards and will be managed by the IC using a common communications plan and an incident-based communications center.	
	• 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.	
	• Ensure emergency equipment repair on a 24-hour basis	
Recovery	• All activities in the emergency phase will continue until such time as emergency communications are no longer required.	

Task Assignments

Communications Task Assignments	
L.E.	• Be responsible for all activities enumerated in this section – Activities by Phases of Emergency Management. • Supervise the Communications Coordinator.
Communications Coordinator	• Coordinate common communications procedures. • Develop and maintain a communications resource inventory • Ensure a communications capability exists between the Dispatch/Communications Center of the Sheriff's Office and the EOC to include coordination with the telephone company for installation of dedicated telephone lines into the Communications Center and/or EOC. • Ensure communication restoration procedures are developed. • Ensure that the local telephone and cell phone companies is forwarded a list of circuit restoration priorities. • Ensure procedures are in place for dissemination of message traffic. • Coordinate the inclusion of business/industry and amateur radio operators into the communications network. • Develop and maintain SOPs to include message-handling procedures and recall rosters for essential personnel.
Radio Operators	• 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.
PIO	• Responsible for monitoring commercial TV, radio and social media for accuracy of public information.
Dispatchers	• Responsible for proper screening and routing of all incoming telephone calls.

Readiness Levels

ESF 2 Communications Readiness Levels	
Level 4	• See mitigation and preparedness activities.
Level 3	• Alert key personnel. • Check readiness of all equipment and facilities and correct any deficiencies.
Level 2	• Alert personnel for possible emergency duty. • Monitor situation of possible issuance of warning or alerts.
Level 1	• Institute 24-hour operations. • Conduct periodic communication checks.

Attachments

Tab A: Communications Networks
Tab B: Communications Diagrams

Tab A: Communications Networks

FACILITY	COMMUNICATIONS								
	Cable TV Or Satellite	Phone/ Fax	TLETS	RACES	Radio VHF/UHF	Cell Phones	Satellite Phones	Local Computer Network	Internet E-mail
EOC	X	X		X	X	X		X	X
Fire Department Mobile Units	X	X			X	X		X	X
Public Works	X	X			X				X
Sheriff's Office Mobile Units	X	X	X		X	X			X
Public/Private Utilities	X	X			X	X		X	X
City Utilities	X	X			X	X		X	X
Red Cross	X	X			X	X		X	X
Shelters		X			X				X

Tab B: Communications Diagram

Commented [DP1]: Check with Ross

TSICP Table 1
VHF 150 MHz Narrowband Interoperability Channels (12.5 kHz)**
Emission Designators 11K2F3E, 11K3F3E, 11K2G2E

Mobile and Portable Configuration*					
Label	**Receive**	**Transmit**	**Station Class**	**CTCSS RX /TX**	**Use**
VCALL10	155.7525	155.7525	FBT / MO	CSQ / 156.7	Calling Channel
VTAC11	151.1375	151.1375	FBT / MO	CSQ / 156.7	Tactical Channel
VTAC12	154.4525	154.4525	FBT / MO	CSQ / 156.7	Tactical Channel
VTAC13	158.7375	158.7375	FBT / MO	CSQ / 156.7	Tactical Channel
VTAC14	159.4725	159.4725	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE21	154.2800	154.2800	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE22	154.2650	154.2650	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE23	154.2950	154.2950	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE24	154.2725	154.2725	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE25	154.2875	154.2875	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE26	154.3025	154.3025	FBT / MO	CSQ / 156.7	Tactical Channel (for Air-to-Ground with State/Federal Aircraft ONLY)
VMED28	155.3400	155.3400	FBT / MO	CSQ / 156.7	Tactical Channel (and for Air-to-Ground use)
VMED29	155.3475	155.3475	FBT / MO	CSQ / 156.7	Tactical Channel
VLAW31	155.4750	155.4750	FBT / MO	CSQ / 156.7	Tactical Channel
VLAW32	155.4825	155.4825	FBT / MO	CSQ / 156.7	Tactical Channel
TXCALL1D	154.950	154.950	FBT / MO	**156.7 / 156.7**	Mobile-to-Mobile Calling Channel
TXCALL2D	155.370	155.370	FBT / MO	**156.7 / 156.7**	(PRI: Calling Channel for State/Federal Aircraft to/from a Base and SEC: VCALL10 backup

Mobile and Portable Configuration* *(continued)*					
Label	**Receive**	**Transmit**	**Station Class**	**CTCSS RX /TX**	**Use**
NOTE: The sub-audible tones of the following are different!					
VTAC33	159.4725	151.1375	FBT / MO	**CSQ / 136.5**	Tactical Repeater **Secondary 1**
VTAC34	158.7375	154.4525	FBT / MO	**CSQ / 136.5**	Tactical Repeater **Secondary 2**
VTAC35	159.4725	158.7375	FBT / MO	**CSQ / 136.5**	Tactical Repeater **Secondary 3**
VTAC36	151.1375	159.4725	FBT / MO	**CSQ / 136.5**	Tactical Repeater **Preferred 1**
VTAC37	154.4525	158.7375	FBT / MO	**CSQ / 136.5**	Tactical Repeater **Preferred 2**
VTAC38	158.7375	159.4725	FBT / MO	**CSQ / 136.5**	Tactical Repeater **Preferred 3**
Repeater Base Configuration					
VTAC33	151.1375	159.4725	FB2T	**136.5 / CSQ**	Tactical Repeater **Secondary 1**
VTAC34	154.4525	158.7375	FB2T	**136.5 / CSQ**	Tactical Repeater **Secondary 2**
VTAC35	158.7375	159.4725	FB2T	**136.5 / CSQ**	Tactical Repeater **Secondary 3**
VTAC36	159.4725	151.1375	FB2T	**136.5 / CSQ**	Tactical Repeater **Preferred 1**
VTAC37	158.7375	154.4525	FB2T	**136.5 / CSQ**	Tactical Repeater **Preferred 2**
VTAC38	159.4725	158.7375	FB2T	**136.5 / CSQ**	Tactical Repeater **Preferred 3**

* Sub-audible tones, matching the transmit tones of the above VHF channels, can be added to the receive side if interference is experienced during an incident.
** In an emergency, additional Department of Defense VHF Repeater Channels (below 150.8 MHz) can be made available through coordination with the Communications Coordination Group (CCG). Please contact the CCG through your local Disaster District Committee. Alternate contact information is: ccg@dps.texas.gov and 512-424-2755.

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ESF 3 – Public Works and Engineering

Purpose

To outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public works and engineering activities during emergency situations.

Situation and Assumptions

Situation

- 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.
- Local departments and agencies responsible for the public works and engineering function may have insufficient resources to repair damage caused by a major disaster and accomplish other recovery tasks.
- 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.

Assumptions

- Public works and 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.
- Employing public works and engineering personnel and equipment during pre-disaster operations could minimize disaster damage. Advance preparation of personnel and equipment may also hasten restoration efforts.
- Special considerations must be made for debris contaminated with chemicals or petroleum products.
- 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
- 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.

Concept of Operations

The general public works and engineering tasks, other than debris management (next section), to be performed during emergency situations include:

- For slowly developing emergency situations, take actions to protect government facilities, equipment, and supplies prior to the onset of hazardous conditions.
- Provide heavy equipment support for search and rescue operations.
- Conduct damage assessment surveys of public facilities, roads, bridges, and other infrastructure.
- Inspect damaged structures.
- Make repairs to reopen main roads and essential facilities so that normal operations can be restored.
- Assist in controlling public access to hazardous areas.

Protecting Resources and Preserving Capabilities

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, fire breaks, installing protective window coverings, or removing vital equipment.

Public works and engineering staff 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.

If time permits, public works and engineering staff 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.

Damage Assessment

Public works and engineering 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 located in the Support Annex Damage Assessment.

Public works personnel shall inspect damaged structures. Inspections are conducted to identify unsafe structures and, if necessary, take actions to restrict entry / occupancy until the structures can be made safe.

Damaged buildings posing an immediate threat to public health and safety should be appropriately posted to restrict public access pending repairs or demolition. The Cities of Bovina, Farwell, and Friona do not have an ordinance that provides for expedited demolition of structures that pose a threat to public health during emergency situations.

Temporary Repairs and Restoration

The public works and engineering staff are 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.

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.

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.

Direction and Control

The EMD shall provide general guidance for the public works and engineering function and approve requests for state or federal resources when necessary.

The IC will manage public works and engineering 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.

The EOC will be activated for major emergencies and disasters. Public Works and Road and Bridge will provide liaisons to be in the EOC if available. The IC shall direct resources committed to the incident site and coordinate resource requests through the Public Works Officer. The Public Works Officer and Road and Bridge liaison shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.

Lines of Succession

The line of succession for the Public Works Officer is:

1. City Manager
2. Public Works Director
3. Water Superintendent

Phases of Emergency Management

Public Works and Engineering Phases of Emergency Management		
Phase	**Actions**	√
Prevention Mitigation	• Identify vulnerabilities of existing public buildings, roads, bridges, water systems, and sewer systems to known hazards and take steps to lessen vulnerabilities.	
	• Reduce vulnerability of new public facilities to known hazards through proper design and site selection.	
	• Develop plans to protect facilities and equipment at risk from known hazards.	
	• 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 in the event of an emergency power loss.	
Preparedness	• Ensure buildings, roads, bridges, and public works equipment are in good repair.	
	• Ensure an adequate number of personnel are trained to operate heavy equipment and other specialized equipment.	
	• Stockpile materials needed to protect and repair structures, roads, bridges, and other infrastructure.	
	• Develop general priorities for clearing debris from roads.	
	• Maintain an adequate quantity of barricades and temporary fencing.	
	• Maintain current maps and plans of government facilities, roads, bridges, and utilities.	
	• Enable consistent incident classifications	
	• Review plans, evaluate emergency staffing needs, and make tentative emergency task assignments.	
	• Establish and train damage survey teams.	
	• Execute contingency contracts for emergency equipment and services with local contractors and execute agreements with individuals/businesses to borrow equipment.	
	• Develop procedures to support or accomplish the tasks outlined in this section.	
	• Ensure city/county vehicles and other equipment can be fueled during a power outage.	
Response	• If warning is available, take actions to protect government facilities and equipment.	
	• Survey areas affected, assess damage, and determine the need and priority for expedient repair or protection to prevent further damage. Report damage to the EOC.	
	• Upon request, provide heavy equipment support for SAR operations.	
	• Clear roads of debris	
	• Inspect damaged buildings to determine if they are safe for occupancy.	
	• Remove debris from public property and manage proper debris disposal.	
	• Make repairs to damaged government facilities and equipment, as needed.	
	• Assist in making emergency repairs to government-owned utility systems, as necessary.	
	• Coordinate with utility providers to arrange for emergency electrical service, if required, to support emergency operations.	
	• Restrict access to areas, using barricades and temporary fencing, upon request.	
Recovery	• Repair or contract repairs for government-owned buildings, roads, bridges, and other infrastructure.	
	• Support community clean up efforts, as necessary.	
	• Participate in compiling estimates of damage and response and recovery costs.	
	• Participate in post-incident review of emergency operations and make necessary changes to improve emergency plans and procedures.	

Task Assignments

Public Works and Engineering Task Assignments	
Public Works Director County Road amd Bridge	• Coordinate certain pre-emergency programs to reduce the vulnerability of local facilities and other infrastructure to known hazards. • Manage the public works function during emergency situations in accordance with the NIMS. • Oversee the restoration of key facilities and systems and debris removal following a disaster. • Develop and implement procedures to ensure a coordinated effort between the various local departments and agencies that perform the public works and engineering functions. • 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. • Assist the Resource Manager in maintaining a current list of public works resources.
Public Works Department	• Carry out pre-disaster protective actions for impending hazards, including identifying possible facilities for debris storage and reduction. • Conduct damage assessments after a disaster. • Repair and protect damaged government facilities. • Provide heavy and specialized equipment support for SAR operations. • Carry out debris clearance and removal. • With the assistance of the County/City Attorney, negotiate mutual aid agreements for public works and engineering support. • Maintain stockpiles of disaster supplies such as sandbags, plastic sheeting, and plywood. • Collect and properly dispose of waste. • Restore damaged communications systems. • Provide communications technical and equipment support for emergency operations.
City Engineer	• Develop damage assessment procedures and provide training for damage survey teams. • Provide engineering services and advice to the IC and EOC staff. • Assist in conducting damage assessments after a disaster. • Safeguard vital engineering records. • Determine if access to damaged structures should be restricted or if they should be condemned.
Fire Service	• Inspect expedient shelter and mass care facilities for safety.
Road and Bridge Dept.	• Maintain reasonable stockpiles of emergency paving materials. • Make emergency repairs to city roads, bridges, culverts, and drainage systems. • Supervise debris clearance from the public right-of-way and removal operations. • Install barricades where needed for safety. • Provide personnel and equipment to aid in SAR operations as needed. • Provide heavy equipment support for protective actions taken prior to an emergency and for response and recovery operations. • Assist in repairs to government-owned utilities and drainage systems.
Parks and Rec. Dept.	• Assess damage to parks and recreation facilities and assist in assessing damage to other facilities. • Provide personnel and light equipment support for public works and engineering operations. • Upon request, establish and staff a facility to sort and catalog property removed from damaged government-owned facilities.

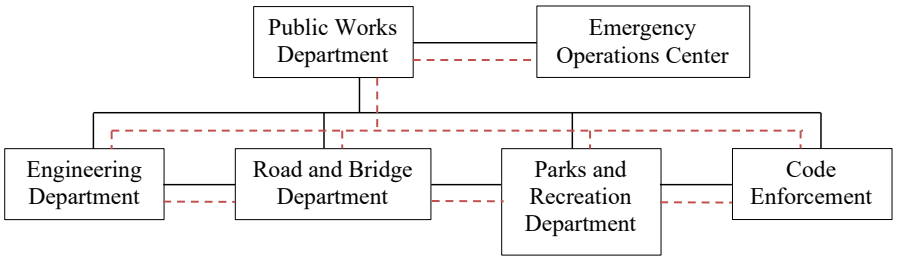
Readiness Levels

ESF 3 Public Works and Engineering Readiness Levels	
Level 4	• See the mitigation and preparedness activities
Level 3	• Review plans and procedures. • Inform key public works and engineering personnel. • Monitor the situation. • Check equipment readiness and correct deficiencies. • Check emergency supply status and fill shortfalls.
Level 2	• Monitor the situation. • Alert personnel for possible emergency duty. • Increase short-term readiness of equipment if possible. • Review mutual aid agreements and contracts for resource support and alert potential resource providers of possible emergency operations. • Identify personnel to staff the ICP and EOC.
Level 1	• Mobilize selected public works and engineering personnel. • Implement plans to protect government facilities and equipment. • Ensure equipment is loaded and fueled; consider precautionary deployment of resources. • Dispatch personnel to the ICP and EOC when activated. • Advise resource suppliers of situation. • Continue to monitor the situation.

Attachments

Tab A: Communications Network
Tab B: Key Local Facilities – Prioritized Restoration

Tab A: Communications Network



Legend
Phone - ——
Radio - - - - -

Tab B: Key Local Facilities – Prioritized Restoration

Facility Name *Priority – 1 being the highest*	**Emergency Generator**	**Electricity**	**Phone**	**Water**	**Waste Water**	**Natural Gas**
Govt. Direction & Control						
Parmer County Courthouse	No	1	1	2	2	-
Bovina City Hall	Yes	1	1	2	2	-
Farwell City Hall	No	1	1	2	2	-
Friona City Hall	Yes	1	1	2	2	-
Emergency Response						
Parmer County Sheriff's Office w/ Jail	Yes	1	1	2	2	-
Bovina Police Department	No	1	1	1	1	4
Farwell Police Department	Yes	1	1	1	1	4
Friona Police Department	Yes	1	1	1	1	4
Bovina Volunteer Fire Department	No	1	1	1	2	4
Farwell Volunteer Fire Department	No	1	1	1	2	4
Friona Volunteer Fire Department	Yes	1	1	1	2	4
Lazbuddie Volunteer Fire Department	No	1	1	1	2	4
Rhea Hollene Volunteer Fire Department	No	1	1	1	2	4
Bovina EMS	No	1	1	1	2	4
Farwell EMS	No	1	1	1	2	4
Friona EMS	No	1	1	1	2	4
Lazbuddie Volunteer EMS	No	1	1	1	2	4
Utilities						
City of Bovina	Yes	1	3	5	5	-
City of Farwell	Yes	1	3	5	5	-
City of Friona	Yes	1	3	5	5	-
Medical Facilities						
Parmer Medical Center	Yes	1	1	1	1	3
Friona Rural Health Clinic	No	1	1	1	1	3
Family Healthcare (Bovina)	No	1	1	1	1	3
Farwell Medical Clinic	No	1	1	1	1	3
Farwell Care and Rehabilitation Center	No	1	1	1	1	3
Prairie Acres Nursing Home (Friona)	No	1	1	1	1	3
Telecommunications						
West Texas Rural Coop Telephone	No	1	1	2	2	4
Plateau Telecommunications	No	1	1	2	2	4

ESF 3 – Public Works/Debris Management

Purpose

The purpose of debris management after a disaster is to ensure safety and return the community to a sense of normalcy by clearing and disposing of debris in a proper manner from private and public property.

Situation and Assumptions

Situation

- 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.
- Emergency situations requiring debris removal may occur at any time.

Assumptions

- The quantity and type of debris generated, its location, and the size of the area affect the removal and disposal methods chosen, the costs incurred in doing so, and the time it will take to accomplish the task.
- Local government may have insufficient resources to remove debris created by a major emergency or disaster and accomplish other recovery tasks.
- 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 final disposal.

Concept of Operations

The general concept of operations for debris management is a two phased approach that relies on assistance from the public and state operations, if needed.

Phase 1 – Emergency Roadway Clearance

- The top priority of public works and engineering crews after a disaster is to clear major roads and routes to key population support facilities (e.g. fire departments) to allow emergency vehicle movement and damage assessment activities to begin. Roadway clearance also allows for external sources to respond to the disaster area for assistance.
- In initial roadway debris clearance, debris is normally pushed to the side of the road with no attempt to remove or dispose of it. Fire hydrants, driveway cutouts, and utility valves should be left unobstructed.
- 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.

Phase 2 – Debris Removal and Disposal

- Debris Removal from Public Property
  - After a disaster, it may be necessary to remove debris from a variety of public property, including:
    - Roads and Right of Ways.
    - Government buildings, grounds, and parking lots.
    - Parks and recreation facilities.
    - Storm drainage systems and reservoirs.
  - 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:
    - Eliminate immediate threats to life, public health, and safety.
    - Eliminate immediate threats of significant damage to public or private property.
    - 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 TDEM *Texas Disaster Recovery Manual* for further information.
- Debris Removal from Private Property
  - 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.

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.
    - When the Governor has issued a disaster declaration for an emergency situation, § 418.023 of the Texas Government Code provides that State resources may be used to remove debris from private property. 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.
- 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:
        - Sorting debris into categories – burnable natural debris, burnable construction and demolition debris, non-burnable debris, and potentially hazardous debris.
        - Placing sorted debris piles at curbside.
        - Keeping debris off roadways and away from fire hydrants and utility valves.
        - Disposing of household waste in normal refuse containers.
- 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. Methodologies for estimating debris can be found on the MACC Drive website: https://sites.google.com/view/prpcmacc/home
- Public Information and Instruction
    - After 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.
    - Public instructions should encourage citizens to:
        - Assist their neighbors, particularly the elderly or infirm, in removing debris.
        - Move debris to curbside for pickup.
        - Separate debris into the categories determined by local officials.
        - Keep debris piles away from fire hydrant and utility valves.
    - Public information should keep citizens advised of:
        - Debris pickup schedules and the system of pickup, if various types of debris will be picked up on different days.
        - Self-help disposal guidelines for citizens and businesses that wish to haul their own debris to a debris storage area or landfill.
    - 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.

Direction and Control

Phase 1 - Emergency Roadway Clearance

- 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.

Phase 2 - Debris Removal and Disposal

- 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:
  1) Operations: Plan debris removal and processing, manage the use of government resources, and monitor the use of contract resources committed to the task.
  2) Contracting and Procurement: Develop contracts for services and/or equipment, obtain bids, and award contracts.
  3) Legal: Contract review, manage authorizations for debris removal, and prepare legal documents for building condemnation and land acquisition.
  4) Administration: Provide supply, administrative, and accounting support.
  5) Engineering: Damage assessment, develop scopes of work and specifications for contracts, and prepare cost estimates.
  6) Public Information: Provide info 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. 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.

Attachments

Tab A: Landfill and Temporary Debris Storage and Reduction Sites (TDSR)
Tab B: Debris Removal Access Agreement

Tab A: Landfill and TDRS Locations

Landfills and Potential Temporary Debris Storage and Reduction (TDSR) Sites

Landfills

Parmer County does not have a landfill. The closest landfills are in the Hereford, Dimmitt, and Muleshoe.

Possible Temporary Debris Storage Reduction Facilities

Bovina: City lot at the corner of Avenue G and East St.

Farwell: Space available on the County Barn grounds

Friona: City lot at the corner or 7th St. and Jackson St.

Tab B: Debris Removal Access Agreement

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

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ESF 4 – Firefighting

Purpose

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 (ESF 9), warning (ESF 15), and hazardous materials and radiological protection operations (ESF 10).

Situation and Assumptions

Situation

- Parmer County depends on volunteer fire departments for fire protection.
- The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.
- Uncontrolled fires may reach such proportions they become a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.
- During emergency situations, we will use our firefighting resources and those available pursuant to inter-local agreements, including mutual aid plans and agreements with businesses.

Assumptions

- Natural hazards and emergencies, such as flash flooding, may necessitate the use of fire resources.
- 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 NIMS / ICS is essential.
- Large-scale emergencies, disasters, and acts of terrorism may adversely impact or deplete firefighting personnel, equipment, facilities, and communications systems.

Concept of Operations

The fire service has the primary responsibility for protecting our community from fire hazards, hazmat spills, and radiological incidents. Our firefighting resources include:

- Bovina Volunteer Fire Department
- Farwell Volunteer Fire Department
- Friona Volunteer Fire Department
- Lazbuddie Volunteer Fire Department
- Rhea Hollene Volunteer Fire Department
- Muleshoe Volunteer Fire Department (Mutual Aid)
- Dimmitt Volunteer Fire Department (Mutual Aid)
- Hereford Volunteer Fire Department (Mutual Aid)
- Clovis NM Fire Department (Mutual Aid)
- Texico NM Volunteer Fire Department (Mutual Aid)

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.

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.

Evacuation Operations

The IC may direct an expedient evacuation of 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.

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:

- Alert residents in the affected area who have not been warned by other means.
- Evacuate individuals who require assistance.

Terrorist Incident Response

Crisis Management

- Law enforcement agencies generally have the lead in terrorism crisis management activities. The fire service will provide support as requested. Refer to ESF 13, Public Safety and Security, for more information on the response to terrorist threats and activities

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.

Requesting External Assistance

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 mutual aid agreements to which local fire departments are a party. The Fire Chief may also request assistance from industries and businesses with firefighting resources that have agreed to assist us during emergencies.

If our fire service resources and those obtained pursuant to local mutual aid agreements are insufficient to deal with an emergency situation, regional mutual aid will be requested in accordance with the Regional Response Plan. Should regional resources prove to be inadequate, statewide mutual aid will be requested in accordance with the *Texas Fire and Rescue Mutual Aid Plan*

If the foregoing resources are inadequate to deal with an emergency situation, the EMD may request state firefighting assistance, in accordance with Regional Response Plan.

TAMFS pre-staged firefighting resources are located in the City of Amarillo. The EMD shall make requests for these resources to the DDC. During emergency situations where time is of the essence, the EMD may make resource requests directly to a TAMFS Regional Fire Coordinator.

Direction and Control

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.

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 a winter storm), 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.

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.

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.

Lines of Succession

Our normal emergency organization 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 the event of a catastrophic incident, considerations will be made for the implementation of Regional Response Plan.

The Fire Chief 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.

The line of succession for the Chief Fire Officer is:

1. Fire Chief
2. Assistant Chief
3. First Officer on Scene

Phases of Emergency Management

Firefighting Phases of Emergency Management		
Phase	**Actions**	√
Prevention Mitigation	• Enforce Fire Codes	
	• Conduct fire safety education programs for the public	
	• Recommend fire prevention activities such as brush clearance, outdoor burning restrictions, and use of fireworks when conditions warrant	
	• Maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.	
	• Operate local warning system (sirens)	
Preparedness	• Maintain a list of all firefighting resources in a database.	
	• Inspect and maintain all equipment.	
	• Stockpile specialized supplies	
	• 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.	
	• Develop communications procedures to ensure adequate communications between fire units, law enforcement units, and other emergency responders.	
	• Plan and execute NIMS compliant training exercises for all firefighting personnel on a regular basis.	
	• Test, maintain, and repair equipment on a scheduled basis.	
	• Revise and update response plans at regular intervals.	
Response	• Contain, control, and extinguish fires.	
	• Initiate rescue missions, as necessary.	
	• Alert and advise all emergency response personnel and decision-makers to the dangers associated with hazmat and fire during emergency operations.	
	• Control hazmat incidents within departmental capabilities giving priority to public and firefighter safety and protecting property, respectively	
	• Conduct radiological monitoring and assessment within departmental capability. Maintain an operational Radiological Protection Program in accordance with state and federal standards.	
	• Initiate evacuation of emergency scenes, if necessary.	
	• Provide fire inspections and fire protection for temporary shelter and mass care facilities.	
Recovery	• Perform fire inspections of restored or reconstructed buildings.	
	• Perform or assist in decontamination and clean up.	
	• Assess damage to fire equipment and facilities, if necessary.	
	• Recommend condemnation of unsafe buildings.	
	• Review fire codes in relation to an incident or disaster and recommend improvements to City Councils and/or County Commissioners.	

Task Assignments

Firefighting Task Assignments	
Fire Department	• Coordinate all fire service activities. • Provide fire control and protection. • Assist in warning and operation of warning sirens (see ESF 15). • Provide support for shelter/mass care operations (see ESF 6). • Provide support for radiological protection • Provide assistance during evacuations (see Support Annex: Evacuation). • Respond to hazmat accidents/incidents (see ESF10). • Enforce fire codes. • Prepare and execute mutual aid agreements. • Provide support for other public safety operations, as necessary. • Conduct search and rescue operations (see ESF 9). • Provide qualified individuals to staff the EOC and ICPs when activated.
IC	• Establish an ICP and control and direct emergency response resources. • Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated. • Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site. • Approve the Incident Action Plan and all requests pertaining to the procurement and release of incident resources. • Establish a specific division of responsibilities between the incident command operation and the EOC, if activated. • 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 DDC, SOC, and TAMFS to the JFO.
Law Enf.	• Upon request of the IC, initiate evacuation actions and provide perimeter access control around incident sites.
Public Works Dept.	• Upon request of the IC, provide heavy equipment support for fire control operations.
TAMFS	• Coordinate response to wildland fires in the state. • Process requests for state firefighting assistance. • Coordinate firefighting ESF group actions to develop and implement mutual aid programs and procedures. • Coordinate firefighting activities and issues involving fire departments. • Within capabilities, provide personnel and equipment to assist local governments and industry in conducting fire suppression operations. • Conduct wildland fire training academies for state and local personnel.
USFS	• Upon request from the TAMFS, provide support for local fire control operations when U.S. Forest Service lands are threatened.
County Attorney	• Upon request, assist the County Commissioner's Court by drafting legal documents enforcing outdoor burning and/or the use of fireworks.

Readiness Levels

ESF 4 Firefighting Readiness Levels	
Level 4	• See the mitigation and preparedness activities
Level 3	• Monitor the situation and consider situation briefings for senior staff. • Alert key personnel, determine personnel availability, and update staff call lists. • Check readiness of all equipment and repair or replace as needed. • Check status of supply items and restock as needed. • Review mutual aid agreements for use of firefighting resources operated by other agencies. • Review plans and procedures and update them, if necessary.
Level 2	• Alert personnel of possible emergency duty. • Place selected personnel and equipment on standby. • Identify personnel to staff the EOC and ICP when activated. • Prepare to implement inter-local agreements.
Level 1	• Mobilize selected fire service personnel. • Consider precautionary deployment of personnel and equipment, if appropriate. • Dispatch fire service representative(s) to the EOC when activated.

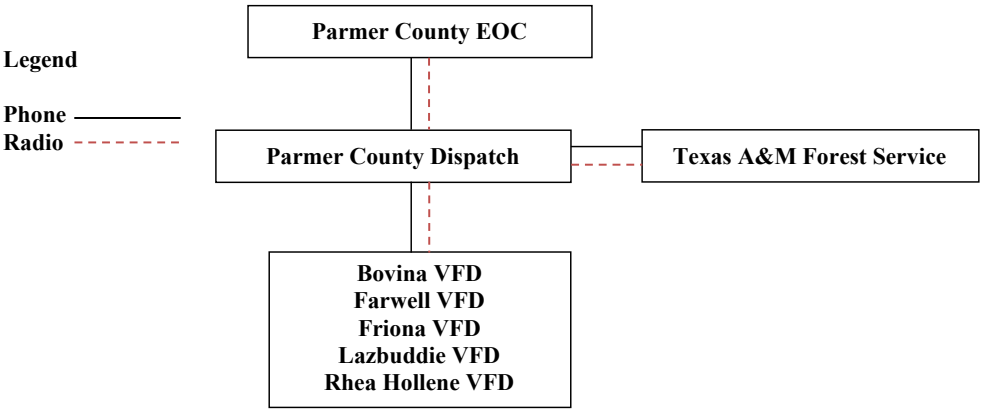
Attachments

Communications Network

Fire Service Communications Network

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

Fire Service Communications Network



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ESF 5 – Emergency Management

Purpose

The purpose of this section is to define tasks for local government to accomplish the following:

- Define organization, operational concepts, responsibilities, and procedures necessary to accomplish direction and control for this jurisdiction from a major emergency or disaster.
- Define operational concepts, organizational arrangements and responsibilities to assist citizens and businesses in recovering from a major emergency or disaster.
- EOC activations and procedures

Situation and Assumptions

Local emergency preparedness plans and programs should have a sound legal basis.

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 require timely advice regarding the legality of proposed measures.

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.

Concept of Operations

Our direction and control structure for emergency operations is based on NIMS, which employs two levels of incident management structures.

1. The ICS which includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of scope.
2. Multi-Agency Coordination System which integrates a combination of facilities, equipment, personnel, procedures and communications into a common framework, which allows for the coordination and support of incident command.

Details of NIMS and ICS can be found in the Preparedness Section of this plan.

Emergency Operation Center (EOC) Operations

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.

The principal functions of the EOC are to:

- Monitor potential threats.
- Support on-scene response operations.
- Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
- Analyze problems and formulate options for solving them.
- Coordinate among local agencies and between the city, county, region and state and federal agencies, if required.
- Develop and disseminate warnings and emergency public information.
- Prepare and disseminate periodic reports.
- Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
- Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

ICS - EOC INTERFACE

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.

Transition of Responsibilities

- Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.
- 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.
- 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.

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 the 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.

IC/EOC INTERFACE	
INCIDENT COMMANDER	**EMERGENCY OPERATIONS CENTER**
Isolating the scene.	Providing resource support for the IC operations.
Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.	Issuing community-wide warning.
Warning the population in the area of the incident and providing emergency instructions to them.	Issuing instructions and providing information to the general public.
Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for responders at the scene.	Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
Implementing traffic control arrangements in and around the incident scene.	Organizing and implementing shelter and mass arrangements for evacuees.
The IC is responsible for field operations and requesting additional resources from the EOC.	Coordinating traffic control for large-scale evacuations.
Requesting additional resources from the EOC.	Requesting assistance from external sources
Keeping the EOC informed of the current situation at the incident site.	Other duties as necessary.
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 ICP may be established. If this situation occurs, a transition to an Area Command or a Unified Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.	

Disaster Recovery Program

Specific details regarding damage assessment can be found in the Damage Assessment Support Annex. The purpose of establishing initial recovery procedures is to ensure that local government, citizens, and businesses have properly documented the disaster and damage.

As identified in the hazard analysis, which is summarized in the preparedness section of this plan, this jurisdiction is 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.

The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities after a major disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies. 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 after a disaster.

It is essential that damage assessments for private and public property are done in a timely and accurate manner. This will form the basis for requesting state and federal assistance for citizens (Individual Assistance) and for repairs to infrastructure (Public Assistance) and should be a vital concern to local officials following a disaster. Damage assessment and recovery operations may commence while some emergency response activities are still underway.

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. Volunteer organizations will be available to assist citizens in meeting some basic needs, but they may not provide all needed assistance.

Direction and Control

Our normal emergency organization, described in Preparedness Section/Direction and Control, will carry out the direction and control function during emergency situations.

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.

The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the EMD/EMC based on the needs of the situation. The EMD/EMC will provide general guidance for the direction and control function, pursuant to NIMS protocols.

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 EMD/EMC. An ICP will normally be established at the incident scene; the IC will direct and control response forces from that command post.

EOC Organization

The EMD/City Manager/EMC may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.

The EMC and staff will activate the EOC, determine the level of EOC staffing required based upon the situation, and notify appropriate personnel to report to the EOC. The EMD will serve as the EOC Supervisor.

Phases of Emergency Management

ESF 5 Phases of Emergency Management		
Phase	**Actions**	√
Prevention Mitigation	• Establish, equip, and maintain an EOC and an alternate EOC	
	• Identify required EOC staffing; see critical personnel	
	• Prepare/maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.	
	• Identify and stock supplies needed for ICP and EOC operations.	
	• Develop and maintain procedures for activating, operating, and deactivating the EOC	
Preparedness	• Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.	
	• Pursuant to NIMS protocol, conduct NIMS training for department/agency/volunteer group representatives who will staff the EOC and ICP.	
	• Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations	
	• Test and maintain EOC equipment to ensure operational readiness.	
	• Exercise the EOC at least once a year.	
	• Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources	
Response	• Activate an ICP and the EOC if necessary.	
	• Conduct response operations.	
	• Deactivate ICP and EOC when they are no longer needed.	
Recovery	• If necessary, continue EOC activation to support recovery operations.	
	• Deactivate EOC when situation permits.	
	• Restock ICP and EOC supplies if necessary.	
	• For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.	

Task Assignments

EOC Operations Task Assignment	
All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.	
EMD/EMC	• Establish general policy guidance for emergency operations. • Direct that the EOC be partially or fully activated. • When appropriate, terminate EOC operations. • Develop and maintain the EOC Staff Roster and EOC operating procedures. • Activate the EOC when requested or when the situation warrants. • Serve as the EOC Supervisor. • Advise the other EMD/s and City Manager/Secretary on emergency management activities. • Coordinate resource and information support for emergency operations. • Coordinate emergency planning and impact assessment. • Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
IC	• Establish an ICP and direct and control emergency operations at the scene. • Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site. • Provide periodic situation updates to the EOC, if that facility is activated. • Identify resource requirements to the EOC, if that facility is activated.
Other Agencies	• Identify and train personnel to carry out required emergency functions at the ICP and the EOC. • Provide personnel to staff the ICP and the EOC when those facilities are activated. • 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.

Readiness Levels

Readiness Levels for the EOC Operations	
Level 4	• Refer to the mitigation and preparedness section
Level 3	• Check status of EOC equipment and repair or replace as needed. • Check status of EOC supplies and restock as needed. • Update EOC resource data. • Alert staffs, determine personnel availability, and update EOC staff call lists. • Consider limited activation of EOC to monitor situation. • Consider situation briefings for senior staff.
Level 2	• Update EOC staffing requirements based on threat. • Determine specific EOC staff assignments and alert staff. • Monitor potential emergency situation and determine possible impact areas. • Update maps, charts, displays, and resource data. • Consider situation briefings for EOC staff. • Consider partial activation of EOC if this has not already been accomplished. • Check status of Alternate EOC and Mobile Command Post.
Level 1	• Summon EOC staff and activate the EOC. • Monitor situation. • Update maps, charts, displays, and resource lists. • Arrange for food service if needed. • Determine possible hazard impact areas and potential hazard effects. • Conduct briefings for senior staff and EOC staff. • Formulate and implement precautionary measures to protect the public. • Coordinate with adjacent jurisdictions that may be affected.

EOC Operations

The Judge, Mayor, EMC, or City Manager may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.

The EMC and staff may activate the EOC and will normally determine the level of EOC staffing required based upon the situation. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the Judge/Mayor/City Manager activate the EOC to provide a suitable facility to work the issue. The EMD will serve as the EOC Supervisor.

The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that the appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

Facilities and Equipment

EOC

- The County EOCs are located at each city's community building and are maintained by the EMC and City Managers.
- The EOCs are equipped with the following communication equipment necessary for conducting emergency operations: telephones, computer, internet, television, and maps.
- The EOCs do not have permanent generators on location.
- The EOC has emergency water supplies for 1 day of operation.
- Food for the EOC staff will be provided by local restaurants, grocery stores, and/or mass care providers.

Alternate EOC

- Should the primary EOC become unusable, the alternate EOC, located at the Parmer County Sheriff's Office, will be used to manage emergency operations.
- Communications available at this facility include radio frequencies, telephones, 2-way radios, internet access, computer equipment for WebEOC.

Mobile Command Post

- The Incident Command may request that the Mobile Command Post, operated by the Sheriff's Office, Police Chief, and Fire Chief, be deployed for use as an on-scene command post.
- Communications capabilities of the Mobile Command Post include: two-way radios, cell phone.

EOC Staff Responsibilities

EOC Staff Responsibilities	
All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.	
EOC Supervisor, Assistant	• Monitor emergency operations and directs EOC operations. • Screen incoming messages, determines disposition and distribution. • Assign responsibility for responding to requests for resources or information or formulating options for solving problems to Staff Officers. • Review proposed options for solving problems and select and implement an appropriate course of action. • Approve outgoing messages and reports for release. • Make requests for external assistance or approve requests made by other members of the EOC staff. • Conduct periodic update briefings for the EOC staff and elected officials.

Logger	• Numbers incoming and outgoing messages.
	• Records all messages in the EOC Message Log (Tab G to Appendix 1).
	• The EOC Log shows accurate portrayal of response activities, including:
	  ○ Activation and deactivation of the EOC.
	  ○ Emergency notifications to other local governments and to state and federal agencies.
	  ○ Significant changes in the emergency situation.
	  ○ Major commitments of resources or requests for additional resources from external sources.
	  ○ Issuance of protective action recommendations to the public.
	  ○ Evacuations.
	  ○ Casualties.
	  ○ Containment or termination of an incident

Distribution Clerk	• Pick up incoming messages from Communications and delivers to EOC Supervisor. Ensures that the messages get entered into the EOC log. • Delivers outgoing message traffic to Communications. Ensures that the messages get entered into the EOC log. • Incoming verbal messages will be recorded on an EOC Info/Action Record, a copy of which is provided in Tab G to this section. For messages that require action, the form is used to assign responsibility for action to EOC staff members and to record the action taken. • Reproduces and distributes messages and other materials within the EOC. • Maintains a file of original incoming and outgoing messages.
Poster/Plotter	• Posts incident information on EOC display boards, other than those maintained by Action Officers. • Plots incident information on EOC maps. • Assists the Distribution Clerk.

EOC Staff Responsibilities	
All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.	
Writer	• At the direction of the EOC Supervisor, records key events in the EOC Log (Tab D). • Prepares EOC reports. • Prepares outgoing messages that require typing. • Assists the Distribution Clerk and the Logger.
Staff Officers	Staff Officers include representatives of depts and agencies that compose the Operations Group and the Support Group, as well as liaison personnel from volunteer groups. • Have knowledge of their organizational resources and expertise in their use. • Forward and respond to requests for emergency resources or information from their department, agency, or group, coordinating as necessary with their parent organization. • Receive emergency information and enter it into the EOC information system. • Work with other Staff Officers to resolve problems that require multi-agency action. • Maintain pertinent display boards and maps.
PIO	• Develops and disseminates appropriate emergency public information through news releases, briefings, and, where appropriate, emergency information systems. • Handles media inquiries.
Comm. Staff	• Receives incoming EOC message and transmits outgoing EOC message. • Maintain the required communications log.
EOC Security	• Visitors to the EOC will be identified and their business determined before being admitted to the EOC. Visitors with a valid need to enter the EOC will sign in on the EOC Visitor Log and be provided with an EOC Visitor badge.

Information Flow

Information Flow	
Incoming Messages	**Record Traffic** Incoming messages and faxes will be delivered to Logger for assignment of a message number and then to the EOC Supervisor or Deputy for review. Incoming messages will be numbered sequentially with an R prefix; outgoing messages will be numbered sequentially with an S prefix.
	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 on an Emergency Action Record Tab G: EOC Info/Action Record which will be delivered to the Logger for assignment of a message number and then to the EOC Supervisor or Deputy for review.
Screening Messages	The EOC Supervisor or Deputy shall screen incoming traffic and determine how it is to be handled. Messages typically fall into two categories: (a) those that provide information about an emergency and (b) those that request resource support or information or identify problems and, thus require action.
	For messages that provide information only, the EOC Supervisor or Deputy will indicate whether the information should be posted on display boards or plotted on map boards by checking the appropriate block on EOC forms or hand stamping a disposition box on other types of messages. The EOC Supervisor or Deputy shall also indicate the distribution of each message in the approximate block. The EOC Supervisor or Deputy may also highlight information in messages that is to be included in the periodic situation report. All messages that are received will be logged, but messages that are not pertinent to the emergency situation will not be distributed.
	The Distribution Clerk will retain originals of all messages.
Outgoing Messages	Any member of the staff may draft outgoing messages. Messages will be forwarded to the EOC Supervisor or Deputy for review. If necessary, the Writer will type the final copy of an outgoing message and provide it to the EOC Supervisor for approval. The EOC Supervisor or Deputy will provide the approved message to the Distribution Clerk for dispatch.
	Outgoing calls by any staff member, which deal with matters of interest to other members of the EOC staff, should be summarized on an Emergency Action Record Tab G: EOC Info/Action Record and provided to the EOC Supervisor or Deputy, who will determine further distribution requirements.
Exchange of Information	All Staff Officers are expected to keep the EOC Supervisor or Deputy advised, either verbally or by a note, of important information relating to emergency operations they receive and significant response or recovery issues they identify.
	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.

Agreements and Contracts

Should 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.

Records

Activity Logs – The ICP and the EOC shall maintain accurate logs recording key response activities, including:

- Activation or deactivation of emergency facilities
- Emergency notifications to other local governments and to state and federal agencies
- Significant changes in the emergency situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to the public
- Evacuations
- Casualties
- Containment or termination of the incident

The EOC shall utilize the Emergency Operations Center Log, Tab D to record EOC activities. The ICP shall use the Unit Log (ICS form 214) or an equivalent.

Communications and 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 E.

Cost Information

- Incident Costs – All departments 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.
- 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:
  - Personnel costs, especially overtime costs
  - Operation costs
  - Costs for leased or rented equipment
  - Costs for contract services to support emergency operations
  - 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.

Task Response and Problem Solving

The EOC Supervisor 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. Tasks will normally be assigned using the Emergency Info/Action Record form; pertinent messages or information may be attached to the form.

Task Response

- Staff Officers assigned tasks to provide resources or information are expected to complete the required action and close out the tasking by completing the Action Taken block at the bottom of the Emergency Info/Action Records and returning the form to the EOC Supervisor or Deputy.
- Staff Officers are expected to complete the specific task assigned as well as any other tasks implied in the original tasking. For example, if the Shelter and Mass Care Staff Officer is given the task of obtaining

400 cots for a shelter, the task includes the explicit task of locating the cots and the implicit task of getting them transported from wherever they are to the shelter. To complete the implicit task, the Shelter and Mass Care Staff Officer may have to coordinate with the Transportation Staff Officer to arrange transportation with the supplier of the cots.

- If requests for resources or information cannot be satisfied locally, the Staff Officer should advise the EOC Supervisor or Deputy forthwith and identify possible external sources for the resources or information.
- When responding to requests for resources, it is always advisable for Staff Officers to coordinate with the requestor to confirm specific requirements and coordinate the delivery time and location. Requestors should always be advised of the disposition of their requests.
- For tasks that will take some time to complete, Staff Officers should provide interim progress reports to the EOC Supervisor or Deputy.

Problem Solving

- 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.
- 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.

Status Boards and Maps

The following EOC status boards will be maintained by staff members indicated:

- Current Situation board: Poster/Plotter
- Evacuation Status board: Law Enforcement
- Shelter and Mass Care Status board: Shelter and Mass Care
- Resource Commitments board: Resource Manager
- Points of Contact board: Deputy EOC Supervisor
- Route Status board: Law Enforcement
- Damage Summary board: EMC

The following EOC maps will be maintained by the staff members indicated:

- Current Situation map: Poster/Plotter
- Traffic Control map: Law Enforcement
- Hazmat Facilities/Risk Areas map: Fire Service
- Special Facilities map: Fire Service
- Wildfire Risk map: EMC

Reports and Briefings

Reports

When the EOC is activated for a major emergency or disaster for which external assistance may be required, the EOC Supervisor or Deputy will instruct the Writer to prepare an Initial Emergency Report. This short report is designed to provide basic information about an emergency situation. See Tab H for the format of and addresses for this report.

The Writer will prepare the periodic Situation Report, with guidance on report content provided by the EOC Supervisor or Deputy. 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 DDC, 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.

Situation Update Briefings – The EOC Supervisor or Deputy shall conduct periodic informal situation update briefings for the EOC staff, recapping the current situation and highlighting ongoing actions and issues to be resolved. Briefings shall be kept short so they will not disrupt ongoing EOC operations.

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.

Media Briefings – The Public Information staff shall schedule and conduct briefings for the media as needed. To preclude disruption of EOC operations, media briefings will not be conducted in the primary EOC work area.

Attachments

Tab A: EOC Staff Roster
Tab B: EOC Activation
Tab C: EOC Deactivation
Tab D: Emergency Operations Center Log
Tab E: EOC Message Log
Tab F: EOC Message Form
Tab G: EOC Info/Action Record
Tab H: Situation Report Sample

Tab A: EOC Staff Roster

EOC Staff Roster		
Position	**1st Shift Time:**	**2nd Shift Time:**
EOC Supervisor		
EOC Deputy Supervisor		
Operations Group		
Law Enforcement		
Fire and Rescue		
Health and Medical		
Resource Management		
Shelter and Mass Care		
Public Works		
Utilities		
Human Services		
Transportation		
Animal Control		
Donations Management		
Support Group		
Logger		
Writer		
Distribution Clerk		
Post/Plotter		
Writer		
Public Information		
Communications		
Liaison		
American Red Cross		
Salvation Army		

Tab B: EOC Activation Checklist

Activation Checklist	
√	**Action**
	Determine level of EOC staffing required
	Make notification to the appropriate EOC staff and liaison personnel
	Advise dispatch that the EOC has been activated
	Put up EOC status board/poster on available wall
	Check and clean all EOC map boards/posters
	Test EOC telephones
	Turn on and test EOC fax
	Activate and test radios
	Activate and test EOC computers and printers – test email function and internet access
	Write internet access ID and Password on EOC status board/poster
	Check operation of EOC copier and ensure copy paper is available
	Turn on the EOC TV Monitors
	Check status of supplies and forms in the EOC and replenish as needed
	Test emergency generator and determine fuel status, make arrangements for delivery
	Secure EOC entrance and set out EOC sign-in roster
	Ensure conference table is cleared out for work use
	Determine requirements for food service

Tab C: EOC Deactivation Checklist

Deactivation Checklist	
√	**Action**
	The EMC shall collect the EOC log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference.
	The EMC shall get a printout of all messages placed in WebEOC.
	Advise dispatch that the EOC has been deactivated
	Take a picture of the populated EOC status board/poster and EOC map boards/poster
	Check and clean all EOC status and map boards/posters and return to closet
	Turn off EOC fax
	Deactivate radios in EOC
	Deactivate EOC computers and printers. Save any files created to a folder named with Incident name and date on a flash drive
	Turn off the EOC TV Monitors
	Replenish supplies and forms in the EOC and store in closet
	Determine emergency generator fuel status and arrange for refueling if necessary
	If conference table was used, ensure that it is cleaned up – save any notes
	Arrange for cleaning of the EOC and removal of trash if necessary

Tab D: Emergency Operations Center Log

EMERGENCY OPERATIONS CENTER LOG **[Jurisdiction Name]**		*Page*	*of Pages*
From		**To**	
Date	*Hour*	*Date*	*Hour*

No.	*Time In*	*Time Out*	*Incidents, Activities, Reports, and Actions Taken*	*Initials*

Tab E: EOC Message Log

EOC MESSAGE LOG Date: _____				
Msg #	**Msg Date/Time**	**Received From**	**Sent To**	**Message Subject**

Tab F: EOC Message Form

EOC MESSAGE FORM				
From				
To				
Subject				
Message Text				
Sent By	☐ Radio	☐ Email	☐ Fax	☐ Teletype
Date:		**Time:**		**Message #:**
Distribution:				

Tab G: EOC Info/Action Record

EOC Info/Action Record							
Date:		Time:		Message #:			
Received By							
Message From							
Contact Number/Location							
Message, Issue, Problem or Information:							
	Info Only		Post on Display Board		Plot on Map		Action Required
Assigned to							
Action Taken							
Distribution							

Tab H: Situation Report Sample

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

DATE/ TIME: 11-25-00/1820
FROM Disasterville EOC
TO: DPS Aurora, DDC Chairperson
Hazard County SO
Tsunami City PD

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:

ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

Purpose

The purpose of this section is to outline responsibilities and procedures to protect evacuees and others from the effects of an emergency situation by providing shelter and mass care. This section also includes provisions for providing human services support to people who require food, clothing, mental health services, and compensation after an emergency. The services described in this section may be needed after incidents of limited scale as well as major emergencies and disasters.

Situation and Assumptions

Situation

- 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.
- Shelter and mass care needs may range from very short-term operations for a limited number of people to more lengthy operations for large number of evacuees where a variety of assistance must be provided.

Assumptions

- Shelters may have to be opened with little notice. Until the American Red Cross (ARC) personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities.
- 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.
- Essential public and private services will be continued during shelter and mass care operations to the extent possible.
- 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.
- 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.
- American Red Cross, Salvation Army, and other non-governmental organizations will aid survivors.
- Local, professional, and volunteer organizations and charitable groups, including religious groups, normally responding to emergency situations will do so, if requested.
- State assistance will be available to supplement local human services resources.

Concept of Operations

We are responsible for developing a plan for coordinating and providing mass care and human 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. We will also identify volunteer organizations to ensure basic human services are provided after an emergency.

A Shelter Officer will be appointed to ensure shelter operations are run appropriately. This individual should coordinate with volunteer organizations providing shelter services and be the liaison for shelter operations within the EOC.

A Human Services Officer will be appointed to coordinate with local human services organizations and organized volunteer disaster assistance organizations to ensure basic human services are provided after an emergency. This individual will be the liaison for human service operations within the EOC.

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.

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 Human Services Officer will coordinate with the county/city staff, volunteer organizations, and church groups to identify sources for this assistance. We will request state human services support if our local resources prove inadequate.

Concept of Operations – Emergency Assistance/Human Services

Mental Health Services

Crisis Counseling for Disaster Survivors

Some disaster survivors and emergency responders may need mental health services after 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 could become disaster survivors, there may be a need for additional resources.

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 ministerial association, and other local support groups may augment these services.

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.

Mental Health Providers				
Agency	**Assistance**	**POC**	**Email**	**Primary #**
TPC – Texas Panhandle Behavioral Health	Can provide mental health care to disaster victims. Make request through the DDC in Amarillo to activate.	Stacy Sandorsky		806-359-6699
NWTH Mental Health Services	Assessment and in-house care for behavioral health for responders	Rene Havel	rene.havel@nwths.com	806-354-1810

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. Local resources can be found in ESF 7 Essential Disaster Supplies

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. 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.

For slow-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.

Emergency Food

After 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. Local resources can be found in ESF 7 Essential Disaster Supplies. Among the options are:

- Mass feeding at fixed sites, using operable kitchen facilities at schools, community centers, churches, and other community facilities.
- Mass feeding at fixed sites using transportable kitchens operated by non-governmental groups.
- Distribution of prepared food using mobile canteens operated by non-governmental groups.
- Distribution of food-safe materials obtained from food banks that can be used by disaster survivors to prepare meals.
- Distribution of restaurant or grocery store vouchers.

Disaster Basic Needs Assistance

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.

Volunteer organizations active in disaster may be able to assist in meeting a number of the needs of needs of disaster survivors, including basic clothing, household goods and furnishings, job-related tools, transportation, home clean up, debris removal, and home repairs.

Disaster Basic Needs Assistance		
Resource Provider	**Services Provided**	**Contact Information**
American Red Cross	Emergency Assistance credit cards – immediate needs shelter/clothing	Texas Panhandle Red Cross 806-376-6309
Texas Baptist Men	Home clean up, removal, childcare	Contact Texas Panhandle VOAD
High Plains Food Bank	Collects, sorts, warehouses and distributes bulk food	Contact Texas Panhandle VOAD
Salvation Army	Immediate needs: food, shelter, clothing	Contact Texas Panhandle VOAD

Direction and Control

The EMC shall establish priorities and provide policy guidance for shelter and human services programs conducted after a disaster.

The EMD/EMC or City Manager/Secretary will provide direction to the Human Service Officer regarding human services operations after an emergency

The Human Services Officer and staff will plan, coordinate, and carry out human services program activities.

Lines of Succession

Human Services Officer (same as Shelter Officer)
1) Judge's Assistant
2) Extension Office
3) City Secretary

Phases of Emergency Management

ESF 6 Phases of Emergency Assistance, Housing and Human Services		
Phase	**Actions**	√
Prevention Mitigation	• Identify volunteer organizations that could assist in human service needs and develop cooperative agreements.	
	• Encourage schools, churches, and volunteer groups to sign written agreements for use of their facilities as emergency assistance locations	
Preparedness	• Identify volunteer groups that can provide emergency food and clothing after emergency situations and other sources of emergency food and clothing.	
	• Identify agencies or groups that can provide disaster mental health services and survivor services during and after emergency situations	
	• Identify and train human services representatives who will staff the EOC.	
	• Conduct emergency planning with human services agencies and organized volunteer groups active in disasters, develop appropriate standard operating procedures (SOPs), and execute agreements where appropriate.	
	• Determine tentative emergency assignments for available personnel and volunteers.	
	• Encourage volunteer groups active in disasters to participate in emergency exercises.	
	• Review and update ESF 6 of this plan	
	• For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.	
	• Coordinate basic communication and reporting procedures.	
	• Identify population groups requiring additional assistance during an emergency and ensure that preparations are made to provide assistance	
Response	• Provide food and clothing to disaster survivors as needed.	
	• Register evacuees or survivors or assist volunteer groups in performing this task.	
	• Provide contact information to survivors who need human services assistance.	
	• Provide human services staff support for the EOC.	
	• Open and staff shelters and mass care facilities	
	• Provide information to the public on shelter locations and policies.	
	• Assist in the registration of evacuees.	
	• Provide food, clothing, first aid, and other essential services to evacuees.	
	• Provide information to victims needing additional services.	
	• Assess needs of survivors and coordinate assistance, including: temporary housing, food, clothing, clean-up services, minor home repairs, and other support.	
Recovery	• Coordinate with the PIO to inform the public of available human services programs.	
	• Assess the need for disaster mental health services for emergency responders and disaster survivors. Coordinate and arrange for such support if required.	
	• Provide human services personnel to staff the Multi-Agency Resource Center, if one is activated.	
	• Assist evacuees in returning to their homes if necessary.	
	• Assist those who cannot return to their homes with temporary housing.	
	• Assist in the registration of evacuees.	
	• Inform public of any follow-on recovery programs that may be available.	

Task Assignments for Emergency Assistance and Human Services

Emergency Assistance and Human Services Task Assignments	
Mayor	• Ensure that a human services program for emergency situations is developed. • Provide general guidance and direction for human services operations during emergencies.
Human Services Officer	• Identify volunteer groups and agencies that can provide goods and services to satisfy human services needs and develop agreements with them. • Solicit and coordinate distribution of clothing, food, and services by various agencies and organizations. • Coordinate the registration of evacuees/survivors. • Coordinate with the Shelter Officer to provide for human services needs for evacuees in shelters. • Coordinate human services support for access and functional needs groups. • Coordinate the provision of disaster mental health services for disaster survivors, emergency workers, and others suffering trauma due to the emergency situation. • Coordinate local staffing at MARC, if needed. • Work with the Transportation Officer to coordinate transportation assistance for those who need it.
Mental Health Authority	• Coordinate the provision of and provide disaster mental health services to disaster survivors, emergency workers, and others suffering trauma due to an emergency situation.
Transportation Officer	• Coordinate transportation support for human services operations. • Coordinate transportation for food, clothing, drinking water, and other supplies, if the agency providing these materials is unable to do so. • When requested by the Human Services Officer, coordinate transportation for those who need transportation assistance such as those without vehicles, access and functional needs populations, etc.
Shelter and Mass Care Officer	• Identify the requirements for human services assistance to those housed in shelters to the Human Service Officer.
PIO	• Coordinate the release of information to the media and public about assistance programs available for disaster survivors.
Volunteer and Non-Profit Groups	• Provide human services assistance identified by the Human Services Officer upon request. See the Disaster Basic Needs Assistance chart above for a list of groups and organizations that may be able to assist and the types of services they provide.

Readiness Levels for Emergency Assistance and Human Services

ESF 6 Emergency Assistance and Human Services Readiness Levels	
Level 4	• See the mitigation and preparedness activities in the Preparedness section
Level 3	• Review plans and procedures and update them if needed. • Meet with local human service agencies to determine possible human services requirements based on the threat and assess resources on hand. • Determine the availability of human services personnel and equipment for emergency duty.
Level 2	• Alert and brief human services personnel for possible emergency operations. • Identify personnel that will staff the EOC. • Identify and alert external resource sources.
Level 1	• Put human services staff on call. • Consider precautionary staging of personnel, equipment, and supplies. • Provide trained staff to the EOC if it is activated.

Concept of Operations – Shelter and Mass Care

The EMC/City Manager 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 American Red Cross (ARC) and other shelter providers. A list of potential shelters is provided in this section. The City Manager/Secretary or EMD/EMC may further assign tasks and responsibilities to support shelter and mass care efforts.

The county and/or cities, in cooperation with volunteer disaster assistance organizations, will provide temporary shelter and essential life support services for people displaced from their homes.

The ARC and other private disaster assistance organizations will be called upon to:

- Open and temporary shelters for the displaced population.
- Activate or organize shelter teams and provide shelter kits.
- Register those occupying public shelters.
- Provide feeding, first aid, and other basic life support needs for those occupying temporary shelters.
- For extended shelter operations, activate a disaster welfare inquiry system
- Provide periodic reports on the status of shelter and mass care operations and input open shelters and occupancy numbers into the National Shelter Database.

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.

Shelter Facilities

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. The county or cities may also execute agreements for warming stations, reception and mass care venues or shelters (e.g. schools, community centers, and churches) when it is deemed that ARC services are limited.

In most shelters, evacuees may have to sleep on the floor – there are generally not enough 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.

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:

- Must be structurally sound and in a safe condition.
- Must not be located in an area subject to flooding or where flooding can cut off access to the facility.
- Must not be in a hazardous materials risk area.
- Should have adequate sleeping space.
- Should have sufficient restrooms for the population to be housed.
- Should have adequate climate control systems.
- Kitchen/feeding area is desirable.
- Shower facilities are desirable if the facility will be used for more than one day.
- Telephone service is essential.
- Adequate parking is desirable.

The Shelter Officer should coordinate with the ARC and other volunteer organizations in identifying potential shelters and developing the shelter list to ensure that issues of interest to local government are considered in the shelter selection process.

Shelter Facilities – Warming Stations, Receptions & Care Facilities, Shelters A list of shelters and their capabilities will be maintained in the EOC						
Name	**Address**	**W** Warming Station **R** Reception/Care **S** Shelter	**Est. Cap.**	**Est. Feeding Cap.**	**Generator**	**Shelter Agreement**
XIT Recreational Center Bovina	215 North St., Bovina	W, S, R	500	500	Yes	No
Bovina Church of Christ	500 Avenue E, Bovina	W, S, R	75	75	No	No
First Baptist Church Bovina	308 S. 3rd St., Bovina	W, S, R	200	200	No	No
Bovina ISD	500 Halsell St., Bovina	W, S, R	500	500	Yes	No
First Baptist Church Farwell	405 Avenue E S, Farwell	W, S, R	200	200	No	No
Hamlin Memorial United Methodist	325 5th St., Farwell	W, S, R	150	150	No	No
Church of Christ Farwell	6th St. & Ave. C, Farwell	W, S, R	100	100	No	No
Farwell Community Center	207 9th St., Farwell	W, S, R	200	200	Yes	No
Farwell ISD	805 Avenue G, Farwell	W, S, R	500	500	Yes	No
Calvary Baptist Church Friona	1500 Cleveland Ave.	W, S, R	150	150	No	No
Sixth Street Church of Christ Friona	502 W. 6th St., Friona	W, S, R	150	150	No	No
St. Theresa's Catholic Church Friona	401 W. 17th St., Friona	W, S, R	150	150	No	No
Friona Community Center	601 W. 15th St., Friona	W, S, R	250	250	Yes	No
Friona ISD	909 E. 11th St., Friona	W, S, R	500	500	Yes	No
Lazbuddie ISD	675 FM 1172, Lazbuddie	W, S, R	500	500	Yes	No

Commented [DP2]: Check with Ross

Shelter Operations

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.

- 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.
- 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 Shelter Officer will jointly maintain a listing of trained shelter and mass care facility managers in the local area.
- 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 functions.
- Shelter managers 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.
- Local government is responsible for providing the following support for shelter operations:
  - Security and, if necessary, traffic control at shelters.
  - Fire inspections and fire protection at shelters.
  - Transportation for food, shelter supplies, and equipment
  - Transportation to feeding facilities, if necessary.
  - Basic medical attention, if the organization operating the shelter cannot do so.
- 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.

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.

- 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.
- The ARC will assist local government in the registration of evacuees who are housed in ARC shelters. The Shelter Officer should coordinate with other organizations that operate shelters to ensure that evacuees occupying those facilities are registered and information provided to the EOC.

Feeding

- 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 facilities.
- 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.

Other Needs

In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. In other cases, the Shelter Officer will have to identify the needs of those in public shelters to the Human Services Officer, 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 the beginning of this section.

Groups and Individuals with Access and Functional Needs

- Institutional facilities include 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 specialized equipment and facilities to meet their needs. Institutions supporting individuals with access and functional needs 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.
- Mass care shelters for the general population are generally staffed and equipped to handle individuals with access and functional needs. Other individuals, particularly medical patients and prisoners, should not be relocated to shelters used by the general public. In the event that institutional facilities encounter difficulty in evacuating and relocating their clients, local officials may need to assist those facilities in arranging transportation and in locating suitable reception facilities. It may also be necessary to assist in relocating some medical patients who are living at home.
- Public shelters can generally accommodate individuals with functional and access needs who require minimal care and are attended by their families or other caregivers.

Handling of Pets

Evacuees who go the homes of relatives or friends or commercial accommodations with their pets do no normally pose difficulties during an evacuation. Most pets will be allowed in emergency shelters operated by the ARC and most other organized volunteer groups. A number of studies have indicated that some people will not leave their homes if they cannot take their pets with them. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Animal Shelter Director or County Extension Agent should coordinate these arrangements. Details for opening a pet shelter during emergencies is provided in the MACC Drive: https://sites.google.com/view/prpcmacc/home

Public Information

The public information staff is expected to develop emergency public information messages ensuring the needs of whole community are adequately addressed to advise those who are/will be evacuating or are disaster survivors of the location of public shelters and general shelter policies.

The public information staff should also provide information on the emergency situation to shelter managers so they can pass such information on to shelter occupants.

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.

Disaster Welfare Inquiries

We will attempt to respond to disaster welfare inquiries. We will assist in providing computers with internet access and promoting the ARC Safe and Well program. Through Safe and Well people in the disaster-affected area can register their well-being where friends and family elsewhere can access that information. The site safeguards the privacy of the disaster survivor. Although "safe and well" messages will be viewable by friends or family members, it does not reveal a specific location or contact information.

Shelter managers must be aware of the importance of confidentiality in gathering and releasing information about shelter occupants. Disaster welfare inquiries will be addressed to the Shelter Officer until the ARC assumes responsibility for this function.

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 Chairman in Amarillo.

Direction and Control

The EMD/EMC and/or City Manager/Secretary will provide policy guidance and general direction to the Shelter Officer regarding shelter and mass care operations.

The Shelter Officer 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. Shelter and feeding facility managers will be responsible for the operation of their individual facilities. Additional tasks will be needed to support all shelters.

Lines of Succession

Shelter Officer position (same as Human Services Officer)
1. Judge's Assistant
2. Extension Office
3. City Secretary

Phases of Emergency Management

ESF 6 Phases of Mass Care and Sheltering		
	Actions	√
Prevention Mitigation	• Identify volunteer organizations that could assist in shelter and mass care operations and develop cooperative agreements.	
	• In coordination with volunteer organizations, identify suitable shelters and feeding facilities.	
	• Sign agreements with volunteer organizations authorizing use of local government facilities for shelter and mass care operations.	
	• Identify population groups who may require additional assistance during an emergency (i.e., senior citizens, handicapped, etc.).	
Preparedness	• Determine tentative emergency assignments for available personnel and volunteers.	
	• Encourage volunteer groups active in disasters to participate in emergency exercises.	
	• Review and update the ESF 6 Section of this plan	
	• 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 also	
	• For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.	
	• In coordination with volunteer organizations, identify potential shelters, and develop general shelter and mass care procedures for city.	
	• Coordinate basic communication and reporting procedures.	
	• Develop facility setup plans for potential shelters.	
	• Identify population groups requiring additional assistance during an emergency (i.e., senior citizens, functional and access needs, etc.) and ensure that preparations are made to provide assistance.	
Response	• Provide food to disaster survivors as needed.	
	• Register evacuees or survivors who enter the shelter or assist volunteer groups in performing this task.	
	• Open and staff shelters and mass care facilities	
	• Provide information to the public on shelter locations and policies.	
	• Provide food, clothing, first aid, and other essential services to evacuees.	
	• Maintain communications between mass care facilities and EOC.	
	• Provider periodic reports on shelter occupancy and meals served.	
	• Provide information to victims needing additional services.	
Recovery	• Assist evacuees in returning to their homes if necessary.	
	• Assist those who cannot return to their homes with temporary housing.	
	• Assist in the registration of evacuees.	
	• Deactivate shelters and mass care facilities and return them to normal use.	
	• Inform public of any follow-on recovery programs that may be available.	

Task Assignments

Shelter Operations Task Assignment	
EMD/EMC/City Administration	• Direct the opening of local shelter and mass care facilities and the closing of such facilities when they are no longer needed. • 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. • Coordinate shelter and mass care efforts with other local governments, where appropriate. • Request shelter and mass care support from other local governments or the State if local resources are insufficient. • Coordinate shelter and mass care planning with the Shelter Officer, the PIO, the Human Services Officer, other local officials, and volunteer organizations. • When the situation warrants, recommend to the EMD/City Manager 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. • Coordinate with the functional managers in the EOC to provide support for shelter and mass care activities. • Receive reports on shelter and feeding operations from the Shelter Officer. During major emergencies, summarize shelter and mass care activities in the periodic Situation Report. • When conditions warrant, recommend to the EMD/City Manager that shelter and mass care facilities be closed.
IC	• Identify requirements for shelter and mass care support needed as a result of an evacuation.
LE	• Provide security and law enforcement at shelter and mass care facilities. • Provide back-up communications, if needed.
Fire Chief	• Inspect shelter and mass care facilities for fire safety. • Provide and maintain shelter fire extinguishers. • Train shelter management personnel in fire safety and fire suppression.
Public Works	• To the extent possible, ensure power, water supply, and sanitary services are operable at shelter and mass care facilities during emergency conditions.
Animal Control Officers	• Coordinate arrangements to provide temporary facilities for evacuees arriving at shelter and mass care facilities with pets. • Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.
Health and Medical Officer	• Coordinate basic medical assistance for individuals in mass care facilities. • Monitor health and sanitation conditions in mass care facilities.
ISD Sup.	• Shelter students in school buildings when the situation warrants.
PIO	• Provide info to the public on the locations of shelters and shelter operating policies. • Provide updates on the incident to shelter managers to be passed on to occupants. • Provide public info on closure of shelters and return of evacuees to their homes.

Shelter Operations Task Assignment (Cont.)	
Human Services Officer	• Coordinate provision of clothing, blankets, personal care items and other items to evacuees. • Upon request, coordinate disaster mental health services for occupants of mass care facilities.
Shelter Officer	• Identify volunteer orgs that are willing to support local shelter and mass care activities. • In coordination with volunteer organizations that normally operate shelters and feeding facilities, identify potential shelter and mass care facilities. • 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. • Develop cooperative agreements with volunteer orgs relating to shelter and mass care support. • Coordinate with the ARC to have Mass Care and Shelter Training for identified volunteers. Work with the EMD/EMC to conduct frequent shelter exercises/drills. • Coordinate and disseminate common shelter operating guidelines to volunteer orgs operating shelters. • Ensure mass care facilities are adequately staffed and equipped. • Coordinate mass feeding where needed. • Identify requirements for human services support for evacuees in shelters to the Human Services Officer. • Identify requirements for facility security and fire protection requirements for shelters to law enforcement agencies and the fire service. • Coordinate resource support for shelter operations. • Receive reports on shelter and mass care operations and provide summary information for inclusion in the periodic Situation Report. • Respond to disaster welfare inquiries and/or encourage use of ARC Safe and Well.
American Red Cross	• The ARC generally provides or assists with the following: o Staff and operate shelter and mass care facilities. o Register evacuees. o Provide mass feeding for victims and emergency workers. o Provide emergency assistance for other essential needs. o Process inquiries from concerned families outside the disaster area. • Report open shelter info and key numbers into the National Shelter Registry.
Shelter Manager	• Staff and open shelters and keep them operating as long as necessary. • Register shelter occupants and assist in answering disaster welfare inquiries. • Arrange for mass feeding if required. • Identify additional resource requirements to the Shelter Officer. • Coordinate with the Shelter Officer to provide individual and family support services as needed. • Submit a daily mass care facility status report to the Shelter Officer that indicates the number of shelter occupants, the number of meals served, and the condition of the facility, and also identifies any problem areas. • Maintain records of supplies received and expended. • When directed, terminate operations, turn in equipment and unused supplies, return the facility to its original condition, and submit a final status report.

Readiness Levels

ESF 6 Shelter Operations Readiness Levels	
Level 4	• Routinely communicate with established shelters to ensure availability and resources on site. • Review existing Shelter Operations Plans and meet with the ARC to update as needed. • Encourage local citizens to attend ARC Mass Care and Shelter Operations Training • Recruit local churches to be Shelters and encourage their members to take ARC training. • Establish "Shelter Start-up Kits" to preposition in primary shelters.
Level 3	• Alert key staff and volunteer organizations involved in shelter and mass care activities of threat. • Review personnel availability and assignments. • Assess potential shelter and mass care requirements. • Review and update lists of lodging and feeding facilities and check on their availability. • Monitor the situation
Level 2	• Place staff on standby and make preliminary assignments. Identify Shelter Officer as a liaison to the EOC when activated. • Update estimate of shelter and mass care requirements. • In coordination with volunteer organizations, check on availability of facilities and identify facilities that will actually be used. • In coordination with volunteer organizations, develop tentative shelter and feeding facility opening sequence • Identify requirements for pre-positioning equipment and supplies. • Draft information for release to the public concerning shelter locations.
Level 1	• Deploy selected personnel to the EOC to monitor the situation and support precautionary activities. Place other staff on-call. • Update estimate of shelter and mass care requirements. • In coordination with volunteer organizations, update potential facility use plans and tentative facility opening sequence. • In coordination with volunteer organizations, develop updated staff assignments for emergency operations. • Consider precautionary staging of personnel, equipment, and supplies. • Coordinate with the Communications Officer on anticipated communications requirements. • Coordinate with the Transportation Officer on anticipated transportation requirements. • If appropriate, provide the public information about potential shelter locations.

Attachments

Tab A: Shelter Manager Kit
Tab B: Shelter Registration Form
Tab C: Shelter Agreements and MOU's ***Signed MOU's are maintained at the OEM***

Tab A: Shelter Manager Kit

Shelter Manager Kit If Shelter is not opening as a Red Cross shelter – you can utilize the concepts of the first 2 sections to insure the shelter occupants are aware of how your shelter is set up. Make sure that all volunteers have nametags.				
Red Cross Materials	2 pk/50 Disaster Shelter Registration Forms (F5972)			
	2 pk/5 Disaster Relief with Blank Block (P928)			
	1 pk/5 Disaster Directional Arrows (P950)			
	1 pk/5 Utility Pole ID (P949)			
	1 pk/5 All Disaster Help is Free 24X36 (P902A)			
Red Cross Worker ID	5 pk/150 Temporary Name Badges and Holders			
	20 Vests or other Red Cross Apparel			
Office Supplies	12	Pencils	1	Box thumbtacks
	12	Ballpoint Pens	2	Rolls Masking Tape
	1	Pkg 3x5 cards	1	Roll Scotch Tape
	2	Clipboards	1	Pkg Rubber Bands
	4	Paper Tablets	1	Pair Scissors
	1	Pencil Sharpener	24	File Folders
	2	Staplers	24	File Labels
	1	Box of Staplers	1	Pad Easel Paper
	2	Boxes paper clips	1	3-ring Binder with Tabs
	1	Pkg of Carbon paper	1	Whistle
	1	Manual Hole punch	1	Roll Orange Tape
	2	Lg black magic markers		
Other Items	1	Box Trash Bags	1	Flashlight
	2	Rolls Paper Towels	1	Lantern (Battery)
	1	Pkg Paper Napkins	1	Flashlight Batteries
	1	Box Safety Pins	1	Lantern Batter
	1	All-purpose Cleaner	1	Battery Operated Radio
Toiletries	1	Pkg Diapers	1	Pkg towlettes
	1	Box Sanitary napkins	1	Box Tampons
	2	Box Facial Tissues	6	Rolls Toilet Tissue
	1	Bottle Saline (contacts)	1	First Aid Kit
Additional Items (Local Decisions)				

Tab B: Shelter Registration Form

AMERICAN RED CROSS
SHELTER REGISTRATION FORM
Please print all sections

Incident / DR Number & Name: _____
Shelter Name: _____
Shelter City, County/Parish, State: _____

Family Name (Last Name):		Total family members registered: Total family members sheltered:
Pre-Disaster Address (City /State/Zip):	Post-Disaster Address *(if different)* (City/State/Zip):	Identification verified by (Record type of ID; if none, write none):
Home Phone:	Cell Phone/Other:	Primary Language: If primary language is not English, please list any family members who speak English.
Method of Transportation: If personal vehicle–plate #/State: *(for security purposes only)*		

INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS (for additional names, use back of page)

Name (Last , First)	Age	Gender (M/F)	Rm./Cot #	Arrival Date	Departure Date	Departing? Relocation address and phone

Are you required by law to register with any state or local government agency for any reason?
☐ Yes ☐ No If Yes, please ask to speak to the shelter manager immediately.

I acknowledge that I have read/been read and understand the Red Cross shelter rules and agree to abide by them.

Signature _____ Date:_____

CONFIDENTIALITY STATEMENT
American Red Cross generally will not share personal information that you have provided to them with others without your agreement. In some circumstances disclosure could be required by law or the Red Cross could determine that disclosure would protect the health or well-being of its clients, others, or the community, regardless of your preference.

Below, please initial if you agree to release information to other disaster relief, voluntary or non-profit organizations and/or governmental agencies providing disaster relief.

I agree to release my information to other disaster relief, voluntary or non-profit organizations _____
I agree to release my information to governmental agencies providing disaster relief _____

By signing here, I acknowledge that I have read the confidentiality statement and understand it.

Signature _____ Date:_____

Shelter Worker Signature_____

After registration, each family should go through the Shelter Initial Intake Form to determine if further assistance or accommodation is needed.

For Red Cross Use Only		Form 5972 Rev 02/07
Copy Distribution		
1. Shelter registration on-site file - Mass Care	2. Information Management (Data Entry)	3. Client (if requested)

Tab C: Shelter Agreements and MOU's

SAMPLE MEMORANDUM OF UNDERSTANDING FOR SHELTER/MASS CARE ACTIVITIES

This Memorandum of Understanding is made and entered into between _____, referred hereinafter as the [County/City] and volunteer or charitable organization _____, referred hereinafter as the Organization.

The [County/City] desires the assistance of volunteer and charitable organizations in providing shelter and mass care for the members of public affected by emergency situations. The Organization wishes to volunteer its resources for such purposes during emergency situations. The purpose of this memorandum is to outline the actions that each party is willing to undertake with respect to shelter and mass care operations as a basis for further planning and preparation by both parties.

When requested by an authorized representative of the [County/City], the Organization will use its best efforts to provide the following services for disaster victims:

√	Action
	Activate and operate temporary shelters and register people using those shelters.
	Activate and operate mass feeding facilities a fixed site or sites and/or mobile feeding.
	Activate and operate an emergency pet shelter (evacuation or post disaster)
	Provide meal preparation facilities to feed victims lodged in other facilities.
	Provide replacement clothing, furnishings and household goods.
	Provide crisis counseling.
	Provide assistance in home clean up and repairs.
	Provide assistance in caring for pets of persons displaced from their homes.
	Receive, sort, and distribute goods donated for disaster survivors.
	Participate in pre-disaster shelter and mass care planning with the [County/City].
	Provide periodic reports on its shelter and mass care activities to the Shelter Officer at the EOC.

The [County/City] will use its best efforts to:

√	Action
	Where possible, provide advance warning to the Organization of the possible need for shelter and mass care operations so that the Organization may mobilize its resources.
	Provide security for shelter and mass care facilities.
	Provide fire inspections for shelter and mass care facilities.
	Provide traffic control in the vicinity of shelter and mass care facilities.
	Provide info to disaster survivors through the media on what they should bring to mass care facilities.
	Provide transportation for equipment and supplies that cannot be transported by the Organization.
	Coordinate with state and federal agencies to obtain supplementary food supplies, if required.
	To the extent possible, ensure utilities are operable at shelter and mass care facilities.
	Provide updated information on the situation to shelter managers to be passed on to shelter occupants.
	Invite volunteer and charitable organizations to participate in periodic emergency exercises to test plans.

In witness of these understandings, the authorized representative of governing board of the Organization and the chief elected official of the [County/City) have fixed their signatures to this memorandum, which shall become effective and operative upon the fixing of the last signature hereto.

_____ _____

County Judge/Mayor Date

_____ _____

President/Chairman Date

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ESF 7 – Logistics and Resource Management

Purpose

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. Resources would also include the concept of operations, organizational arrangements, and responsibilities for coordinating the efforts of volunteer groups and local government to manage donations of goods and services that may occur after an emergency situation.

Situation and Assumptions

Situation

- 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.
- In response to major emergencies and disasters, the EMD 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.
    - When a disaster declaration has been issued, the EMD 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 Legal Authority section for information regarding the emergency powers of government. The County/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 County/City Financial Officer to formulate and advise government employees of the rules that are in effect for emergency purchasing and contracting.
    - When a disaster declaration has been issued, the EMD 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 County/City Attorney.

Assumptions

- For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Other local resources may have to be diverted from their normal usage to emergency response. Additionally, we may have to request resources from other jurisdictions or the state and it may be necessary to rent/lease additional equipment and purchase supplies.
- Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand. 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.
- 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.
- Mutual aid agreements will be invoked and resources made available when requested.
- Some businesses and individuals that are not normal suppliers will be willing to rent, lease, or sell needed equipment and supplies during emergency situations.
- 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.

- Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.
- Volunteer groups active in disaster will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.

Concept of Operations

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.

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.

As established in the NIMS, resource management is based on four guiding principles:

- The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources
- The classification of kinds and types of resources required to support incident management
- The use of a credentialing system linked to uniform training and certification standards
- The incorporation of resources from non-traditional sources, such as the private sector and NGOs.

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.

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. All of our resources, pursuant to the NIMS, are classified by kinds and types. Our complete list of resources is maintained at the EOC.

In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which mutual aid 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 for use of their resources.

Some of the resources needed for emergency operations may be available only from businesses. Hence, we will establish emergency purchasing and contracting procedures.

Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately after an emergency. The Resource Manager shall maintain a list of local and nearby suppliers for these essential items.

Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential support functions, such a medical care and fire protection.

It is important to maintain detailed records of resources expended in support of emergency operations:

- As a basis for future department/agency program and budget planning.
- To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

Management Operations

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 based on the anticipated duration of the incident.

If the EOC is activated, the IC shall continue to manage emergency resources committed at the incident site. The Resource Manager in the EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the IC 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 to communicate their requirements to the resource management staff. If additional resources are required, the Resource Manager will coordinate with the EOC Manager to:

- Activate and direct deployment of additional local resources to the incident site
- Request mutual aid assistance
- Purchase, rent, or lease supplies and equipment
- Obtain donated resources from businesses, individuals, or volunteer groups
- Contract for necessary services to support emergency operations
- Commit such resources to the IC to manage

If the resources above are inadequate or inappropriate for the tasks to be performed, the Resource Manager shall coordinate with the EMD to prepare a request for state resource assistance for approval by the County Judge/Mayor to be forwarded to the DDC. This action utilizes the STAR electronic form found in WebEOC. Local or regional requests can be made using the Resource Request Form in Tab B of this section.

The Resource Manager 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. The Resource Manager shall consult with the County/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.

Direction and Control

The County Judge/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. These requests will be forwarded to the County Judge.

When the EOC is activated, the Resource Manager will manage overall resource management activities from the EOC. The IC shall manage resources committed to the incident site and coordinate through the Resource Manager to obtain additional resources.

The Resource Manager will identify public and private sources, from which 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.

The Resource Manager 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.

Lines of Succession

The line of succession for Resource Manager is:

- City Secretary (City) / County Treasurer (County) > Extension Office

Phases of Emergency Management

Resource Management Phases of Emergency Management		
	Actions	√
Mitigation	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.	
	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.	
Preparedness	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.	
	Maintain a complete resource inventory list, located and on status boards in the EOC. This resource inventory should include resources not normally used in day-to-day incident response that may be needed during emergencies.	
	Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.	
	Maintain the list of local and nearby suppliers of immediate needs resources	
	Ensure County/City emergency call-out rosters include the County/City Resource Manager, who should maintain current telephone numbers and addresses for sources of emergency resources.	
	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.	
Response	Advise the EMD and emergency services staff on resource requirements and logistics related to response activities.	
	Coordinate and use all available resources during an emergency or disaster; request additional resources if local resources are insufficient or inappropriate.	
	For major emergencies and disaster, identify potential resource staging areas.	
	Coordinate emergency resource needs with local departments, nearby businesses, industry, volunteer groups, and, where appropriate, with state and federal resource suppliers.	
	Coordinate resources to support emergency responders and distribute aid to disaster victims.	
	Maintain records of equipment, supply, and personnel costs incurred during the emergency response.	
Recovery	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.	
	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.	
	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.	

Task Assignments

Organization and Assignment of Responsibilities

The Chief Financial Officer shall serve as the Resource Manager and will be responsible for planning, organizing, and carrying out resource management activities during emergencies. The Resource Manager will be assisted by a temporary staff, described below, assembled from those departments and agencies with the required skills and experience.

During an emergency or disaster, the Resource Manager 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 the city.

Resource Management Task Assignments	
EMD/EMC	• Will administer the rules and regulations regarding resource management during emergency situations established by the local governing body. • May provide general guidance on resource management and establish priorities for use of resources during emergency situations. • May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, they 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. • May request assistance from the State through the DDC if local resources are insufficient to deal with the emergency situation. The city must first request assistance from their county before requesting assistance from their DDC.
IC	• Manage resources committed to an incident site. • Monitor the status of available resources and request additional resources through the Logistics Section at the ICP.
Resource Manager	• Advise elected officials and department heads regarding resource management needs and the priorities for meeting them. • Maintain the city resource inventory list. • Provide qualified staff at the ICP and the EOC to track the status of resources – those committed, available, or out-of-service. • Maintain a list of suppliers for emergency resource needs. Identify sources for additional resources from public and private entities and coordinate the use of such resources. • Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, to include donated goods. • Monitor potential resource shortages and establish controls on use of critical supplies. • Organize and train staff to carry out the Logistics function at the ICP and the Resource Management function at the EOC. • Direct and supervise the activities of the Supply and Distribution Officers. • Determine the most appropriate means for satisfying resource requests. • Locate needed resources using resource and supplier lists and obtain needed goods and services. • Coordinate with the Donations Coordinator regarding the need for donated goods and services (• Coordinate resource transportation requirements with the Transportation Officer (ESF 1)

Resource Management Task Assignments (continued)	
Distribution Officer	• Arrange delivery of resources, to include settling terms for transportation, specifying delivery location, and providing point of contact information to shippers. • Advise the Supply and Distribution Coordinator when the jurisdiction must provide transportation in order to obtain a needed resource. • Oversee physical distribution of resources, to include material handling. • Ensure temporary storage facilities or staging areas are arranged and activated as directed. • Track the location and status of resources.
Supply Officer	• Identify sources of supply for and obtain needed supplies, equipment, labor, and services. • Rent, lease, borrow, or obtain donations of resources not available through normal channels. • Keep the Distribution Officer informed on requests for supplies, equipment, or personnel. • Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.
Financial Officer	• 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). • Advise officials and department heads on record keeping requirements and other documentation necessary for fiscal accountability.
City Attorney	• Advise the resource management staff regarding procurement contracts and questions of administrative law. • Review and advise city officials on possible liabilities arising from resource management operations during emergencies. • 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. • All departments and agencies will coordinate emergency resource requirements that cannot be satisfied through normal sources of supply with the Resource Management staff

Readiness Levels

ESF 7 Resource Management Readiness Levels	
Level 4	• See the mitigation and preparedness activities
Level 3	• Review the potential emergency situation, determine resource management staff availability, and review emergency tasks assigned in the emergency management plan • Designate resource management personnel on call for emergency duty. • Update local resource inventory.
Level 2	• The Resource Manager will review resource request procedures and any known resources limitations pertinent to the potential hazard facing the local area with city officials and the EOC staff. • The Resource Manager 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. • In coordination with the EMD, EMC, and department heads, determine potential resource needs based on the potential threat. • Contact suppliers to advise them of threat and possible needs. • Consider relocation or other means of protecting resources at risk.
Level 1	• Designated resource management personnel will proceed to the ICP or to the EOC if requested. • Implement protective actions for resources.

Attachments

Tab A: Essential Disaster Supplies
Tab B: Emergency Resource Request Form

Tab A: Essential Disaster Supplies

Essential Disaster Supplies	
Drinking Water	
Planning Factor	• The planning factor for drinking water is 3 gallons per person per day. • 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. • People sometimes request that water tankers be placed 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.
ICE	
Planning Factor	• Ice is needed to preserve food and medicines. • The planning factor for ice is one 8 to 10-pound bag per person per day. • 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.
Suppliers – Drinking Water and Ice	**Local:** Allsup's Convenience Store – 1411 W 11th St., Friona, 806-247-8009 Allsup's Convenience Store – 410 E 11th St., Friona, 806-247-8010 Dollar General Store – 1401 US 60, Friona, 806-591-1210 Lowe's Market – 1205 US 60, Friona, 806-250-3913 Family Dollar Store – 809 W 11th St., Friona, 806-476-0092 Allsup's Convenience Store – 100 S 3rd St., Bovina, 806-238-1519 Dollar General Store – 300 Gardner Ave., Bovina, 806-608-8005 Family Dollar Store – 209 TX 86, Bovina Allsup's Convenience Store – 301 Ave A S, Farwell, 806-481-3528 **Nearby:** Sam's Club – 8952 Westgate Pkwy W, Amarillo, 806-513-6495 Walmart Supercenter – 300 W 15th St., Hereford, 806-364-5712 Amigo's United Supermarket – 520 N 25 Mile Ave., Hereford, 806-356-5100
Portable Toilets	
Planning Factor	• The general planning factor is 8 to 10 toilets/100 people. In areas where people are well dispersed, additional toilets may be needed to keep the walk reasonable. • 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. • Portable toilets should be sited at least 100 feet for any water source or cooking facility. To prevent disease, it is desirable to have hand-washing facilities near toilets.
Suppliers	**Local:** None **Nearby:** Sullivan Portable Potty Rental – 1201 N. Chicago Ave. Portales, 575-228-2324 Mighty Clean Portable Toilets – Clovis, 575-760-6000 Quay Rent-A-John – 4095 Quay Rd. 64.5, Tucumcari, 575-461-1148

Food	
Planning Factor	• 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 # of people that need to be fed, but also indicate the # of those who are infants and toddlers so that suitable food can be provided. • It may be possible to obtain packaged non-perishable meals for disaster survivors who remain in their homes and cannot easily be served by fixed or mobile feeding facilities. A good estimate of the # of people who must be fed and for how long is vital in requesting such meals.
Suppliers	**Local:** Allsup's Convenience Store – 1411 W 11th St., Friona, 806-247-8009 Allsup's Convenience Store – 410 E 11th St., Friona, 806-247-8010 Dollar General Store – 1401 US 60, Friona, 806-591-1210 Lowe's Market – 1205 US 60, Friona, 806-250-3913 Family Dollar Store – 809 W 11th St., Friona, 806-476-0092 Allsup's Convenience Store – 100 S 3rd St., Bovina, 806-238-1519 Dollar General Store – 300 Gardner Ave., Bovina, 806-608-8005 Family Dollar Store – 209 TX 86, Bovina Allsup's Convenience Store – 301 Ave A S, Farwell, 806-481-3528 **Nearby:** Sam's Club – 8952 Westgate Pkwy W, Amarillo, 806-513-6495 Walmart Supercenter – 300 W 15th St., Hereford, 806-364-5712 Amigo's United Supermarket – 520 N 25 Mile Ave., Hereford, 806-356-5100
Plastic Sheeting and Tarps	
Planning Factor	• Plastic sheeting and tarps are used to protect damaged structures from further damage by bad weather. • The planning factor for plastic sheeting is 1100 sqft/home. That amount covers half the roof of a typical 1800 sqft house. • For plastic sheeting: 4- or 5-mm thickness, 8+ feet wide – the wider the better. • For tarps: inexpensive polyethylene tarps are good. Tarps should have grommets. • 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.
Suppliers	**Local:** Blackburn Hardware – 904 W 11th St. #1, Friona, 806-250-2828 Farwell Hardware – 305 Ave A S, Fawell, 806-481-3286 **Nearby:** Walmart Supercenter – 300 W 15th St., Hereford, 806-364-5712 Home Depot – 2410 S. Georgia St., Amarillo, 806-468-9100 Lowe's Home Improvement – 5000 S. Coulter St., Amarillo, 806-353-2003
Sandbags	
Planning Factor	• Sandbags may be used to protect structures from rising water. • Sandbags are available in quantity from a number of commercial distributors. • 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.
Suppliers	**Nearby:** Walmart Supercenter – 300 W 15th St., Hereford, 806-364-5712 Home Depot – 2410 S. Georgia St., Amarillo, 806-468-9100 Lowe's Home Improvement – 5000 S. Coulter St., Amarillo, 806-353-2003 Tractor Supply Co. – 8511 Canyon Dr., Amarillo, 806-355-7959 Grainger Industrial Supply – 5807 Canyon Dr., Amarillo, 806-472-4643

Tab B: Emergency Resource Request Form

EMERGENCY RESOURCE REQUEST [COUNTY/CITY NAME]	
REQUEST DATE	
REQUESTER NAME	
DEPT/ORGANIZATION	
CONTACT PHONE/FAX	
REQUESTER'S PRIORITY	Highest 1 2 3 4 5 Lowest
EMERGENCY RESOURCE REQUIRED (equipment, supplies, services)	
FOR EQUIPMENT: ☐ Purchase ☐ Rent/Lease for (period)_____	
WHEN REQUIRED?	
DELIVERY INFORMATION:	
DELIVERY CONTACT, IF OTHER THAN REQUESTER (NAME AND PHONE NUMBER):	
FOR RESOURCE MANAGEMENT USE ONLY: REQUEST #	

ESF 7 – Logistics/Resource/Donations Management

Purpose

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 after an emergency situation.

Situation and Assumptions

Situation

- The jurisdictions do not wish to operate a system to collect, process, and distribute donations to disaster survivors. Such a system is best operated by Voluntary Organizations Active in Disaster (VOADs) who have successfully handled donations in the past. Local government does, however, desire to coordinate its donation management efforts with volunteer organizations and agencies.
- According to Chapter 418.074 of the Texas Government Code, the EMD may accept a donation (in the form of a gift, grant, or loan) on behalf of the jurisdiction for purposes of emergency services or disaster recovery. In turn, our jurisdiction may use all the services, equipment, supplies, materials, and funds to the full extent authorized by the agreement under which they are received.
- Donations will frequently arrive unsorted and with minimal packaging and markings. 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 survivors.

Assumptions

- Donations may overwhelm the capability of the local community to handle and distribute them.
- Many individuals donate goods that are not needed by disaster survivors or offer services that are not needed in the recovery process. 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.
- 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.
- 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.
- Donors may want to:
  - Know what is needed in the local area – cash, goods, and/or services.
  - Know how they should transport their donation, or if there is someone who can transport it for them.
  - 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 whom, specifically, received their donation.
  - Have their donation received by an official and/or get a letter of appreciation or public recognition.
- Disaster survivors may:
  - Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
  - 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.

Concept of Operations

The objectives of our donations management program are to:

- Determine the needs of disaster survivors and inform potential donors of those needs through the media and a variety of other means.
- Receive, process, and distribute goods and cash donations to survivors that can be used to recover.
- Accept offers of volunteers and donated services that will contribute to the recovery process.
- Discourage the donations of goods and services that are not needed, so that such donations do not in themselves become a major problem.

Operational Concepts

Our jurisdictions do not wish to operate a system to collect, process, and distribute donations to disaster victims. 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.

Recognized local and national charities [e.g., community-based organizations (CBOs), faith-based organizations (FBOs) and the voluntary organizations active in disaster (VOADs)] have been accepting, handling, and distributing donations for many years. These CBOs, FBOs and VOADs 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.

Donations Management Program

The donations management program for our jurisdictions 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.

Organizational Elements

A **Donations Coordinator** (DC) shall coordinate the donation management efforts of volunteer groups and local government. The DC should be appointed in writing by the Mayor and a replacement should be appointed in writing whenever there is a vacancy in this position.

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 DC, 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.

The **Donations Steering Group** (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 VOAD. The DC is responsible for organizing the DSG and normally chairs the Group. When a disaster has occurred, the DSG should meet regularly to address policy issues and coordinate the solution to major challenges.

The function of the **Unmet Needs Committee** is to assist disaster survivors who need assistance that local government has been unable to provide. The DC is expected to assist in forming the Committee as soon as practical 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:

- Representatives of local volunteer organizations.
- Representatives of the local ministerial alliance.
- Representatives of corporations that have donated money, staff, or goods for disaster relief.
- 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.

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 pre-identified. 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.

Direction and Control

The EMDs are responsible for all governmental activities involved with the jurisdiction's donations management system.

The DSG, chaired by the DC, will provide general guidance for donations management operations.

The DC will manage the donations management program, supervise key donations management program personnel, and coordinate the efforts of volunteer groups and local government.

The work of volunteers and paid government employees at a donations management facility will be directed by the supervisor of that facility.

Volunteers working as an integral part of a recognized volunteer group (e.g., the Red Cross, the Texas Baptist Men, The Salvation Army, etc.) will respond to direction from those organizations.

Each individual supervising a donations management function will select an appropriate assistant or designee to run the operation in his or her absence.

Coordination

The DC will work out of and communicate from the Donations Operations Office, which should be located in or adjacent to EOC if possible.

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.

Donations Operations Office	
Responsibilities	The Donations Operations Office coordinates operation of the donations management program after a disaster; it further: • Maintains a Current Needs List that identifies what donations that are needed. • Maintains a record of the following, as appropriate: • Phone responses and referrals. • Cash donations and donated goods received and distributed. • Volunteer workers utilized and tasks accomplished. • Handles correspondence related to the donations management program. • Ensures an accounting and disbursing system is established for any cash donations received. • Works closely with the 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.
Phone Bank	
Responsibilities	• A Phone Bank is normally established to receive and respond to offers of donations and disseminate other disaster-related info. 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. • 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. • The Phone Bank should work closely with the 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.
Resource Staging Area (RSA)	
Responsibilities	• 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 survivors can pick them up. • It is normally located outside of the disaster area and is operated by volunteer workers. • 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.
Distribution Point	
Resp.	• 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. • They are typically operated by local CBOs, FBOs, and the Panhandle VOAD. • Distribution points are generally located in proximity to areas where disaster victims are living.
Volunteer Center	
Resp.	• 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 home repair), or to assist govt depts in recovery operations. • The Volunteer Center should be located in reasonable proximity to the disaster area, but not in that area.

Phases of Emergency Management

Donations Management Phases of Emergency Management		
	Actions	√
Preparedness	• Appoint a DC and establish the DSG to oversee pre-disaster donations management planning and assign responsibilities for various donations mgmt activities.	
	• Identify possible sites for the Donations Operations Office, Phone Bank, RSA, Distribution Points, and a Volunteer Center.	
	• Develop tentative operating procedures for the Phone Bank, RSA, Distribution Points, and Volunteer Center and determine how those facilities will communicate with each other.	
	• Identify and coordinate with those volunteer organizations that could provide assistance in operating the jurisdiction's donations management program.	
	• Brief elected officials, department heads, and local volunteer groups on a periodic basis about the local donations management program.	
	• Brief the local media so they understand how the donations program will work so they can advise the public of specific donation needs, discourage donations of unneeded items, disseminate info on the availability of donated goods, and provide other info as applicable.	
	• Brief citizen groups on how they can contribute to disaster relief with their donations and how a donations management program typically operates.	
	• Include consideration of donation management in local emergency management exercises to test donations management plans and procedures.	
	• Ensure contingency procedures are established for rapidly activating a bank account to receive and disburse monetary donations.	
Response	• Review the donations management program with senior government officials.	
	• Activate the DSG.	
	• Identify and prepare specific sites for donations management facilities and begin assembling needed equipment and supplies.	
	• Identify and activate staff for donations management facilities.	
	• Provide the media (through the PIO) with information regarding donation needs and procedures, and regularly update that information.	
Recovery	• The DSG should determine which donations mgmt facilities will and will not be activated.	
	• Set up the donations management facilities that are activated and determine how each facility will be logistically supported.	
	• Staff donations management facilities with volunteer or paid workers, conducting on-the-job training as needed.	
	• Collect, sort, store, distribute, and properly dispose of donations, if necessary.	
	• In coordination with the PIO, provide regular updates to the media on donations procedures, progress, status, and the Current Needs List.	
	• Continually assess donations management operations and determine when the donations management facilities should close down or be consolidated	
	• Keep records of donations received and, where appropriate, thank donors.	
	• Activate the Unmet Needs Committee to provide continuing assistance to victims in need, depending upon the donations available.	
	• 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.	

Task Assignments

Organization and Assignment of Responsibilities

The organization for donations management after a disaster shall consist of the organizations and facilities described in this section, supplemented by government personnel and other resources where needed, available and appropriate. The organizations described in this section are composed largely of volunteers; the facilities described in this section will be primarily operated by volunteers.

The EMD is responsible for ensuring proper disbursement and fiduciary oversight for donations (cash or goods) that are made to the city government for disaster relief, subject to any regulations that may be enacted by the City Councils.

The EMD shall appoint a DC to manage the overall donations program and coordinate the efforts of volunteer groups and local government. The DC may be a volunteer or government employee familiar with the role of volunteer organizations active in disasters. As the EMD has demanding duties during emergency response and recovery, the EMD should not be appointed as the DC.

Donations Management Task Assignments	
EMD	• Appoint a Donations Coordinator (DC). • Ensure that a donations management program that coordinates the efforts of volunteer groups and local government is planned and ready for activation. • Monitor the operation of the donations management program when activated.

Donations Coordinator	• Coordinate planning for and oversee the operation of the donations management program.
	• Prepare and keep current this section.
	• Designate members of the DSG, with the advice of senior local officials and local volunteer groups, and chair that group.
	  ○ Identify, in conjunction with appropriate senior local officials and the DSG, individuals for the following key donations management positions: Volunteer Coordinator, Resource Staging Area Manager, Phone Bank Supervisor, and Donations Financial Manager.
	• Develop and maintain, in coordination with the DSG, a Donations Management Operations Guide. 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:
	  ○ Potential locations for the Volunteer Center, RSA, Phone Bank, Distribution Points, and Donations Operations Office.
	  ○ Equipment requirements for the facilities listed above.
	  ○ Supply requirements and skeleton staff rosters for the facilities listed above.
	  ○ A list of organizations that could potentially provide volunteers.
	• Determine, in conjunction with the County/City Attorney, the procedures for preparing for and handling liability issues involving volunteers that are assisting the jurisdictions in donations management operations. Since these individuals may be performing volunteer services directly for the jurisdictions, they may be entitled to medical coverage; accident and injury claim compensation; workman's compensation coverage; reimbursement for stolen property; or even restitution for inappropriate comments, discrimination, or harassment.
	• Provide the media, in coordination with the PIO, information on donations management for dissemination to the public.
	• Provide local government officials with regular reports on donations management operations.
	• Ensure required donations system-related records are maintained.

Donations Management Task Assignments (Cont.)	
Donations Steering Group (DSG)	• Assist the Donations Coordinator (DC) in developing a donations management program for the jurisdiction and in preparing operating procedures for the donations management functions. • Meet regularly to coordinate, update, and collaborate on the donations system and operational process before, during, and after a disaster. • Assist the DC in determining which donations management functions should be activated after a disaster occurs. • Provide advice to the DC on suitable candidates for managing the various donations management functions. • Assist in locating volunteers to work in the donations management functions. • Assist the Donations Operations Office in maintaining records on donations activities. • Provide information to donors regarding voluntary agency operations and needs through the Donations Phone Bank. • Work together to determine the best method for handling and distributing large-volume or high-value donations received from the public or corporate entities. • Help the DC make decisions on when to terminate or consolidate donations management functions.
Volunteer Coordinator	• Select a site for a Volunteer Center and coordinate equipping and staffing the facility. • Develop operating procedures for and train staff to operate the Volunteer Center. • Supervise Volunteer Center operations.
Resource Staging Area (RSA)	• Select a site for an RSA and coordinate equipping and staffing the facility. • Develop operating procedures for and train staff to operate the RSA. • .Supervise RSA operations.
Phone Bank Superv	• Select a site for a Phone Bank and coordinate equipping and staffing the facility. • Develop operating procedures for and train staff to operate the Phone Bank. • Supervise Phone Bank operations.
Donations Financial Officer	• Establish a Donations account for receiving monetary donations. • 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. • 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.).

Readiness Levels

ESF 7 Donations Management Readiness Levels	
Level 4	• See the preparedness activities
Level 3	• Monitor the situation and inform key donations management personnel of the potential for activating all or portions of the donations management system. • Review donation management procedures for currency. • Check recall rosters for accuracy and update as required.
Level 2	• Continue to monitor the situation. • Alert key donations management staff for potential operations. • Ensure source lists for volunteer workers are up-to-date. • Check potential donations operations facilities for accessibility and availability.
Level 1	• Continue to monitor the situation. • Activate key donations management staff to update planning. • Make tentative donations management facility selections. • Review equipment and supply status and alert providers of possible need. • Alert organizations that provide volunteer workers of possible activation.

Attachments

Tab A: Donations Coordinator Appointment
Tab B: Donations Management Steering Committee
Tab C; Donations Management Daily Report
Tab D: Donations Management Donation Needs List
Tab E: Record of Donation Offer

Tab A: Donations Coordinator Appointment

[DATE]

Effective this date, I have appointed **(This position will be filled as needed)** as the Donations Coordinator (DC) for Parmer County. The above-designated individual will supervise the entire donations management program for County/City using both my guidance and the recommendations of the Donations Steering Group, if one is formed.

The DC will provide additional guidance, direction, and supervision to all functions of the County/City's donations management program which are activated during and after a major emergency or disaster and fall under the jurisdiction of this County/City.

The DC will additionally work closely and collaborate with all recognized voluntary agencies in the County/City that will be helping victims during and after a disaster.

This appointment will remain in force until terminated by either party.

Sincerely,

Judge Isabel Carrasco

Tab B: Donations Management Steering Committee

Donations Management Coordinator		
Name	**Agency Title**	**Line of Succession (HMC)**
	DM Coordinator	**Assistant DM Coord.**
Donations Management Steering Committee Executive Group		
Name	**Agency Title**	**Line of Succession (HMC)**
Steering Committee		
Name	**Title**	**Agency**

**This list is maintained in the EOC*

Tab C: Donations Management Daily Report

Donations Management Daily Report			
Date:		Operational Period:	

Phone Bank Supervisor:	Location:
Number of Donations Offered	
Number of Vendor Capabilities/Offers	
Number Requests for information	
Resources Staging Area (RSA) Supervisor:	Location/s:
Number and type of bulk donations received (truckloads, pallets, etc.)	
Significant donations and disposition	
Goods delivered to distribution points (truckload, pallets, boxes)	
Unneeded goods delivered to other agencies	
Current hours of operations	
Number of workers (volunteers and paid)	
Major operational activities	
Support activities (feeding, lodging, etc.)	
Major issues or challenges	
Distribution Points Supervisor	Location/s:
Number of customers served	
Hours of operations	
Number of workers (volunteers and paid)	
Major issues or challenges	
Volunteer Center Supervisor:	Location/s:
Hours of operations	
Number of volunteers assigned to tasks	
Number of workers within the facility	
General types of jobs to which workers have been dispatched	
Support Activities (feeding, lodging, etc.)	
Major issues or challenges	
Financial Accounting Supervisor:	Location/s:
Cash Received	
Cash Distributed	
Number of members on Unmet Needs Committee	
Major issues or challenges	

Tab D: Donations Management Donations Needs List

Donations Management Donation Needs List			
Date:		Operational Period:	

Items Needed	Details on Need	Deliver to
Services Needed	Details on Need	Requested by
Unneeded Items	Explanation	

Tab E: Record of Donation Offer

Record of Donation Offer					
Call received by:		Date:		Time:	

ESF 8 – Public Health and Medical Services

Purpose

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

Situation and Assumptions

Situation

- Medical care will be required on some level after almost every emergency situation. The need is compounded when existing medical facilities and personnel are impacted by the same situation that created the need for additional medical care.

Assumptions

- 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 after a disaster.
- Emergency situations could result in the loss of water supply, wastewater, and solid waste disposal services, creating potential health hazards.
- Nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and functional and access needs populations may be damaged or destroyed in major emergency situations.
- 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.
- Uninjured persons who require frequent medications such as insulin and anti-hypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments after an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation system.
- 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 operations.
- If nursing homes are damaged, it may be necessary to relocate significant numbers of patients to other comparable facilities elsewhere.
- Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.

Concept of Operations

This government 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).

The Parmer County Hospital District is the agency primarily responsible for the day-to-day provision of many health and medical services for our community and is the Health Authority for our county.

This section 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.

Provisions must be made for the following:

- Establishment of a medical command post at the disaster site.
- Coordinating health and medical response team efforts.
- Triage of the injured, if appropriate.
- Medical care and transport for the injured.
- Identification, transportation, and disposition of the deceased.
- Holding and treatment areas for the injured.
- Isolating, decontaminating, and treating victims of hazardous materials or infectious diseases.
- Identifying hazardous materials or infectious diseases, controlling their spread, and reporting their presence to the appropriate state or federal health or environmental authorities.
- Issuing health and medical advisories to the public on such issues as drinking water precautions, waste disposal, the need for immunizations, and food protection techniques.
- Conducting health inspections of congregate care and emergency feeding facilities.

Ambulance and Transportation

All ambulances and emergency rescue vehicles serving in our city will be equipped with International Field Triage Tags and shall contain at all times, those essential items as specified by the Texas Department of State Health Services (DSHS).

Hospitals and Clinics

Parmer County and the Cities of Bovina, Farwell, and Friona utilize the Parmer Medical Center in Friona. Additionally, citizens utilize medical clinics in Bovina, Farwell, and Friona.

Mental Health Services

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.

Mortuary Services

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. The Justice of the Peace in Parmer County is responsible for determining cause of death, authorization of autopsies to determine the cause of death, forensic investigations to identify unidentified bodies, and removal of bodies from incident sites.

State/Federal Medical and Mortuary Assistance

Department of State Health Services (DSHS) – When requested by local officials, the DSHS can provide health and medical advice and assistance during emergency situations from its various regional offices.

Disaster Medical Assistance Team (DMAT)

- 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 to arrive.
- 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.

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.

Damage Assessment

Casualty Information – The Health and Medical Liaison has the 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.

Water Supply Systems – In cooperation with City Public Works, DSHS has responsibility for evaluating damage to water treatment facilities following disaster occurrences. Because of system vulnerability to numerous forms of contamination and 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 are completed. Accurate timely estimates for required repairs will permit the affected jurisdictions and DSHS to identify appropriate interim measures such as rationing, expedient water treatment, or construction of temporary water delivery systems.

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 well-being. The 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 that may be required in the affected areas.

Medical Facilities – The Health and Medical Liaison has primary responsibility for evaluating damage sustained by medical facilities in a disaster area. The nursing homes in the city 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 and Medical Liaison use.

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 City Mayor should make requests directly to the County Judge. If the county is unable to fill that request then the Judge can ask for such assistance to the DDC Chairperson in Amarillo.

Direction and Control

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

DSHS functions as the local health authority. While DSHS has primary responsibility for the health and medical services function and the county/city shall designate a Health and Medical Liaison 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 IC. Large-scale health and medical efforts shall be coordinated from the EOC.

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.

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.

Disaster Area Medical Coordination

The Health and Medical Liaison 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.

Lines 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 and Medical Liaison:

1. Hospital EMC
2. Hospital Administrators (line of succession for Hospital EMC position)

Phases of Emergency Management

Public Health and Medical Services Phases of Emergency Management		
Phase	**Actions**	√
Prevention Mitigation	• Give immunizations.	
	• Conduct continuous health inspections.	
	• Promote and encourage the use of the blood donation program.	
	• Conduct specialized training (e.g. hazmat, decontamination, etc.).	
	• Conduct epidemic intelligence, evaluation, presentation, and detection of communicable diseases.	
	• Conduct normal public health awareness programs.	
Preparedness	• Maintain adequate medical supplies.	
	• Coordinate with city officials to ensure water quality.	
	• Coordinate with city officials to provide safe waste disposal.	
	• Review emergency plans for laboratory activities regarding examination of food and water, diagnostic tests, and identification, registration and disposal of the deceased.	
	• Train and exercise personnel.	
Response	• Conduct public information programs dealing with personal health and hygiene.	
	• Conduct disease control operations.	
	• Monitor sanitation activities.	
	• Ensure that supplies of potable water are available	
	• Conduct environmental health activities regarding waste disposal, refuse, food and water control, and vector control.	
	• Begin the collection of vital statistics.	
Recovery	• Compile health reports for state and federal officials.	
	• Identify potential and/or continuing hazards affecting public health.	
	• Distribute appropriate guidance for the prevention of the harmful effects of the hazard.	
	• Continue to collect vital statistics.	

Task Assignments

Public Health and Medical Services Task Assignment	
Health Authority	• Designate a Health and Medical Liaison to perform pre-emergency planning for emergency health and medical services and coordinate such activities during major emergencies and disasters. • Provide qualified staff to support health and medical operations at the ICP and EOC.
Health and Medical Liaison and Health Authority – Will Coordinate:	• Emergency health and medical activities from the EOC when activated. • Rapid assessments of health and medical needs. • Emergency medical teams responding to a disaster to ensure the establishment of medical command posts. • Neighboring community health and medical organizations on matters related to assistance from other jurisdictions. • State and federal officials regarding state and federal assistance. • Response units, such as DMAT. • Screen individual health and medical volunteers obtaining positive identification and proof of licensure of volunteers. • Location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations. • Information to the news media on casualties and instructions to the public on dealing with public health problems through the PIO. • The provision of laboratory services required in support of emergency health and medical services. • Immunization campaigns or quarantines, if required. • Inspections of foodstuffs, water, drugs, and other consumables that were exposed to the hazard. • Inspections of damaged buildings for health hazards. • Disposal of dead animals with the city animal control agency. • Implementation of measures to prevent or control disease vectors such as flies, mosquitoes, and rodents. • Preventive health services, including the control of communicable diseases such as influenza, particularly in shelters. • Food handling and sanitation monitoring in emergency facilities.
EMS	• Respond to the scene with appropriate emergency medical personnel and equipment. • Upon arrival at the scene, assume an appropriate role in the ICS. Initiate ICS if it has not been established and report to Dispatch. • Triage, stabilize, treat, and transport the injured. • Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities. • Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, law enforcement, public works, etc.). Continue radio and/or telephone communications with hospitals. • Direct the activities of private, volunteer, and other emergency medical units, and of bystander volunteers, as needed. • Evacuate patients from affected nursing homes, if necessary.

Public Health and Medical Services Task Assignment (Cont.)	
Mental Health	• Ensure appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations.

Area Hospitals	• Implement internal and/or external disaster plans.
	• Advise medical services staff in the EOC of the number and type of available beds.
	• Establish and maintain field and inter-facility medical communications.
	• Provide medical guidance, as needed, to EMS.
	• Coordinate with EMS, other facilities, and any medical response personnel at the scene to ensure the following is accomplished:
	  o Casualties are transported to the appropriate medical facility.
	  o Patients are distributed hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, treatment capabilities, and bed capacity.
	  o Take into account special designations such as trauma centers and burn centers.
	• Consider the use of clinics to treat less acute illnesses and injuries.
	• 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.
	• Coordinate with other hospitals and with EMS on the evacuation of affected hospitals, if necessary. Evacuation provisions should specify where patients are to be taken.
	• Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
	• Establish and staff a reception and support center at each hospital for relatives and friends of disaster victims searching for their loved ones.
	• Provide patient identification information to the American Red Cross upon request.

Justice of the Peace	• Conduct inquests for the deceased and prepare death certificates. • Order or conduct autopsies if necessary to determine cause of death. • Order or conduct forensic investigations to identify unidentified bodies. • Authorize removal of bodies from incident sites to the morgue or mortuary facilities. • Provide information through the PIO to the news media for the dissemination of public advisories, as needed.
Law Enforce	• Upon request, provide security for medical facilities. • Conduct investigations of deaths not due to natural causes. • Locate and notify next of kin.
Mortuary Services	• Provide for the collection and care of human remains. • Establish temporary holding facilities and morgue sites, if required. • Coordinate with emergency health and medical services.
Public Works and Utilities	• Inspect damaged temporary medical facilities. • Make temporary repairs to temporary medical facilities.
PIO	• Disseminate emergency public information provided by health and medical officials. The Health Officer has primary responsibility for the coordination of health and medical information intended for release through public media during emergency operations.

Readiness Levels

ESF 8 Public Health and Medical Services Readiness Levels	
Level 4	• Review and update plans and related SOPs. • Review assignment of all personnel. • Coordinate with local private industries on related activities. • Maintain a list of health and medical resources • Maintain and periodically test equipment. • Conduct appropriate training, drills, and exercises. • Develop tentative task assignments and identify potential resource shortfalls. • Establish a liaison with all private health and medical facilities.
Level 3	• Check readiness of health and medical equipment, supplies, and facilities. • Correct any deficiencies in equipment and facilities. • Check readiness of equipment, supplies, and facilities. • Correct shortages of essential supplies and equipment. • Update incident notification and staff recall rosters. • Notify key personnel of possible emergency operations. • Review procedures for relocating nursing home residents and determine the availability of required specialized equipment if evacuation of nursing homes may be required.
Level 2	• Alert personnel to the possibility of emergency duty. • Place selected personnel and equipment on standby. • Identify personnel to staff the EOC and ICP if those facilities are activated.
Level 1	• Mobilize health and medical resources to include personnel and equipment. • Dispatch health and medical representative(s) to the EOC when activated.

Attachments

Tab A: Medical Resources
Tab B: Critical Contacts and Resources

Tab A: Medical Resources

Medical Resources	
Hospital	Parmer Medical Center – 1307 Cleveland Ave. Friona, TX – 806-250-2754 25 Licensed Beds, oxygen source and monitoring units for overflow areas, 6 surge bed capacity for ER, minimal lab diagnostic level
Clinic	Family Healthcare – 1100 TX 86 Bovina, TX – 806-238-1005
	Farwell Medical Clinic – 301 3rd St. Farwell, TX – 806-481-7000
	Friona Rural Health Clinic – 1307 Cleveland Ave. Friona, TX – 806-250-2781
Pharmacy	Bi-Wize Pharmacy – 902 N. Main St. Friona, TX 806-250-2270
EMS	Bovina EMS
	Farwell EMS
	Friona EMS
	Lazbuddie Volunteer EMS
Nursing Homes	Farwell Care and Rehabilitation Center – 305 5th St. Farwell, TX – 806-481-9027
	Prairie Acres Nursing Home – 201 E 15th St. Friona, TX – 806-250-3922
Mortuary Services	Hansard Family Funeral Home – 815 N. Main St. Friona, TX – 806-247-2729 – Full Service

Tab B: Critical Contacts and Resources

Mass Casualty Resources and Critical Contacts		
Agency	**Capabilities**	**Contact Number** ***Maintained in EOC***
Bovina VFD Farwell VFD Friona VFD Lazbuddie VFD Rhea Hollene VFD	Firefighters, EMT, AED	
Parmer County Sheriff's Office Bovina Police Department Farwell Police Department Friona Police Department	Mobile Command, AED	
Texas Forest Service – Canyon	Fire resources, ICS support	
Ambulance Services	Bovina EMS Farwell EMS Friona EMS Lazbuddie Volunteer EMS	
RAC	Coordination, Mass Casualty Trailers, Respirators, Boil Unit, Generator/Lights, and Mobile Hospital	
DSHS	Personnel	
Family Healthcare (Bovina) Farwell Medical Clinic Friona Rural Health Clinic	Clinic	

ESF 9 – Search and Rescue (SAR)

Purpose

The purpose of this section is to outline operational concepts and organizational arrangements for SAR operations during emergency situations in our community.

Situation and Assumptions

Situation

- Parmer County depends on the local fire departments and law enforcement for SAR.
- The mortality rate among trapped victims rises dramatically after 72 hours; therefore, SAR operations must be initiated without delay.
- Secondary hazards may compound problems and threaten both disaster victims and rescue personnel.
- Weather conditions such as rain, temperature extremes, and high winds, may pose additional hazards to disaster victims and rescue personnel.
- Access to disaster areas may be limited because of damaged infrastructure.

Assumptions

- Local buildings are subject to severe structural damage from tornado, flood, earthquake, explosion, and acts of terrorism, which could result in injured people trapped in the damaged and collapsed structures.
- In emergency situations involving structural collapse, large numbers of people may require rescue.
- Large-scale emergencies, disasters, and acts of terrorism may adversely impact SAR personnel, equipment, and facilities as well as communications systems.
- 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.
- During major emergency situations, our SAR resources may be damaged and specialized supplies depleted.
- If our resources and those obtained pursuant to mutual aid agreements are insufficient and additional support is required, we will request assistance from the State.

Concept of Operations

The Fire Departments have the primary responsibility of providing our jurisdictions with SAR operations. Our SAR resources include:

- Bovina, Farwell, Friona, Lazbuddie, and Rhea Hollene Volunteer Fire and Rescue Departments
- Parmer County Sheriff's Office
- Bovina, Farwell, and Friona Police Departments
- Mutual aid partners

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.

Implementation of ICS

The first responder on the scene of an emergency situation should initiate the ICS and establish an ICP. As other responders arrive, this jurisdiction will implement the ICS. The individual present, most qualified to deal with the specific situation will be designated as the IC. The IC will implement ICS to direct and control responding resources and designate emergency operating areas.

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.

Requesting External Assistance

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 Fire Chief, EMC, or EMD or other individuals who are specifically authorized to do so.

If our SAR resources and those obtained pursuant to mutual aid agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested in accordance with the *Texas Fire and Rescue Mutual Aid Plan* during an emergency situation (see *State of Texas Emergency Management Plan,* Annex R, Section IV.G).

If the foregoing resources are inadequate to deal with an emergency situation, the County Judge may request SAR assistance from the State through the DDC in Amarillo.

Direction and Control

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.

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.

Lines of Succession

Line of succession for the Chief Rescue Officer is:

1. Fire Chief
2. Assistant Chief
3. First Officer on Scene

Phases of Emergency Management

ESF 9 Search and Rescue Phases of Emergency Management		
Phase	**Actions**	√
Prevention Mitigation	• Maintain up-to-date information on known hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.	
	• Maintain up-to-date information on type and quantities of hazardous material present in local businesses and industrial facilities.	
Preparedness	• Maintain a schedule for testing, maintenance, and repair of rescue equipment.	
	• Maintain a list of all SAR resources and stock specialized supplies	
	• Make arrangements for responders to obtain building plans during emergencies	
	• Identify sources of dogs that can be used for SAR operations	
	• Develop communications procedures to ensure adequate communications between SAR units, fire units, law enforcement units and other emergency responders.	
	• Plan and execute training exercises for all SAR personnel on a regular basis	
	• Revise and update response plans at regular intervals.	
Response	• Initiate rescue missions, as necessary	
	• Mobilize support resources.	
Recovery	• Perform or assist in decontamination and clean up.	
	• Assess damage to SAR equipment and facilities, if necessary.	
	• Inventory and replace depleted supplies.	

Task Assignments

Routine SAR operations can be handled by our SAR team, with limited support from one or two 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.

The Fire Chief shall serve as the Chief Rescue Officer and coordinate emergency SAR operations

Search and Rescue Task Assignments	
Fire Department	• Coordinate all SAR operations using County/City resources or those obtained pursuant to mutual aid agreements. • Provide assistance during evacuations (see Support Annex: Evacuation). • Prepare and execute mutual aid agreements for SAR support. • Provide support for other public safety operations, as necessary.
IC	• Establish an ICP and control and direct emergency response resources. • Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated. • Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site. • Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
Law Enforcement	• Upon request of the IC, provide controlled access to and control traffic around incident sites. • Coordinate body recovery activities with the JP's office, if needed.
Public Works Dept	• Upon request of the IC, provide heavy equipment support for SAR operations. • Upon request of the IC, shut off gas or power to collapsed structures.
EMS	• Provide trained personnel and equipment to administer emergency medical support, if necessary.

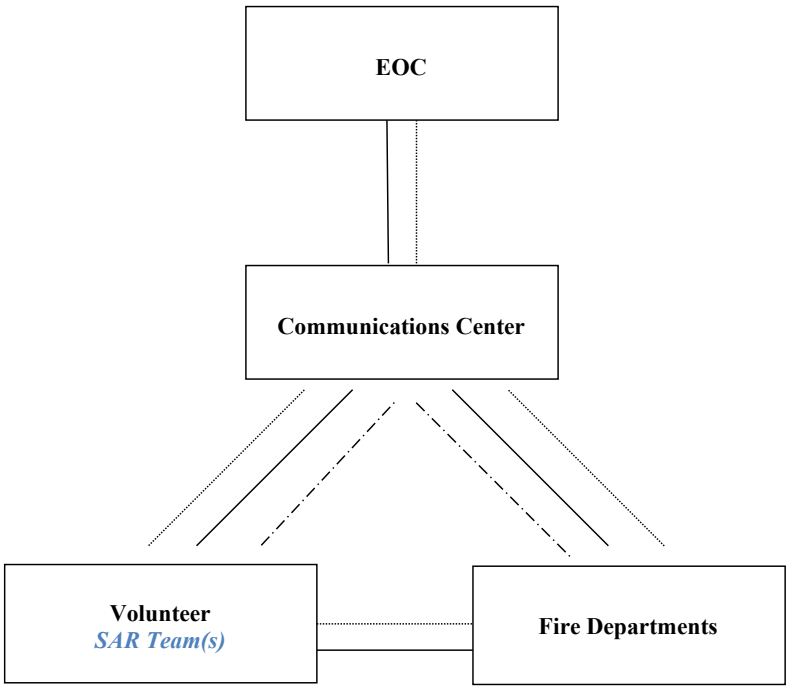
Readiness Levels

ESF 9 Search and Rescue Readiness Levels	
Level 4	• See the mitigation and preparedness activities
Level 3	• Monitor situation. • Alert key personnel. • Check readiness of all equipment and supply status and correct deficiencies. • Review mutual aid agreements for use of SAR resources operated by other agencies. • Review plans and procedures and update them, if necessary.
Level 2	• Alert personnel of possible emergency duty. • Place selected personnel and equipment on standby. • Identify personnel to staff the EOC and ICP if those facilities are activated. • Prepare to implement mutual aid agreements.
Level 1	• Mobilize selected SAR team members. • Consider precautionary deployment of personnel and equipment, if appropriate. • Dispatch SAR representative(s) to the EOC when activated.

Attachments

Tab A: SAR Communications Network

Tab A: SAR Communications Network



LEGEND:

Phone

VHF Radio

Cell Phone

ESF 10 – Oil, Hazardous Materials and Radiological Response

Purpose

This section establishes the policies and procedures under which the jurisdictions will operate in the event of a hazardous material (hazmat) 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 materials.

In addition, this section 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.

Situation and Assumptions

Situation

- Hazardous materials are commonly used and transported in the local area; hence, hazmat incidents may occur here.
- 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.
- The Parmer County Local Emergency Planning Committee (LEPC) is responsible for providing assistance to the County in hazmat planning.

Assumptions

- 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.
- 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.
- Hazardous materials entering water or sewer systems may necessitate the shutdown of those systems.
- The Department of State Health Services, Radiation Control Program (DSHS/RCP), as the state radiation control agency, has primary responsibility for the State RPP.
- Pursuant to the EPCRA, a local fire chief has the authority to request and receive information from regulated facilities on hazmat inventories and locations for planning purposes and may conduct an on-site inspection of such facilities.
- 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.
- 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 (PPE).
- An accidental release of hazmat could pose a threat to the local population or environment. A hazmat incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.
- In the event of a hazmat incident, we will determine appropriate protective action recommendations for the public, disseminate such recommendations, and implement them.
- 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.
- Regulated facilities will report hazmat inventories to local fire department(s) and the LEPC.
- A major transportation hazmat incident may require the evacuation of citizens.
- During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.

- Response from this jurisdiction will be in compliance with the 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 NRF. The 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.

Concept of Operations

Hazardous Materials General

The Fire Departments will have the lead in the initial response to a hazmat incident that occurs within its jurisdiction. Our hazmat incident response capabilities are limited and will be required to request through mutual aid to the City of Amarillo Hazmat Team for an appropriate hazmat response. Additionally, the local industry in the County has some hazmat capabilities.

A basic local RPP consists of the EOC and an incident response capability that includes at least one Radiological Officer (RO) to manage the program and trained radiological monitors equipped with appropriate radiation detection and communication equipment.

To conduct an effective RPP, we will:

- Maintain information on radiological monitoring instruments by type, number, location, and owner. See Tab G for a list of radiological monitoring resources within our jurisdiction.
- Establish procedures for initial emergency response to radiological accidents. See the Radiological Incident Response Checklist in Tab B of this section.
- Establish a radiological incident reporting system.
- Appoint personnel and provide training to local emergency responders, emergency management personnel, ROs, and radiological monitors.
- Establish procedures for decontamination and recovery operations.

Hazardous Material or Radiological Accidents

Accidental releases 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 ICS, and serve as the IC until relieved by a more senior or more qualified individual. Use of online tools such as Cameo, Marplot and Aloha can aid in determining the area or population at risk of the spill/release. In addition, use of the ERG to quickly identify appropriate protective actions for both responders and the public.

Deliberate Acts of Radiological Materials

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 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 Texas 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 DPS and the FBI. More information on dealing with terrorist events is provided in ESF 13 Public Safety and Security.

Actions for Hazardous Material and Radiological Incident

Local Notification

The IC will provide information on the incident to local officials through dispatch using the Hazardous Materials Incident Report provided in Tab C. The IC shall make an initial assessment of the situation, to include an estimate of the impact or the likelihood of a release of radiological materials. If it appears that the incident cannot be contained or if it appears the spill/release may be likely, the EOC will be activated to support the incident response.

State and Federal Notifications

Dispatch or the EOC, if activated, shall be responsible for making required emergency notifications to state and federal agencies. Hazardous Material or Radiological incidents should be reported to:

- The local DPS office in Amarillo, which will relay information to the DDC and the TDEM.
- The DSHS/RCP at 512-458-7460 (24-hour).
- The State of Texas Spill Reporting Hotline at 800-832-8224.
- The National Response Center at 800-424-8802.
- If incident involves a deliberate release of radiological materials, the FBI office at 806-376-6395.

Response Actions

The IC 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 hazmat response criteria and the general checklist in Tab B. At least one trained RO or radiological monitor should participate in the response to a known or suspected radiological incident.

Protective Actions

- Short Term
  - If it appears that a release of hazmat or radiological materials has occurred or is possible, the IC is responsible for determining and implementing appropriate protective actions for the public in the immediate area of the incident. The IC is also responsible for advising personnel responding to the incident of potential hazards and determining requirements for PPE. Responders who lack appropriate hazmat or radiological response training and appropriate PPE should not be committed to the incidents.
  - If it appears that a 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.
  - Suitable initial public protective actions for a radiological incident may include evacuation and/or sheltering in place. Tab F provides additional information on selecting public protective measures.
- Long-term Protective Measures for Radiological Release.
  - 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.

State and 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 IC 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 EMD may request other types of State assistance through the DDC.

Situation Updates

The IC shall provide situation updates to the EOC; the EOC should prepare and transmit situation reports to the DDC.

Monitoring of Emergency Workers
Medical records and follow-ups will be provided to responders who have entered contaminated areas.

Direction and Control

The direction and control function for a hazmat incident will be performed by the IC or, for major incidents, shared by the IC and the EOC.

For larger 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.

- 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.
- 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 other activities. The EMD, or other official, shall direct operations at the EOC.

Hazardous Materials
For hazmat 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.

The IC may recommend evacuation in and around the incident site. The EMD/EMC should issue recommendations for large-scale evacuation, should it become necessary.

Radiological Operations
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. The RO will carry out day-to-day management of the RPP.

Lines of Succession

Hazmat Coordinator/Radiological Officer (Chief Fire Officer)
1. Fire Chief
2. Assistant Chief
3. First Officer on Scene

Phases of Emergency Management

ESF10 Oil, Hazardous Materials and Radiological Phases of Emergency Management	
	Actions
Prevention / Mitigation	Our hazmat prevention activities include: • Performing a chemical hazard analysis to identify the types and quantities of hazmat present in the community at fixed sites or on transportation routes, potential release situations, and possible impact on the local population. • Maintaining data on the hazmat inventories at local regulated facilities for use in emergency planning. Regulated facilities are identified in this section. • Identifying local hazmat transportation routes; these are depicted in this section. • Establishing approved routes for hazardous cargo; these are depicted in this section. • The FD performs periodic inspection of facilities that produce, use, or store hazardous materials. • The Fire Marshal monitors land use/zoning 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. • Maintain an effective public warning system.
Preparedness	Our preparedness activities include: • Developing public education programs on chemical hazards and related protective actions. • Training emergency personnel to a level commensurate with hazmat response duties and provided appropriate PPE. • Identifying emergency response resources for hazmat incidents. See ESF 7. • Developing SOPs for hazmat response and recovery. • Obtaining hazmat release modeling software program and training personnel in its use. • Meeting 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 updated. • Establishing an RPP system. • Selecting and training RPP personnel. • 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. • Ensuring radiation detection instruments are available and operational. • Educating the public about radiological hazards and protective actions.

Response	• The first firefighter or law enforcement officer on the scene should initiate the ICS, establish an ICP, and begin taking the actions listed in the General Hazmat Response Checklist (Tab B) in this section. If the situation requires immediate action to isolate the site and evacuate nearby residents, the first officer on the scene should advise dispatch and begin such actions. • 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. ICP - EOC Interface • 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. • Regular communication between the ICP and the EOC regarding checklist actions is required to ensure that critical actions are not inadvertently omitted. Determining Affected Areas and Protective Actions • 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: o The Emergency Response Guidebook o Computerized release modeling [using CAMEO/ALOHA) o Assistance by the responsible party o Assistance by expert sources such as CHEMTREC or CHEM-TEL o Assistance by state and federal agencies • 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. Emergency responder safety considerations and public protective action information is provided in this section. • The IC will typically provide warning 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 ESF 15. Release Containment • The responsibility for selecting and implementing appropriate measures to contain the release of hazmat is assigned to the IC, who may obtain advice from the responsible party, state and federal agencies, and appropriate technical experts. • 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. • Activate the RPP system • Provide information and instructions to the public.

Recovery	• 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 affected areas, and recover response costs from the responsible party. The recovery process may continue for an extended period. • The spiller is, by common law, responsible for all clean up activities. Most recovery activities will be conducted by contractors, paid for by the responsible party, and overseen by state and federal authorities. Methods of clean up may include excavating, pumping and treating, dredging, skimming, dispersion, vacuuming, and biological remediation. Dilution is prohibited as a substitute for treatment. • The EMD/EMC will appoint a recovery coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, clean up 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. • The recovery coordinator or team should: o Ensure access controls are in place for contaminated areas that cannot be cleaned up immediately. o 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. o Review plans for clean up and restoration proposed by the responsible party or state or federal agencies and then monitor their implementation. o Monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing. o Review proposed mitigation programs and monitor their implementation. o Ensure radiation source material is removed and ensure access to contaminated areas is controlled until they are cleaned up. Clean up 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. o Work with state and federal agencies to assess damage, if any. o Work with the DSHS/RCP to continue area radiation monitoring, if required. o Work with the DSHS/RCP to determine the cause of the incident and determine liability. • Keep the public informed about the status of the incident.

Task Assignments

ESF 10 OIL, HAZARDOUS MATERIALS AND RADIOLOGICAL TASK ASSIGNMENT	
All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.	

EMD/EMC	• Coordinate with the IC and based upon the incident classification and recommendations of the IC, initiate activation of the EOC through Dispatch
	• If the EOC is activated:
	  ○ 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.
	  ○ Carry out required tasks
	  ▪ Provide support requested by the IC.
	  ▪ For Level II and III incidents, ensure elected officials and the County/City attorney are notified of the incident and the circumstances causing or surrounding it.

Radiological Officer	• Coordinate with the emergency coordinators of regulated facilities and vulnerable facilities to maintain the list of regulated facilities maintained in the EOC. • Maintain an accurate and updated hazmat emergency contact roster that provides 24-hour contact information for regulated facilities, local hazmat transportation companies, vulnerable facilities, state and federal Hazmat response agencies, and technical assistance organizations such as CHEMTREC. • 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. • 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 for use in operational planning. • Ensure a sufficient number of radiological detection instruments are in-place and operational. • Ensure selected emergency responders are provided training in radiological monitoring.
Fire Department	• The Fire Chief will designate one or more ROs to coordinate all radiological protection program activities. • Carry out the general fire service responsibilities outlined in ESF 4 • Provide personnel and equipment to contain or control radiological incidents. • Carry out initial radiological monitoring needed to assess the situation and determine protective actions. State or federal agencies may provide follow-up radiological monitoring assistance. • Carry out initial decontamination where needed. Large-scale decontamination, if needed, may be coordinated by state or federal agencies. • Assist in evacuation, if necessary.
ER Dept	• Provide personnel, equipment, and supplies requested to support emergency operations. • Provide technical assistance to the IC and the EOC upon request. • In accordance with established procedures, provide personnel to staff the ICP or EOC when activated.
EMS	• Provide medical care and transportation for casualties. • Alert hospitals of the potential for contaminated victims

Incident Command	• Normally the FD will provide the IC for a hazardous materials response operation.
	  o Establish a command post.
	  o Determine and communicate the incident classification to dispatch, who will disseminate it to emergency responders.
	  o Determine a safe route into the incident site and advise dispatch, who should relay that information to all emergency responders.
	  o Establish the hazmat incident functional areas (Hot Zone, Warm Zone, and Cold Zone) and a staging area.
	  o Initiate appropriate action to control and eliminate the hazard in accordance with SOP.
	  ▪ If the EOC is not activated, ensure that the tasks outlined in the General Hazmat Response Checklist in Appendix 1 are accomplished.
	  ▪ If the EOC is activated, 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.
	  o Manage emergency response resources and operations at the site to control the incident.
	  o Determine and implement protective actions for emergency responders and the public in the vicinity of the incident site.

Public Works	• Provide heavy equipment and materials for spill containment. • When requested, provide barricades to isolate the incident site. • Cooperate with law enforcement to detour traffic around the incident site. • When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems. • If a hazmat incident impacts water/sewer systems, check systems for damage, restore service. • When appropriate, provide inputs to the IC or EOC for protective actions for the public relating to water and sewer systems.

Law Enforcement	• Maintain a radio-equipped officer at the ICP until released by the IC.
	• Evacuate citizens when requested by the IC. Advise dispatch, and the EOC regarding the status of the evacuation. Make requests for assistance to the fire department, as necessary.
	• Assist in warning the public, as necessary.
	• 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.
	  o Entry of emergency personnel into the incident area should be expedited. The IC will provide information on safe routes.
	  o 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.
	• Perform traffic control in and around the incident site and along evacuation routes.
	• Provide access control to evacuated areas to prevent theft.
	• Provide assistance in determining the number and identity of casualties.
	• 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.

Regulated Facilities/Hazmat Transport Companies, State and Federal Resources Responsibilities	

Regulated Facilities/Hazmat Transport Companies	• Provide current emergency contact numbers to local authorities.
	• Upon request, provide planning support for accidental release contingency planning by local emergency responders.
	• In the event of a hazmat incident:
	  o Make timely notification of the incident as required by state and federal law.
	  o Provide accident assessment information to local emergency responders.
	  o Recommend to local responders actions to contain the release and protect the public.
	  o Carry out emergency response as outlined in company or facility emergency plans.
	  o Assist local responders as outlined in mutual aid agreements.
	  o Provide follow-up status reports on an incident until it is resolved.
	  o Clean up or arrange for the clean up of hazmat spills for which the company is responsible.
	• Report hazmat inventories to the SERC, LEPC, and local fire department as required by federal and state statutes and regulations.
	• Provide MSDSs for hazmat produced or stored on-site to the LEPC and local fire department(s).
	• Designate a facility emergency coordinator.
	• 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.
	• 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.

TDEM/SOC	• 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 DDC in Amarillo. The DDC Chairperson is authorized to employ those state resources within the district, except that use of Texas Military Forces requires approval of the Governor. If the state resources within the District are inadequate, the DDC Chairperson will forward our request to the SOC for action. • For major incidents, the SOC will coordinate state assistance that cannot be provided by the DDC and request federal assistance, if required.
TCEQ	• Serves as the lead state agency for response to most hazmat and inland oil spills and in an advisory role to the federal on-scene coordinator if federal resources are provided. • Monitors all clean up and disposal operations and coordinates with other state agencies. • Determines the adequacy of containment and clean up operations. • 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.
DPS	• Texas DPS provides assistance to local law enforcement in areas of traffic control, evacuation, and protection of property.
GLO	• 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.
RRC	• The Texas Railroad Commission (RRC) is the lead state agency for response to spills of crude oil and natural gas at production facilities and from intrastate crude oil and natural gas pipelines.
DOT	• The 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.
State	• The State has established the Texas Environmental Hotline, which receives reports of hazmat releases or oil spills and disseminates that info electronically to appropriate state agencies.
DSHS	• The DSHS/RCP has primary responsibility for the state radiological protection program. DSHS/RCP also provides statewide training for ROs and radiological monitors.

Readiness Levels

LAW ENFORCEMENT READINESS LEVELS	
	Actions
Level 4	• See the mitigation and preparedness activities in the Preparedness section
Level 3	May be appropriate if there is a greater than normal threat of a hazmat or radiological incident. Initiation conditions may include a significant hazmat/radioactive shipment will be transiting our area or is missing. • Level 3 readiness actions may include: o Monitoring the situation. o Informing first responders of the situation. o Ensuring the hazmat response team (if available) is aware of the situation and can respond if necessary
Level 2	May be appropriate if there is an increased risk of a hazmat or radiological incident. Initiating conditions may include a significant hazmat or radiological shipment is transiting through our area, or 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: o Monitoring the situation. o Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents. o Checking equipment and increasing short-term readiness if possible. o Issuing public warning and providing public information if necessary.
Level 1	Appropriate when there is a significant possibility of a hazmat or radiological release. Initiating conditions might include an incident at or near a facility manufacturing or using hazmat or 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: o Investigating the situation and partially or fully activating the EOC to monitor it. o Placing first responders in alert status; placing off-duty personnel on standby. o Advising appropriate state and federal agencies. o Preparing to issue and issuing public warning if it becomes necessary.

Attachments

Tab A: Texas Radiological Reporting System

Tab B: Hazmat and Radiological Response Checklist

Tab C: Hazardous Materials Incident Report

Tab D: Response Personnel Safety

Tab E: Response Personnel Safety On-Scene Setup

Tab F: Protective Actions for the Public

Tab G: Radiological Response Training and Instruments

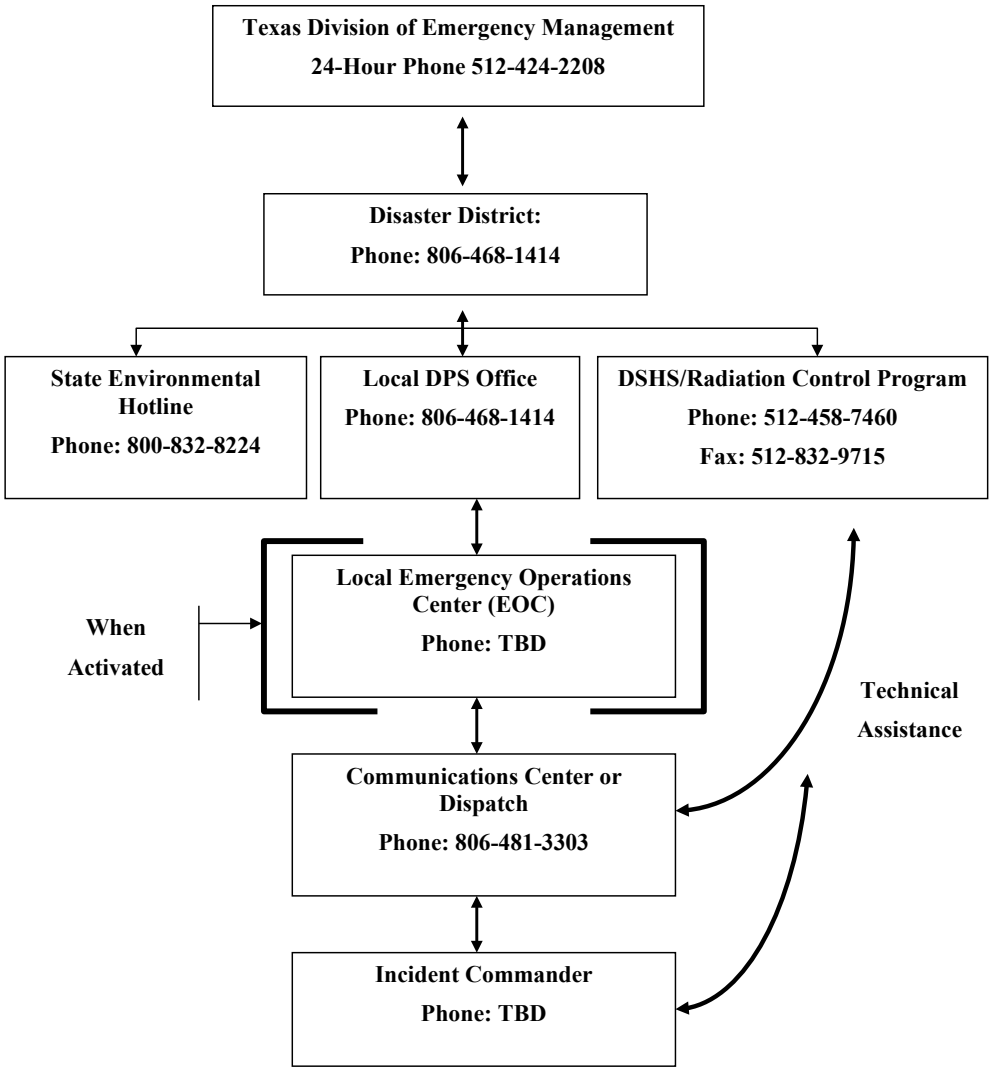
Tab H: Vulnerable Facilities and Map

Tab I: Regulated Facilities and Map

Tab J: Hazardous Materials Transportation Routes and Map

Tab K: Evacuation Routes for Regulated Facility Risk Area

Tab A: Texas Radiological Reporting System



Tab B: Hazmat and Radiological Response Checklist

GENERAL HAZMAT AND RADIOLOGICAL RESPONSE CHECKLIST		
√	**Action Item**	**Assigned**
	If the situation requires it, isolate the site, deny access. Use emergency vehicles, barricades, barrier tape, etc.	
	Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification at the end of this checklist. Level I – Incident, Level II – Emergency, Level III – Disaster	
	Dispatch should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement dispatch centers are used, the dispatch center receiving the initial report should pass it to the other center.	
	Identify hazardous material being released. Information may be obtained from facility staff, hazmat inventory reports, placards, shipping papers or manifest, container labels, pipeline markers, and similar materials.	
	Determine extent of danger to responders and establish requirements for PPE specialized response equipment. See Response Personnel Safety in Appendix E.	
	Ascertain extent of danger to general public; determine specific areas and vulnerable facilities (schools, hospitals, nursing homes, correctional facilities, and other institutions), if any, at risk.	
	Develop initial action plan to contain and control the release of the hazmat or radiological material	
	Determine appropriate protective actions for the public and vulnerable facilities. If evacuation is contemplated, check evacuation route status.	
	Initiate warning and issue protective action recommendations for the public and vulnerable facilities. See ESF 10/Tab F, for protective action data. ESF 15/Tab C, Warning, for public notification messages. Support Annex: Evacuation/Tab B, for evacuation routes for vulnerable facilities.	
	Warn vulnerable facilities, provide instructions, and determine requirements for assistance.	
	If evacuation is recommended, provide traffic control and be prepared to provide transportation to those who need it. See Support Annex: Evacuation.	
	Warn other communities that may be threatened by the hazmat release.	
	If possibility exists of casualties that are contaminated with hazardous substances, ensure EMS units and hospitals, and Justice of the Peace are so advised.	
	If evacuation is recommended, staff and open temporary shelters for evacuees. See ESF 6.	
	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 ESF 12 • If the release impacts water/sewer systems, ensure the public is warned and provide appropriate instructions.	
	Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations. • If we are responsible for the release, we must make required notifications to state and federal agencies. • If the responsible party cannot be identified/located, we should make required notifications, making it clear that the responsible party is presently unknown. • The DSHS/RCP must be contacted for radiological accidents. They can provide assistance as needed.	
	If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.	
	If additional response resources are required, request them. • Invoke mutual aid agreements. • Summon hazmat response contractor, if one is under contract. • Request assistance from the State through the DDC.	
	Continuously document actions taken, resources committed, and expenses incurred. • Retain message files, logs, and incident-related documents for use in an investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies.	

	Provide updated information on the incident to the public through media releases. See ESF 15	
	When the release of the hazmat is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or vulnerable facilities. Assess contamination and determine which areas are safe to re-enter. Determine and implement remediation measures for other areas.	
	Advise utilities and critical facilities that were impacted by the incident when the release of hazmat is terminated.	
	If some areas will require long-term clean up before they are habitable, develop and implement procedures to mark and control access to such areas. NOTE: Clean up is the responsibility of the responsible party.	
	When it is determined to be safe to end protective actions, advise the public and functional and access needs institutions, and if an evacuation occurred, manage the return of evacuees.	
	Assist evacuees who cannot return to their homes in finding temporary housing and obtaining social services.	
	Conduct post-incident review of response operations.	

Emergency Situation Classifications

Level 1 – Incident – An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an IC, and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency – An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – 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. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

Tab C: Hazardous Materials Incident Report

HAZARDOUS MATERIALS INCIDENT REPORT

Check one: _____ This is an ACTUAL EMERGENCY _____ This is a DRILL/EXERCISE

1. Date/Time of Notification: _____Report received by: _____
2. Reported by (name and 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 and 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):_____
    b. Color: _____
    c. 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. Vulnerable 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

29. Notification made to:

_____ National Response Center (Federal Spill Reporting)……..800-424-8802

_____Texas Environmental Hotline (State Spill Reporting)……800-832-8224

_____CHEMTREC (Hazardous Materials Information) …….800-424-9300

_____TCEQ (Most Hazmat spills, except as indicated below)……512-463-7727

_____ RRC (Oil/Gas spills – production facilities, intrastate pipelines)……...…806-665-1653

_____ DSHS/RCP (Radiological Incidents)……..…..512-458-7460

_____ Disaster District Amarillo……..…806-468-1414

_____ TDEM State Operations Center (SOC) Austin (24 hours)……512-424-2277

30. Other Information: _____

_____

_____

_____

Tab D: Response Personnel Safety and Training

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 hazmat incident. Health and safety procedures include the following:

- Training – To comply with emergency worker protection standards, department and agency heads will determine requirements for hazmat training for emergency response and medical personnel with hazmat incident response duties, develop and disseminate schedules for training, and maintain records of such training.
- Medical surveillance – Responders to hazmat incidents include EMTs who will be responsible for surveillance of responders working in and around the Hot Zone, for indicators of toxic exposure or acute physical symptoms.
- Safety Procedures
  - 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.
  - Personnel entering the Hot Zone area should not proceed until a backup team is ready to respond inside the zone for rescue should any member of the team be injured while responding.
  - Personnel entering the Hot Zone area should not proceed until the Contamination Control Line has been set up.

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 hazmat 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.

All personnel entering the Hot Zone, for the purpose of control and containment or otherwise endangered by contamination will have appropriate protective equipment.

Tab E: Response Personnel Safety On-Scene Setup

Personal Protective Equipment (PPE)	
Level A Protection	When the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes: • Pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, air-line respirators • Fully encapsulating chemical-resistant suits • Coveralls • Long cotton underwear (optional) • Cotton glove liners (optional) • Chemical-resistant gloves and boots • Hard hat, under suit (head injury hazard area) • Disposable inner gloves and boot covers • 2-way intrinsically safe radio communications
Level B Protection	When the highest level of respiratory protection is needed but a lesser level of skin and eye protection is warranted. Level B protection is the minimum level recommended 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: • SCBA or a supplied-air respirator (MSHA/NIOSHA approved) • Chemical resistant clothing (splash protection) • Long cotton underwear (optional) • Coveralls or other disposable clothing • Gloves (outer), chemical resistant • Gloves (inner), chemical resistant • Boot covers (outer), chemical resistant • Hard hat (head injury hazard area) • 2-way radio communications
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: • Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved) • Chemical resistant clothing (coveralls, hooded, one or two piece chemical splash suit, or chemical resistant coveralls) • Gloves, chemical resistant • Boots (outer) chemical resistant, steel toe and shank • 2-way radio communications

Tab F: Protective Actions for the Public

Factors to Consider in Selecting Protective Actions

Among the factors to be considered in determining protective actions for the public are the following:

- Characteristics of the hazardous material
  - Degree of health hazard
  - Amount of material that has been released or is expected to be released
  - Time of release
  - Rate of spread
- Weather conditions, particularly wind direction and speed for airborne hazards
- Population at risk
  - Location
  - Number
  - Access and functional needs populations
  - Evacuation routes
- Estimated warning and evacuation times
  - Ability to predict behavior of hazmat release (typically from modeling software, e.g., Cameo/Aloha).

Primary Protective Strategies

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.
   - 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 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 correctional facilities is not available.

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.
   - 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/structures and remain a persistent hazard.
     - The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

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.

Other Protection Strategies

- 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.
- 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.
- Relocation
  - Some hazmat 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.

Disseminating Warning and Protective Action Recommendations

The normal means of warning the public of emergencies as described in ESF 15, External Affairs of this plan will be used to warn the public of hazmat incidents. Sample public notification messages for shelter in place and evacuation are provided in ESF 15, External Affairs.

Tab G: Radiological Response Training and Instruments

The RO is responsible for coordinating the procedures in this appendix.

The purpose of this section is to provide guidelines and procedures for maintaining an adequate number of personnel trained to deal with radiological accidents and to maintain radiation detection instruments in operational condition.

Personnel Training

All firefighters have a base-level of hazmat and radiological training that they obtain during the Firefighter 1 course.

It is recommended that each jurisdiction will have at least one individual trained as an RO.

DSHS Community Preparedness Section provides training for Radiological Officers and radiological monitors. The recommended courses available include:

- Fundamentals Course for Radiological Monitors – 8 hours
- Advanced Course for Radiological Monitors – 32 hours
- Additional training is also available from the Federal Emergency Management Agency (FEMA) in the form of independent study or residential training.
- Personnel trained in radiological protection and decontamination techniques should receive the FEMA-approved refresher training at least every three years

Its recommended that the Fire Department shall have at least one individual trained in radiological response and on the use of radiation detection instruments on each shift, if applicable.

Type of Instrument	Number in Stock	Location (Office, Vehicle)	City	Owner (Local/State)
Parmer County currently has no modern radiological equipment. The County is working to procure updated instruments.				

Tab H: Vulnerable Facilities and Map

VULNERABLE FACILITIES (Functional and access needs institutions) Maps/contact info of these facilities will be maintained in the EOC			
		Phone #	**Population**
Schools	Bovina Elementary School (PK-5) Bovina Middle School (6-8) Bovina High School (9-12) Farwell Elementary School (PK-5) Farwell Junior High School (6-8) Farwell High School (9-12) Friona Primary School (PK-1) Friona Elementary School (2-5) Friona Junior High School (6-8) Friona High School (9-12) Lazbuddie School (PK-12)	806-251-1316 806-251-1317 806-251-1317 806-481-9131 806-481-9260 806-481-3351 806-250-3935 806-250-3340 806-250-2788 806-250-3951 806-965-2152	221 110 127 281 139 168 245 321 229 285 164
Hospital	Parmer Medical Center	806-238-1005	31 beds (Surge)
Day Care			
Nursing Homes	Farwell Care and Rehabilitation Center Prairie Acres Nursing Home (Friona)		
Correctional Facilities	Parmer County Jail	806-481-3303	

Tab I: Regulated Facilities and Map

Emergency contact numbers for these facilities are maintained by the Fire Department

Name	Primary Hazard	Protective Action Distance	Estimated Population at Risk

**Regulated facilities information will be maintained in the EOC.*

Tab J: Hazardous Materials Transportation Routes and Map

	HAZARDOUS MATERIALS TRANSPORTATION ROUTES			
Type	**Location**	**Primary Hazard**	**Protective Action Distance**	**Estimated Population at Risk**
Highways	US 60	Varies	Based on ERG	Varies
	TX 86	Varies	Based on ERG	Varies
	TX 1214	Varies	Based on ERG	Varies
Railroads	*Route:* Railroad runs along US 60			
Pipelines	Pipelines are numerous and locations are maintained online by the Pipeline Group and available in the EOC			

Hazardous Materials Threat Map – Transportation Routes

The Federal Motor Carrier Safety Administration maintains a map of all registered transportation routes in the US. This map is accessible to the public at: https://www.fmcsa.dot.gov/regulations/hazardous-materials/national-hazardous-materials-route-registry-state.

Tab K: Evacuation Routes for Regulated Facility Risk Areas

Evacuation Routes for Regulated Facility Risk Areas		
Location	**Primary Evacuation Route**	**Alternate Evacuation Route**

**All regulated facilities evacuation routes are kept at the EOC. This information is confidential and released to first responders only*

ESF 11 Agriculture and Natural Resources Foreign Emergent Animal Disease

Purpose

This section, used in conjunction with the Panhandle Regional Foreign Emergent Animal Disease (FEAD) Plan, outlines the coordination and support of the region to the State and local jurisdictions in preparing for, responding to, and recovering from the FEAD threat.

This FEAD Plan describes the roles and responsibilities associated with incidents involving the jurisdictions agriculture and food systems that require a coordinated industry, local, regional, state, and federal response.

Situation and Assumptions

Situation

- A typical situation may be a FEAD outbreak which could occur naturally or as an act of terrorism. It could emerge from within the state or enter Texas from other states or countries via diseased livestock or wildlife, animal-related products, or livestock wastes.
- Highly contagious FEAD's, such as Foot-and-Mouth Disease (FMD) primarily affect cattle, swine, sheep, goats, deer, and other cloven-hooved ruminants. Most animals recover from the disease but are left debilitated, thus resulting in grave economic impact with severe losses in dairy and meat production.

Assumptions

- A FEAD may be infectious or contagious, it may affect both farm and ranch animals and wildlife, and it may be extremely difficult to identify, isolate, control, and eradicate. Control and eradication will involve local, county, state, and federal agencies and industry, not just those associated with agricultural activities.
- Zoonotic diseases are shared between animals and humans. They can spread from animal to animal, animal to human, human to animal, or human to human. Examples of zoonotic diseases include Anthrax, Dengue, Ebola, Hemorrhagic fever, Lyme disease, Malaria, Plague, Rocky Mountain Spotted Fever, and West Nile Virus infection.
- Setting quarantine zones and movement control measures are the responsibility of the State Veterinarian and USDA and will be a collaborative effort between industry, local, regional, state, and federal authorities. Local government may be asked to assist by providing law enforcement to assist in movement controls or other resources for cleaning and disinfection of vehicles associated with this industry.

Hazard Summary and Vulnerabilities Table

Hazard Summary and Vulnerabilities Table						
	Shelter	**Evacuation**	**Rescue**	**Disposal**	**Security**	**Euthanasia**
Hazard Type	*Likelihood of occurrence – Minimal, Moderate, High*					
Transportation Accidents	High	Minimal	High	Minimal	Moderate	Minimal
Foreign Animal Diseases	Minimal	Minimal	Minimal	Minimal	High	Minimal
Tornadoes	Minimal	Minimal	Moderate	Moderate	Minimal	Minimal
Floods	Moderate	Moderate	Moderate	Moderate	Minimal	Minimal
Wildfires	Minimal	High	High	High	Minimal	Minimal
Winter Storm	Moderate	Minimal	High	High	Minimal	Minimal
CBRNE	Minimal	Minimal	Minimal	Minimal	Minimal	Minimal

Livestock and Agriculture Facilities In or Near

Livestock and Agriculture Facilities In or Near City Limits		
Industry Name	**Industry Type**	**Contact Information**

Concept of Operations

Response to an animal disease within or near the jurisdiction will be supportive in nature based on the Texas Animal Health Commission's (TAHC) logistical needs.

Direction and Control

Response to animal disease outbreaks differs from the response to other natural or man-made hazards. Once an animal disease outbreak is suspected, the response immediately moves to the state and federal level. Given the potential complexity and economic impacts of an animal disease outbreak, effective response relies on communication and collaboration between government and private sector partners.

If animal disease response operations require assistance from other state agencies, such requests may be directed to the SOC and the affected DDC.

The TAHC has legislative authority to make and enforce regulations to prevent, control, and eradicate specific infectious animal diseases which endanger livestock in the State of Texas. Regional and local jurisdictions may be asked to provide resources to aid in the coordination and control of a FEAD. Non-disease related events that affect animals within the jurisdiction will operate according to the direction and control contained in this plan.

Committee Members

County Animal Issues Committee Members The Committee will be an "advisory" group to help solve animal-related emergency or disaster issues within our community. It will not be a tasking (i.e., direction and control) organization.			
Name / Job Title	**Agency**	**Mailing Address / E-Mail Address**	**Work Phone / Fax Number**

Attachments

Tab A: External Notification List
Tab B: Veterinarians and Other Partners
Tab C: Animal Feed and Supply Stores
Tab D: Temporary Holding for Livestock
Tab E: Facility Setup and Supply Needs
Tab F: Intake/Discharge Process
Tab G: Summary of Movement Restriction Zones and Areas
Tab H: Movement Control Guidelines for Livestock
Tab I: Movement Control Guidelines for Commodities
Tab J: Traffic Control Examples

Tab A: External Notification List

External Notification List *Information maintained in the EOC*		
Name	**Title/Organization**	**24 Hour Contact Number**
Dr. Carrie Jo Koonce	Texas Animal Health Commission	806-354-9355 (office)
Eddy Vance	TCEQ	806-418-5941 (cell)
Joe Minshew	TDEM – District Coordinator	806-316-7632 (cell)

Tab B: Veterinarian and other Partners

Veterinarians			
Name/Title	**Agency**	**Industry Type**	**Contact Information**

**Information maintained in the EOC*

Tab C: Animal Feed and Supply Stores

Animal Feed Stores/Veterinary Supply Stores/Mobile Supply Units			
Store Name	**Location**	**Primary Inventory**	**Contact Information**

**Information maintained in the EOC*

Tab D: Temporary Holding for Livestock

Temporary Holding for Livestock				
Facility Name	**Location**	**Capacity/Size**	**Additional Resources**	**Shelter Agreement**

**Information maintained in the EOC*

Tab E: Facility Setup and Supply List

Facility Setup for Livestock Shelter/Holding Facility		✓
Holding Facility Assessment	Water and power	
	Adequate lighting for pens and/or stalls	
	Clear entrance and exit pathways of obstructions	
	Restroom facilities	
Registration Area	Locate near the facility entry point for checking in livestock	
	Take photograph of animal(s) with owner if possible.	
	Make a copy of inventory permit with ear tag list	
	Apply wristband to Owner/Agent for identification and subsequent entry	
Volunteer Registration	Volunteers will be managed under policies and procedures for spontaneous volunteers. (ESF 7– Donations Management)	
Cleaning Operations	Clean stalls/pens at least daily and more frequently if needed.	
	Sanitize stall or pen surface areas, feed and water containers, etc. after removing animals and before other animals are placed in the stall or pen.	
	Make wheelbarrows, shovels/pitch forks and bedding material available to cleaning crews	
	Workers should wash hands and/or use hand sanitizer	

Temporary Holding Area - Equipment and Supplies *Information maintained in the EOC*					
Registration Area					
OH	**Qty**	**Description**	**OH**	**Qty**	**Description**
		Radios/Cell phone			Tables/chairs
		Camera			Portable fans
		Pens, marker, pads			Signage with stands
		Wristbands for Owners/Drivers			Human First Aid Kit
		Animal Care Form			Animal First Aid Kit
		Duct Tape			Additional ear tags
Stall/Pen Area					
OH	**Qty**	**Description**	**OH**	**Qty**	**Description**
		Water/feed buckets or containers			Clean water source
		Pitch fork, manure fork			Feed As needed
		Shovels			Bedding materials (wood shavings or straw)
		Wheelbarrows			

OH – On hand and available Qty - Quantity

Tab F: Intake/Discharge Process for Temporary Holds

Intake Process

Shelter workers and livestock owners/agents should complete registration forms as directed below.

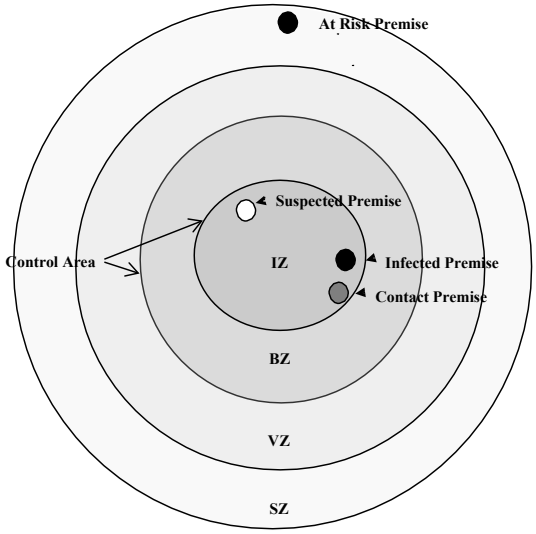
- Owner/Agent completes admission/discharge form. Verify information with their driver's license. Note date and time of arrival on form.
- Provide Owner/Agent with wristband with Owner/Agent name and driver's license numbers.
- For Owner/Agent with several animals with individual identification numbers, assign the animals to a numbered enclosure or enclosures as appropriate for the species and animal.
- Record Owner/Agent, type of animal, and stall number.
- Attach copy of load inventory with identification numbers to the admission/discharge form.
- For Owners/Agents with several animals without identification numbers, have appropriate identification devices or methods applied before release to enclosure(s). Mane tags, number collars, crayon livestock markers or livestock back tags applied with back tag glue are examples of other identification methods that may be used. Application of ear tags in cattle will require sufficient restraint such as a squeeze chute.

Discharge Process

- To discharge an animal, the Owner/Agent must present driver's license and wristband ID to show proof of ownership and to locate admission form.
- Livestock will be verified from admission form as they leave the shelter.

Tab G: Summary of Movement Restriction Zones and Areas

Infected Zone	**IZ**	Zone that immediately surrounds an Infected Premise Perimeter should be 3km (1.86miles) beyond the Infected Premise
Buffer Zone	**BZ**	Zone that immediately surrounds an Infected Zone or a Contact Premise Perimeter should be 7km (4.35miles) beyond the Infected Zone
Control Area	**CA**	Consists of an Infected Zone and a Buffer Zone Perimeter should be 10km (6.21miles) of the Infected Premise
Surveillance Zone	**SZ**	Zone outside and along the Control Area
Free Area	**FA**	Area not included in the Control Area
Vaccination Zone	**VZ**	A protection vaccination zone typically outside the Control Area



Example Only for Illustrative Purposes

Movement Guidelines into Control Area from Outside Control Area to Specific Premises					
Moving within a Control Area	**Infected Premise**	**Suspect Premise**	**Contact Premise**	**At-risk Premise**	**Monitored Premise**
Susceptible animals	Prohibited, except under certain circumstances as determined by the ICP, such as slaughter.	Prohibited, except under certain circumstances as determined by the ICP, such as slaughter.	Prohibited, except under certain circumstances as determined by the ICP, such as slaughter.	Allowed to move by permit approved by the ICP; surveillance, diagnostic tests, premises biosecurity, and risk assessment may be required for permit	Allowed to move by permit approved by the ICP; surveillance diagnostic tests, premises biosecurity, and risk assessment may be required for permit
Other animals (non-susceptible livestock) from premises with susceptible species	Prohibited unless specific permit granted by ICP and appropriate biosecurity measures.	Prohibited unless specific permit granted by ICP and appropriate biosecurity measures.	Prohibited unless specific permit granted by ICP and appropriate biosecurity measures	Allowed to move by permit approved by the ICP; surveillance, diagnostic tests, premises biosecurity, and risk assessment may be required for permit	Allowed to move by permit approved by the ICP; surveillance, diagnostic tests, premises biosecurity, and risk assessment may be required for permit.
Moving out of a Control Area	**Infected Premise**	**Suspect Premise**	**Contact Premise**	**At-risk Premise**	**Monitored Premise**
Susceptible animals	Prohibited, except under certain circumstances as determined by the ICP, such as slaughter.	Prohibited, except under certain circumstances as determined by the ICP such as slaughter.	Prohibited, except under certain circumstances as determined by the ICP such as slaughter.	Allowed to move by permit approved by the ICP; surveillance, diagnostic tests, premises biosecurity, and risk assessment may be required for permit	Allowed to move by permit approved by the ICP; surveillance, diagnostic tests, premises biosecurity, and risk assessment may be required for permit.
Other animals (non-susceptible livestock) from premises with susceptible species	Prohibited unless specific permit granted by ICP and appropriate biosecurity measures	Prohibited unless specific permit granted by ICP and appropriate biosecurity measures	Prohibited unless specific permit granted by ICP and appropriate biosecurity measures	Allowed to move by permit approved by the ICP; surveillance, diagnostic tests, premises biosecurity, and risk assessment may be required for permit	Allowed to move by permit approved by the ICP; surveillance, diagnostic tests, premises biosecurity, and risk assessment may be required for permit.
Movement from Inside a Control Area to Outside a Control Area from Specific Premises					
Moving out of a Control Area	**Infected Premise**	**Suspect Premise**	**Contact Premise**	**At-risk Premise**	**Monitored Premise**
Susceptible animals	Prohibited, except under certain circumstances as determined by the ICP.	Prohibited, except under certain circumstances as determined by the ICP.	Prohibited, except under certain circumstances as determined by the ICP.	At-Risk Premises must become Monitored Premises to move susceptible livestock out of a Control Area	Allowed to move by permit approved by ICP; surveillance, diagnostic tests, premises biosecurity, and risk assessment may be required for permit.
Other animals (non-susceptible livestock) from premises with susceptible species	Prohibited unless specific permit approved by ICP and appropriate biosecurity measures and risk assessment.	Prohibited unless specific permit approved by ICP and appropriate biosecurity measures and risk assessment.	Prohibited unless specific permit approved by ICP and appropriate biosecurity measures and risk assessment.	Allowed to move by permit approved by ICP; surveillance / diagnostic tests for susceptible animals on premises, premises biosecurity, and risk assessment may be required for permit	Allowed to move by permit approved by ICP; surveillance and diagnostic tests for susceptible animals on premises, premises biosecurity, and risk assessment may be required for permit.
Note: *Information derived and amended from: FMD Response Plan (THE RED BOOK), USDA APHIS, June 2012 (draft).*					

Tab H: Movement Control Guidelines for Livestock

Movement Control – Permit Standard Operating Guide – Traffic Control Points **Movement of Livestock During a Stop/Restricted Movement Order** Livestock must not be moved out of the Control Area unless permitted using VS Form 1-27 and they are moved directly to slaughter. Traffic Control Points will be used to enforce movement and will use following guide for managing permitting.		
Permit Is Required	Form /Permit Name	VS 1-27
Whom can issue Permit	VS 1-27 can only be issued by TAHC or their appointed delegate	
How is Permit Requested	Premise will request Movement Permit from TAHC ICP	
How is Permit Issued	Request is made by facility/premise. TAHC or delegate will go to site of transport to conduct inspection, document livestock tags, and place seal tag on trailer. TAHC will indicate on the VS 1-27 whether trailer must have C&D. TAHC will post the following information in WebEOC: VS 127 Permit #, Seal #, Premise Origin #, Premise Destination #, C&D Required, ETD from Premise Origin. TAHC will load VS 1-27 into WebEOC for tracking via cell photo. Driver will be given approved VS 1-27 with an RFID sticker [if used] ***Note:*** *Premises will follow Permitting guidance provided in the Panhandle FEAD Support Annex and will refer to their facility Biosecurity Plans.*	
Resources Required *TAHC Responsibility*	VS 1-27, Seal Tags, RFID ear tags, RFID stickers, RFID Bluetooth Reader, Internet or Cell connection, Access to WebEOC. *Acquire C&D Disinfectant/Equipment for Traffic Control Points if required*	
Resources Required *Local EOC Responsibility*	Request RFID readers or WebEOC cellular connection at pre-established Traffic Control Points (TCPs)	

Traffic Control Procedures for managing Permitted Movement of Livestock during a Stop/Restricted Movement Order

Traffic Control Unit Leader will manage TCP and do the following:
• Request VS 1-27
  ○ Refer to provided sample to insure all sections are completed correctly
  ○ If C&D was required and C&D box at bottom of form was not completed, TCP Unit Leader must immediately contact the ICP for instructions (vehicle must be held). Document on WebEOC the hold.
• If all sections are completed, TCP Unit Leader will do one of the following:
  ○ Utilize WebEOC to document verification of load at the TCP
  ○ If unable to connect to WebEOC, contact EOC upon arrival of load
  ○ EOC will assist TCP Unit Leader in verifying load identifiers. If load is verified, EOC will verify load on the appropriate WebEOC post.
If Truck/Trailer has been stopped while in transit and requests a movement Permit:
• Truck/trailer will remain in place until TAHC arrives or will follow directions from TCP should loads be asked to divert to shelters

EOC will do the following:
• Identify all TCP with unique number (ex. Moore TCP 1) and location and post to WebEOC incident board
• Ensure TCP unit leaders have access to WebEOC and have received training
• Provide Traffic Control toolkit to each unit:
  ○ Traffic Control Guidelines
  ○ Permitted Movement Guidelines
  ○ Sample Forms
  ○ WebEOC Instructions
• Monitor WebEOC for movement of livestock within their jurisdiction
• Notify TCP of anticipated movement of a permitted or diverted trailer within their jurisdiction
• Assist TCP in updating movement data if traffic control point is unable to document load
Coordinate with TAHC for documentation procedures to include posting load to WebEOC

Tab I: Movement Control Guidelines for Commodities

Permit Standard Operating Guide – Traffic Control Points (TCP)
Movement of Commodities During a Stop/Restricted Movement Order

Delivery of commodities (i.e., feed) into the Control Area must not occur without a Letter of Approval. Traffic Control Points will use this guide to manage approval for entry and enforce movement of feed trucks into and out of the Control Area.

Traffic Control Procedures for Managing Permitted Movement of Commodities during a Stop/Restricted Movement Order

Traffic Control Unit Leader will do the following when stopping trucks:

- Review map (provided to driver) indicating route to destination
- Request Letter of Approval
  - Refer to provided sample to insure all sections are completed correctly
  - If all sections are completed, TCP Unit Leader will do one of the following
    - Scan QR Code upon arrival and contact EOC to document verification
    - EOC will assist TCP in verifying load identifiers. If load is verified, EOC will verify on the appropriate post using WebEOC
- If truck/trailer stopped while in transit requests Letter of Approval
  - Truck/trailer will remain in holding until further directions come from TCP Unit Leader
  - TCP Unit Leader will contact EOC, ICP, or TAHC personnel
  - TAHC personnel will follow documentation procedures to include posting for tracking if required
  - Map indicating route to destination/drop off point will be provided to the driver
  - If C&D is required, truck/trailer will be escorted to closest C&D location at TCP

Entry Approval	Letter of Approval	City/County - Commodities Movement
Whom can issue letter	City/County Judge (in coordination with TAHC)	
How is Letter Requested	Premise or Vendor (i.e., trucking company) will make the request	
How is Letter Issued	Request is made by facility/premise or vendor. Once request has been approved by TAHC, Premise or Vendor will receive a registration link to register their company if this was not already done. Once registered, Premise or Vendor will receive a link that will allow them to upload driver and truck information to the system. Letters of Approval will be issued and must be printed for each driver and will contain a QR code with driver information and route map for delivery of feed. Driver must have document available to show at all Traffic Control Points (TCPs). Driver will be notified if C&D is required at TCP.	
Resources Required	Coordinate with TAHC to approve/disapprove Letter of Approval applications	
Resources Required *TAHC Responsibility*	Capability to receive and approve/disapprove Letter of Approval applications *Acquire C&D Disinfectant/Equipment for Traffic Control Points if required*	
Resources Required *Local EOC*	QR Code scanner (cell phone App) at pre-established TCPs Support with ordering personnel as determined and managed by TAHC	

VS Form 1-27, Permit for Movement of Restricted Animals

This permit identifies restricted animals moved for quarantine/slaughter purposes. The information is needed to identify disease infected/exposed animals that are moved to specific locations in order to control and prevent spread of the disease (9 CFR 71 through 85). See reverse side for additional information.

U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
VETERINARY SERVICES

PERMIT FOR MOVEMENT OF RESTRICTED ANIMALS

USE A SEPARATE FORM FOR EACH SPECIES

FORM APPROVED OMB NO. 0579-0051

No. Example

1. NAME AND ADDRESS OF SHIPPER OR CONSIGNOR *(Include Zip Code)*
PRPC EXAMPLE
123 SOMEWHERE RD
PANHANDLE CITY, TX 79000

2. CONSIGNEE *(Destination Name and Address, Include Zip Code)*
PACKING HOUSE 1
1 PACKING HOUSE RD
LUBBOCK, TX

3. MOVED FROM *(Name and Location of Premises if other than Item 1 above)*

4. NAME AND ADDRESS OF OWNER AT TIME CONDITION DIAGNOSED
PRPC EXAMPLE
123 SOMEWHERE RD
PANHANDLE CITY, TX 79000

VALID ONLY FOR ABOVE DESTINATION

5. STATE WHERE ISSUED: TX

6. MOVEMENT TO BE: ☐ INTERSTATE ☒ INTRASTATE

7. MOVEMENT FOR: ☐ QUARANTINE ☒ SLAUGHTER

8. DISEASE: FMD

9. STATUS OF ANIMALS: No. Reactor | No. Exposed: 50 | No. Other (Specify)

10. STATUS OF HERD OF ORIGIN: EXPOSED

11. STATUS OF AREA OF ORIGIN: EXPOSED

12. NO. ANIMALS IN THIS SHIPMENT: 50

13. SPECIES *(One only)*: BOV

14. TRANSPORTATION VEHICLE LICENSE NO. OR OTHER IDENTIFICATION NO.: TX 1234

15. SEAL NO.: 12345678910

16. VEHICLE REQUIRED TO BE CLEANED AND DISINFECTED AT DESTINATION: ☒ YES ☐ NO
(If Yes, Items 32, 33, and 34 are Applicable)

17. ANIMALS TO BE MOVED

COMPLETE EAR TAG NO.	BREED	SEX	DISEASE BRAND	OTHER IDENTIFICATION (Complete No.)	COMPLETE EAR TAG NO.	BREED	SEX	DISEASE BRAND	OTHER IDENTIFICATION (Complete No.)
EXAMPLE 1 74AAA0001	BX	S			EXAMPLE 17 74AAA0017	BX	S		
EXAMPLE 10 74AAA0010	BX	S			EXAMPLE 18 74AAA0018	BX	S		
EXAMPLE 11 74AAA0011	BX	S			EXAMPLE 19 74AAA0019	BX	S		
EXAMPLE 12 74AAA0012	BX	S			EXAMPLE 2 74AAA0002	BX	S		
EXAMPLE 13 74AAA0013	BX	S			EXAMPLE 20 74AAA0020	BX	S		
EXAMPLE 14 74AAA0014	BX	S			EXAMPLE 21 74AAA0021	BX	S		
EXAMPLE 15 74AAA0015	BX	S			EXAMPLE 22 74AAA0022	BX	S		
EXAMPLE 16 74AAA0016	BX	S			EXAMPLE 23 74AAA0023	BX	S		

I certify that I have inspected the animals described on this permit and find them eligible to move in accordance with the requirements of State and Federal regulations.

18. SIGNATURE OF INSPECTOR	19. DATE ISSUED	20. TIME ISSUED	VOID AFTER 21. DATE	VOID AFTER 22. TIME

WARNING TO OWNER, SHIPPER AND TRUCKER - LIVESTOCK MUST BE DELIVERED TO CONSIGNEE WITHOUT DIVERSION

I understand that it is a violation of Federal law to move the animals identified herein interstate except in accordance with the provisions of applicable Federal Regulations. I also understand that such animals must comply with existing state laws and regulations governing movement of livestock and poultry. I have arranged or will arrange for a copy of this permit to accompany the interstate shipment and be delivered with the above described animals.

23. SIGNATURE OF OWNER OR SHIPPER	24. TITLE ☐ OWNER ☐ SHIPPER	25. DATE SIGNED

I certify that the animals described on this permit were received and slaughtered/quarantined in accordance with the requirements of the State and Federal regulations on the date indicated in Item 29.

26. PLACE ANIMALS RECEIVED	27. DATE ANIMALS ARRIVED	28. NO. ANIMALS RECEIVED	29. DATE SLAUGHTERED/QUARANTINED

30. DATE AND TIME SEALS BROKE	31. AUTHORIZED SIGNATURE	32. DATE CLEANED AND DISINFECTED (If required)	33. SIGNATURE OF INSPECTOR	34. DATE SIGNED

VS FORM 1-27 (JUN 89) *Previous edition may be used.*

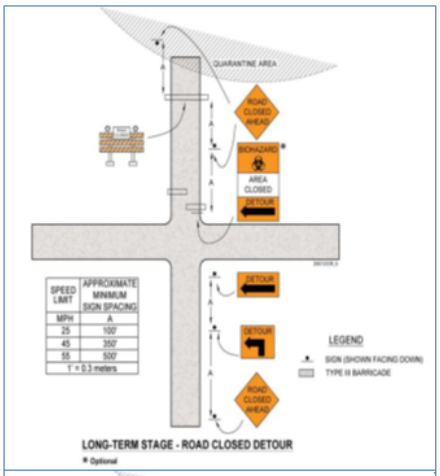
Tab J: Traffic Control Examples

Traffic Control – Level 3	
Road closures – Roads are barricaded and all traffic movement is stopped	
Location	Road closures should be located near intersections. There should be good sight distance to the closures at least equal to the braking distance at the posted speed limit.
Personnel	Generally, at least one person should be located near a road closure to hand out information sheets and to describe detour routes. A law enforcement officer should patrol road closures and respond quickly if needed. Possible law enforcement personnel who could be utilized include: local sheriff's Deputy Officers, state patrol troopers, local law enforcement, game and parks officers, Texas and Southwestern Cattle Raisers Association Officers, Department of Criminal Justices Officers and the National Guard.
Equipment	The following equipment should be provided for each road closure: **Barricades** – Standard Type III barricades supplemented with plastic fence are preferred, but other available materials such as hay bales, gates, or regular fence can be substituted. **Signage** – At least one advance warning sign is required on each side of the road block. The advance sign should be 100 to 500 feet in advance of the road closure. Detour routing signs should be installed and Biohazard signs should be used. **Personal protective equipment (PPE**) – All personnel working at road closures, including law enforcement personnel, should wear safety apparel. Especially at night, personnel may need apparel meeting the performance standard for Class 3 risk exposure. Other PPE may be required at road closures depending on the specific disease including respiratory protection, as well as eye, face, and head protection in accordance with OSHA regulations. **Shelter** – Personnel at road closures may use work or personal vehicles for shelter. **Lighting** – Warning lights may be mounted on barricades and warning signs used for road closures. Vehicles used in traffic control, should display high-intensity rotating, flashing, oscillating, or strobe lights. Road barricades that are not retro reflective should be well-lit at night. **Communications** – Each person stationed at road closures should be provided with a means of communication with the emergency operations center. This may include the use of portable radios, pagers, cellular phones, or citizen-band radios. **Portable sanitary facilities** – These should be provided for personnel. **Maps** – Personnel stationed at road closures should have maps showing the quarantined area with detours highlighted.
Reference	NCHRP Report 525, A Guide to Traffic Control of Rural Areas in an Agricultural Emergency, 2008

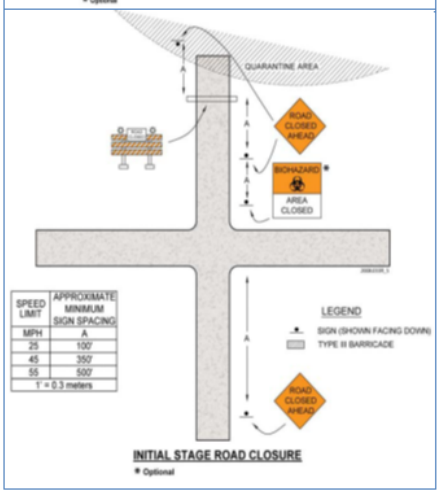
Traffic Control - Level 2	
Traffic Control Points – Vehicles are screened and those related to agriculture are returned to their places of origin or holding sites, or they are allowed to proceed under permit.	
Location	Control Points should be located on road sections that are relatively straight and flat and well removed from potential sight restrictions so that stopped vehicles are visible from either approach. Diversion points should be available so that traffic can turn around or wait for further instructions.
Personnel	At least one law enforcement officer with a cruiser should be stationed at each traffic check point on roads with traffic of at least1,000 vehicles per day; two or more officers may be needed to ensure that delays are not excessive. Possible law enforcement personnel include: local sheriff's staff, State DPS troopers, local law enforcement, game and parks officers, Texas Southwestern Cattle Raisers Association Officers, and Department of Criminal Justices Officers. In the initial stage, a cruiser with high-intensity rotating, flashing, oscillating, or strobe lights may be used for advance warning of a traffic check point. For long-term operations, two or more non-law-enforcement personnel with vehicles should be stationed at traffic check points to assist officers and to upgrade traffic control devices. Non law enforcement personnel who can be utilized include county road department staff, TxDOT personnel, and state conservation staff. Counties can also utilize citizen corps or other volunteer organizations.
Equipment	The following equipment should be provided for each traffic check point: • **Signage** – After initial stages, at least one advance warning sign is required for each direction of travel. The advance sign should be 100 to 500 feet in advance of the traffic stop. Biohazard signs should be used when available. • **Personal protective equipment (PPE) -** All personnel working at road closures, including law enforcement personnel, should wear safety apparel. Especially at night, personnel may need apparel meeting the performance standard for Class 3 risk exposure. Other PPE may be required at traffic check points depending on the specific disease including respiratory protection as well as eye, face, and head protection in accordance with OSHA regulations. • **Shelter** – Personnel at traffic check points should be provided with shelter from temperature extremes, winds, and precipitation. • **Lighting** – Street or portable lighting should be provided near traffic stops. Warning lights may be mounted on warning signs used in advance of traffic stops. Vehicles used in traffic control, should display high-intensity rotating, flashing, oscillating, or strobe lights. Cruisers should also display flashing lights. • **Communications** – Each law enforcement officer stationed at road closures should be provided with a means of communication with the Emergency Operations Center. This communications method may include the use of portable radios, pagers, cellular phones or citizen band radios. • **Portable sanitary facilities** – These should be provided for personnel stationed at traffic check points. • **Maps** – Personnel stationed at traffic check points should have maps showing the quarantined area with detours highlighted.

Traffic Control - Level 1	
Traffic Control Points can prevent the spread of disease by ensuring traffic is controlled and only authorized vehicles are allowed to move in or out of the quarantine area. Level 1 Control Points are used with the added provision of a station to clean and disinfect vehicles and equipment and to disinfect individuals exiting a quarantine zone.	
Location	Cleaning and disinfection stations should be located in areas away from moving traffic. Check points should be located on either side of the cleaning and disinfection station in the middle of road sections that are relatively straight and flat so that stopped vehicles are visible from either approach to the check point. Diversion points should be available so that traffic can turn around or wait for further instructions.
Personnel	At least two law enforcement officers with cruisers should be stationed at each traffic check point with a cleaning and disinfection station. On roads with traffic of at least 1,000 vehicles per day, three or more officers may be needed. Possible law-enforcement personnel include: local sheriff's staff, State DPS troopers, local law enforcement, game and parks officers, Texas and Southwestern Cattle Raisers Association Officers, and Department of Criminal Justices Officers If available, two or more non law enforcement personnel with vehicles should be stationed at traffic check points to assist officers and to upgrade traffic control devices. Additional personnel will be needed to operate the cleaning and disinfection station. Non law enforcement personnel who can be used may include county road departments, TxDOT personnel, National Guard, and state conservation staff. Counties can also utilize citizen corps or other volunteer organizations.
Equipment	The following equipment should be provided for each traffic check point with a cleaning and disinfection station: • **Signage** – At least one advance warning sign is required for each direction of travel. The advance sign should be 100 to 500 feet in advance of the traffic stop. Biohazard signs should be used. • **Personal protective equipment (PPE**) – All personnel working at traffic check points, including law enforcement personnel, should wear safety apparel. Especially at night, personnel may need apparel meeting the performance standard for Class 3 risk exposure. Other PPE may be required at traffic check points depending on the specific disease including respiratory protection as well as eye, face, and head protection in accordance with OSHA regulations. • **Shelter** – Personnel at traffic check points should be provided with shelter from temperature extremes, wind, and precipitation. **Lighting** – Street or portable lighting should be provided near traffic stops. Warning lights may be mounted on warning signs used in advance of traffic stops. Vehicles used in traffic control, should display high-intensity rotating, flashing, oscillating, or strobe lights. Cruisers should also display flashing lights. • **Communications** – Each law enforcement officer stationed at a traffic check point should be provided with a means of communication with the EOC. This communication method may include the use of portable radios, pagers, cellular phones, or citizen band radios. • **Portable sanitary facilities** – These should be provided for personnel stationed at traffic check points. • **Maps** – Personnel stationed at traffic check points should have maps showing the quarantined area and with the detours highlighted.

Road Closure Traffic Control – Without Law Enforcement
(Initial Stage and Long Term Stage)



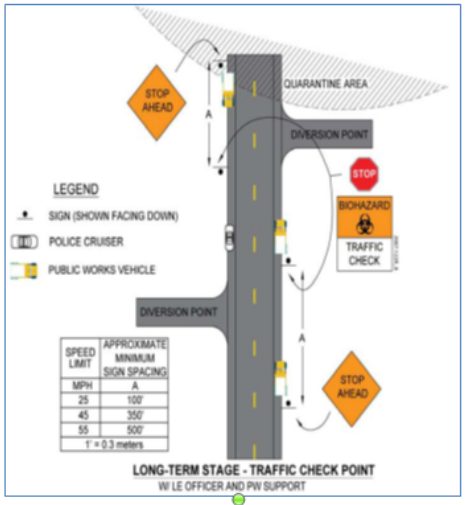
LONG-TERM STAGE - ROAD CLOSED DETOUR

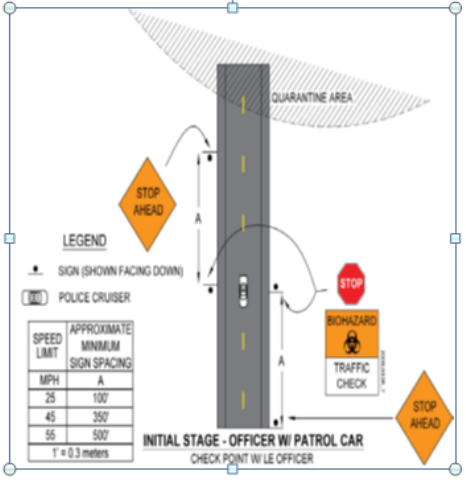


INITIAL STAGE ROAD CLOSURE

QTY	SIGNS
	Stop ahead
	Road closed
	Detour
	Arrows
	US/State route numbers
	Road name signs
	Biohazard signs
	Variable message signs
	BARRICADES
	Portable barricades
	Gates
	Hay Bales, Cones, Barrels
	VEHICLES
	Police cruiser
	Trucks with sign capacity
	Trucks with towing/hauling capacity
	Other safety vehicles with flashers
	MAPS
	State and County road maps
	Property and Land-use maps
	SAFETY EQUIPMENT
	Reflective vests
	Flares
	Personal Protective Equipment
	COMMUNICATION EQUIPMENT
	Radio with spare batteries
	SHELTER
	Lighting
	Portable Sanitary facilities

Road Closure Traffic Control – With Law Enforcement
(Initial Stage and Long Term Stage)





QTY	SIGNS
	Stop ahead
	Road closed
	Detour
	Arrows
	US/State route numbers
	Road name signs
	Biohazard signs
	Variable message signes
	BARRICADES
	Portable barricades
	Gates
	Hay Bales, Cones, Barrels
	VEHICLES
	Police cruiser
	Trucks with sign capacity
	Trucks with towing/hauling capacity
	Other safety vehicles with flashers
	MAPS
	State & County road maps
	Property and Land-use maps
	SAFETY EQUIPMENT
	Reflective vests
	Flares
	Personal Protective Equipment
	COMMUNICATION EQUIPMENT
	Radio with spare batteries
	SHELTER
	Lighting
	Portable Sanitary facilities

ESF 12 – Energy and Utilities

Purpose

The purpose of this section 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 area.

This section 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.

Situation and Assumptions

Situation

- 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.
- The public utilities and energy resources serving our community include:
  - Electric: *Xcel Energy*
  - Water/Wastewater: *City of Bovina, City of Farwell, City of Friona*
  - Telephone: *West Texas Rural Telephone Cooperative, Plateau Communications, Windstream*
  - Natural Gas: *Atmos Energy, West Texas Gas*
- Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems.
- Virtually all utilities are required by state regulations to have EOPs for restoring disrupted service. Many utilities maintain EOCs and those that do not normally have procedures to establish temporary facilities when needed.

Assumptions

- Municipal utilities and private non-profit utilities such as electric cooperatives may be eligible for reimbursement of a portion of the costs for repair/restoration of damaged infrastructure in the event the emergency situation is approved for a Presidential Disaster Declaration that includes public assistance.
- In the event of damage to or destruction of utility systems, utility operators will restore service to their customers as quickly as possible.
- 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.
- Damage to electrical distribution systems and sewer and water systems may create secondary hazards such as increased risk of fire and public health hazards.
- 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.
- 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.
- 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.

Concept of Operations

Incident activities for the utilities function will include work in an ICS environment with an IC, maintaining communications with the IC and EOC, and implementing local and regional mutual aid agreements.

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 City government will have to take timely action to protect people, property, and the environment from the effects of a loss of service.

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.

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.

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.

The County and City 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:

- The EOC
- Sheriff, fire, and EMS stations
- Water treatment and distribution facilities
- Sewage pumping and treatment facilities
- Buildings serving as public shelters or mass feeding facilities
- Fueling facilities

Tab A provides a sample of the initial utility restoration priorities for critical facilities. These priorities are based on general planning considerations; they should be reviewed and updated based on the needs of a specific situation.

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, government, and other utility companies for manpower, equipment, and supplies.

Local Government Response to Utility Outage

It is essential for 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.

General

- Isolate damaged portions of utility systems to restore service quickly to those areas where systems are substantially undamaged.
- In cooperation with utilities, institute utility conservation measures. See Tab C Utility Conservation Measures.
- Disseminate emergency public information requesting conservation of utilities.
- Assist in relocating patients of medical facilities, residential schools, and similar institutions that cannot maintain the required level of service for their clients.
- Provide law enforcement personnel to control traffic at key intersections if traffic control devices are inoperative.

- Consider staging fire equipment in areas without electric or water service.
- Consider increased security patrols in areas that have been evacuated due to lack of utility service.

Facility Utility Response

Local officials may facilitate utility response by:

- Identifying utility outage areas reported to local government.
- Asking citizens to minimize use of utilities that have been degraded by emergency situations. See Tab C for utility conservation measures.
- Identifying local facilities for priority restoration of utilities.
- Coordinating with the utility on priorities for clearing debris from roads which also provides access to damaged utility equipment.
- Providing access and traffic control in utility repair areas where appropriate.

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 the city in:

- Identifying lodging for repair crews – hotels, motels, school dorms, camp cabins, and other facilities.
- Identifying restaurants to feed crews or caterers who can prepare crew meals.
- Identifying or providing a staging area or areas for utility equipment coming from other locations and providing security for such areas.
- Obtaining water for repair crews.
- Identifying operational sources of fuel in the local area.

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 the attachments of this section.

- In the event of a flooding threat, for facilities such as 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.
- In the event of a hazmat spill in rivers or lakes used for water supplies, contamination of water distribution systems may be avoided by temporarily shutting down water intakes.
- 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. Tab DC in this section 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.

Public Information

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 formulated in coordination with the utilities concerned to

ensure that messages are accurate and consistent. 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.

Direction and Control

Incident activities for the utilities function will include work in an ICS environment with an IC, maintaining communications with the IC and EOC, and implementing local and regional mutual aid agreements as required.

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 City government will take timely action to protect people, property, and the environment from the effects of losing service

Lines of Succession

The line of succession for the Utility Coordinator is the same as the Public Works Officer in ESF 3:

1. City Manager
2. Public Works Director
3. Water Superintendent

ESF 12 Energy and Utilities Phases of Emergency Management	
	Actions
Prevention	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. Utilities owned or operated by the Cities. Utility officials should: • Assess the vulnerability of municipal utility systems to known hazards and take actions to avoid/lessen vulnerabilities. • 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.
Preparedness	All utilities. Local officials should: • 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. • Reduce vulnerability of new utility infrastructure to known hazards through proper site selection and facility design. • 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. • 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. • Ensure the Utility Coordinator and the EOC have emergency contacts for utilities serving the local area. • Work with critical government and non-government facilities to establish a tentative utility restoration priority list. • Identify local residents that could be immediately affected by utility outages and provide such info to utilities for action. • Request utilities brief local officials and EOC staff on their emergency service restoration plans periodically. • Encourage utilities to participate in local emergency drills and exercises. • Train workers, especially supervisors, to be familiar with ICS incident site procedures. • Ensure mutual aid agreements are completed. Utilities owned or operated by the Cities. Utility officials should: • Train and exercise personnel in emergency response operations. • Plan for adequate staffing during and after emergencies. • Ensure emergency plans are kept up-to-date and equipment is in good repair and secured against damage from hazards. • Stockpile adequate repair supplies for likely emergency situations. • Conclude utility mutual aid agreements and establish procedures for requesting assistance from other utilities.
Response	All utilities. Local officials should: • 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. • 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. • 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. • Facilitate utility emergency response to the extent possible. See Tab A, Utility Restoration Priorities. • Include utility status info in the Initial Emergency Report and Situation Reports produced during major incidents. Utilities owned or operated by the Cities. Utility officials should: • For slow-developing incidents, take appropriate action to protect utility infrastructure from the effects of the incident. • 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 Tab A of this section as a basis for initial actions. • Request mutual aid assistance or contractor support if needed. • If possible, provide trained utility crews to assist emergency services during emergency response operations.
Recovery	All Utilities. Local officials should: • 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. • For major incidents obtain estimates of damage from municipal/non-profit utilities for requests for disaster assistance. • Update utility restoration priorities for critical facilities as appropriate. • Request utilities that participate in major emergency operations to participate in any local post-incident reviews. Utilities owned or operated by the Cities. Utility officials should: • Provide regular updates to the EOC on utility damages incurred, the number of customers affected, and areas affected. • Participate in utility damage assessment surveys with state and federal emergency management personnel. • In coordination with the EOC staff, request mutual aid resources, contractor support, or state assistance, if necessary.

Task Assignments

ESF 12 Energy and Utilities	
All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.	
EMD, EMC, City Admin.	• 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. • For city-owned or operated utilities, provide general guidance and recommendations regarding the utility response to incidents in the local area through the Utility Coordinator or through individual utility managers. • Provide guidance to the Utility Coordinator on handling utility issues and obtaining utility status reports. • Assign utility-related problems to the Utility Coordinator for resolution.
Utility Coordinator	• Coordinate with utilities to obtain emergency POC info and provide contact info for local officials and EOC to utilities. • Maintain information on the utilities serving the local area, including maps of service areas. • Maintain the Utility Restoration Priorities for Critical Facilities. In coordination with the EMD, update utility restoration priorities for critical facilities after an emergency situation if required. • Maintain information on existing emergency generators and potential generator requirements. • 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 EMD. • Advise the EMD 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. • Coordinate with the EMD and respond to requests from utilities for assistance in facilitating their repair and reconstruction activities or coordinating their efforts with other emergency responders. • Ensure current information on utility assets is provided for inclusion in ESF 7, Resource Management. • Request resource assistance from utilities during emergencies when requested by the Resource Management staff.
Utility Manager	• Ensure utility emergency plans comply with state regulations and are updated. • 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. • Train and equip utility personnel to conduct emergency operations. • Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures. • Maintain adequate stocks of needed emergency supplies and identify sources of timely resupply of such supplies. • Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that could assist in restoration of utilities for major disasters. • Ensure maps, engineering records, and other materials needed to conduct operations are available during incidents. • Obtain utility restoration priorities for critical local facilities from the Utility Coordinator. • 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.
City Owned/ Operated Utilities	• Identify and train personnel to assist in damage assessment for public facilities. • Where possible, provide personnel with required technical skills to assist in restoring operational capabilities of other govt. depts and agencies and in search and rescue activities. • When requested, provide heavy equipment support for emergency response and recovery activities of local govt. • 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 PIO in communicating them to the public. • Maintain records of expenses for personnel, equipment, and supplies incurred in restoring public utilities damaged or destroyed in a major incident as a basis for requesting state / federal financial assistance, if such assistance is authorized.
IC	• Coordinate utility-related response issues through the Utility Coordinator if the EOC has been activated, or through the EMC or directly with the utilities affected if that facility has not been activated. The IC may assign missions to utility crews that have been committed to an incident.
PIO	Coordinate with the Utility Coordinator and utilities to provide info to the public regarding utility outages, including: • Protective measures, such as boil water orders. • Instructions, including where to obtain water, ice, and other essentials.
PW	• Upon request, provide heavy equipment and personnel support for restoration of govt.-owned or operated utilities.

Readiness Levels

ESF 12 Energy and Utilities Readiness Levels	
Level 4	• See the mitigation and preparedness activities in the Preparedness section
Level 3	**Government-owned or operated utilities:** • Inform key utility staff members of the potential for an emergency • Review emergency plans and procedures • Check equipment status and correct deficiencies • Review supply status and fill shortfalls • Monitor the situation • Ensure recall rosters are updated **For other utilities, the Utility Coordinator should:** • Ensure utility managers are aware of the possible impending threat. • Check emergency contact information for each utility and ensure that each utility manager knows how to contact the local Utility Coordinator and the EOC. • 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. • Request utilities keep the Utility Coordinator informed of any plans, protective actions, or preparedness activities that may affect the local area.
Level 2	**Government-owned or operated utilities:** • Monitor the situation • Increase short-term readiness of equipment if possible • Alert utility response personnel for possible emergency duty • Review mutual aid plans and advise mutual aid resources of possible emergency operations • Review contractor and supplier lists and alert contractors and suppliers of possible emergency operations. • Identify personnel to the staff the ICP and EOC. **For other utilities, the Utility Coordinator should:** • Advise utilities of the impending emergency • Update them on the status of local preparedness actions • Request utilities keep the Utility Coordinator informed of any plans, protective actions, or preparedness activities that may affect the local area • Notify them if the EOC is activated
Level 1	**Government-owned or operated utilities:** • Continue to monitor and review the impending situation. • Activate utility emergency control center, as appropriate, and, upon request, provide utility representation to the EOC if it is activated. • Place utility emergency response crews in alert status and off-duty personnel on standby • Implement planned protective measures for utility infrastructure and equipment • Test utility communications systems • Consider precautionary deployment of emergency response crews **For other utilities, the Utility Coordinator should:** • Advise utilities of the impending situation and planned local response actions. • Advise utilities when the EOC or an ICP is activated. • Update point of contact information if necessary • Conduct communications checks. • 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.

Attachments

Tab A: Key Facilities with Utility Restoration Priorities
Tab B: Local Utility Information
Tab C: Utility Conservation Measures Press Release
Tab D: Backup Generator Resources

Tab A: Key Facilities with Utility Restoration Priorities

Facility Name *Priority – 1 being the highest*	Emergency Generator	Electricity	Phone	Water	Waste Water	Natural Gas
Govt. Direction & Control						
Parmer County Courthouse	No	1	1	2	2	-
Bovina City Hall	Yes	1	1	2	2	-
Farwell City Hall	No	1	1	2	2	-
Friona City Hall	Yes	1	1	2	2	-
Emergency Response						
Parmer County Sheriff's Office w/ Jail	Yes	1	1	2	2	-
Bovina Police Department	No	1	1	1	1	4
Farwell Police Department	Yes	1	1	1	1	4
Friona Police Department	Yes	1	1	1	1	4
Bovina Volunteer Fire Department	No	1	1	1	2	4
Farwell Volunteer Fire Department	No	1	1	1	2	4
Friona Volunteer Fire Department	Yes	1	1	1	2	4
Lazbuddie Volunteer Fire Department	No	1	1	1	2	4
Rhea Hollene Volunteer Fire Department	No	1	1	1	2	4
Bovina EMS	No	1	1	1	2	4
Farwell EMS	No	1	1	1	2	4
Friona EMS	No	1	1	1	2	4
Lazbuddie Volunteer EMS	No	1	1	1	2	4
Utilities						
City of Bovina	Yes	1	3	5	5	-
City of Farwell	Yes	1	3	5	5	-
City of Friona	Yes	1	3	5	5	-
Medical Facilities						
Parmer Medical Center	Yes	1	1	1	1	3
Friona Rural Health Clinic	No	1	1	1	1	3
Family Healthcare (Bovina)	No	1	1	1	1	3
Farwell Medical Clinic	No	1	1	1	1	3
Farwell Care and Rehabilitation Center	No	1	1	1	1	3
Prairie Acres Nursing Home (Friona)	No	1	1	1	1	3
Telecommunications						
West Texas Rural Coop Telephone	No	1	1	2	2	4
Plateau Telecommunications	No	1	1	2	2	4

Tab B: Local Utility Information

Local Utility Information		
Electric	**Xcel Energy**	
	Approximate Number of Local Customers: 2500 **Service Area:** Parmer County	24 Hr # 505-769-4250
Phone-Internet-Cable	**West Texas Rural Telephone Cooperative**	
	Approximate Number of Local Customers: Varies **Service Area:** Entire county	24 Hr # 806-364-3331
	Windstream	
	Approximate Number of Local Customers: Varies **Service Area:** Entire county	24 Hr # 800-843-9214
	Plateau Communications	
	Approximate Number of Local Customers: Varies **Service Area:** Entire county	24 Hr # 800-432-2369
Water Wastewater	**City of Bovina**	
	Approximate Number of Local Customers: 680 **Service Area:** City of Bovina	# 806-251-1212 # 806-251-1116
	City of Farwell	
	Approximate Number of Local Customers: 625 **Service Area:** City of Farwell	# 806-481-3407 # 806-481-3622
	City of Friona	
	Approximate Number of Local Customers: 1271 **Service Area:** City of Friona	# 806-250-2711 # 806-250-2761
Natural Gas	**Atmos**	
	Approximate Number of Local Customers:1381 **Service Area:** Bovina and Friona	24 Hr # 800-692-4694
	West Texas Gas	
	Approximate Number of Local Customers:1381 **Service Area:** Farwell	24 Hr # 800-481-3849

LOCAL UTILITY SERVICE AREA MAP (S)

The Local Utility Service Area Maps throughout the Panhandle region are maintained by the local utility provider. When major updates are made to the service area, it is expected that the utility provider will inform the County Office of Emergency Management.

Tab C: Utility Conservation Measures Press Release

Utility Conservation Measures		
Natural Gas	Discontinue	✓ Use of gas-fueled air conditioning systems except where necessary to maintain the operation of critical equipment. ✓ All residential uses of natural gas, except refrigeration, cooking, heating, and heating water. ✓ Use of gas-fueled clothes dryers.
	Reduce	✓ Thermostat settings for gas-heated buildings to 65 degrees during the day and 50 degrees at night. ✓ Use of hot water from gas-fueled water heaters.
Electric Power	Discontinue	✓ All advertising, decorative, or display lighting. ✓ Use of electric air conditioning systems except where necessary to maintain the operation of critical equipment. ✓ Use of electric ovens and electric clothes dryers. ✓ Use of all residential electric appliances, except those needed to store or cook food and televisions and radios
	Reduce	✓ Reduce thermostat setting for electrically heated buildings to a maximum of 65 degrees during the day and 50 degrees at night. ✓ Minimize use of hot water in buildings that use electric water heaters. ✓ Reduce both public and private outdoor lighting. ✓ Reduce lighting by 50 percent in homes, commercial establishments, and public buildings.
	Primary Electricity Cutoffs	✓ Non-essential public facilities. ✓ Recreational facilities and places of amusement such as theaters.
	Secondary Electricity Cutoffs	✓ Retail stores, offices, businesses, and warehouses, except those that distribute food, fuel, water, ice, pharmaceuticals, and medical supplies. ✓ 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. ✓ Office buildings except those that house agencies or organizations providing essential services.
Water	Step 1	✓ Restrict or prohibit outdoor watering and washing of cars. ✓ Close car washes.
	Step 2	✓ Restrict or curtail water service to large industrial users, except those that provide essential goods and services. ✓ Restrict or prohibit use of public water supplies for irrigation and filling of swimming pools. ✓ Place limits on residential water use.
	Step 3	✓ Restrict or cut off water service to industrial facilities not previously addressed, except those that provide essential goods and services. ✓ Restrict or cut off water service to offices and commercial establishments, except those that provide essential goods and services.
	Step 4	✓ Restrict or curtail residential water use.

Tab D: Backup Generator Resources

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.

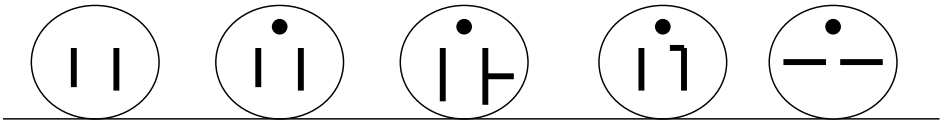
   The Emergency Generator Information – Additional equipment forms should be used to identify requirements for additional emergency generators for critical facilities that do not currently have such generators.

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 EMD. 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.

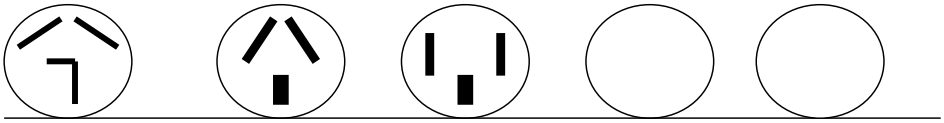
3. In completing these forms, keep the following in mind:

   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.

EMERGENCY GENERATOR INFORMATION (Existing Installation)	
1	Facility Name:
2	Facility Address:
3	Facility Type: ☐ EOC ☐ Communications Ctr ☐ Medical Facility ☐ Fuel Facility ☐ Law Enforcement ☐ Fire/Rescue Facility ☐ EMS Facility ☐ Water Pumping /Treatment ☐ Wastewater Pumping/Treatment ☐ Other (specify)
4	Facility Point of Contact: Phone:
5	If more than one generator exists, provide generator number or location within facility:
6	Electrical Requirements; Kilowatts: Volts: Amperes: Phase: ☐ Single ☐ 3-Phase Wye ☐ 3-Phase Delta ☐ Other:
7	Fuel: ☐ Gas ☐ Diesel ☐ Propane ☐ Other:
8	Fuel Tank Size: Gallons: Pounds:
9	Fuel Tank Type: ☐ Attached to generator ☐ Separate tank
10	Generator Weight: ☐ Pounds: ☐ Tons:
11	Starting: ☐ Automatic ☐ Manual/Recoil ☐ Other:
12	Generator Support: ☐ Pad/Permanent Installation ☐ Skid ☐ Trailer
13	Generator in Weather Housing: ☐ Yes ☐ No
14	Electrician On-site or Available: ☐ Yes ☐ No
15	Is Generator Hard Wired to Electrical System? ☐ Yes ☐ No
16	Generator Receptacles Required (indicate numbers and types; see illustrations below):
17	Other Pertinent Information:



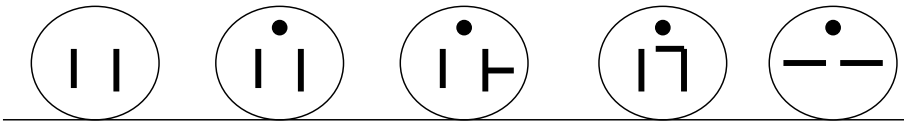
15A-125V NEMA 1-15R | 15A-125V NEMA 5-15R | 20A-125V NEMA 5-20R | 30A-125V NEMA 5-30R | 30A-250V NEMA 6-30R



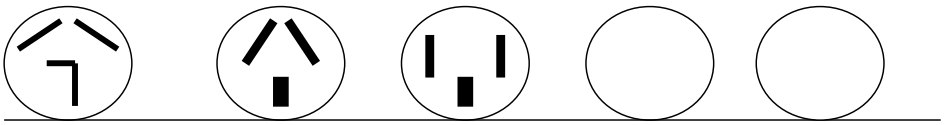
30A-125/250V NEMA 5-30R | 50A-125/250V NEMA 10-50R | 50A-250V NEMA 6-50R

If illustrations don't match what you have, draw your receptacles here.

EMERGENCY GENERATOR INFORMATION (Additional Equipment)	
1	Facility Name:
2	Facility Address:
3	Facility Type: ☐ EOC ☐ Communications Ctr ☐ Medical Facility ☐ Fuel Facility ☐ Law Enforcement ☐ Fire/Rescue Facility ☐ EMS Facility ☐ Water Pumping /Treatment ☐ Wastewater Pumping/Treatment ☐ Other (specify)
4	Facility Point of Contact: Phone:
5	Electrical Requirements: Kilowatts: _____ Volts: _____ Amperes: _____ . Phase: ☐ Single ☐ 3-Phase Wye ☐ 3-Phase Delta ☐ Other:
6	Fuel Available: ☐ Gas ☐ Diesel ☐ Propane ☐ Other:
7	Site Access: Site accessible for emplacing trailer-mounted unit? ☐ Yes ☐ No Site accessible for unloading/positioning skid-mounted unit? ☐ Yes ☐ No
8	Electrician On-site or Available: ☐ Yes ☐ No
9	Generator Receptacles Needed (indicate numbers and types; see illustrations below):
10	Other Pertinent Information:



15A-125V NEMA 1-15R | 15A-125V NEMA 5-15R | 20A-125V NEMA 5-20R | 30A-125V NEMA 5-30R | 30A-250V NEMA 6-30R



30A-125/250V NEMA 5-30R | 50A-125/250V NEMA 10-50R | 50A-250V NEMA 6-50R

If graphics don't match what you need, draw what you need here.

ESF 13 – Public Safety and Security

Purpose

The purpose of this section is to define the organization, operational concepts, responsibilities, and procedures to accomplish emergency law enforcement requirements. This section will also provide guidance for preparing for and responding to terrorist incidents that may occur and include state/federal assistance that may be available to assist in the response to such an incident.

Situation and Assumptions

Situation

- Law enforcement is an essential part of emergency operations and their efforts are needed in response to an emergency situation.
- This County is vulnerable to terrorist incidents. A significant terrorist attack is considered unlikely. However, the consequences of a major terrorist incident could be catastrophic.
- Terrorism is both a law enforcement and emergency management problem.
    - 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.
    - 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. It is essential that the incident command team establishes operating areas and formulates a plan of action that considers the needs of all groups.
- 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 the use of weapons of mass destruction (WMD) (nuclear, chemical, or biological agents), kidnapping or hostage-taking, sabotage, and other activities.
- 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.
- 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.
- 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.

Assumptions

- Law enforcement agencies are expected to continue their efforts to protect lives and property during emergency situations.
- 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.
- Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.
- 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.
- 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.
- 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.

- It may be necessary to control access to damaged areas to protect public health/safety and deter theft.
- 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.
- During large-scale evacuations, law enforcement support may be needed to control traffic. Security must be provided for areas that have been evacuated to protect property and deter theft.
- 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.
- A device may be set off to attract emergency responders, and then a second device set off for the purpose of injuring emergency responders.
- Effective response to the use of WMD may require:
  - Specialized equipment to detect and identify chemical or biological agents.
  - A mass decontamination capability.
  - The means to treat mass casualties, including conducting triage and using specialized pharmaceuticals that have a narrow window of effect.
  - The capability to deal with mass fatalities.
- Injuries from a terrorist attack may be both physical and psychological.
- Recovery from a terrorist attack can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and mass casualties.

Concept of Operations

Local law enforcement agencies have the primary responsibility for enforcing laws and protecting lives and property during emergencies. Our law enforcement resources include: the Sheriff's Office and its reserves, Bovina Police Department, Farwell Police Department, and Friona Police Department. Additionally, State Resources, including a Game Warden and DPS Officers, are regularly in our County and can be requested for assistance. Our law enforcement emergency response operations are in accordance with NIMS, which employs two levels of incident management structures.

- The ICS includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
- 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.

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.

Law Enforcement

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.

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 EMD may issue a disaster declaration. The EMD may then issue an order or the City Council may enact an emergency ordinance suspending other ordinances and/or putting into effect temporary emergency regulations. ESF 5 outlines the types of emergency measures that may be promulgated.

Warning

The fire departments and law enforcement have the primary responsibility for the warning function and operates the local warning system. See ESF 15 External Affairs for warning guidelines. 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 EAS. In most areas, law enforcement units and other vehicles equipped with sirens and public address systems can be used for route alerting.

Evacuation Operations

State law provides the EMD 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 EMD may order a mandatory evacuation of their jurisdiction, upon issuing a local disaster declaration. The EMD 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 Support Annex: Evacuation, for more detailed information on this emergency function.

Disaster Reconnaissance

In the immediate aftermath of an emergency situation, the IC 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.

Requesting External Assistance

Requests for state assistance will be made by the EMD to the DDC in Amarillo. The city must seek assistance from their county before requesting resources assistance from the State. If a request for assistance cannot be satisfied with resources available in the district, it will be forwarded to the SOC for action. If state resources cannot satisfy the request, the State will request assistance from the federal government or other states.

Depending on the severity of the incident, the EMD 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 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.

Area Security and Incident Scene Control

Incident Scene Control

In response to a request from the Incident Commander, law enforcement will provide traffic control and perimeter control at incident scenes, including hazmat spills, major fires and explosions, and other types of incidents.

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 foot.

Access Control and Security for Damaged Areas

In areas that have suffered damage, access must be controlled to protect health and safety, as well as to protect property. When an EMD has issued a local disaster declaration, they may take action to control re-entry into an 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:

- Phase One – Emergency Workers. Admit law enforcement, fire, EMS, utility crews, emergency management personnel, building inspectors, limited media, state and federal response agencies.
- 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:
  - The threat that caused the evacuation has been resolved.
  - Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
  - 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.
  - Structures have been inspected and those unsafe to enter are so marked.
  - Some means of fire protection is available.
- Phase Three – General Public.
  - Be careful not to move to phase three too quickly, be mindful of the situation. In situations where homes have been destroyed (e.g. tornado, bomb), the residents may need more time to secure their property before the general public can access it. Looting and similar activities could still happen if the property owner is not around.

Guidance for Personnel Staffing Access Control Points

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 and approved by the EMD.

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 and approved by the EMD. Copies should be provided to all personnel staffing access control points. 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.

Security of Key Facilities

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 this section.

If there is a credible threat of terrorist action within the State of Texas, the SOC may provide an alert to the DDC located in Amarillo requesting an increase of security at the critical infrastructure facilities 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 EMD and/or appropriate facility personnel.

Terrorism Incident Response

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 Sheriff's Office has the lead local role in terrorism crisis management and will coordinate its efforts with state and federal law enforcement agencies as appropriate.

- If there is a local incident site, an 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 IC. The IC will direct and control responding resources and designate emergency operating areas. Typical operating area boundaries established for a terrorist incident may include:
  - 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.
  - 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.
  - The **Incident Boundary** includes the crime scene, the hazmat area, the "cool zone" or "support zone" used for incident support operations such a 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 quarantine is implemented, egress may also be restricted.
- The IC and the EOC shall agree upon on a division of responsibilities. The IC 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.
- As state and federal responders arrive to support field operations, use of ICS for management of the ICP and response operations will transition to Unified Command.

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.

- 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.
- 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.

- 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.

Protective Actions

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 Tab C of this section. 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.

- 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.
- 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 ERG.
- Shielding – Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, protective clothing, and personnel protective equipment.

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:

- Evacuation
- Shelter-in-place
- Access control to deny entry into contaminated areas
- Restrictions on the use of contaminated foodstuffs, normally imposed by the DSHS
- Restrictions on the use of contaminated agricultural products before processing will normally be imposed by the TDA. These are products destined for food use after processing.
- Restrictions on the use of contaminated public water supplies, normally imposed by the TCEQ
- For incidents involving biological agents, protective actions may include:
  - Isolation of diseased victims within medical facilities
  - Quarantines to restrict movement of people and livestock in specific geographic areas
  - Closure of schools and businesses
  - Restrictions on mass gatherings, such as sporting events

Such measures are normally recommended and imposed by public health authorities

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.

Direction and Control

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.

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 work under the immediate control of their own supervisors.

The EMD/s 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. Law enforcement will provide overall direction of the terrorist incident response activities of our jurisdictions. During terrorist incidents, they will normally carry out those responsibilities from the EOC.

The IC, 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.

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 IC or the EOC.

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.

Incident Command System- EOC Interface

If both the EOC and an ICP are operating, the IC 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 ESF 5 Emergency Management.

Lines of Succession

The line of succession for the Sheriff is:
1) Chief Deputy

The line of succession for the Police Chief is:
1) Sergeant
2) Senior Officer

Phases of Emergency Management

ESF 13 Public Safety and Security		
		Actions
Prevention Mitigation	**General**	• Operate a local warning system (see ESF 15) • Avoid locating correctional facilities in known hazard areas so as to preclude the need for evacuation during emergency situations.
	Terrorist Incident	Carry out anti-terrorist activities, including: • 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. • Conduct investigations and criminal intelligence operations to develop information on the composition, capabilities, and intentions of potential terrorist groups. • Develop and implement security programs for public facilities that are potential targets. Recommend such programs to private property owners. • 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. • Encourage all local medical facilities to participate in mass casualty exercises and stock specialized pharmaceuticals, such as chemical agent antidotes. • 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.
Preparedness	**General**	• Review and update plans and procedures. • Identify preplanned evacuation routes for known risk areas and prepare traffic control plans. • Identify key facilities and determine possible security requirements. • Develop communications systems that provide for connectivity of all local law enforcement agencies and external agencies that may respond pursuant to inter-local agreements. • Train primary and auxiliary law enforcement personnel to conduct emergency operations. • Identify and train law enforcement personnel to staff the EOC and ICP. • Conduct drills and exercises to test plans, procedures, and training.
	Terrorist Incident	• 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. • Develop emergency communications procedures that take into account the communications monitoring capabilities of some terrorist groups. • Maintain terrorist profile information on groups suspected of being active in the local area. • Establish appropriate mutual aid agreements. • Conduct drills and exercise to test plans, procedures, and training. • Conduct awareness programs for businesses that handle inventories of potential weapon making materials and chemicals and ask for their cooperation in reporting suspicious activities. • If potential terrorist groups appear to be expanding their activities, consider appropriate increased readiness actions.
Response	**General**	• Maintain law and order. • Carry out backup warning (see ESF 15)). • Perform traffic control for evacuations (See Support Annex: Evacuation) and other appropriate situations. • Carry out crowd control where needed. • Provide security for key facilities (See Tab A). • Provide security for evacuated areas. • Provide security for shelter and mass care facilities. • Conduct counter-terrorism operations. • Conduct initial disaster reconnaissance. • Support other emergency operations.
	TI	• Refer to Terrorist Incident Response Checklist in this section

	General	• Continue security operations as needed. • Perform traffic control for return of evacuees, if needed. • Provide access control for damaged areas, issuing passes/permits if required. • Assist in damage assessment.
	Terrorist Incident	• Decontaminate incident sites and other affected areas. State and/or federal agencies may oversee this effort, which may be conducted by contractors. • Identify and restrict access to all structurally unsafe buildings. • Remediate and clean up any hazardous materials that have or might enter local water, sewer, or storm drainage systems. • Provide traffic control for the return of evacuees. • Assist in arranging temporary housing for evacuees who cannot return to their homes. • Develop and implement appropriate access controls for contaminated areas that cannot be decontaminated and returned to normal use in the near term. • Investigate cause of incident and prosecute those believed to be responsible. • 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. • Conduct critical incident stress management activities. • Debrief response personnel; prepare incident report, and update plans and procedures on the basis of lessons learned. • Restore normal services.

Task Assignments

ESF 12 Public Safety and Security Task Assignment	
All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.	
Law Enforcement	• Prepare law enforcement inter-local agreements. • Maintain law and order during emergency situations. • Plan, direct, and control evacuations (see Support Annex: Evacuation). • Provide security for key facilities, protect property in evacuated areas, and provide access control to damaged areas. • Carry out traffic control when and where needed. • Provide crowd control when needed. • Manage the local warning system (see ESF 15) and the local emergency communications network (see ESF 2). • Conduct counter-terrorism and anti-terrorist operations. • Support search and rescue operations (see ESF 9). • Assist in hazmat incidents (See ESF 10). • Provide security for shelter and mass care operations (See ESF 6). • If necessary, evacuate prisoners from the jail to another suitable facility. • Provide qualified individuals to staff the EOC and ICPs when those facilities are activated. • Support other emergency functions as necessary.
Law Enforcement (Terrorist Incident)	• Conduct anti-terrorist operations and maintain terrorist profile information. Advise the emergency management staff, DPS, and the FBI of significant terrorist threats. • Recommend passive protection and security programs for high-risk government facilities and make recommendations for such programs to the owners/operators of private facilities. • Conduct terrorism response training programs for the law enforcement personnel and support public education and awareness activities. • Provide law enforcement representatives for the ICP and the EOC. • Secure the scene, reroute traffic, and implement crowd control measures if necessary. • Make notifications of terrorist incidents to DPS, the FBI, and other law enforcement agencies. • Brief emergency response personnel on crime scene protection. • Coordinate the deployment and operation of counter-terrorist response elements. • Conduct reconnaissance in vicinity of the incident site to identify threats from delayed and secondary weapons. • Organize and conduct evacuation of the public and of special facilities if required. • In coordination with state and federal authorities, investigate incident; identify and apprehend suspects.
IC	• Establish an ICP to control and direct emergency response resources at the incident scene to resolve the incident. • Provide an initial incident assessment, request additional resources, and provide periodic updates to the EOC. • Establish a specific division of responsibilities between the ICP and the EOC, if the EOC has been activated. • Determine and implement initial protective actions for responders and the public in the vicinity of the incident site. • Request a liaison officer from each participating agency be present at the ICP. • Transition the ICP to a unified command operation when significant external resources arrive.
EMD	• Coordinate regularly with law enforcement agencies with respect to the terrorist threat and determine appropriate readiness actions during periods of increased threat. • 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. • In coordination with other local officials, recommend appropriate training for emergency responders, emergency management personnel, and other local officials. • Coordinate periodic drills and exercises to test plans, procedures, and training. • 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. • Develop common communication procedures. • Promote a business inventory monitoring system. • Provide policy guidance with response to anti-terrorism and counter-terrorism programs. • Provide general direction for response and recovery operations after a terrorism incident.

Fire Department	• Coordinate all fire and rescue operations during terrorist incidents. • Dispatch and deploy fire personnel and equipment during an emergency. • Control fires if necessary. • Conduct search and rescue operations as needed • Provide support for evacuation operations if requested. • Set up decontamination area for emergency responders and victims, if needed. • Carry out initial decontamination of victims, if required. Procedures must be available for emergency decontamination of large numbers of people. • Identify apparently unsafe structures; restrict access to such structure pending further evaluation by the Public Works/Engineering staff. • Identify requirements for debris clearance to expedite fire response and search and rescue. • Activate fire and rescue mutual aid as needed
EMS	• Respond to medical emergency calls. If mass casualties have occurred, establish triage. • Provide emergency medical care to the injured. Transport patients in a timely manner to appropriate medical facilities. • Request medical mutual aid if necessary. • Assign a liaison at the ICP and/or EOC, if needed.
Public Works	• Upon request, place traffic control devices to facilitate evacuation travel. • Assist in keeping evacuation routes open. • Upon request, provide barricades and barriers to restrict entry to evacuated and damaged areas. • Assign liaison personnel to the EOC and Incident Command Post. • Clear and/or remove debris as directed. • Support search and rescue operations. • Provide emergency power and lighting at the incident site upon request. • Provide emergency power supplies at other facilities upon request. • Carry out emergency repairs to streets as necessary to support emergency operations and restore essential traffic. • Conduct preliminary assessment of damage to structures and streets, and utilities. • Provide other public works and engineering support for emergency operations as necessary. • Request mutual aid assistance, if necessary.
Legal	• Upon request, advise law enforcement agencies regarding the emergency powers of local government and their potential impact on law enforcement requirements during emergency situations.
Utilities	• Carry out emergency repairs to water and wastewater systems as necessary to support emergency operations and restore essential public services. • In coordination with local and state public health agencies, ensure the safety of water and wastewater systems. Initiate water conservation procedures, if required. • Conduct preliminary assessment of damage to water, wastewater and drainage systems, and utilities • Identify to the EOC requirements for emergency drinking water supplies from outside sources if needed.

Readiness Levels

ESF 13 Law Enforcement Readiness Levels	
Level 4	• Review and update plans and SOPs. • Maintain list of law enforcement resources (see ESF 7). • Develop and update a list of key facilities that may require security during emergency situations. See Tab A. • Maintain and periodically test equipment. • Conduct appropriate training, drills, and exercises. • Identify potential evacuation, traffic control and security issues and estimate law enforcement requirements. • Develop tentative task assignments and identify potential resource shortfalls.

Level 3	• Check readiness of law enforcement equipment, supplies and facilities.
	• Correct equipment and facility deficiencies.
	• Correct shortages of essential supplies.
	• Update incident notification and staff recall rosters.
	• Notify key personnel of possible emergency operations.
	• Update information on key facilities and related security requirements.
	• If evacuation of correctional facilities may be required, review procedures for relocating prisoners and determine availability of required specialized equipment.
	• TR When local law enforcement determined or is advised by DPS or the FBI that there is a credible threat of near-term local terrorist action; law enforcement shall alert the EMD and other appropriate local officials. Those individuals shall review the potential situation, plans, and procedures, and determine appropriate readiness actions. These may include:
	  ◦ expanding criminal intelligence operations;
	  ◦ reviewing personnel and equipment status and taking actions to enhance resource availability;
	  ◦ reviewing inventory of critical consumable supplies, filling shortages, and increasing stocks if needed;
	  ◦ increasing security at and surveillance of public facilities that are potential targets,
	  ◦ recommending to the owners or operators of privately-owned facilities that they take similar steps;
	  ◦ briefing local public health and hospital managers on the potential threat; and
	  ◦ placing selected emergency response elements on higher state of readiness.
	• TR Consistent with the need for security to protect intelligence sources and depending on the situation disseminates non-sensitive threat awareness information to the public.

Level 2	• Alert personnel to the possibility of emergency duty. • Place selected personnel and equipment on standby. • Alert reserve/auxiliary personnel. • Identify personnel to staff the EOC and ICP if those facilities are activated. • Alert external resources covered by inter-local agreements. • TR Further increase security at and surveillance of potential targets. • TR Further increase readiness of emergency response forces and advise public health / medical facilities to do likewise. • Consider partial activation of the EOC to monitor situation and maintain data on resource status. • Depending on the situation and the need for security, disseminate non-sensitive info and instructions to the public.
Level 1	• Mobilize selected law enforcement personnel. • Consider precautionary deployment of equipment and personnel to enhance response time. • If an evacuation has been ordered or spontaneous evacuation is taking place, activate traffic control plans and resources. • Dispatch law enforcement representative(s) to the EOC when activated. • Provide increased security at key facilities if needed. • TR Implement most rigorous security measures. • TR Bring response forces to maximum readiness. • Activate the EOC to monitor the situation and maintain data on resource status. • Disseminate non-sensitive information and, if needed, instructions to the public. • Determine and implement precautionary protective measures for the public in selected areas or for appropriate facilities.
TR – Terrorist Response	

Terrorist Incident Response Checklist

✓	Action Item
	INITIAL RESPONSE
	Deploy response forces
	Activate incident command post at the incident site to direct emergency operations.
	If incident appears to be terrorism-related, ensure law enforcement personnel are advised and respond to the incident site.
	Isolate the area and deny entry. Reroute traffic as needed.
	Determine and report: observed indicators of use of chemical/biological weapons, wind direction and weather conditions at scene, plume direction (if any), approx. number of apparent victims, orientation of victims, types of victim injuries and symptoms observed, and statements of witnesses.
	If possible, determine type of weapon used using appropriate detection equipment, response guides, damage characteristics, and casualty symptoms
	Establish scene control zones (hot, warm, and cold) and determine safe access routes and location of staging area. Establish initial operating boundaries for crime scene and incident area.
	Implement crowd control measures, if necessary
	Determine requirements for protective clothing and equipment for emergency responders.
	Establish communications among all response groups.
	Protect against secondary attack.
	Activate the EOC to site support emergency operations.
	Determine requirements for specialized response support.
	Make notification to state and federal law enforcement and emergency management agencies.
	Obtain external technical assistance to determine potential follow-on effects.
	Request/deploy hazmat response team, if appropriate.
	Request/deploy bomb squad or ATF support, if appropriate.
	Identify areas that may be at risk from delayed weapon effects. Determine and implement protective measures for public in those areas and special facilities at risk.
	Extinguish fires and identify potential hazards such as ruptured gas lines, downed power lines and residual hazardous materials.
	Make notifications to adjacent jurisdictions that may be affected.
	If the effects of the incident could adversely affect water or wastewater systems, advise system operators to implement protective measures.
	MEDICAL MANAGEMENT
	Advise EMS and hospitals of possibility of casualties/contaminated victims.
	Establish site for patient triage.
	Establish site for gross decontamination (if appropriate) and a casualty collection area for decontaminated victims located away from the site of primary emergency operation, but accessible by transport vehicles.
	Conduct initial triage and provide basic medical aid to victims in warm zone if protective equipment is not required.
	Conduct gross decontamination of victims showing signs of contamination. Separate victims that show no signs of contamination for evaluation.
	Conduct follow-on triage and treatment of victims in cold zone.
	Transport victims to medical facilities for further treatment.
	Request state and/or federal medical assistance, if needed.
	FATALITY MANAGEMENT
	Alert Justice of the Peace and funeral directors of any potential mass fatality situation and arrange for temporary holding facilities for bodies, if necessary**.** Highlight need to preserve evidence.
	Coordinate with Justices of Peace/Medical Examiner to determine autopsy requirements for victims.
	Transport deceased to morgue, mortuary, or temporary holding facilities.
	OTHER RESPONSE ACTIONS
	Request additional response resources, activate mutual aid agreements, and request state/federal assistance
	Designate staging areas for incoming resources from other jurisdictions, state and federal agencies, and volunteer groups separate from operational staging area.

	If evacuation has been recommended: activate shelter/mass care facilities to house evacuees, provide transportation for evacuees without vehicles, and provide security for shelters.
	If evacuation of special facilities (schools, nursing homes, correctional facilities) has been recommended: assist facilities in arranging suitable transportation and carrying out evacuation, and assist facilities in arranging suitable temporary reception facilities.
	Provide information and instructions to the public. Activate emergency public information operation.
	Identify, collect, and control evidence and conduct investigations.
	Provide security in evacuated areas, if feasible.
	Establish and operate access control points for contaminated areas
	For incidents involving biological agents, consider measures to restrict person-to-person transmission of disease such as quarantine, closure of schools and/or businesses, and restrictions on mass gatherings.
	Alert human resources agencies to provide disaster mental health services and human services support to victims.
	Determine how pets, livestock, and other animals left in evacuated or contaminated areas will be handled.
	Decontaminate essential facilities and equipment, if feasible.
	Request technical assistance in assessing environmental effects.

Useful Point of Contact		
Organization	**Provides**	**Contact No.**
CHEMTREC	Technical assistance for hazmat incidents.	800-424-9300 (24 hours)
CHEM-TEL	Technical assistance for hazmat incidents.	800-255-3924 (24 hours)
National Response Center Chem-Bio Hotline	Reporting center for suspected terrorist activity as well as technical assistance regarding chemical and biological agents for state and local emergency responders.	800-424-8802 (24 hours)
Department of State Health Services, Radiation Program	Technical assistance for emergency responders for incidents involving radiological materials.	512-458-7460 (24 hours)
Texas Fusion Center	The central facility for collecting, analyzing, and disseminating intelligence information related to terrorist activities for the state.	512-424-7981 866-786-5972 512-424-7418 fax
Local/Nearest DPS Office	State law enforcement assistance.	806-468-1310
Local/Nearest FBI Office	Federal law enforcement assistance.	806-376-6395
Local/Nearest ATF Office	Federal expertise in explosive devices.	806-798-3038
Nearest Bomb Squad	Explosive ordnance disposal assistance.	806-378-3038

Attachments

Tab A: Key Facility Protection List
Tab B: Specialized Response Resources
Tab C: Weapon Types

Tab A: Key Facility Protection List

Facility Name
Government Direction and Control
Parmer County Courthouse
City Halls
Emergency Response
Volunteer Fire Departments: Bovina, Farwell, Friona, Lazbuddie, and Rhea Hollene
EMS Barns: Bovina, Farwell, Friona, Lazbuddie
Law Enforcement: Parmer County Sheriff's Office, Bovina PD, Farwell PD, Friona PD
Utilities
Water: City of Bovina, City of Farwell, City of Friona
Electric: Xcel Energy
Natural Gas: Atmos Energy, West Texas Gas
Medical Facilities
Parmer Medical Center
Clinics in Bovina, Farwell, and Friona
Prairie Acres Nursing Home (Friona), Farwell Care and Rehabilitation Center
Telecommunications
Windstream Communications
West Texas Rural Telephone Cooperative
Plateau Communications
Dispatch: Parmer County Sheriff's Office, Friona PD

**Address maintained in the EOC*

Tab B: Specialized Response Resources

During the response to a terrorist incident, the local resources used for most emergency situations will be used. Because of the potentially great damage, contamination, casualties, and fatalities that may be generated by large-scale terrorist incidents, specialized response resources may be needed from the state and federal government to supplement those available locally. Some of those resources are outlined below. Requests for state or federal resources should be channeled to the local DDC Chairperson.

Resource need	Source	Resources
Assessment and Technical Assistance	State: Other: Federal:	TXARNG/6th WMD/Civil Support Team CHEMTREC (800-424-9300) Chemical/Biological Hotline (800-424-8802) Other WMD/Civil Support Teams Military Resources
Hazmat Response Support	State: Federal:	Texas Commission on Environmental Quality National Response Center Regional Response Teams
Medical Care and Public Health Support	Federal:	Disaster Medical Assistance Teams (DMATs) Military medical units Military hospital support
Radiological Monitoring and Assessment	State: Other: Federal:	Department of State Health Services, Radiation Program Assistance is available from other states pursuant to an interstate compact US Dept. of Energy Radiation Assistance Program US Dept. of Energy Radiological Monitoring and Assessment Center US EPA Radiological Emergency Response Teams Military resources
Urban Search and Rescue	State: Federal:	Texas Search & Rescue Task Force 1 Other National Urban Search & Rescue System Task Forces
Security, Traffic Control, and Access Control	State: Federal:	Dept. of Public Safety Parks and Wildlife Dept. Texas Forest Service National Guard Military resources
Victim Identification and Mortuary Services	Federal:	FBI Disaster Mortuary Teams (DMORTs)

Tab C: Weapon Types

Conventional Weapons, Explosives and Incendiary Devices	
Types	Conventional Explosives – includes guns, rocket-propelled grenades, and similar weapons. Explosives include military and commercial explosives, such as RDX, Tritonol, dynamite, and ammonium nitrate – fuel oil (ANFO). Incendiary Devices – designed to ignite fires, may use liquids, such as gasoline, or gases, such as propane, as their fuel. Combination Devices – Combination of Incendiary and Conventional Weapons and Explosives
Effects	• Significant blast damage to structures, including building and wall collapse, and blast casualties • Fires and burn casualties • Fragmentation casualties from bomb fragments, debris, and broken glass.
ERG	If hazardous materials are encountered in the response to an attack with conventional explosives or incendiary devices, consult the US Department of Transportation Emergency Response Guidebook (ERG).
Response Needs	• Personal protective equipment for emergency responders • Medical evacuation and treatment for mass casualties • Search and rescue teams for collapsed structures • Firefighting and/or Hazmat response team • Mortuary support for mass fatalities • Access control for incident site • Shelter and mass care for evacuees • Investigative resources
Nuclear Devices and Materials	
Types	All of the weapons listed could spread radioactive materials if detonated, which could pose immediate danger to life at high levels and long-term adverse health effects at lower levels. In addition, each of these weapons can produce both immediate radiological effects and residual radioactive contamination. • Radiological Dispersal Device – Radioactive materials in powder form are packed around conventional explosives. When the explosive device detonates, it disperses the radioactive material over a wide area • Improvised Nuclear Device or Nuclear Weapon – It would be extremely difficult to obtain the weapons grade fissionable material required to construct such a device.
Effects	• Blast damage to structures, including building and wall collapse • Blast casualties and fragmentation casualties from debris, broken glass, and other materials. • Localized to extensive radiological contamination. • Fires.
Response Needs	• Personal protective equipment for emergency responders • Mass personnel decontamination • Medical evacuation and treatment for mass casualties • Urban search and rescue teams for collapsed structures • Firefighting • Radiological monitoring and assessment teams • Mortuary support for mass fatalities • Evacuation assistance • Access control for incident site and contaminated areas • Shelter and mass care for evacuees
Chemical Weapons	
Types and Effects	*Letters in parenthesis are military designators for these agents.* Nerve Agents – Nerve agents are some of the most toxic chemicals in the world; they are designed to cause death within minutes of exposure. Examples include Sarin (GB), Soman (GD), and V agent (VX), Blister agents – Blister agents cause blisters, skin irritation, and damage to the eyes, respiratory damage, and gastrointestinal effects. Examples include Mustard (H) and Lewisite (L). Blood Agents – Blood agents disrupt the blood's ability to carry oxygen and cause rapid respiratory arrest and death. Examples include potassium cyanide and hydrogen cyanide (AC). Choking Agents – Choking agents cause eye and airway irritation, chest tightness, and damage to the lungs. These agents include industrial chemicals such as chlorine (CL) and phosgene (CG). Hallucinogens, Vomiting Agents, and Irritants – These materials cause temporary symptoms such as hallucinations, vomiting, and burning and pain on exposed mucous membranes and skin, eye pain and tearing, and respiratory discomfort.

Considerations	Agent Form – Some nerve and blister agents are normally in liquid form. When used as weapons, most chemical agents are delivered in aerosol form to maximize the area covered, although some may be delivered as a liquid. An aerosol is defined as a suspension or dispersion of small particles (solid or liquids) in a gaseous medium. Dissemination methods range from spray bottles and backpack pesticide sprayers to sophisticated large-scale aerosol generators or spray systems. Persistency – Chemical agents may be either persistent or non-persistent. Non-persistent agents evaporate relatively quickly. Persistent agents remain for longer periods of time. Hazards from both vapor and liquid may exist for hours, days, or in exceptional cases, weeks, or months after dissemination of the agent.
Response Needs	• Personal protective equipment for emergency responders • Mass decontamination capability • Medical evacuation and treatment for mass casualties • Hazmat response teams • Mortuary support for mass fatalities • Evacuation assistance • Access control for incident site and contaminated areas • Shelter and mass care for evacuees
Biological Weapons	
Types and Effects	Biological agents are intended to disable or kill people by infecting them with diseases or introducing toxic substances into their bodies. Such agents are generally classified in three groups: • Bacteria and Rickettsia – Bacteria and Rickettsia are single celled organisms which cause a variety of diseases in animals, plants and humans. Bacteria are capable of reproducing outside of living cells, while Rickettsia requires a living host. Both may produce extremely potent toxins inside the human body. Among the bacteria and Rickettsia that have been or could be used as weapons are: • Viruses – Viruses are much smaller than bacteria and can only reproduce inside living cells. Among the viruses that could be used as weapons are: • Toxins – Toxins are potent poisons produced by a variety of living organisms including bacteria, plants, and animals. Biological toxins are some of the most toxic substances known.
Considerations	• Means of Dissemination o Inhalation of agent in aerosol form. An inhalation hazard may be created by spraying a biological agent. Many biological agents, such as viruses, may also be readily transmitted from an affected person to others in aerosol form by coughing and sneezing. This can result in the rapid spread of disease-causing agents. o Ingestion in food, water, or other products that have been contaminated with agents. o Skin contact or injection. Some agents may be transmitted by simple contact with the skin or by injection. • As there are few detection systems for biological agents available, an attack with biological agents may not be discovered until public health authorities or medical facilities observe people becoming sick with unusual illnesses. • After an attack with biological agents, public health agencies will normally take the lead in determining actions that must be taken to protect the public, although state and local governments may implement those actions. • There may be no local crime scene or incident site; the initial dissemination of the agent may have occurred in another city or another country and affected travelers may bring disease into the local area. • As people affected by some biological agents, such as viruses, are capable of spreading disease to others, the emergency response to a biological attack may have to include medical isolation of affected patients and quarantines or other restrictions on movement of people or animals.
Response Needs	• Personal protective equipment for emergency responders • Chemical, biological, and radiological detection equipment • Decontamination capability • Specialized pharmaceuticals • Medical evacuation and treatment for mass casualties • Public health prevention programs • Mortuary support for mass fatalities • Access control for incident site, if one exists • Personnel support for quarantine operations • Public health investigative resources

ESF 14 – Long Term Recovery

Purpose

The purpose of this guide is to provide local government with a framework for long-term recovery (LTR). This LTR process helps establish methods to bring communities together to focus on their LTR issues and to develop projects and strategies to address those needs. With the knowledge that not all disasters will meet eligibility requirements for a State or President Disaster Declaration, it is important to understand the key components for recovery and to establish mitigation strategies to maximize the community's recovery. In this document we have focused on three key components to overall community long term and financial recovery.

Situation and Assumptions

Situation

- State and federal assistance will be dependent upon the adequate and timely documentation of the impact of the disaster on the local community.

Assumptions

- Recovery efforts in the County are largely dependent on the nature of the disaster and the degree of damage experienced or population affected.
- For large disaster events requiring response and recovery, the EOC will be activated for the response phase, and will transition into the recovery phase.
- Disasters affect public entities and the private sector. Resources available for recovery are established by private and public categories.
    - Private
        - Individuals
        - Associations
        - Clubs and Businesses (This includes banks and financial institutions, retail, transportation, leisure, import/export, services, insurance, construction, power and utilities.)
    - Public
        - Schools
        - Fire Districts
        - Water and Sewer Districts
        - Library
        - Private non-profit organizations (e.g., American Red Cross)
- Damage assessments may need to be undertaken at different periods during a disaster event: "windshield" survey may be done initially to get an overall general impression of the impact of the event while a more detailed damage assessment will need to be done to document the need for state and federal aid.
- The private sector is likely to be affected by shortages of food, clothing, shelter/housing, normal employment, access to public transportation and roadways, and repairs to their homes and possessions. To recover, residents may need to remove debris, maintain employment, access funds for repairs and provide care for children and the elderly or disabled. Permits and licenses may be needed for rebuilding. People will be seeking reunification with their families. The public will need assistance with insurance claims, public programs and consumer fraud topics.
- Utilities such as phones, safe drinking water and sewer services will need to be re-established. Supplies of food and fuels will be required. Personal records will need to be recovered and positive identification verified. Critical workers will be needed to maintain commerce. Long-term housing and historical site preservation will require attention. Language barriers may impede delivery of services.

- The public sector problems will include infrastructure repair, delivery of emergency programs and services, and recovery of vital records. Emergency repairs will be needed on bridges, roads, and public buildings.
- Government directed recovery will address functions, like: courts, health, water/sewer, public transportation, licenses, law and order, fire service, EMS, and inspections. Long-term business recovery strategies, building codes and ordinances may be needed. Emergency local expenditure ordinances may be required.

Concept of Operations

The recovery process for a disaster should begin early in the response phase through the declaration of a local emergency, followed by a fast and accurate assessment of and a formal request for state assistance. In addition, a complete record of expenditures for local response personnel, equipment and supplies should be maintained in the even that a federal disaster is declared and funds are made available to reimburse the documented response cost of public/non-profit agencies, as well as providing funds for disaster damage to the infrastructure of the state and local government.

- In its initial phases, recovery for large disasters in our jurisdiction is coordinated by the staff of the EOC. When conditions warrant, the EMD will proclaim an Emergency. As short-term recovery transitions to long-term recovery, the EOC will transition to long-term recovery efforts.
- If the President approves and signs a disaster declaration, FEMA and TDEM will open Disaster Field Offices (DFOs) in or near the affected communities to coordinate with the local emergency management in publicizing the availability of financial assistance and determining eligibility for public and non-profit agencies. Disaster Recovery Centers (DRCs) may also be opened, if requested by local and state authorities, to coordinate the process for providing financial assistance to individuals and small businesses, if that type of assistance is offered under the federal declaration.
- Both types of assistance, public and individual, or only one of them, may be offered when a Presidential Declaration is made. The type offered depends on the impact of the disaster and the ability of the local emergency management to provide adequate and timely documentation of the results.
- Authorization for emergency expenditures of public funds for response and/or recovery activities will be the responsibility of the affected jurisdiction's governing body.
- There may be situations where damage is limited to an area or activity, e.g., if only agricultural damage is incurred, there may be special assistance programs available that do not require a Presidential disaster declaration. Small-scale or "specialized" disasters will need to be handled on a case-by-case basis to ensure that an appropriate response is made.

Individuals and Households Assistance Program

- Individuals and Households Program (IHP)
- SBA Assistance
- The HOME Program
- Post-Disaster Home Repair Guidelines

Individual Assistance (IA) helps families, individuals, or owners of small businesses recover from the effects of a disaster. After a presidentially declared disaster, the Individuals and Households Program is made available through the FEMA and the State of Texas. The US Small Business Administration (SBA) also offers assistance after a disaster. The Texas Department of Housing and Community Affairs (TDHCA) offers its HOME Program to communities that do not receive their HOME funds directly from the federal government.

Individuals and Households Program (IHP)

A combined FEMA and State program that provides money to help people in the presidentially declared disaster area whose property has been damaged or destroyed and whose losses are not covered by insurance. The IHP is divided into two parts - Housing Assistance and Other Needs Assistance. Total IHP maximum amount to any individual for FY2021 is $75,800. This amount will be adjusted annually (October 1) according to the Consumer Price Index (CPI).

1. **Housing Assistance –** Disaster related housing assistance for applicants displaced from their pre-disaster primary residences and/or whose pre-disaster residences are rendered uninhabitable, and who are under-insured or have no insurance to provide for their housing needs.
   Temporary Housing – financial assistance for lodging expenses, rental assistance or direct assistance through mobile homes or travel trailers.
   Repairs – Provides financial assistance for repairs to make residence habitable – limited funding
2. **Other Needs Assistance** – Money to repair or replace damaged personal property, or to pay for disaster-related necessary expenses or serious needs.

Housing Needs: Money to repair your home is limited to making your home safe and sanitary so you can live there. IHP will not pay to return your home to its condition before the disaster. You may use your money provided for housing needs to repair:

- Structural parts of your home (foundation, outside walls, and roof).
- Windows, doors, floors, walls, ceilings, and cabinetry.
- Septic or sewage system.
- Well or other water system.
- Heating, ventilating, and air conditioning system.
- Utilities (electrical, plumbing, and gas systems).
- Entrance and exit ways from your home, including privately owned access roads.
- Blocking, leveling, and anchoring of a mobile home and reconnecting or resetting its sewer, water, electrical and fuel lines, and tanks

Other Needs: Money to repair damaged personal property or to pay for disaster-related necessary expenses and serious needs is limited to items or services that help prevent or overcome a disaster-related hardship, injury or adverse condition. IHP will not pay to return or replace personal property to its condition before the disaster. The money provided for other needs can be used to repair or pay for:

- Disaster-related medical and dental costs.
- Disaster-related funeral and burial cost.
- Clothing; household items (room furnishings, appliances); tools (specialized or protective clothing and equipment) required for your job; necessary educational materials (computers, school books, and supplies).
- Fuels for primary heat source (heating oil, gas, firewood).
- Disaster-specified clean-up items (wet/dry vacuum, air purifier, and dehumidifier).
- A vehicle damaged by the disaster.
- Moving and storage expenses related to the disaster (moving and storing property to avoid additional disaster damage while disaster-related repairs are being made to the home).
- Other necessary expenses or serious needs as determined by FEMA.

For more detailed information on FEMA assistance, visit FEMA's Website.

SBA Assistance

SBA offers low-interest federal disaster loans to homeowners, renters, businesses of all sizes and private, non-profit organizations whose property was damaged or destroyed by the disaster or for economic injury for small businesses. This assistance is automatic with a presidentially declared disaster. When a disaster does not warrant a presidential declaration, SBA may designate eligible counties for an Agency Only declaration. This happens when a county has 25 or more homes and/or businesses with a 40% or more

uninsured or underinsured loss. This assistance would then also be available to the contiguous counties. For more detailed information on SBA assistance, visit the U.S. Small Business Administration's page on Disaster Loans.

The HOME Program

When a county doesn't meet the threshold of damage to qualify for a presidentially declared disaster or for an agency only SBA designation, the TDHCA makes available de-obligated HOME funds for disaster relief to local entities such as cities and counties or their designated nonprofits in Texas (that are non-Participating Jurisdictions) for distribution to individuals directly affected by the disaster. A Participating Jurisdiction receives HOME funds directly from the federal government and, therefore, would be ineligible.

The program is designed to assist with home repair, rehabilitation, reconstruction, homebuyer assistance and tenant-based rental assistance of homes affected by a disaster. Assisted homeowners must have earnings at or below 80% of the Area Median Family Income, as defined by HUD, must occupy the property as their principal residence and must have been directly affected by the disaster. Sometimes, a home may not be repairable. In those instances, a home may be demolished and replaced by a "stick-built" or a manufactured home.

Public Assistance Overview

Through the PA Program, FEMA provides supplemental federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private non-profit organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.

Eligibility Thresholds

FEMA and the State require that the applicant, facility, work and costs are eligible and meet applicable criteria. The order in which eligibility is evaluated starts with applicant eligibility and ends with the eligibility of cost.

All four basic components for the Public Assistance Program must meet eligibility:
1) The applicant must be eligible to receive assistance.
2) The applicant's facility must be eligible.
3) The work must be designated as eligible.
4) The cost of performing the approved work must be eligible for reimbursement.

Finance and Record Keeping

In addition to direct federal assistance, there are two major federal disaster assistance programs: 1) Individual Assistance (IA) to assist with loans and/or grants for losses suffered by individuals and families and 2) Public Assistance (PA) to assist with grants to public agencies and some nonprofit organizations. Eligible organizations with disaster-related costs and damages, such as a state or state entities, local governments and "governmental-type" non-profit groups, become applicants (subgrantees) in FEMA's PA program.

Failure to have good record-keeping regarding personnel and equipment usage to respond and recovery from the disaster can create a financial documentation shortcoming for recovering disaster cost. ESF 14 – Long Term Recovery/Finance and Record Keeping provides beginning guidance to establish sound finance and record-keeping principals to position the jurisdiction to receive maximum funding available.

Debris Management

Debris management historically has been one of the costliest budget items following a disaster. In fact, over the last 5 year period "debris" has accounted for 27 percent of the total cost of a disaster. While a state or a federal declaration can bring State or FEMA financial assistance through the PA Program under Category A, Debris Removal, the procedures for receiving this assistance are very specific and require jurisdictions

to have policies and a plan in place. This planning section is included in ESF 3 – Public Works/Debris Management. Whether financial funding is received or not – it is critical that jurisdictions establish clear guidelines to mitigate the financial burden from debris management.

Direction and Control

Overall coordination of the disaster recovery process will be exercised from the EOC when activated. When the EOC is deactivated, on-going disaster recovery for jurisdiction will be handled through the individual agencies.

The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the EMD or City Manager/Secretary based on the needs of the situation.

The EMD will provide general guidance for the direction and control function, pursuant to NIMS protocols.

Phases of Emergency Management

Long Term Recover Phases of Emergency Management		
Phase	**Actions**	√
Prevention Mitigation	• Develop and enforce adequate building codes.	
	• Develop and enforce adequate land use regulations.	
	• Develop hazard analysis.	
	• Develop potential mitigation measure to address the hazards identified in the analysis.	
Preparedness	• Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities	
	• Identify damage assessment team members. • Train personnel in damage assessment techniques. *Damage assessment actions can be found in Support Annex – Damage Assessment*	
	• Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.	
	• Identify critical facilities requiring priority repairs if damaged.	
	• Ensure that key local officials are familiar with jurisdiction's insurance coverage.	
	• Conduct public education on disaster preparedness.	
	• Conduct exercises.	
Response	• Brief damage assessment teams and place on standby • Gather damage reports. • Compile damage assessment reports. • Complete DSO. *Damage assessment actions can be found in Support Annex – Damage Assessment*	
	• Keep complete records of all expenses.	
Recovery	• Identify unsafe structures and recommend condemnation.	
	• Monitor restoration activities.	
	• Review building codes and land use regulations for possible improvements.	
	• Communicate effectively with disaster victims.	

Task Assignments

Long Term Recovery Task Assignments	

EMD	• Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.
	• Appoint an IA Officer, PA Officer, and Recovery Fiscal Officer who will carry out specific recovery program activities and report to the EMD.
	• After a disaster:
	  ○ Review damage assessments and request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
	  ○ Participate in recovery program briefings and periodic reviews.
	  ○ Monitor and provide general guidance for the operation of the local recovery program when implemented.
	• Serve as the DA Officer or designate an individual to fill that position.
	• Participate in recovery program briefings, meetings, and work groups.
	• Supervise local recovery operations, coordinating as needed with state and federal agencies and maintaining required records.
	• Provide guidance to and supervise recovery activities of the IA Officer, PA Officer, and Recovery Fiscal Officer.
	• Coordinate training for damage assessment team members and other individuals with disaster recovery responsibilities.
	• Develop appropriate public information relating to recovery programs, in coordination with the PIO.
	• Provide situation updates to the DDC.

Damage Assessment Officer	• Develop a damage assessment program.
	• Organize and coordinate training for damage assessment teams.
	• After a disaster:
	  ○ Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.
	  ○ Compile damage assessment information and complete the DSO.
	  ○ Participate with state and FEMA representatives in the PDA process.
	  ○ Coordinate with the IC to ensure that response activities have either terminated or are in a phase of transitioning to recovery, before deploying damage assessment teams.

PIO	• Establish a media site, sometimes referred to as a JIC, to ensure that accurate and current information is disseminated to the public.
Public Works Director	• Determine extent of damage to government-owned water and wastewater systems and other utilities and estimate the cost of restoration. • 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.
County Appraiser	• Provide estimates of value of damaged and destroyed property to support the damage assessment process.
Chief Financial Officer	• Administer fiscal aspects of the recovery program • Ensure that the financial results of each project are accurate and fully disclosed. • Monitor the source and application of all funds. • Ensure that outlays do not exceed approved amounts for each award. • Maintain information establishing the local cost share. • Ensure that all laws, regulations, and grant requirements are complied with. • Coordinate between the grant managers and the accounting staff. • *These duties are further explained in the Disaster Recovery Manual.*
ISD	• Assess and report damage to its facilities and equipment and the estimated cost of repairs. • Estimate the effects of the disaster on the school district tax base.

County Tax Assessor	• Estimate dollar losses to local government due to disaster. • Estimate the effects of the disaster on the local tax base and economy.
All Departments and Agencies	**Pre-emergency:** • Identify personnel to perform damage assessment tasks. • Identify private sector organizations and individual with appropriate skills and knowledge that may be able to assist in damage assessment. • Participate in periodic damage assessment training. • Participate in using geographic information systems (GIS) that may be used in damage assessment. • Periodically review forms and procedures for reporting damage with designated damage assessment team members. **Emergency** • Make tentative staff assignments for damage assessment operations. • Review damage assessment procedures and forms with team members. • Prepare maps and take photos and videos to document damage. **Post-emergency:** • Identify and prioritize areas to survey. • Refresh damage assessment team members on assessment procedures. • Deploy damage assessment teams. • Complete damage survey forms and forward to the DA Officer. • Catalog and maintain copies of maps, photos, and videotapes documenting damage for further reference. • Provide technical assistance for preparation of recovery project plans. • Maintain disaster-related records.

Readiness Levels

ESF 14 Long Term Recovery Readiness Levels	
Level 4	• See the mitigation and preparedness activities
Level 3	• Alert key staff and volunteer organizations of the current situation. • Fill vacancies on damage assessment teams; conduct refresher training; check team equipment such as cameras.
Level 2	• Notify DDC of the situation. • Brief damage assessment teams and place on standby. • Brief senior staff on the damage assessment process and the need for detailed record keeping of emergency response and recovery activity expenses.
Level 1	• Provide situation updates to the DDC. • Have damage assessment teams ready for deployment.

ESF 15 – External Affairs

Purpose

To outline the organization and procedures for disseminating timely and accurate warnings and/or information to the public and government officials in the event of an impending emergency situation.

Situation and Assumptions

Situation

- This jurisdiction 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.
- 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
- 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.
- 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.

Assumption

- Power outages may disrupt radio and television systems that carry warning messages and provide public instructions.
- 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.
- Electronic news media are the primary sources of emergency information for the general public and should be able to disseminate emergency messages as needed.
- Some people directly threatened by a hazard may ignore, not hear, or not understand warnings being issued.
- Provision must be made to provide warnings to functional and access needs groups such as the hearing and sight-impaired and institutions (i.e. nursing homes and correctional facilities).
- 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.

Concept of Operations

The primary objective of our warning system is to notify key officials 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.

The focal point of the warning function is the Local Warning Point (LWP), which operates around the clock. The Parmer County LWP/PSAP is located in the Parmer County Dispatch Center. The Parmer County Sheriff's Office operates the LWP/PSAP.

- When the ICS is activated for an emergency situation, the IC will normally warn the public in and around the incident site. A designated PIO at the ICP, assisted by the 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 and the EMD or City Manager/Secretary regardless of the command structure – single or unified.
- 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 provided at the end of this section,

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.

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). The following means will be used to provide emergency information and instructions to the public:

- EAS broadcasts by radio, television, and cable companies.
- Special news broadcasts by radio, television, and cable companies.
- Local newspapers.
- PARIS/WENS
- Mobile units with public address systems.
- IPAWS

Local Warning Networks

Receiving Warnings	
National and State Warming Systems	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 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: Attack Warning, Fallout Warnings and Natural and Technological Emergency Warning. 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 SOC in Austin. The State Warning Point further disseminates the civil emergency warnings through the TEWAS. The FEMA National Radio System (FNARS), a network of HF radios, serves as a backup for NAWAS.
Texas Warning System (TEWAS)	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 DPS offices around the state and with seven NWS offices in Texas. • 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 TLETS. Warnings may be disseminated by telephone or radio to those LWPs that cannot be reached by TLETS. • 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.
HSIN	Homeland Security Information Network is an unclassified network which immediately provides the 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 delivers information sharing, and alert notification services to the right people – those that need to know and those that need to act.
Texas Amber Alert	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 law enforcement believe the child is in danger. See the Statewide Texas Amber Alert Network Plan for more information.
NWS	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 NWS also disseminates weather alerts and warnings through the NOAA weather radios available to the public.
State Govt.	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.
Local Govt.	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.
Business and Industry	Companies that suffer a major fire, explosion, hazmat 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.
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.
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.

Dissemination of Warnings to the Public

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, formulate a warning (using pre-scripted messages where possible), and disseminate it. When the EOC has been activated, it will normally determine who needs to be warned and how. The EOC will 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 directly to the media.

Existing Warning Systems

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 attachments below. These pre-scripted messages may be used as written or tailored as needed for specific circumstances.

	Primary Agency	Information Source	Warning System
Responder Dispatch	Parmer County Sheriff's Office	9-1-1 calls, federal and state agencies, national weather service, local officials, businesses, industry, news media.	Radio, EAS NOAA Weather Radio IPAWS Door to Door Warning
Public Warning	Bovina VFD Farwell VFD Friona VFD Lazbuddie VFD Rhea Hollene VFD	National Weather Service, regional emergency manager partners, local officials, businesses, industry, news media, general public	PARIS/WENS Facebook NOAA Weather Radio Door to Door Warning Outdoor Warning System IPAWS
	Parmer County OEM		PARIS/WENS IPAWS
ISD	Bovina ISD Farwell ISD Friona ISD Lazbuddie ISD		PARIS/WENS Facebook

Outdoor Warning System

The outdoor warning system consists of 11 sirens, whose locations and estimated coverage are depicted in this section. The outdoor warning system covers approximately 80% of the city limits and 70% of the population.

Sirens are an outdoor alerting device – they alert the public of possibly harmful situations, but cannot provide instructions. Some people may be able to hear the sirens inside buildings, but sirens are not intended to alert people indoors and other means of communication are necessary. When the sirens are activated, people are expected to seek shelter indoors and turn on their radio or television to obtain further information.

Warning System Test

The PARIS/WENS Mass Notification is used on a routine basis. NOAA weather radio alerts are seasonally launched by the NWS. The above are web-based systems that can be launched from any location with internet access. Lines of succession are established within each agency for warning activation. Outdoor warning sirens will be tested on the first Thursday of every month.

Route Alerting and 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. They also put first responders in harm's way which may delay response times after an event. The Sheriff's Office maintains vehicles equipped for route alerting.

IPAWS

Warnings to Other Governments and Agencies

- The Local Warning Point is responsible for warning adjacent or nearby jurisdictions that may be affected by emergency situations originating within this jurisdiction.
- Local government is also responsible for informing the DDC in Amarillo of major emergencies after time-sensitive warnings have been issued.

Warning Special Facilities and Populations

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

- Visually-impaired: EAS messages on radio, sirens, NOAA weather radio, route alerting, door-to-door notification, PARIS/WENS
- Hearing-impaired: Captioned EAS messages on TV, route alerting, door-to-door notification, PARIS/WENS
- Non-English speaking: Language messages on radio and/or TV, NOAA weather radio, route alerting, door-to-door, PARIS/WENS

Emergency Alert System EAS

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 the 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.

For obvious reasons, 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:

- Severity of situation – EAS warning will aid in reducing loss of life or substantial loss of property.
- Timeliness – Immediate public knowledge is required to avoid adverse impact.
- Alternatives – Other means of disseminating information are inadequate to ensure rapid delivery.

EAS Activation

The following individuals may request activation of EAS:

1) The EMD/EMC
2) The City Manager/Secretary
3) The Sheriff

EAS Stations – EAS stations serving the local area include:

Local Primary Station 1
Call sign: KGNC-AM Frequency: 710
Location: 3505 Olsen
Telephone: (806) 351-8580
Fax: (806) 354-8779

Local Primary Station 2
Call sign: KGNC-FM Frequency: 96.9
Location: 3505 Olsen
Telephone: (806) 351-9801
Fax: (806) 354-8779

Emergency Notifications

- The LWP shall make notifications of routine emergency situations to the department or agency that normally responds to such situations.
- For those emergency situations or potential emergency situations described in the Emergency Notification Matrix below, 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.
- Notifications of emergency situations and other actions taken in response to such notifications shall be recorded in the Communications Log.

Emergency Notification Matrix		
Emergency Situation	**Departments to be Notified**	**Individuals to be Notified**
Weather		
Flash Flood Watch - local area	EMD/EMC	EMD/EMC
Flash Flood Warning – local area	EMD/EMC	EMD/EMC
Flood Watch – local area	EMD/EMC	EMD/EMC
Flood Warning – local area	EMD/EMC	EMD/EMC
Severe TS Watch – local area	EMD/EMC	EMD/EMC
Severe TS Warning – local area	EMD/EMC	EMD/EMC
Tornado Watch – local area	EMD/EMC	EMD/EMC
Tornado Warning – local area	EMD/EMC	EMD/EMC
Winter Storm Watch – local area	EMD/EMC	EMD/EMC
Winter Storm Warning – local area	EMD/EMC	EMD/EMC
Technological Hazards		
Aircraft crash within county/city	SO/FD/EMS/DPS/FAA	Supervisor
Fire – 2 alarm or less	FD/EMS	Supervisor
Fire – 3 alarm+ or county/city facility	FD/EMS	Supervisor
Mass casualty incident	SO/FD/EMS/DPS	Supervisor
Hazmat spill w/ casualties/evacuation	SO/FD/EMS/DPS/TCEQ	Supervisor
Hazmat spill with potential major environmental impact	SO/FD/EMS/DPS/TCEQ	Supervisor
Incident involving potentially contaminated drinking water	SO/FD/EMS/DPS/DSHS/TCEQ	Supervisor
Major explosion	SO/FD/EMS/DPS/TCEQ/ATF/FBI	Supervisor
Utilities		
Electrical outage – 500+ users/2 hrs+	EMD/EMC/EMS	Supervisor
Electrical outage – critical facility	EMD/EMC/EMS	Supervisor
Sewer outage – critical facility	Utility Department	Supervisor
Sewage spill affecting waterways	Utility Dept/DSHS/TCEQ	Supervisor
Water outage – 500+ users/2 hrs+	Utility Dept./FD	Supervisor
Water outage – critical facility	EMD/ Utility Dept./FD	Supervisor
Security		
Security Issues	SO/Local DPS	Supervisor
Major civil disturbance	SO/Local DPS/FBI	Supervisor
Terrorist incident	EMD/EMC	EMD/EMC

Public Information Administration

Records

The PIO shall maintain a file of all news advisories and press releases issued during emergency operations. The PIO shall also compile and maintain copies of newspaper articles, videotapes 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.

Educational Programs

- The principal providers of disaster-related educational materials are FEMA, the ARC, and 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 TDEM also distributes hazard-specific awareness materials periodically throughout the year to local EMDs/EMCs as part of state awareness campaigns.

Collection and Dissemination of Information

Information shall be collected and disseminated as soon as possible by the appropriate personnel. All incidents related information must be approved by the IC prior to dissemination.

- Where an ICP 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 IC or a member of his staff should pass situation information to the PIO for release to the media.
- When an ICP has been established and the EOC has been activated, info from the incident scene will normally be passed to the PIO at the EOC. The PIO will utilize reports from the scene and other available pertinent info to brief the media and prepare news advisories for release to media.
- The Shelter and Mass Care Officer is responsible for collecting information on shelter and mass care activities and providing that information to the PIO.
- The Public Works/Utility representative in the EOC is responsible for obtaining information on the status of utilities and providing it to the PIO.
- Law Enforcement and Public Works/Engineering are responsible for obtaining information on road closures and facility closures and providing it to the PIO.
- The PIO is responsible for collection of information from the IC, 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.
- 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.

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 the incident scene to various news organizations. News media representatives are required to cooperate with response personnel as directed for safety and efficient operation.

Public Information Checklist	
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. 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.	
What Happened	
Nature of Incident or Emergency	
Location	
Time of Occurrence	
Situation resolved or response on-going	
Cause (DO NOT SPECULATE)	
Current Response Actions	
What actions have been or are taken to protect public health and safety and public and private property	
Known Damages	
Homes	
Businesses	
Government Buildings	
College/Schools	
Infrastructure – roads, bridges, parks	
Casualties	
Number dead and apparent cause	
Number injured and nature/severity of injuries being treated	
Number of missing and circumstances	
General identification of casualties; age, sex, situation (homeowner, responder, employee)	
Names of casualties – only released after next of kin have been notified	
Shelter and Mass Care	
Shelters open – name and location	
Approx. # of people housed in shelters	
Mass feeding site or other mass care facilities in operations – name, location, # served	
Status of Utilities	
Electric service	
Telephone Service	
Water system	
Sewer system	
Natural gas distribution	
Evacuations	
Areas and Facilities evacuated	
Approximate number of evacuees	
Road and Facility Closures	
List name/road	
Organizations Responding	
Local government	

State agencies	
Federal agencies	
Volunteer groups	
Means of contacting evacuees	
Red Cross “Safe and Well”	
Family Reunification Center	
Areas to which access is restricted and why	
Restricted areas	
Reentry plan	
For ongoing emergency situations, planned response activities	
In the Recovery Phase	
Disaster assistance programs available	
How to apply for disaster assistance	

Media Contact Roster

The PIO shall maintain a contact roster for the media organizations that are involved in local emergency management programs.

Media Contact Roster	
Radio	**KIJN 1060 AM, 92.3 FM** Farwell, TX Phone: 806-481-3318
	KGNC 710 AM, 97.9 FM Amarillo, TX Phone: 806-355-9801 Fax: 806-354-8779 Email: dan.gorman@kgnc.com
	KGRW 94.7 FM Friona, TX Telephone: 806-355-1044 Fax: 806-457-0642
Television	**KAMR Channel 4** Address: Amarillo Phone: 806-383-3321 Fax: 806-373-6397 Email: mark.mckay@kamr.com
	KVII Channel 7 Address: Amarillo Phone: 806-373-1787 Fax: 806-373-6397 Email: ljefferson@kvii.com
	KFDA Channel 10 Address: Amarillo Phone: 806-383-1010 Fax: 806-383-7178 Email: newsroom@newschannel10.com
Newspaper	**Amarillo Globe News** Address: P.O. Box 2099 Amarillo, Texas 79106 Phone: 806-376-4488 Fax: 806-373-0810 Email: dpackard@amarillonet.com
	Friona Star 916 Main St. Friona, TX 79035 Distribution Area: Friona and Bovina Phone: 806-250-2211
	State Line Tribune 404 Third St. Farwell, TX Distribution Area: Farwell, Bovina, and Lazbuddie Phone: 806-481-3681

Working With the Media

What to do when working with the media:

- Identify your spokesperson beforehand.
- Have a number the media knows to call when they need information.
- Make certain the person answering the phones knows to whom to direct media calls.
- Get all the information you can from those in charge before you talk with the media.
- For large scale or rapidly changing events, consider setting up a routine briefing (e.g. every 30 min., every 4 hrs.). This can reduce the workload and call volume.
- Write out the answers to these questions for **your** use:
  - What happened?
  - When did it happen?
  - Where did it happen?
  - Why did this happen?
  - Who's responsible, involved, injured?
  - How many were hurt or killed? What are their names/ages/addresses?
  - Can I shoot video/take photos? How close can I get?
  - Who can I talk to?
  - What is your agency doing about it?

When you talk with the media:

- Tell the truth and if related to the incident, ensure the IC has approved the information.
- Be courteous and don't play favorites.
- Avoid "off the record" remarks.
- Never say anything you would not want to see printed or broadcast.
- Stay on top of the interview by listening to the reporter's questions.
- Don't accept the reporter's definitions of what happened.
- Pause, think; ask for more time if you need it.
- Respond only to the question you've been asked. Don't speculate.
- Stick to the core message.

Direction and Control

The EMC shall provide general guidance for warning activities and public information.

The EMD, EMC, and/or City Manager/Secretary shall provide general guidance for the Public Information programs and appoint a PIO.

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.

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 this section.

When the EOC has been activated, the EOC staff will normally determine who needs to be warned and how and the EMD, 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.

Lines of Succession

The line of succession for the Warning Function:
Any authorized storm spotter can ask dispatch to activate the sirens. The person that requested the activation is also responsible for the decision to deactivate the sirens.

The line of succession for the PIO for the City and County:
1. City Manager
2. EMD
3. County Commissioners / City Council, based on seniority

Phases of Emergency Management

ESF 15 Phases of Emergency Management		
	Actions	√
Prevention	Establish an effective public warning system and appropriate operating procedures. Adopt new methods of warning that increase the ability to reach citizens not well served by current systems.	
	Conduct public education designed to prevent citizens from taking unnecessary risks, such as Turn Around Don't Drown and Ready, Set, Go!	
Preparedness	Test the local warning system on a regular basis	
	Prepare pre-scripted warning and public instruction messages for known hazards	
	Brief local media on local media on local warning systems and coordinate procedures for transmitting EAS messages to radio and television stations	
	Conduct public education on warning systems and the actions that should be taken to various warnings.	
	Train public information staff and brief local officials and emergency responders on working the media	
	Identify suitable facilities for a Joint Information Center if needed	
Response	Activate local warning systems to alert the public of the emergency situation and provide appropriate instructions.	
	Develop, obtain authorization, and release public information on the emergency situation.	
	Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions.	
	Manage rumor control, especially through social media	
	Conduct news conferences and arrange interviews as needed.	
	Discontinue warnings when no longer required	
Recovery	Advise the public when the emergency situation has been terminated	
	If necessary, provide instructions for return of evacuees and safety information relating to reoccupation of damaged homes and businesses.	
	Advise public of available resources to assist in their recovery. This would include any financial aid that may become available due to the disaster declaration.	
	Compile record of events	
	Assess effectiveness of public information and education program	

Task Assignments

Warning Task Assignments	
EMD, EMC, City Administration	• Outline general policies on warning and emergency public information. • Approve emergency public information to be released to the public through the news media or other means. • Appoint a Public Information Officer • Ensures that a JIC is activated when warranted. • In coordination with the L.E./Fire Chief develop operating procedures for the warning system, coordinating as necessary with other departments and agencies, the NWS, local radio and TV stations, and other organizations. • Assist in the development of pre-scripted warning messages and Special News Advisories. • When the EOC is activated, assist in the development of warning messages and Special News Advisories • In coordination with the PIO, educate the public regarding the use of the warning system. • Identify concerns raised by the public, rumors and other issues involving citizens to the PIO so they may be addressed in the public information activities.
IC	• Manage resources committed to an incident site. • Monitor the status of available resources and request additional resources through the Logistics Section at the ICP.
L.E.	• Develop an adequate warning system. • Staff and operate the local warning point. • In coordination with the EMD, develop and maintain procedures for operation of the warning system, coordinating as necessary with other depts and agencies, the NWS, local radio and TV stations, cable TV, and other organizations. • Provide for maintenance and periodic testing warning system equipment. • Provide units and personnel for route alerting and door-to-door warning when requested.
Fire Department	• Receive and, if necessary, verify and acknowledge warnings of emergency situations. • Make notification to local officials of emergency situations or conditions that could cause such as required. • In accordance with SOP or when directed, activate the warning system to alert and provide instructions to the all sirens under their jurisdiction. • Identify requirements for route alerting and door-to-door warning for areas where other warning systems do not adequately reach the public. • Provide units and personnel for route alerting and door-to-door warning when requested • Develop and maintain hazard specific warning procedures covering receipt, verification, and dissemination.
City	• Report emergency situations to the local warning point that merit warning local officials or the public. • When requested, provide personnel and equipment to assist in route alerting or door-to-door warning • Refer media inquiries during emergency situations to the PIO
Media Outlets	• Disseminate warning messages and Special News Advisories from local govt to the public as rapidly as possible. • Participate in periodic tests of the EAS and other warning systems. • Work with the PIO and EMD on public educational programs relating to emergencies. • Check accuracy of information on emergency operations with the PIO or EMD.

Public Information Officer (PIO)	● In coordination with the EMD and the Law Enforcement/Fire Chief, develop pre-scripted warning messages and public instructions for known hazards. ● When an emergency has occurred, develop warning messages and instructions for the specific situation at hand. ● Develop procedures to facilitate the release of coordinated emergency public information to amplify basic information provided in warning messages. ● Maintain a media briefing area in the area of the EOC. ● Periodically brief the media on local warning systems and warning procedures. ● Represent and advise the IC on all public information matters relating to the management of the incident. ● Ensure the IC approves the release of all incident-related information. ● Coordinate and integrate public information functions across jurisdictions and functional agencies as required. ● Develop accurate and complete information on the incident for both internal and external consumption. ● Coordinate the overall emergency public information efforts of local government. ● Serve as the official City/County representative in the JIC. ● Conduct public education programs as an ongoing activity. ● 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: o 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. o Hazard specific instructions on "where to go and what to do" in an emergency. o Information on how emergency warnings are disseminated and the meaning of warning signals. ● Develop methods (i.e., newspaper supplements, prepared TV/radio scripts for broadcast stations) for distribution of materials to the public, to include materials for non-English speaking groups, if appropriate. ● In cooperation with the EMD, coordinate with broadcasters (radio and TV stations and cable TV) to develop procedures for local govt to disseminate warning messages and emergency information through the broadcast media. ● Authenticate sources of information, verify for accuracy, and obtain authorization before issuing news releases. ● Provide authorized news releases to the media while keeping the EMD/City Manager informed of message content. ● Monitor media coverage of emergency operations for accuracy of reports and issue corrections where necessary. ● Take action to control rumors. ● Brief potential ICs, dept heads and key staff, and EOC staff on basic public info needs and working with the media
Public	• Monitor radio and television and/or NOAA Weather Radio receivers for warnings and take appropriate actions to protect their patients, students, customers, and employees.

Public Information Checklist for Hazmat Incidents	
✓	**Pre-Emergency Phase**
	Review local Hazard Analysis, ESF 1, ESF 10, and Support Annex: Evacuation to obtain information on potential hazmat risk areas and evacuation routes.
	Conduct public education and distribute preparedness materials highlighting local hazmat risk areas, precautionary actions, and protective actions.
	In coordination with the EMD, maintain a set of pre-scripted warning and public instructions messages ready for use.
	Coordinate with school authorities, other PIOs, and local media on policies/procedures for announcing school closures or evacuations.
	Coordinate with special facilities or functional and access needs populations and local media on policies / procedures for announcing closures or evacuations.
	Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	Coordinate with local media to insure thorough understanding of Hazmat response operations and protective actions such as shelter-in-place and evacuation.
	Disseminate evacuation preparedness information to the public.
Readiness Phase	
	Insure PIO receives current information on potential hazmat incidents.
	Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	In coordination with the EMD, update precautionary action and evacuation message(s).
	Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
Emergency Response Phase	
	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.
	Disseminate property protection and evacuation preparedness information to public through the media.
Shelter in Place Actions	
	Release shelter in place recommendation through the media.
	Provide shelter in place instructions to the media.
	Provide maps of geographic area that will shelter in place.
Evacuation Actions	
	Release evacuation recommendation through media.
	Provide evacuation area and evacuation route maps to media.
	Release information on how transportation will be provided for those who lack it.
	Release public instructions on securing property, property protection, and what to take with you.
	Release information to media on shelter and mass care facilities available.
	Release special instructions for those evacuating pets, and insure that you have the information on which shelters will accept pets or available sheltering facilities for animals.
General Actions	
	Release information to media on where persons needing assistance should call.
	Release information on curfews and travel restrictions in effect within evacuation areas.
	Release information on disaster welfare inquiry procedures
	Advise the public not to return to the evacuation/shelter in place area until told to do so by the proper authorities.
	Inform media of emergency response actions and organizations participating.

Post-Emergency Phase	
	Coordinate with law enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	Coordinate with EMD to obtain and release damage/contamination assessments to media, and update them as additional information becomes available.
	Release information to media on return of evacuees and preferred reentry routes, if any
	Release information to media on access controls for damaged areas, if any.
	Provide public information on safety precautions for entering damaged areas and the need to document damage and contact insurance companies.
	Release information on disaster relief/recovery programs and facilities.
	Release information on termination of shelter operations.
	Release information on decontamination activities.
	Release information on volunteer assistance.
	Release information on clean-up/decontamination activities, if needed.
	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.	

Readiness Levels

ESF 15 Warning and Public Information Readiness Levels	
Level 4	• See the mitigation and preparedness activities in the Preparedness section
Level 3	• Monitor the situation. • Inspect warning systems to insure they are fully operational. • Alert EAS stations of the increased threat so they are aware of the situation and can disseminate warnings if necessary. • PIO to check and update Media Contact Roster
Level 2	• Monitor the situation. • 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. • Identify requirements for route alerting and door-to-door warning. • Consider activation of the EOC to provide for increased situation monitoring and to conduct pre-planning. • PIO should consider placing public information personnel on shifts to provide for increased situation monitoring and to conduct additional public information planning
Level 1	• Monitor the situation. • EMD and PIO will update warning messages as need • PIO should update public information materials based on current threat and disseminate. • PIO should provide information to the media on local readiness activities. • PIO should staff public information positions in the EOC or at the ICP when activated. • EMD should place selected off-duty personnel on standby to increase staffing if necessary • Coordinate with EAS stations to determine their readiness. • EMD should designate units for route alerting and door-to-door warning. • EMD activate the EOC for increased situation monitoring, planning, and resource management.

Attachments

The following warning messages and Special News Advisories are provided in this appendix:
Tab A: General Warning Samples
Tab B: National Warning Messages
Tab C: Outdoor Warning System

Tab A: General Warning Samples

Sample messages to be used for warning purposes can be found on the MACC Drive:
https://sites.google.com/view/prpcmacc/emergency-management-coordinator-portal/warning-message-samples

These sample messages include:

- General Guidance for Warning
- Road/Facility Closure Warning
- Shelter-in-Place Warning
- Special News Advisory – Pre-Evacuation
- Urgent Evacuation Warning Message
- Mandatory Evacuation Warning Message
- Special News Advisory – Supplemental Evacuation Information
- Special News Advisory – School and Public Facilities

Tab B: National Warning Messages

Types of National Warning Messages

National warning messages include:

- Attack Warning
- Fallout Warning
- Natural and Technological Emergency Warning

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.

Local Action Upon Receipt of a National Warning Message

- 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.
- 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.
- All national warning messages received verbally (by telephone or radio) should be acknowledged.

National Warning Messages

<u>Attack Warning</u>

- Attack Warnings are issued when there is a threat of attack on the United States or portions of it.
- Incoming message format:
  - "This is the FEMA (Alternate) Operations Center. This is an Attack Warning. Declaration time (date and 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.
- Termination message format:

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

Fallout Warning

- Fallout warnings are intended to warn of radiation hazards resulting from nuclear detonations, accidental mishaps, and/or terrorist incidents.
- 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 4.D.2). b) below.

Natural and Technological Emergency Warning

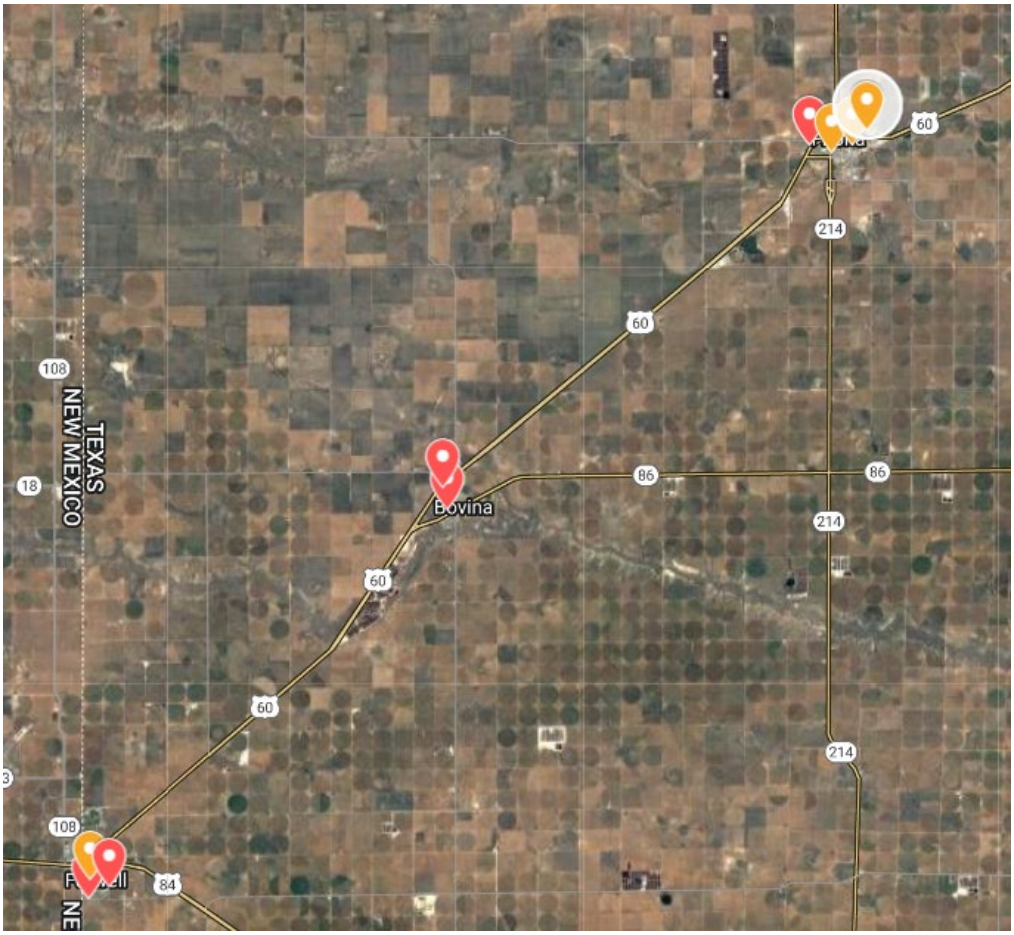
- This type of warning may be issued to cover the following events: major natural disasters, errant domestic missile launch, reentering space debris, volcanic eruption, major dam failure, and other hazards to public health, safety, and property that may threaten a wide area.
- Incoming message format:
  - “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)”
    - There is no specific format for this type of message.

Accidental Missile Launch

- An accidental missile launch by the United States or other countries may generate a Natural and Technological Emergency Warning or a Fallout Warning or both, depending on the type of missile involved.
- Incoming message format:
  - “This is the FEMA (Alternate) Operations Center with an 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.”
  - 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.”
  - 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.”

Tab C: Outdoor Warning System

Parmer County, Texas



Support Annex – Evacuation

Purpose

To provide for the orderly and coordinated evacuation of all or any part of the population if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

Situation and Assumptions

Situation

- There are a wide variety of situations that might require an evacuation of portions of the local area.
  - Limited evacuation of specific geographic areas might be needed as a result of a hazmat transportation accident, major fire, natural gas leak, or localized flash flooding.
  - Large-scale evacuation could be required in the event of a major hazmat spill, extensive flooding or large wild fire.
- State law provides an EMD with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. The EMD may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area.

Assumptions

- Most people at risk will evacuate when local officials recommend that they do so. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or increases in severity. Some individuals will refuse to evacuate, regardless of the threat.
- When there is sufficient warning of a significant threat, many individuals who are not at risk will also evacuate.
- While some emergency situations are slow to develop, others occur without warning. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.
- The majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.
- Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles

Concept of Operations

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.

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 Tab A, has been developed to guide the execution of evacuation operations.

Evacuation Decision Questions

The IC or, for large-scale evacuations, the EOC shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:

Evacuation Decision Questions	Yes/No
What areas or facilities are at risk and should be evacuated? *Comment:*	
How will the public be advised of what to do? *Comment:*	
What do evacuees need to take with them? *Comment:*	
What travel routes should be used by evacuees? *Comment:*	
What transportation support is needed? *Comment:*	
What assistance will populations with access and functional needs require? *Comment:*	
What traffic control is needed? *Comment:*	
Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities? *Comment:*	
How will evacuated areas be secured? *Comment:*	

Hazard Specific Evacuation Planning

Hazard-specific evacuation planning information will be developed for certain known hazards and included as attachments in this section. These attachments will describe the potential impact areas for known hazards, the number of people in the threatened area, and any populations with access and functional needs affected. The attachments will also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas. This attachment is located in Tab B.

Transportation

Individuals: It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. Some people do not own vehicles and others will need assistance in evacuating. Provisions must be made to furnish public transportation during an emergency evacuation.

Emergency transportation may be provided by school buses, ambulances, and other vehicles. 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.

Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or need assistance can reduce the need for public transportation during an evacuation.

Institutional Facilities and Populations with Access and Functional Needs: Public schools normally maintain transportation resources; private schools and day care centers may also have limited transportation assets. Most other institutional facilities rely on commercial or contract transportation companies for their accessible 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.

Warning and Public Information

The IC will normally decide if an evacuation warning should be issued in and around an incident site. The respective EOC or Local Warning Point (see ESF 15 – External Affairs for warning options) will normally disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an imminent threat.

Advance Notice of Possible Evacuation

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.

Advance warning should be made to institutional facilities in a threatened evacuation area as early as possible. Facility staff should also report their periodic status and any needs for assistance to the EOC.

Populations with access and functional needs should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources.

Evacuation Warning

Evacuation warning should be disseminated through all available warning systems.

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.

Institutional facilities may be notified directly by on-scene authorities or by the EOC staff.

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.

Emergency Public Information

Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. 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 and access needs, including individuals with visual or hearing impairments and those with limited English proficiency and non-English speakers.

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.

Institutional Facilities and Populations with Access and Functional Needs

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.

Nursing Homes and Correctional 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.

Medical patients, homeless, registered sex offenders, and prisoners should not be housed in shelter and mass care facilities with the general public.

Schools, Universities, and Day Care Centers
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.

Private schools and day care centers, including adult day care facilities, typically maintain limited transportation resources and may require government assistance in evacuating.

Handling Pets during Evacuations
Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuation. A number of studies indicate that some people, particularly people who are elderly, will not leave their homes if they cannot take their pets with them. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The City Animal Control Officer should coordinate these arrangements. Additional information on housing pets during evacuations or sheltering can be found in ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.

Access Control and Security
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.

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.

Return of Evacuees
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 IC 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 Judge/Mayor and disseminated through the media.

The following conditions should prevail in the evacuated area before evacuees are authorized to return:
- The threat prompting the evacuation has been resolved or subsided.
- Sufficient debris has been removed to permit travel, and roads and bridges are safe to use.
- 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.
- Structures have been inspected and deemed safe for occupancy.
- Adequate water is available for firefighting.

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.

Direction and Control
The EMD has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard.

In situations where rapid evacuation is critical to the continued health and safety of the population, the IC may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.

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

Evacuation Definition

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.

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.

Lines of Succession for Evacuation

The lines of succession for the EMC are outlined in the Preparedness Section of this plan.

Line of succession for each department and agency head shall be according to the standard operating procedures established by each department.

Phases of Emergency Management

Evacuation Phases of Emergency Management		
Phase	**Actions**	√
Prevention Mitigation	• Where possible, undertake mitigation for known hazards that have in the past led to evacuation.	
	• 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.	
	• Seek improvement to preplanned evacuation routes if needed.	
	• Enhance warning systems to increase warning times and reduce the need for hasty evacuations.	
Preparedness	• Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. Determine the population of risk areas and identify facilities that may require additional assistance during evacuation (nursing homes, schools, etc.) to determine potential transportation requirements.	
	• To the extent possible, identify individuals with access and functional needs who would require assistance in evacuating and maintain contact information	
	• Identify primary and alternate evacuation routes, taking into account road capacities	
	• Include evacuations in the scenario of periodic emergency drills	
	• Review special facility evacuation plans to ensure they include realistic transportation arrangements.	
	• 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.	
	• Promulgate procedures for protecting government resources from known hazards by relocating them. Refer to department COOP.	
Response	• Refer to Evacuation Checklist in Tab A.	
Recovery	• Initiate return of evacuees, when it is safe to do so.	
	• Coordinate temporary housing for those who cannot return to their homes	
	• Provide traffic control for return.	
	• Initiative recovery activities for evacuees who have suffered loss of or damage to their homes or businesses.	
	• Carry out appropriate public information activities.	

Task Assignments

Evacuation Task Assignment	
All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.	
EMD	• For emergencies and disasters, issue the order directing citizens to evacuate, when appropriate. • Approve release of warnings, instructions, and other emergency public info relating to evacuation. • Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate. • Direct the relocation of at risk essential resources (personnel, equipment, and supplies) to safe areas. • Direct the opening of local shelter and mass care facilities, if needed.

Incident Commander	• Develop evacuation planning info for known risk areas, including population, and primary evacuation routes.
	• Review evacuation plans of functional and access needs institutions within known risk areas and determine possible need for evacuation support.
	• Coordinate evacuation planning to include:
	  ○ Selection of suitable evacuation routes, based on recommendations from law enforcement.
	  ○ Movement control, based on recommendations from law enforcement.
	  ○ Transportation arrangements.
	  ○ Shelter and mass care arrangements.
	  ○ Demographics of populations with access and functional needs and evacuation support requirements.

Law Enforcement	• Recommend evacuation routes to the IC or EOC staff. • Assist in evacuation by providing traffic control. • Protect property in evacuated areas and limit access to those areas. • Secure and protect or relocate prisoners. • Coordinate law enforcement activities with other emergency services. • Assist in warning the public. • Provide information to the PIO for public news releases on the evacuation routes.
Fire Serv.	• Be responsible for fire protection in the vacated area. • Assist in warning the public and evacuating individuals with access and functional needs as requested.
PIO	• Disseminate emergency information from the EMD advising the public of evacuation actions to be taken. • Coordinate with area news media for news releases.
Public Works	• Provide traffic control devices upon request. • Assist in keeping evacuation routes open. • Provide barricades and barriers to restrict entry to evacuated areas and other controlled areas.
Transportation Officer	• Coordinate transportation for evacuees without vehicles or who may need assistance in evacuating, determining and establishing pickup points if necessary. • Coordinate transportation assistance for the evacuation of institutional facilities and individuals with access and functional needs. • Coordinate all transportation relating to relocation of essential resources. • Provide info to the PIO on pickup points or special pickup routes for those who require transportation.
Shelter Officer	• 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. • For other than short-term evacuations, coordinate with the American Red Cross, and other organizations to open shelters and activate mass care operations.
Med.	• Monitor evacuation institutional facilities such as nursing homes and hospitals and coordinate evacuation assistance, if requested.
Animal Control	• Coordinate arrangements to provide temporary facilities for pets arriving with evacuees. • Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.
Institutional Facilities	• Close and supervise evacuation of their facilities. • Coordinate appropriate transportation for evacuees and en route medical or security support. • Arrange for use of suitable host facilities. • Request emergency assistance from local government if assistance cannot be obtained from other sources. • Ensure assigned personnel are trained and knowledgeable of evacuation procedures. • Disseminate public info to advise relatives and the general public of the status of their facilities and the patients, students, or inmates served by those facilities.

Readiness Levels

Evacuation Readiness Levels	
Level 4	• See mitigation and preparedness activities.
Level 3	• Review information on potential evacuation areas, facilities at risk, and evacuation routes. • Monitor the situation. • Inform first responders and local officials of the situation. • Check the status of potential evacuation routes and shelter/mass care facilities
Level 2	• Monitor the situation. • Alert response personnel for possible evacuation operations duty. • Coordinate with institutional facilities to determine their readiness to evacuate. • Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers. • Advise the public, populations with access and functional needs and institutional facilities to monitor the situation.
Level 1	• Activate the EOC to monitor the situation and track resource status. • Place first responders and transportation providers in an alert status; place off-duty personnel on standby. • Update the status of resources. • Check the status of evacuation routes and pre-position traffic control devices. • Update plans to move government equipment to safe havens. • Select shelter/mass care facilities for use. • 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.

Attachments

Tab A: Evacuation Checklist
Tab B: Potential Evacuation Routes

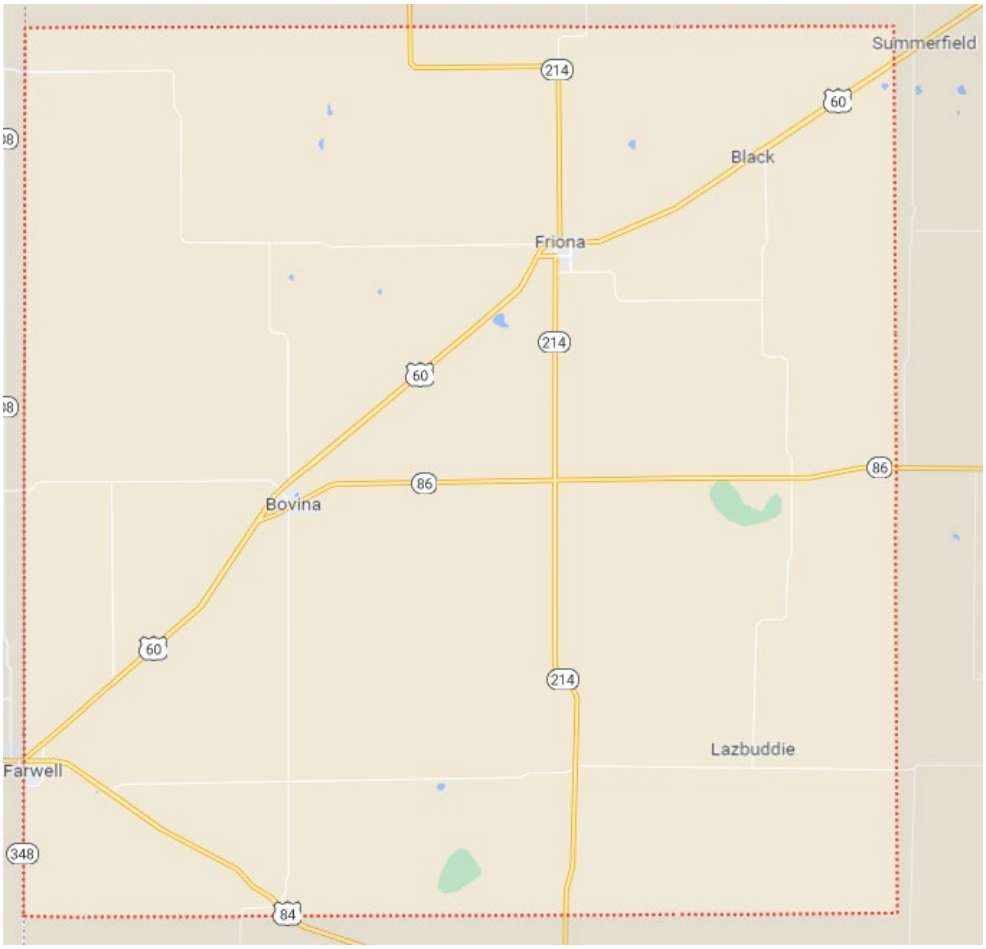
Tab A: Evacuation Checklist

√	General Evacuation Checklist	Assigned
Planning		
	Determine area(s) at risk: • Determine population of risk area(s) • Identify institutional facilities and populations with access and functional needs in risk area(s)	
	Determine evacuation routes for risk area(s) and check the status of these routes.	
	Determine traffic control requirements for evacuation routes.	
	Estimate public transportation requirements and determine pickup points.	
	Determine temporary shelter requirements and select preferred shelter locations.	
Advanced Warning		
	Provide advance warning to institutional facilities and advise them to activate evacuation, transportation and reception arrangements. Determine if requirements exist for additional support from local government.	
	Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See ESF 15, External Affairs	
	Develop traffic control plans and stage traffic control devices at required locations	
	Coordinate with institutional facilities regarding precautionary evacuation. Identify and alert populations with access and functional needs	
	Ready temporary shelters selected for use.	
	Coordinate with transportation providers to ensure vehicles and drivers will be available when and where needed.	
	Coordinate with school districts regarding closure of schools.	
	Advise neighboring jurisdictions that may be affected of evacuation plans	
Evacuation		
	Advise neighboring jurisdictions and the local DDC that evacuation recommendation or order will be issued.	
	Disseminate evacuation recommendation or order to institutional facilities and populations with access and functional needs. Aid in evacuating, if needed.	
	Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	
	Provide amplifying information to the public through the media. Emergency public information should address: • What should be done to secure buildings being evacuated • What evacuees should take with them • Where evacuees should go and how should they get there • Provisions for populations with access and functional needs and those without transportation	
Evacuation (Cont.)		
	Staff and open temporary shelters	
	Provide traffic control along evacuation routes and establish procedures for dealing with vehicle breakdowns on such routes.	
	Provide transportation assistance to those who require it.	
	Provide security in or control access to evacuated areas.	
	Provide Situation Reports on evacuation to the local DDC.	

Tab B: Potential Evacuation Routes

Approximate evacuation time for:
Bovina: 4 hours
Farwell: 4 hours
Friona: 4 hours

Parmer County



Support Annex – Damage Assessment

Purpose

To define the operational concepts, organizational arrangements, responsibilities, and procedures for the accurate assessment and reporting of damage to public and private property resulting from a disaster. The plan identifies the tasks required for local governments, citizens, and businesses to recover from a major disaster.

Situation and Assumptions

Situation

- Several hazardous conditions exist within our jurisdiction that have the potential to cause loss of life, inflict injury, and cause extensive property damage. If a hazardous incident were to occur, a planned assessment and reporting procedure is essential for effective response and recovery operations. Such a procedure is also critical to the success of cost recovery actions initiated during a Presidential Disaster Declaration.
- The ability of emergency response agencies to perform a Rapid Assessment (RA) accurately and within the three hours after a disaster is critical in responding to life-threatening situations and imminent hazards that may impact the community. RA will provide officials with the information necessary to prioritize response activities determine available resources, allocate resources, request mutual-aid, and request State and Federal assistance.
- A coordinated effort to complete the Windshield Survey (WS) needs to be established in an effort to collect accurate as possible, information of damage to private, public and non-profit infrastructure to help populate the Disaster Summary Outline (DSO). This document will need to be sent to TDEM within 72 hours.
- The ability of jurisdictions to perform a coordinated Preliminary Damage Assessment (PDA) within the first week following the disaster is a critical step in requesting state and/or federal assistance and is necessary in requesting a Presidential Disaster Declaration

Assumptions

- A hazardous incident may be slow-developing, or instantaneous. It may be localized or regional in nature. In view of the variability of hazardous impacts, the RA procedures must be flexible and dynamic.
- This plan is designed to be used in a major incident with massive damage. Under these circumstances, it must be anticipated that normal operations of the county, cities, special purpose districts, and other response agencies will be suspended in order to do the most good for the most citizens in as little time as possible.
- A major incident will not only overload the 9-1-1 dispatch center, but also law enforcement and fire communications. All communication systems (e.g., landlines, cell phones, and internet), with the possible exception of satellite telephones and amateur radio, may be inoperative or provide minimal usage.
- A disaster of any magnitude will have a significant impact on transportation. Transportation blockages not only delay the ability to respond to the situation but also the ability to assess the situation.
- The resources available for use during the damage assessment processes are dependent upon the time of day, day of the week, and even the time of the year in which the incident occurs.

Disaster Recovery Program

Disaster Recovery Program	
Pre-Emergency Preparedness	Prior to an emergency, key recovery staff members must be 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. These individuals will be maintained on the Critical Personnel List.
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 EMD 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 this section.
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. The DSO template can be found in this section.
Short Term Recovery Activities	Prior to a federal major or emergency disaster 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 Amarillo. 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 survivors and assign volunteer workers to assist victims and local government.
Post-Declaration Recovery	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.

Concept of Operations

The phrase "Damage Assessment" is used to describe several distinct activities conducted at different times and for different purposes. The importance of the initial local assessment cannot be over emphasized. Since speed and accuracy are essential in obtaining the maximum amount of help in the shortest amount of time, established workable procedures and trained personnel should be in place beforehand, if at all possible.

This Plan identifies the three phases in the damage assessment process.

Phase One – Rapid Assessment (RA)

RA refers to the initial assessment of critical facilities, services, and infrastructure which are critical to government response activities and those which provide essential life-safety and lifeline services (medical facilities, utilities, schools, and facilities with at risk populations).

The basic concept of RA is to do the most good, for the greatest number of people, with the fewest resources, in the least amount of time. To accomplish this purpose, certain policies must be implemented and followed. It is critical to determine a fairly accurate overview of the full extent and nature of the situation to ensure the most beneficial and effective decisions be made regarding incident priorities, deployment of available resources, and requesting of additional outside resources.

In terms of the formal RA, fire and law enforcement agencies, together with public works and both public and private utility departments, play the lead roles, with critical input from community resources. Reporting occurs immediately following a disaster and includes assessment of pre-identified Priority 1 and 2 facilities. Depending on the specific type of incident, the assessment process may take more or less time than anticipated in this plan. It is the goal to have all Priority 1 facilities assessed and reported to the EOC within the first 30 minutes and Priority 2 facilities within 3 hours from the time the disaster occurs. The information obtained is necessarily fragmentary and incomplete, but is required to determine the nature and extent of special assistance which may be required.

All employees of our jurisdiction have a role in RA. Each must first assess his/her personal situation and take whatever steps may be immediately necessary for their personal safety and those around them.

A "windshield survey (WS)" is used during RA and is the first assessment of damage that takes place. It may occur as an incident is still in progress, as with a flood or immediately after, as with a tornado. This is a quick overview of what is occurring, focusing primarily on damage to critical infrastructure. It provides the initial extent and boundaries of the damaged area, the displacement of population, and helps determine the scope of response, i.e. location of emergency shelters that will be necessary.

The windshield survey is designed to:

- Confirm the reported emergency and estimate the overall magnitude of the damage.
- Identify, characterize and quantify populations at risk in the disaster, injured or displaced personnel.
- Identify and classify type of damage.
- Identify access routes and the levels of entry into the affected areas
- Identify damage to critical buildings, infrastructure/facilities.
- Estimate the extent of the damage.
- Identify existing and potential threats.
- Help initially develop the numbers to populate the first draft of the DSO see Tab B. In addition to the DSO, the Public Property Site Assessment Worksheet (DEM – 25)

To facilitate the quick gathering of this critical information under conditions far from ideal, the jurisdiction has been divided as indicated in Tab A: Section Map

Phase Two – Preliminary Damage Assessment (PDA)

PDAs usually begin after RA has been completed and should not interfere with the RA process during the first 3 hours of response. Priority 3 facilities and other public and private businesses and homes are assessed in the PDA process. It is a structured attempt to quantify overall damage to property and the number of people injured or killed. The PDA is used to justify requests for gubernatorial and presidential disaster declarations.

PDAs may be accomplished simultaneously with the windshield survey if it appears that state or federal assistance may be required and data is needed to support a formal disaster declaration by the Governor and/or the President. A quick but accurate assessment of disaster damages, costs, and impacts to the area will be needed.

The EOC Damage Assessment staff is responsible for compiling the necessary information regarding the loss of life, injuries, and general property damage. Damage assessment information will be gathered from local units of government, including special districts such as fire, water, and other utilities. PDAs consist of gathering preliminary estimates in dollars, and general descriptions of the location, nature, and severity of the damage sustained by the public and private sectors. The following further defines the value of and actions associated with the PDA:

- To support claims for public and private property losses under state and federal disaster recovery programs, our jurisdiction and response agencies conduct an assessment of damage to both the public and private sector and submit reports to EOC to begin the process of requesting a Presidential disaster declaration.
- PDAs should be conducted by qualified local inspectors representing both the public and private sectors. Where required, these local teams will be augmented by inspectors from appropriate state and federal agencies.

Depending on the size and complexity of the incident, the PDA process may be coordinated through the Office of Emergency Management if the EOC is not activated.

Phase Three – Building Inspection Damage Assessment (BIDA)

This is a more thorough, professional evaluation of individual building safety and habitability. It is conducted by local building officials or licensed engineers, and may take several weeks to months to complete. This process may be coordinated through the Office of Emergency Management if the EOC is not activated.

Priorities

This plan identifies which facilities, services, and/or infrastructure should be included during RA and PDA phase after an event. The distinction is whether they are critical to responding to an emergency or disaster (i.e., life safety, property and environmental protection), or if they are essential to the continued delivery of key government services, or may significantly impact the public's ability to recover from the emergency.

For those identified as critical or essential, the facility or infrastructure is given a priority rating of 1 or 2. If determined not to be a critical or essential structure, but one that would need to be assessed, the facility is listed as a Priority 3. The priority ratings are used in determining the order in which it will be assessed.

Priorities are identified as listed below:

Priority 1

Critical to response and recovery activities, these are rated as a Priority 1 because law, fire, and public works cannot respond if their own facilities and equipment are damaged. This includes the critical transportation infrastructure system. If responders do not know which routes are open, they will be unable to respond effectively. Priority 1 facilities are assessed during the first 30 minutes following an incident, with responder agents self-reporting directly to the EOC or to the IC for life safety issues. If communication systems are damaged, it may be necessary for fire, law, and/or public works to report via any method available to the IC.

Priority 1 facilities include:

- Critical Response Agencies and Facilities
  - EOC, Government Administration Buildings, Fire Stations, Public Works
- Transportation Routes – Primary (emergency routes for life safety)
  - Bridges or Overpasses, roadways

Priority 2

Related to life-safety and lifeline services (these are medical facilities, high occupancy structures/locations, at-risk populations, schools and essential lifelines – utilities). These facilities are not always occupied and may not be assessed during the RA phase if the disaster occurs when the buildings are not occupied (i.e. nights and weekends). Priority 2 facilities are assessed immediately following the RA of Priority 1's and may either self-report directly to the EOC or be assessed by law, public works, and/or other response agencies. Priority 2 facilities are normally assessed within the first 3 hours following a disaster, if feasible. If communication systems are damaged, it may be necessary for fire, law, and/or public works to report via any communication method available. Some Priority 2 facilities may be assessed at the same time as the Priority 1 facilities if their geographical location allows. Locations with high density or at risk populations are Priority 2 facilities due to residential special needs possibilities, high numbers of residents and minimal unit storage space for supplies that promote self- sustainability.

Priority 2 facilities include:

- Schools (if incident occurs during school hours) both public and private
- Institutional Occupancy Facilities – alzheimer's and dementia care, assisted living, correctional facilities (adult and juvenile), retirement centers, senior apartment complexes, and skilled nursing homes.
- Medical Facilities – clinics, mental health providers, and urgent care facilities
- Assembly and High Occupancy Facilities – apartments and condominium complexes, community centers, designated shelters, government buildings (libraries, fairgrounds, etc.), high-rise facilities, senior citizen's centers, shopping malls, and theaters
- Essential Lifelines – utility providers, telephone providers, water/wastewater treatment plants.

Priority 3

These are facilities essential to the continued delivery of key services, including those which have the potential to significantly impact the public's ability to recover from the emergency. Priority 3 facilities are assessed immediately following the assessment of Priority 1 and 2 facilities. Some Priority 3 facilities may be assessed at the same time as the Priority 1 and 2 facilities if their geographical location allows. Priority 3 facilities may self-assess or be assessed by law and/or public works personnel. Assessment of Priority 3 facilities may take several days to assess and should not be called in to the EOC within the first 3 hours of the event, depending on the type of incident and extent of damage.

Priority 3 facilities include:

- Community resource providers – community centers, feeding sites, food banks, gas stations, grocery stores, hardware stores, newspapers, pharmacies, rent-a-centers, restaurants
- Public service providers – American Red Cross, Salvation Army, other VOADs
- Businesses
- Transportation routes – secondary
- High-risk hazmat locations (Tier II Reports)

Reporting Process and Requirements

Rapid Assessment

All Priority 1 facilities identified on Tab A, Priority Facilities, Services, and Infrastructure List will self-report during normal work hours or if the building is occupied. The EOC will coordinate the assessment of facilities that are not open or occupied when the incident occurs, as appropriate. Priority 1 and 2 facilities may be moved to Priority 3 if the facilities is closed or not occupied (i.e. schools during off hours and weekends, malls during the night, etc.).

Employees and/or volunteers of the jurisdiction will be issued simplified RA forms with priority facilities, services, and infrastructure prior to an emergency or disaster. These forms will be used to collect information during an emergency or disaster, and will then be submitted directly to the EOC or IC utilizing the most effective communication method available.

Participating Community Resources, as identified in Organization and Responsibilities, will similarly report their findings to the EOC using the most effective communication method available at the time.

Preliminary Damage Assessment

Priority 3 facilities can report directly to the EOC, or may be assessed by a DAT or other response agency. Assessment may occur simultaneously with RA, immediately following RA, or several weeks following the disaster.

Public agencies, businesses, and individuals have different reporting processes as identified below:
Public Agencies: The affected public agency must report disaster damage to their local emergency management agency, which in turn will send an assessment team to verify the damage and then document the information on the Site Assessment – Business Losses form within the DSO.

The Governor only has 30 days from the date of the incident to ask for a major disaster declaration. Consequently, you must get damage information to TDEM as soon as possible. Before the state can request a Presidential Disaster Declaration, a PDA must be completed.

At the onset of a disaster, state agencies and local emergency management offices are requested to complete an initial assessment of the damage sustained by the affected public agencies in their jurisdictions.

To prepare the initial assessment, each public agency is asked to complete a PDA Estimates - Site/Category (PA-2) form for each category/type of damage caused by the disaster. The cost estimates from each Category form will be summarized on the PDA Summary (PA-1).

The intent of the forms is to depict the magnitude, impact, dollar damage, and what action is going to be taken to resolve the situation. Local agencies will forward the worksheets and summary forms to the emergency management office for coordination.

The EMD will forward the countywide information to TDEM, PA Program. The completion of these forms will help determine whether a formal PDA should be pursued. If it is determined that a formal Preliminary Damage Assessment should be pursued, federal/state PDA teams will schedule visits with the EMD to coordinate a more formal assessment with the affected jurisdiction.

Individual Assistance – Residences and Businesses

The affected public must report disaster damage to their local emergency management agency, which in turn will send and assessment team to verify the damage and then document the information on the Site Assessment – Housing Losses form within the DSO.

The Governor has only 30 days from the date of the incident to ask for a major disaster declaration. Consequently, you must get damage information to the State as soon as possible. Before the state can request a major disaster, a PDA must be completed.

Building Inspections
Building inspections will be coordinated through the office of emergency management until such time as facility owners are coordinating directly with the State and/or FEMA.

Damage Assessment Teams and Training

It is important to obtain assessment of victim needs and community impacts after a damaging disaster incident. The RA phase is designed to make critical assessment of life safety issues so that responders can be quickly dispatched to the disaster. As the need arises, Damage Assessment Teams (DAT) can be formed and dispatched to the disaster area to provide assistance in assessing the damage. These teams are in no way designed to provide life safety response activities.

In general, Damage Assessment Teams will consist primarily of local government employees and members of non-profit organizations, such as the American Red Cross. When necessary, non-government personnel from the fields of engineering, construction, property evaluation, and related fields can supplement the team. Each team will have a designated leader who will report to the Damage Assessment Unit Leader in the EOC.

DATs may include representatives from the following department or agencies:

- Fire Agencies
- Law Agencies
- Engineering
- Public and Private Utilities
- Public Works
- Tax Assessor's Office

The successful implementation of a DA Program is heavily dependent upon adequate and effective training. The training will assume a "hands on" approach, with emphasis on participation in drills and exercise following initial training. It will also include frequent refresher training to maintain skill levels. A variety of disaster recovery training courses are offered by TDEM and FEMA.

The OEM or the DA Officer will be responsible for the coordination of training for those participating in the damage assessment process. Those individuals assigned duties as the IA Officer and PA Officer should also attend training appropriate to their duties.

Participating agencies are responsible for ensuring their employees participate in the appropriate training.

Administration and Logistics

Reports

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.

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 Tab D to this section and also included in the *Disaster Recovery Manual*.

Records

It is essential that you accurately document the expenses incurred in disaster response and recovery. Accurate documentation will help you to:

- Recover all of your eligible costs.
- Have the information necessary to develop your disaster projects.
- Have the information available, which the state and FEMA will need to see, to validate the accuracy of your small projects.
- Be ready for any state or federal audits or other program or financial reviews.

There are many ways to maintain documentation of your records. What's important is that you have the necessary information, readily available, and that all this information is in a usable format. Your records must be compiled under the Project Number as shown on FEMA's Project Worksheet. The Project Number will be given to you by the PAC.

An online tool called the Disaster Cost Tracker can be easily downloaded and pre-populated with local personnel and equipment to aid in tracking on a daily basis costs associated with the recover. This resources can be found in the Recovery Toolkit at www.r2beready.com/recovery.

A set of six summary records has been developed to assist you to organize your project documentation.

The summary records are:

1. **Force Account Labor Summary Record** – used to record your personnel costs.
    - Paid (Regular and Overtime)
    - Volunteer
2. **Force Account Equipment Summary Record** – used to record your equipment use costs.
    - Owned
    - Rented/leased
    - Volunteered
3. **Material Summary Record** – used to record the supplies and materials that you take out of stock or purchase.
4. **Rented Equipment Summary Record** – used to record the costs of rented or leased equipment.
5. **Contract Work Summary Record** – used to record the costs or work that you have done by contract.
    - Services
    - Repairs
6. **Applicant's Benefit Calculation Worksheet** – used to assist the applicant in calculating the percentage of fringe benefits paid on an employee's salary.

Contracts

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:

- Meet or exceed federal and state procurement standards and must follow local procurement standards if they exceed the federal and state criteria.
- Be reasonable.
- Contain right to audit and retention of records clauses.
- Contain standards of performance and monitoring provisions.
- Fall within the scope of work of each FEMA project.
- Use line items to identify each FEMA project, for multiple project contracts.

The following contract-related documents must be kept:

- Copy of contract
- Copy of PWs
- Copies of requests for bids
- Bid documents
- Bid advertisement
- List of bidders
- Contract let out
- Invoices, cancelled checks, and inspection records

Agreements and Understandings between Local Government and Private Organizations:
Records will be kept of all arrangements to use non-government personnel to perform damage assessment functions.

Release of Information

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

All damage reports and assessment are public documents and are discoverable under Public disclosure. Copies will be made available to citizens who request them. Public disclosure procedures have been established within the jurisdiction which set forth the requirements and guidelines for the review of these documents by private citizens. Care should be given with respect to the disbursal of private citizen information. General information, such as the numbers of homes damaged and their general locations may be provided to private appraisers, insurance adjusters, etc.

Logistics

Depending upon the actual severity of the damage from the incident, it may be difficult to get personnel with damage assessment responsibility to their area of responsibility.

Equipment that is essential to the implementation of this section is largely in place, and can be made available without significant expense.

Public service radio systems (other than fire/law) may need to allocate channels with dispatch personnel for damage assessment information during the initial response.

Public service vehicles with on-duty personnel will be deployed to cover assigned areas of the County as quickly as possible immediately following the incident to conduct RA.

Leadership must ensure that all public service vehicles have the appropriate sector maps, priority 1 and 2 critical response agencies, facilities and transportation routes.

Leadership must ensure that all public service personnel are adequately trained to their response role for executing the RA and PDA phases of the DA plan.

Public utility vehicles may also be deployed to assigned sections of the jurisdiction as quickly as possible immediately following the incident, or during the incident if appropriate.

Direction and Control

Lines of Succession

1. Damage Assessment Coordinator
2. Asst. DA Coordinator
3. EMC

Phases of Emergency Management

Damage Assessment Phases of Emergency Management		
Phase	**Actions**	√
Prevention Mitigation	• Establish, equip, and maintain DA Kits	
	• Identify required DA Leadership and staffing	
	• Make a list of entities by Priorities	
Preparedness	• Prepare maintain maps, forms, reference materials, and other information needed to support damage assessment operations.	
	• Develop and maintain procedures for activating, operating, and deactivating the EOC	
	• Exercise the Damage Assessment function	
Response	• Coordinate damage assessment of public and private property to determine the extent of the damage. • Activate the Damage Assessment Function • Receive record and consolidate all damage assessment reports. Provide data to support the Executive Group declarations of emergency and formal requests for assistance. • Determine unsafe facilities; assess and post all damaged buildings, structures, and facilities for structural integrity and occupant safety. • Provide RA within 30 min for Priority 1 facilities. During RA, the priorities may be altered in order to accomplish the most good, for the most number, with the least resources, in the least time (even though this may result in delaying service/treatment/response to individual citizens/facilities). o Situations involving immediate and serious risk of danger to the public. o The Incident Commander (IC) shall remain in ultimate control of the incident, and OEM shall remain in control of the RA process. o Once activated, RA procedures shall remain in effect until terminated by the IC/OEM. Termination shall be based upon the determination that the incident is, in fact, not of sufficient scope to exceed the available capabilities of the county or at such time as the RA is completed and we have transitioned to the PDA. • Provide RA within 3 hours for Priority 2 facilities. • PDA will begin immediately following RA. In some cases, PDA may be started prior to RA ending, and may take up to 7 days to complete. • Deactivate DA when they are no longer needed.	
Recovery	• Continue DA activation to support recovery operations.	
	• Restock DA supplies if necessary.	

Task Assignments

Damage Assessment Task Assignment	
All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.	
EMD/EMC	• Coordinate activities of participating agencies for the activation and maintenance of this Plan. • Ensure that local damage assessment representatives are appointed and properly trained. • Ensure procedures for relaying information on damages to the EOC are in place and tested regularly. • Ensure the proper equipment is in place to perform damage assessment operations. • If necessary, activate the EOC, ensure a DA Unit Leader is assigned, and that the DA Unit is adequately staffed. • Coordinate damage assessment activities, as necessary during emergency conditions. • Ensure that lines of communication are established with all participating agencies and that damage assessment information is being collected and reported to the EOC during an emergency or disaster. • Ensure all damage assessment reports are completed and filed.
Parks and Recreation	• Assist with RA through the use of on-duty personnel to conduct "windshield surveys" and to check pre-designated priority facilities within designated areas. • Provide a representative to report to the EOC to coordinate and/or assist in the damage assessment process. • Assist with PDA activities, as appropriate. • Function as the lead agency for building inspection activities, as appropriate.
L.E.	• Assist with RA through use of on-duty personnel to conduct "windshield surveys" and to check pre-designated priority facilities within specific patrol beats. Until RA operations are terminated, maintain a policy of placing priority on assessing damage rather than routine law enforcement and crowd/traffic control functions. • Assist with PDA and building inspection activities, as appropriate.
Public Works	• Assist with RA through the use of on-duty-personnel, and implement a policy of placing priority, post incident, to damage assessment rather than routine operations until such time as RA operations are terminated. • Assist with PDA and building inspection activities, as appropriate. • Survey and evaluate damages sustained by the infrastructure, including streets, bridges, and traffic control devices
Utilities	• Assist with RA through use of on-duty personnel and implement a policy of placing priority, post incident, to damage assessment rather than routine operations until RA operations are terminated. Utility personnel will be responsible for self-assessment of their facilities and/or infrastructure and reporting to the EOC. • Assist with PDA and building inspection activities, as appropriate.
Fire Dept.	• Assist with Rapid Assessment through self-assessment and reporting on existing fire resources, facilities, and capabilities available to respond to the incident to the EOC. Fire stations will report their readiness and damage assessment to the ACC, who in-turn will forward the information to the county EOC. • Assist with PDA and building inspection activities, as appropriate.
Schools and Higher Ed.	• Pursuant to pre-arranged agreements, schools will collect their in-house Rapid Assessment data and report that information to the EOC or nearest fire agencies if there are no communication systems available. Individual schools should report to their respective school districts who would report a comprehensive damage assessment to the County EOC. Additionally, cities and other response agencies may assist in the reporting conditions. • Assist with PDA and building inspection activities, as appropriate.
Instl. Facilities	• Pursuant to pre-arranged agreements, these facilities will collect their in-house damage assessment data and report that info to the EOC. Additionally, cities and other response agencies may assist in the reporting of conditions. • Assist with PDA and building inspection activities, as appropriate.
Assembly Structures	• Pursuant to pre-arranged agreements, these facilities will collect their in-house damage assessment data and report that information to the EOC after the first three hours of the event. • Assist with PDA and building inspection activities, as appropriate.
Medical Facilities	• Pursuant to pre-arranged agreements, these facilities will collect their in-house damage assessment data and report that information to the EOC. Additionally, cities and other response agencies may assist in reporting conditions. • Assist with PDA and building inspection activities, as appropriate.

Damage Assessment Coordinator Checklist

√	**Actions and Anticipated Actions should a PA be requested.**
	Make a list of potential Public Assistance/Infrastructure for your jurisdiction. Add Priority status
	Train Damage Assessment Team members in the damage assessment procedure and forms.
	Exercise DA procedures
	Disaster event occurs – local emergency response is initiated
	Activate DA function
	Initial assessment: Can the jurisdictional resources handle the emergency response/damage
	All DA forms will be forwarded to the EOC
	If damage is significant, the EOC will request applicant Damage Assessment on pre-identified Public Assistance/Infrastructure damage assessment forms for each potential applicant. Tab A: Rapid Assessment Form (Please send forms even if the jurisdiction does not meet their threshold. Your numbers could help meet the state threshold!!!)
	The EMD will immediately compile the Public Assistance PDA. There is a 30-day window from the onset of the disaster for the Governor's Request to be sent to FEMA.
	The EMD will total damage for all jurisdictions and prepare a detailed report to Governor and FEMA.
	Governor will make a State Emergency Declaration if the State damages appear to be over your county threshold (Population multiplied by the FEMA factor $4.10) Meeting this threshold would not supersede a finding that damages state-wide fell below the state-wide threshold amount of population multiplied by $1.63.
	If damage statewide meets the FEMA designated threshold, the jurisdiction will request a FEMA federal state and local PDA.
	FEMA will schedule a 3 day period to conduct PDA in the qualifying jurisdiction. Time is of the essence. An applicant representative must be available to accompany the FEMA PDA team. *Exact appointments will not be available.*
	Applicants must have documentation of completed work available for FEMA. Estimated costs on work to be completed will be made by the PDA team comprising of FEMA, TXDOT (if applicable) and local applicant.
	If FEMA verifies that the State meets the threshold, the Governor will Request Disaster Assistance. If your jurisdiction met its county threshold after the FEMA PDA, you will be requested in the Governor's Request.
	FEMA Region VI and then FEMA National must recommend the request before the President will make a disaster declaration for the State of Texas. Funding will be obligated after the President signs the disaster declaration.
	Affected EMD will be faxed or e-mailed the FEMA notice of the Presidential declaration including the designated counties.
	The EMD of designated county will receive notice of the Applicant Briefing Schedule. The County EMD will then inform all applicants of the necessity of attending this meeting.
	After the PA staff has made first/final payments to eligible applicants (after Disaster Field Office has closed) and had time to put together a spreadsheet, information of applicants and payment amounts will be sent to the designated County EMD.

Attachments

Tab A: Priority Facilities, Services, and Infrastructure Listing
Tab B: Rapid Assessment
Tab C: Windshield Assessment
Tab D: Disaster Summary Outline
Tab E: Residential (Housing) Losses
Tab F: Business Losses
Tab G: Public Property Site Assessment Worksheet

Tab A: Priority Facilities for Rapid Assessment

	Facility name	Address	Point of contact	Priority
Government Direction and Control	Parmer County Courthouse			
	Bovina City Hall			
	Farwell City Hall			
	Friona City Hall			
Emergency Response	Vol. Fire Dept. (5)			
	Parmer County Jail			
	EMS (4)			
	Law Enforcement (4)			
Utilities	City of Bovina			
	City of Farwell			
	City of Friona			
Medical	Parmer Medical Center			
	Clinics (3)			
	Nursing Homes and Rehab (2)			
Comms	Windstream Communications			
	West Texas Rural Telephone Coop.			
	Plateau Communications			
Assembly Areas	Bovina ISD			
	Farwell ISD			
	Friona ISD			
	Lazbuddie ISD			
	Community Centers (3)			

**Contact information maintained in the EOC*

Tab B: Rapid Assessment Form

RAPID ASSESSMENT FORM

INSPECTION
Inspector ID: _____ Team Number _____
Inspection Date _____Time: _____AM/PM
Affiliation: _____

REPORT NUMBER :_____ **PAGE** __**of** ___.
Disaster Type: _____
Area(s) Inspected during evaluation
☐ Exterior Only ☐ Interior & Exterior

BUILDING DESCRIPTION *PRINT ALL INFORMATION*
Building Name:_____
Address:_____
_____ Zip Code:_____
Bldg. Contact, Phone:_____
No. of Stories Above Ground: _____
No. of Stories Below Ground: _____
Approx. "Footprint Area": _____
(square feet)
Complete below ONLY for Multi-family units, Apartments, Etc.
No. of Residential Units: _____
No. of Residential Units Not Habitable: _____

TYPE OF CONSTRUCTION:
☐ Wood Frame ☐ Concrete Shear Wall
☐ Steel Frame ☐ Unreinforced Masonry
☐ Tilt-up Concrete ☐ Reinforced Masonry
☐ Concrete Frame ☐ Other:(LIST)_____

PRIMARY OCCUPANCY:
☐ Commercial ☐ Industrial
☐ Educational ☐ Medical
☐ Emergency Services ☐ Offices
☐ Government ☐ Public Assembly
☐ Historic ☐ Residential
☐ Other:(LIST)_____ ☐ Other Residential

EVALUATION **Investigate the building for the conditions below and check the appropriate columns.**

Observed Conditions	MINOR/NONE	MODERATE	SEVERE
Frame Collapse, Partial Collapse, Building off Foundation	☐	☐	☐
Building or Story Leaning	☐	☐	☐
Racking Damage to walls, other serious structural damage:	☐	☐	☐
Falling Hazard, parapet, chimney, cladding, other falling hazards:	☐	☐	☐
Ground or slope movement, severe cracking, subsidence:	☐	☐	☐
Other Hazards - utility systems, threats from other buildings:	☐	☐	☐

ESTIMATED % OF BUILDING DAMAGE **Estimate the % of building damage excluding the contents.**
☐ **None** ☐ **0 - 25%**_____ ☐ **25 - 50%**_____ ☐ **50 - 75%**_____ ☐ **75 - 100%**_____

POSTING
Choose a posting based on the evaluation and team judgment. *SEVERE* conditions which endanger the overall building are grounds for an *UNSAFE* posting. Localized *SEVERE* and overall *MODERATE* conditions may allow a *RESTRICTED USE* posting. Post *INSPECTED* placard at the main entrance only. All other posting placards must be posted at all keyed entrances.
☐ **INSPECTED (GR)** ☐ **RESTRICTED USE (YL)** ☐ **UNSAFE (RD)**
Record any use and/or entry restrictions EXACTLY as printed on Placard: _____

FURTHER ACTIONS Check **ONLY** those boxes that apply.
☐ **Barricades needed in the Following Locations:** _____
☐ **Detailed Evaluation Recommended:** ☐ **Structural** ☐ **Geotechnical** ☐ **Other:** _____
☐ **Other Recommendations:** _____

COMMENTS _____

DAMAGE ASSESSMENT FORM REV.5-04 **FORM # 19**

Tab C: Windshield Assessment

Windshield Assessment								
County		**City**		**Subdivision**		**Disaster Description**		
Date of Assessment		**Team Members**						
	Income Levels	**Affected**	**Minor**	**Major**	**Destroyed**	**% Insurance**	**Business**	**Notes**
Single Family	**Low**							
	Middle							
	High							
Mobile Homes	**Low**							
	Middle							
	High							
Multi Family	**Low**							
	Middle							
	High							
Totals								

Tab D: Disaster Summary Outline (DSO) Form

Disaster Summary Outline (DSO)
Send to the Amarillo DDC:
Fax #: 806-468-1443 or Scan/email to: joseph.minshew@tdem.texas.gov

Date:_____ Time:_____Version #_____

General							
Jurisdiction:		**Population Affected:**					
Type of Disaster:							
If this is a flood event, does the jurisdiction participate in NFIP?				Yes		No	
Inclusive Dates:	State Date:		End Date:				
Was a local disaster declaration issued? *(NA for Agricultural assistance)*				Yes		No	
Contact Person:		**Title:**					
Address:		**Primary Ph #:**					
		Primary Fax #:					
		24 Sheriff Office #:					

Disaster Summary Outline should be updated as needed and submitted to the DDC

Individual Assistance		
Casualties (Contact local area hospitals	Number of Fatalities	
	Number of Injuries	
	Number of Hospitalized	
Number of homes isolated due to road closure (high water, fire, snow, etc.)		
Agricultural Losses (Contact the Farm Service Agency in you county)		
Is agricultural assistance needed? *If yes, please attach USDA Flash Situation Report*	Yes	No

Type of Home	**Destroyed**	**Major Damage**	**Minor Damage**	**Affected**	**% Covered by Insurance**
Single Family Home					
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 open?					Yes	No
Name of Shelter	**Location of Shelter**		**Capacity**	**Current Occupancy**		

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:			
Estimate 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 in the seven damage/work categories listed below

Category	**Subcategory**	**No. of Sites**	**Estimated Repair Costs**	**Anticipated Insurance ***
Debris Clearance			$	$
Emergency (EMS, Fire, L.E.)			$	$
Road and Bridge	Roads- Paved		$	$
	Roads - Unpaved		$	$
	Bridges – Destroyed		$	$
	Bridges – Closed and Repairable		$	$
	Bridges – Damaged and Serviceable		$	$
	Culverts – Totally washed away		$	$
	Culverts – Damaged and still in place		$	$
Water Control Facilities *Dams, levees, dikes)*			$	$
Building and Equipment			$	$
Public Utility Systems (Gas, Electric, Sewer, Water)			$	$
Other: (Recreational Facilities, Airports, etc.)			$	$
Totals			$	$
Total annual maintenance budget (i.e. Public Works, Road and Bridge)				$
Start of Fiscal Year: Month				

Others (Contact non-profit or governmental, medical, emergency, utility, educational, custodial care, 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 to the Amarillo DDC
Fax #: 806-468-1443 or Scan/email to: joseph.minshew@tdem.texas.gov

Housing (Residential) Loss Guidelines	
Destroyed: Structure is permanently uninhabitable and cannot be repaired	
	• Structure is gone, only foundation remains; • Major sections of wall missing or collapsed; • Entire roof gone with noticeable distortion of the walls; • Structure has shifted off or 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 look habitable.	
	• Portions of the roof, including decking, mission; • 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.	
	• Many missing shingles, broken windows and doors; • Siding loose, missing or damaged; • 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.	
	• 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 by whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance

Tab E: Site Assessment – Housing Loss Form

Site Assessment – Housing Losses				Page of
County:		**City:**		
Incident:		**Incident Period:**		
Date of Survey		**Damage Assessment Team**		

Ref No	Name Address Ph #	Type of Structure **SF MH MF**	Damage Category **D**estroyed **Ma**jor **Mi**nor **Af**fected	Water Level in structure **(Inches)**	Estimated Income **High Middle Low**	Is Structure Occupied **Y/N**	Status **O**wn **R**ent	Residence **P**rimary or **S**econdary	Fair Replacement Value	Estimated Loss $	Anticipated Insurance $	Amount of Uninsured Loss $	% of Uninsured Loss
									Structure				
									Contents				
									Structure				
									Contents				
									Structure				
									Contents				
									Structure				
									Contents				
									Contents				
Totals		**SF** **MH** **MF**	**D** **Ma** **MI** **Aff**		**H** **M** **L**	**Y** **N**	**O** **R**	**P** **S**	Structure Contents	$	$	$	

Instructions for Site Assessment – Housing Losses

County: where the damage is located

City: if in the corporate limits

Incident: Note the type of incident

Damage Assessment Team Members: Identify the team members by name

Incident Period: Date/s of the incident

Date of Survey: Date(s) of the survey

Page of: for multiple pages

Ref NO: Reference number (for local use)

Name of occupant, street address and phone number

Type of Structure: SF – Single Family, MH – Mobile Home, MF – Multi-Family

Damage Category: Destroyed, Major, Minor, Affected

Water Level in Structure: Water level in inches

Estimated Income: High, Medium, Low

Is Structure Occupied: Yes or No

Status Own or Rent: Own or Rent

Primary or Secondary Residence: Primary or Secondary

Fair Replacement Value: Structure and Contents

Estimated Loss: Estimated loss of structure and contents

Anticipated Insurance $: Anticipated amount occupant will receive

Amount of Uninsured Loss $: Amount of structure or contents that will not be covered

% of Uninsured Loss: $\frac{\text{Dollar value of uninsured loss}}{\text{Fair replacement value}}$ = Percent of uninsured loss

Tab F: Site Assessment – Business Loss Form

Site Assessment – Business Losses				Page of
County :		**City:**		
Incident :		**Incident Period:**		
Date of Survey:		**Damage Assessment Team**		

Ref. NO	**Name of Business Name of Tennant/Owner Type of Business Street Address Phone No.**	**Estimated days out of operation**		**Employees**	**Fair Replacement Value**	**Estimated Dollar Loss**	**AMT of Anticipated Insurance**	**% of Uninsured Loss**	**Breakdown on Uninsured Loss**	
		NO	**UI**						**<40% MIN**	**>40% MAJ**
					Contents $_____ Structure $_____ Land $_____	$_____ $_____ $_____	$_____ $_____ $_____			
					Contents $_____ Structure $_____ Land $_____	$_____ $_____ $_____	$_____ $_____ $_____			
					Contents $_____ Structure $_____ Land $_____	$_____ $_____ $_____	$_____ $_____ $_____			
					Contents $_____ Structure $_____ Land $_____	$_____ $_____ $_____	$_____ $_____ $_____			
					Contents $_____ Structure $_____ Land $_____	$_____ $_____ $_____	$_____ $_____ $_____			

Instructions for Site Assessment – Business Losses

County: where the business is located

City: if in the corporate limits

Incident: Note the type of incident

Damage Assessment Team Members: Identify the team members by name

Incident Period: Date/s of the incident

Date of Survey: Date(s) of the survey

Page of: for multiple pages

Ref NO: Reference number (for local use)

Name of business, tenant/owner, type of business, street address and phone number Note if the business is renting building space, the building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.

Estimated Days Out of Operation: Estimated days business will be out of operation

Employees: Total number of employees
NO. & UI: Number of employees in which unemployment insurance is carried

Fair Replacement Value: 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.

Estimated Dollar Loss: Based on contents, Structure and Land

AMT of Anticipated Insurance: Anticipated insurance is normally calculated by subtracting any deductible, depreciated or uncoverable loss from the estimated repair cost.

% of Uninsured Loss: Uninsured loss for this purpose is the dollar amount of damage less any insurance received to repair that damage.

$$\frac{\text{Dollar value of uninsured loss}}{\text{Fair replacement value}} = \text{Percent of uninsured loss}$$

If % of Uninsured Loss is less than 40%, it is considered minor damage

If % of Uninsured Loss is greater than 40%, it is considered major damage

Tab G: Public Property Site Assessment Worksheet

GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT
TEXAS DEPARTMENT OF PUBLIC SAFETY
PUBLIC PROPERTY SITE ASSESSMENT WORKSHEET

DEM-25 (01/05) PG____of _____

KEY FOR DAMAGE CATEGORY (Use appropriate letters in the "category" blocks below)

A. DEBRIS CLEARANCE	D. WATER CONTROL FACILITIES	G. OTHER
B. PROTECTIVE MEASURES	E. BUILDINGS AND EQUIPMENT	
C. ROAD SYSTEMS	F. PUBLIC UTILITY SYSTEM	

SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE

Public Assistance Damage Assessment Checklist
(To Prepare for State and/or Federal Inspectors)

In order to expedite the damage assessment process, applicants should take the following steps before the arrival of the State and Federal assessment team:

1. Mark the location of each damage site on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the seven categories of work, listed on the front of this worksheet. All damage sites should be identified by the applicant before the inspectors arrive.

2. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired/surveyed.

3. Have photographs, site sketches or drawings of each damage site available for the inspectors (especially where work has already been performed).

4. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed on a daily basis.

5. Record force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for review and inspection by the survey team.

6. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.

7. Be prepared to describe to the inspectors which sites will be repaired by contract and those which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the inspectors.

8. Provide inspectors with policy information on insurance coverage and any proceeds received or anticipate

Support Annex – Pandemic

Purpose

To provide a management framework for County and the cities within to effectively respond to a pandemic influenza, a novel virus, or any other communicable disease with the ability to efficiently transmit between humans.

Situation and Assumptions

Situation

- A Pandemic is an outbreak of a disease that occurs over a wide geographic area (such as multiple countries or continents) and typically affects a significant proportion of the population.
- Emerging infectious diseases with pandemic potential affecting humans will emerge with little or no warning.
- Public demand for health and medical information and services will increase during a pandemic. Officials will need a reliable form of communication available at all times.

Assumptions

- Establishment of alternative care sites may be necessary to supplement local healthcare systems.
- The outbreak may occur in waves of several weeks' duration each.
- During the begin stages of a pandemic, data on the communicable disease and treatment options may not be readily available, especially if it's a novel disease.
- The first case could happen in this jurisdiction or a neighboring county, leaving little time to prepare and learn from other cities and states.
- A vaccine or other pharmaceutical drug used to mitigate the disease could take months to years to develop, test, and produce.
- Necessary PPE and other medical supplies may be hard to obtain, especially during the beginning stages of a pandemic.
- Asymptomatic or minimally symptomatic people may transmit infection.

Concept of Operations

A pandemic situation can extend months to years after the onset of the disease, and the repercussions can last even longer. Therefore, jurisdictions must take action to mitigate the disease threat effectively and efficiently before the situation becomes more uncontrollable. To ensure responders at all levels make effective, consistent, and timely decisions, the state uses a number of tools to provide a common operating picture.

These coordination tools include, but are not limited to:

- Situation Reports
- Incident Action Plans
- WebEOC
- Epi-X
- EMResource
- Conference Calls
- TX Red Sky (DSHS)

Additionally, the Texas Panhandle region has the PARIS Mass Notification tool, to communicate with the public, the Multi-Agency Coordination Center (MACC), to coordinate resources and response, and the Panhandle Regional Advisory Council, at their disposal whenever needed.

The EMC for the jurisdiction will work in conjunction with the Local Healthy Authority and DSHS to monitor the pandemic situation. The EMC will relay information, as needed, to the County Judge and/or Mayors to help inform their decisions.

It is important to note that other disasters and emergencies will happen during an on-going pandemic. Consideration should be given to the policies and procedures that need to be in place to effectively handle both a pandemic and another emergency at one time.

Non-Pharmaceutical Interventions

During a communicable disease outbreak, there are different approaches to limiting the spread of the disease. Pharmaceutical (drug) interventions, such as vaccines and anti-viral medications to prevent the disease or its complications may not be available in the quantities needed to make a significant contribution toward reducing mortality.

Non-pharmaceutical interventions (NPIs) are the most important tool that local jurisdictions have to reduce the spread of a communicable disease outbreak. Types of NPIs include:

Community NPIs can include:

- Patient cohorting (e.g. ill patients away from well patients in long-term care facilities)
- Sheltering in place (can be due to biological, chemical, or radiological event)
- Halting public transportation
- Restricting travel (e.g. air, train, car)
- Evacuation/relocation
- Facility closures (e.g. schools, childcare centers, theaters)
- Mass gathering cancellations (e.g. concerts, festivals, conferences)

Environmental NPIs can include:

- Routine surface cleaning
- Waste management

These NPIs should be implemented at the discretion of the EMD, following guidance from the Local Health Authority, DSHS, and CDC.

Isolation and Quarantine

Isolation and quarantine planning efforts must incorporate and address the unique needs and circumstances of vulnerable populations that are economically disadvantaged, homeless, have limited language proficiency, and have access and functional needs. Large scale isolation and quarantine events will require the participation of many public health resources, including workforce resources, as well as coordination with multiple community, health care, and first responder agencies. Large scale isolation and quarantine events will also require the participation of the DSHS, especially with respect to identification of facilities and resources.

Vaccine

Depending on the type and severity of the communicable disease, its possible that a vaccine would be effective in mitigating the spread between people. However, if the disease is a novel virus or new strain of a known virus, the vaccine would have to be developed in a laboratory, taken through clinical trials, and then released to the public. This process could take many months.

If there are reports of a vaccine being developed to combat the communicable disease this jurisdiction is facing, the EMD will work with the Local Health Authority and DSHS to come up with a distribution plan. This distribution plan should give guidance on which groups (e.g. healthcare workers, elderly community, essential personnel) get priority vaccinations. It should also outline who will be in charge of the administration of the vaccine (e.g. hospitals, clinics, pharmacies, health department), how the public will schedule their vaccinations, and how record-keeping will work. This distribution plan should be done as early as possible, but at least one week before receiving vaccine doses to allow for training and public notice.

Direction and Control

The EMD for each jurisdiction has the primary responsibility for pandemic response. Any local disaster declarations or other executive orders needed to facilitate the response must be made by the County Judge

or City Mayor. Additionally, many of the community non-pharmaceutical interventions listed in the Concept of Operations section would require an executive order to be effective.

Lines of Succession

Although there are many necessary roles during a pandemic, the primary decision-making position is held by the EMD and EMC for each jurisdiction. The lines of succession for both of these roles are outlined above in the Preparedness Section of this plan.

Readiness Levels

Pandemic Readiness Levels		
	Disease Progress	**County/City Response**
Level 5	**Widespread cases in County/City** Significant number of confirmed cases of communicable disease in the County/City	• Work with Local Health Authority to implement procedures to help contain the communicable disease • Keep in contact with hospital and local emergency services to help provide any additional resources needed • Daily updates from Emergency Management to City and County Officials as seen fit
Level 4	**Widespread Cases in Texas Panhandle** Significant number of confirmed cases of communicable disease in Texas Panhandle	• Activate EOC to monitor the situation, track cases and resources • Keep in contact with hospital to help provide any additional resources needed • Work with local officials and industry partners to begin split-shift and work-from-home solutions for non-essential workers • Implement plan for critical facilities and systems to remain operational • Daily updates from Emergency Management to City and County Officials as seen fit
Level 3	**First Case in Texas** Confirmed case of communicable disease in person who has not recently travelled outside the state of Texas	• Follow and promote guidance from DSHS and CDC to the public, using executive orders where necessary • Work with local hospital to provide any resources necessary • Work with local officials and industry partners to prepare guidelines for employees to work from home and/or assign split-shifts • Prepare critical facilities and systems for continued operation • Prepare non-critical facilities and systems for shut-down if necessary • Activation of EOC at EMD's discretion • Bi-weekly updates from Emergency Management to City and County Officials
Level 2	**First Case in the U.S.** Confirmed case of communicable disease in the U.S.	• Work with city and county facilities and local industry on continuity plans • Identify and maintenance critical facilities and systems • Confer with Local Health Authority and decide if screening of 911 calls is necessary • Weekly updates from Emergency Management to City and County Officials
Level 1	**Increased Threat** Confirmed cases of communicable disease in the international community	• Inventory supplies • Work with the Local Health Authority and advise emergency services of disease, symptoms, precautions, etc. • Weekly updates from Emergency Management to City and County Officials
Level 0	**Normal Operation** No known cases	• Continue normal operations unless given direction by CDC or DSHS

***The term "significant number" will be defined with each novel virus/infectious disease on a case-by-case basis, depending on infection rates, incubation period, transmission rates, and fatality rates. Tab A of this section provides a chart to track these numbers, which will facilitate decision-making.**

Level 0—Normal Operations

This phase is ongoing and continues until there are confirmed cases of a novel virus/infectious disease in the international community. Please refer to other guidelines on normal operations and how to proceed. In this phase, steps may be taken to mitigate the threat of a novel virus/infectious disease if advised by DSHS and/or the US CDC.

Level 1—Increased Threat

The jurisdictions will move into this phase once there are confirmed cases of a novel virus or infectious disease within the international community. In this level, the city will begin working with the hospital to take inventory of supplies and order any necessary items. It is possible that supplies will be hard to get when the novel virus/infectious disease begins to spread within the U.S. so an early inventory is crucial. The jurisdictions will also review existing regulations, plan, and policies, updating if necessary. The jurisdiction will also work with local EMS/Fire/Law Enforcement officials to advise emergency services of the novel virus/infectious disease, symptoms, precautions, etc. Emergency Management will update City and County Officials on the status of the situation through email, phone call, or in-person, whichever is deemed appropriate, on at least a weekly basis.

Level 2—First Case in the United States

Once there has been a confirmed case in the United States, the jurisdictions will move into this second level of preparedness and response. The jurisdictions will communicate with city and county facilities and local industry about continuity plans and advise them to make plans for their employees to telecommute if possible. The jurisdictions will run maintenance on those critical systems to ensure they are in top condition. The jurisdictions will also identify and cross-train individuals from various departments on the critical systems and how to keep them operating. Its possible that the normal system operators could be affected by the novel virus/infectious disease and would not be able to work, which is why cross-training other employees is essential. Emergency Management will work with the Local Health Authority to determine if there is a need to screen 911 calls for symptoms similar to the novel virus/infectious disease. Emergency Management will update County and City officials on the status of the situation through email, phone calls, or in-person, whichever is deemed appropriate, on at least a weekly basis.

Level 3—First Case in Texas

Once there has been a confirmed case of the novel virus/infectious disease in Texas, the jurisdictions will move into level three. The jurisdictions will prepare communications to disseminate to the public that align with guidance from CDC and DSHS. Within the local government, preparations will begin to reduce operations to critical systems, if necessary, and plans will be made for telecommuting for non-essential personnel. The jurisdiction will also prepare for split-shifts for essential personnel to reduce the number of people coming into contact with each other. The split-shifts may be activated in a higher level if needed. The jurisdictions will cancel city-sponsored events and may ban social events of a certain number as deemed fit. The EOC, or virtual counterpart, will be activated at the discretion of the EMD. Emergency Management will update City and County Officials on the status of the situation through email, phone call, or in-person, whichever is deemed appropriate, on at least a bi-weekly basis.

Level 4—Widespread Cases in Texas Panhandle

Once there are widespread cases in the Texas Panhandle, the jurisdictions will move into a level 4 phase. At this point, the EOC will be activated if it hasn't already been put in place. The jurisdictions will start split shifts for essential personnel and move all non-essential personnel to telecommuting options as deemed necessary. Non-critical systems and processes may be shut down at the discretion of the EMD. The jurisdiction should be in regularly disseminating information on the situation, echoing the messages from DSHS, CDC, and other authorities. Emergency Management will update

City and County Officials on the status of the situation through email, phone call, or in-person, whichever is deemed appropriate, on at least a daily basis, as needed.

Level 5—Widespread Cases in City/County

Once there are widespread cases within the jurisdiction, the city will move to this final level. The jurisdictions will work with the Local Health Authority and DSHS in any capacity needed. Emergency Management will update City and County Officials on the status of the situation through email, phone call, or in-person, whichever is deemed appropriate, on at least a daily basis, as needed.

Attachments

Tab A: Communicable Disease Data Table

Date	Number of Cases	Number of Deaths	Mortality Rate (Deaths/Cases)	Number of Cases per 100K	Number of Deaths per 100K	Incubation Period (CDC)

Authorities

Federal

- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 CFR
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act of 2002
- Homeland Security Presidential Directive. *HSPD-5,* Management of Domestic Incidents
- Homeland Security Presidential Directive, *HSPD-3,* Homeland Security Advisory System
- National Incident Management System
- National Response Framework
- National Strategy for Homeland Security, July 2002
- Nuclear/Radiological Incident Annex of the National Response Framework
- Presidential Policy Directive 8 – National Preparedness
- OSHA Regulation 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response.*
- 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)
- Public Law 96-510, *Comprehensive Environmental Response Compensation and Liability Act of 1980.*
- Public Law 99-499, *Emergency Planning and Community Right to Know Act of 1986.*
- 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response.*
- 40 CFR 68, *Clean Air Act.*
- 40 CFR 261, *Resource Conservation and Recovery Act*
- Public Law 104-201, Defense Against Weapons of Mass Destruction Act.
- Terrorism Annex to *the National Response Framework*
- National Response Framework- Nuclear/Radiological Incident Annex, NUC-3
- *Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents*
- *Homeland Security Presidential Directive. HSPD-7, Critical Infrastructure, Prioritization, and Protection*
- *Presidential Policy Directive. PPD-8, National Preparedness*

State

- Government Code, Chapter 418 (Emergency Management)
- Government Code, Chapter 421 (Homeland Security)
- Government Code, Chapter 433 (State of Emergency)
- Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- Executive Order of the Governor Relating to Emergency Management
- Executive Order of the Governor Relating to the National Incident Management System
- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- *The Texas Homeland Security Strategic Plan,* Parts I and II, December 15, 2003
- *The Texas Homeland Security Strategic Plan*, Part III, February 2004
- Texas State Emergency Communications Committee, *Texas Emergency Alert System Plan*
- Amarillo District Emergency Communications Committee*, Local Emergency Alert System Plan.*
- Annex D, Radiological Emergency Management, to *the State of Texas Emergency Management Plan*.
- Texas Code of Criminal Procedure, Part 1, Chapter 49, Inquests on Dead Bodies
- Texas Local Government Code, Chapter 203 (Management and Preservation of Records)
- Texas Government Code, Section 418.023, Clearance of Debris.
- 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).
- Texas Health and Safety Code, Chapter 502, *Texas Hazard Communication Act.*
- Texas Health and Safety Code, Chapter 505, *Manufacturing Facility Community Right-to-Know Act.*
- Texas Health & Safety Code, Chapter 506, *Public Employer Community Right-to-Know Act.*
- Texas Health and Safety Code, Chapter 507, *Non-manufacturing Facilities Community Right-to-Know Act.*
- Texas Local Government Code, Chapter 203 (Management and Preservation of Records), and Chapter 229 (Miscellaneous Regulatory Authority of Municipalities).

Local

- Inter-local Agreements & Contracts. See the summary in Attachment 6.

Agreements and Contracts

Summary of Agreements and Contracts Pertaining to Emergency Response				
	Name	**Description**	**Authorized to Initiate**	**Signed Date**
Regional	Regional Response Plan (RRP)			
	Regional Mutual Aid Plan			

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Acronyms

AAR	After Action Report
ACS	Adventist Community Services
AOR	Area of Responsibility
ARC	American Red Cross
B/C	Benefit/Cost
BSOC	Border Security Operations Center
CAA	Clean Air Act
CATV	Cable TV
CBO	Community-Based (Volunteer) Organization (see VOLAG)
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosives
CCP	Crisis Counseling/Crisis Counseling Program
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CIS	Criminal Intelligence Service
CISM	Critical Incident Stress Management
COG	Councils of Government
COOP	Continuity of Operations Plan
Co-Op	Cooperative
CRT	Computer Response Team
CVC	Crime Victim's Compensation
DA	Damage Assessment
DC	Donations Coordinator
DD	Disaster District
DDC	Disaster District Committee
DEM	Division of Emergency Management
DHS	U.S. Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Services Team
DOE	(US) Department of Energy
DPS	Department of Public Safety
DRC	Disaster Recovery Center
DSG	Donations Steering Group
DSHS	Department of State Health Services
DWI	Disaster Welfare Inquiry
EAS	Emergency Alert System
EHS	Extremely Hazardous Substances
EMC	Emergency Management Coordinator
EMP	Electromagnetic Pulse
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations or Operating Center
EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
ERG	Emergency Response Guide (U.S. Department of Transportation)

FAOC	FEMA Alternate Operations Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
FMA	Flood Mitigation Assistance Program
FNARS	FEMA National Radio System
FNSS	Functional and Access Needs Support Services
FOC	FEMA Operations Center
GIS	Geographical Information System
GLO	General Land Office
GPS	Global Positioning System
Hazmat	Hazardous Material
HC	Hazardous chemicals
HHSC	Health and Human Services Commission
HMC	Hazard Mitigation Coordinator
HMGP	Hazard Mitigation Grant Program
HMT	Hazard Mitigation Team
HS	Hazardous substances
HSIN-CI	Homeland Security Information Network-Critical Infrastructure
HSOC	Homeland Security Operations Center
HSPD-5	Homeland Security Presidential Directive 5
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
IT	Information Technology
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JP	Justice of the Peace
LEPC	Local Emergency Planning Committee
LWP	Local Warning Point
MAP	Mitigation Action Plan
ME	Medical Examiner
MHE	Materials Handling Equipment
MSDS	Material Safety Data Sheet
MUD	Municipal Utility District
NAWAS	National Warning System
NDMS	National Disaster Medical System
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRC	National Response Center
NRF	National Response Framework

NWS	National Weather Service
OAG	Office of the Attorney General
OSHA	Occupational Safety & Health Administration
PA	Public Assistance (Program)
PDM	Pre-Disaster Mitigation Program
PIO	Public Information Officer
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PUC	Public Utility Commission
RA	Rapid Assessment
RACES	Radio Amateur Civil Emergency Service
RCP	Radiation Control Program
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
RO	Radiological Officer
RPP	Radiation Protection Program
RRC	Railroad Commission
RRP	Regional Response Plan
RRT	Regional Response Team
RSA	Resource Staging Area
SAR	Search and Rescue
SARA III	Superfund Amendments and Reauthorization Act of 1986, Title III (Also known as EPCRA)
SCC	State Crisis Consortium
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SMRAP	The Southern Mutual Radiation Assistance Plan
SOC	State Operation Center
SONS	Spill of National Significance
SOP	Standard Operating Procedures
TAC	Texas Administrative Code
TAHC	Texas Animal Health Commission
TAMFS	Texas A&M Forest Service
TCEQ	Texas Commission on Environmental Quality
TCRA	Texas Community Right to Know Act(s)
TDEM	Texas Division of Emergency Management
TDSR	Temporary Debris Storage and Reduction
TEEX	Texas Engineering Extension Service
TEWAS	Texas Warning System
TFC	Texas Fusion Center
TGC	Texas Government Code
TLETS	Texas Law Enforcement Telecommunications System
TRCIP	Texas Radio Communications Interoperability Plan
TRRN	Texas Regional Response Network
TSA	The Salvation Army
TxDOT	Texas Department of Transportation

TXMHMR	Texas Department of Mental Health & Mental Retardation
TX-TF1	Texas Task Force 1
UC	Unified Command
US&R	Urban Search and Rescue
USDA	United States Department of Agriculture
VFD	Volunteer Fire Department
VOAD	Voluntary Organizations Active in Disaster
VOLAG	Voluntary Agency (charitable organization that meets the provisions of IRS Code 501(c)(3))
WMD	Weapons of Mass Destruction
WS	Windshield Survey

Definitions

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.

Acute exposure. Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.

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.

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.

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 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.

Area of Responsibility. The entire area covered by our comprehensive Emergency Management Plan that is: [Describe the area covered}

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.

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.

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.

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.

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.

Cold Zone. The area outside the Warm Zone (contamination reduction area) that is free from contaminants.

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).

Counter-terrorism Activities. Use of offensive measures to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.

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.

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.

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.

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.

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 NRF.

Debris Clearance. Clearing roads of debris by pushing debris to the roadside.

Debris Disposal. Placing mixed debris and or the residue of debris volume reduction operations into an approved landfill.

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.

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 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.

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 Councils. 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.

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.

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.

Disaster Mortuary Services Team. A team of mortuary service and medical personnel that provide mortuary and victim identification services following major or catastrophic disasters.

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.

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.

Donations refer to the following:

1. Cash: Currency, checks, money orders, securities, etc.
2. Goods: Food, water, clothing, equipment, 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.).

Electric Cooperatives. Member- owned non-profit electric utilities.

Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.

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.

Expedient Evacuation. Evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander (IC) at the scene.

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.

Functional and 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.

Functional and Access Needs Support Services. Services that enable children and adults with or without disabilities who have access and functional needs to maintain their health, safety, and independence in a general population shelter.

Hazard. The chance that injury or harm will occur to persons, plants, animals or property.

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.

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.

Hazard Event. Any occurrence in which people and/or property are adversely affected by the consequences of a natural or man-made hazard.

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.

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.

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.

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.

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.

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.

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).

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.

Institutional 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.

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.

Joint Information Center. A facility, established to coordinate all incident-related public information activities, authorized to release general medical and public health response information delivered by a recognized spokesperson from the public health and medical community.

Local Computer Network. Local, Metropolitan, or Wide-Area Networks.

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.

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 Councils 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.

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.

National Disaster Medical System. A coordinated partnership between Department of Homeland Security (DHS), Department of Health and Human Services Commission, Department of Defense, and the Department of Veterans Affairs for the purpose of responding to the needs of victims of a public health emergency. Non-federal participants include major pharmaceutical companies and hospital suppliers, the national Foundation for Mortuary Care, and certain international disaster response and health organizations.

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.

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.

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.

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.

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.

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.

Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster ensuring the needs of the whole community are addressed.

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.

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.

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.

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, institutional 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.

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.

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.

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.

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.

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.

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.

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.

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).

State Warning Point Warning Point for the state operated by the SOC.

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.

Technical Operations. Actions to identify, assess, dismantle, transfer, or dispose of WMD or decontaminate persons and property exposed to the effects of WMD.

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.

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.

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.

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 www.dshs.state.tx.us/hcqs/ems/epcism.htm.

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.

Texas Task Force 1. Also known as TX-TF1, 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.

Vulnerable Facilities. Facilities which may be of particular concern during an hazmat incident because they:

1. Are institutions with populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails),
2. Fulfill essential population support functions (power plants, water plants, the Fire/EMS/Sheriff's Office dispatch center), or
3. Include large concentrations of people (shopping centers, recreation centers)

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.

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.

Welfare Inquiries. Welfare inquiries are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by a 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.

References

79th Texas Legislature, *House Bill 3111*

Annex A (Warning) to the *State of Texas Emergency Management Plan*

Annex C (Shelter & Mass Care) to the *State of Texas Emergency Management Plan*

Annex C (Shelter & Mass Care) to the *State of Texas Emergency Management Plan*

Annex E (Evacuation) to the *State of Texas Emergency Management Plan*

Annex G (Law Enforcement) to the *State of Texas Emergency Management Plan*

Annex H (Health & Medical Services) to the *State of Texas Emergency Management Plan*.

Annex L, Energy & Utilities, to the *State of Texas Emergency Management Plan.*

Annex R (Search and Rescue) to the *State of Texas Emergency Management Plan.*

Annex S (Transportation) to the *State of Texas Emergency Management Plan*

Annex U (Terrorist Incident Response) to the *State of Texas Emergency Management Plan.*

Annex V (Food & Water) to the *State of Texas Emergency Management Plan*

Annex V (Terrorist Incident Response) to the *State of Texas Emergency Management Plan*

ARC - Texas 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.

ARC Disaster Services Program, *Disaster Welfare Inquiry*, ARC 3044, April 1996.

ARC Disaster Services Program, *Mass Care – Preparedness and Operations,* ARC 3031, April 1987.

ARC Fact Sheet: Water *Storage Before Disaster Strikes*.

ARC Fact Sheet: Water *Treatment After Disaster Strikes*.

ARC Website: www.redcross.org

ARC/FEMA brochure: *Food & Water in an Emergency,* ARC-5055 & FEMA L-210.

DHS, *National Incident Management System*

DSHS Public Health Region website: www.dshs.state.tx.us/brlho/regions.html. This site contains information on the counties served by the 11 DSHS Public Health Regions.

FEMA brochure, *Emergency Food & Water Supplies,* FEMA-215.

FEMA *Comprehensive Preparedness Guide (CPG-101)*

FEMA Policy Letters. (Available online at www.fema.gov/r-n-r/pa/policy.htm)

FEMA web site: www.fema.gov

FEMA, *Comprehensive Preparedness Guide (CPG-101)*

FEMA, *Comprehensive Preparedness Guide (CPG-101)*

FEMA, Comprehensive Preparedness Guide (CPG-101)

FEMA, *Comprehensive Preparedness Guide (CPG-101)*

FEMA, *Comprehensive Preparedness Guide (CPG-101)*

FEMA, Comprehensive Preparedness Guide (CPG-101)

FEMA, Comprehensive Preparedness Guide (CPG-101)

FEMA, *Comprehensive Preparedness Guide (CPG-101)*

FEMA, *Comprehensive Preparedness Guide (CPG-101)*

FEMA, *Comprehensive Preparedness Guide* (CPG-101)

FEMA, *Debris Management Guide* (FEMA-325).

FEMA, *Donations Management Guidance Manual*, Feb 1995

FEMA, *Donations Management Workshop (Student Manual)*, Oct 1997

FEMA, *Donations Management Workshop (Toolbox)*, Oct 1997

FEMA, *FEMA Publications Catalog*

FEMA, *Guidance for Developing State, Tribal, and Local Radiological Emergency Response Planning and Preparedness for Transportation Accidents*, FEMA-REP-5.
FEMA, *Guide for All-Hazard Emergency Operations Planning*, SLG-101.
FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
FEMA, *National Warning System Operations Manual.*
FEMA, *Public Assistance Applicant Handbook* (FEMA-323).
FEMA, Public Assistance Debris Management Guide (FEMA-325).
FEMA, *Support Annex (DM-1)*, Apr 1999
Jane's Information Group, *Jane's Chem-Bio Handbook*.
National Response Team, *Hazardous Material Emergency Planning Guide* (NRT-1).
TDEM *Local Emergency Management Planning Guide (DEM-10)*.
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.
TDEM, *Local Mitigation Planning Handbook*.
TDEM, *State of Texas Emergency Management Plan.*
TDEM, *State of Texas Hazard Analysis*
TDEM, *State of Texas Hazard Mitigation Plan.*
Texas Fire and Rescue Mutual Aid Plan, May 1998.
Texas Local Government Code, Chapter 203 (Management and Preservation of Records)
U.S. Department of Transportation and Transport, *Emergency Response Guidebook.*
USDHS, *National Response Plan*

State Planning Standards Checklist for the Basic Plan

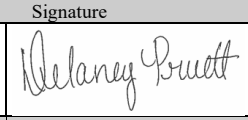
Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The Basic Plan will be considered Deficient if the *italicized* standards are not met.

This Basic Plan shall:	**Section/paragraph**
Plan Format	
BP-1. Include an Approval & Implementation Page signed by the chief elected official(s) of the jurisdiction(s) party to the plan.	Overview Approval and Implementation
BP-2. Include a Record of Changes.	Overview Record of Changes/Reviews
BP-3. Include a Table of Contents.	Overview Table of Contents
I. Authority	
BP-4. Identify local, state, and federal legal authorities that establish the legal basis for planning and carrying out emergency responsibilities.	Overview Local Authority
II. Purpose	
BP-5. Include a purpose statement that describes the reason for development of the plan and its annexes and identifies who the plan applies to.	Overview Primary Objectives and Purpose
III. Explanation of Terms	
BP-6. Explain and/or define terms, acronyms, and abbreviations used in the document.	Acronym and Definitions Section
IV. Situation and Assumptions	
BP-7. Include a situation statement that summarizes the potential hazards facing the jurisdiction(s), including likelihood of occurrence and estimated impact on public health and safety, and property.	Overview Situation and Assumptions Hazard Analysis
BP-8. Include a list of planning assumptions on which the plan and its annexes are based.	Overview Situation and Assumptions
V. Concept of Operations	
BP-9. Describe the jurisdiction's overall approach to emergency management.	Preparedness Section Em Mgmt Program
BP-10. Include a statement acknowledging the adoption of the National Incident Management System (NIMS).	Preparedness Section National Incident Management System
BP-11. Describe its incident command arrangements and the interface between field operations and the Emergency Operating Center.	Preparedness Section/ESF 5 IC/EOC Interface
BP-12. Outline the process that will be used to obtain state or federal assistance.	Preparedness Section/ ESF 5 MACC/State, Federal & Other Assistance
BP-13. Summarize emergency authorities of local officials.	Legal Authority Section Emergency Management Authority for EMD
BP-14. List actions to be taken by local officials during various phases of emergency management.	Preparedness Section Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
BP-15. Describe the local emergency organization.	Preparedness Section Emergency Management Program
BP-16. Describe the emergency responsibilities of the chief elected official and other members of the executive staff.	Legal Authority Section Task Assignments
BP-17. Describe the common emergency management responsibilities of all government departments and agencies.	Preparedness Section Assignment of Responsibility
BP-18. Outline responsibilities for various emergency service functions, summarize the tasks involved, and indicate by title or position who has primary responsibility for each function.	Preparedness Section Assignment of Responsibility
BP-19. Outline responsibilities for various emergency support functions, summarize the tasks involved, and indicate by title or position who has primary responsibility for each function.	Preparedness Section Assignment of Responsibility
BP-20. Outline the emergency services that organized volunteer groups and businesses have agreed to provide.	Preparedness Section Assignment of Responsibility
VII. Direction & Control	
BP-21. Indicate by title or position who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities.	Preparedness Section Direction and Control
BP-22. Describe local emergency facilities and summarize the functions performed by each.	Critical Facilities
BP-23. Summarize the line of succession for key personnel.	Preparedness Section Lines of Succession
VIII. Readiness Levels	
BP-24. Explain readiness levels, indicate who determines them, and describe general actions to be taken at various readiness levels.	Preparedness Section Readiness Levels

IX. Administration & Support	
BP-25. Outline policies on agreements & contracts and refer to summary of current emergency service agreements and contracts in appendices.	Preparedness Section Agreements and Contracts
BP-26. Establish requirements for reports required during emergency operations.	Preparedness Section Reports
BP-27. Outline requirements for record-keeping related to emergencies and for preservation of government records.	Preparedness Sect. Reports
BP-28. Describe the policies on training for personnel to ensure compliance with NIMS requirements.	Preparedness Sect. Training
BP-29. Establish requirements for a post-event review of emergency operations following major emergencies and disasters.	Preparedness Section Post-Incident & Exercise Review
X. Development & Maintenance	
BP-30. Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed.	Preparedness Section Plan Development and Maintenance
BP-31. Outline the process and schedule for review and update the plan and its annexes.	Preparedness Section Review and Update
Attachments	
BP-32. Include a Distribution List for the plan and its annexes.	Preparedness Section Distribution List
BP-33. Include a list of references pertinent to the plan.	Reference Section
BP-34. Include a graphic depicting the local emergency organization.	ESF 5 Organization for Em. Mgmt.
BP-35. Include a graphic depicting emergency management functional responsibilities.	ESF 5 Assignment of Responsibility
BP-36. Include a summary of assignments for developing and maintaining the annexes to the plan.	Critical Contacts Local Leadership and Department Heads
BP-37. Include a summary of emergency-related agreements and contracts.	Agreements and Contract Section
BP-38. Include a summary of the Incident Command System.	Preparedness Section NIMS components

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By:		10/19/2023

FOR DEM USE	Initials	Date
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex A, Warning

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	**Section/paragraph**
I. Authority	
A-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic Plan.	Authority Section
II. Purpose	
A-2. Include a purpose statement that describes the reason for development of the annex	ESF 15 Purpose
III. Explanation of Terms	
A-3. Explain and/or define terms and acronyms used in the annex.	Acronym and Definitions
IV. Situation & Assumptions	
A-4. Include a situation statement related to the subject of the annex.	ESF 15 Situation and Assumptions
A-5. Include a list of assumptions used in planning to provide warning and emergency instructions to the public.	ESF 15 Situation and Assumptions
V. Concept of Operations	
A-6. Describe the concept of operations for emergency warning and the local warning system.	ESF 15 Concept of Operations
A-7. Describe methods by which warnings are received by the local warning point.	ESF 15 Local Warning Networks
A-8. Indicate which local officials will be notified of emergency situations and how such notification will be made. Complete all information requested on the Appendix 1 matrix.	ESF 15 Emergency Notifications
A-9. Describe how warnings and emergency instructions will be issued to the public.	ESF 15 Local Warning Networks
A-10. Outline requirements for warning other governments and agencies that may be affected by a local emergency situation.	ESF 15 Warnings to other Gov. and Agencies
A-11. Describe how local warning systems will be tested.	ESF 15 Warning System Test
A-12. Include a list of actions by phases of emergency management to be taken to ensure warning capability during emergency situations.	ESF 15 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
A-13. Describe the organization that will be used to provide warning during emergencies.	ESF 15 Local Warning Networks
A-14. Include a listing by organization and/or position of the responsibilities for various tasks related to warning function.	ESF 15 Task Assignment
VII. Direction & Control	
A-15. Describe how warning activities will be directed and controlled.	ESF 15 Concept of Operations
A-16. Indicate the line of succession for the primary responsibility for the warning function.	ESF 15 Lines of Succession
VIII. Readiness Levels	
A-17. Describe emergency actions relating to warning to be taken at various readiness levels.	ESF 15 Readiness Levels
IX. Administration & Support	
A-18. Outline policies relating to record keeping for the warning function.	PS Records, Reports
A-19. Outline policies relating to maintenance of warning equipment.	ESF 15 Maintenance of Equipment
X. Annex Development & Maintenance	
A-20. Specify the individual(s) by position responsible for developing/maintaining the annex.	Preparedness Section Plan Maintenance
A-21. Make reference to the schedule for review and update of annexes.	PS Review and Update
XI. References	
A-22. List references pertinent to the content of the annex not listed in the Basic Plan.	Reference Section
Other	
A-23. Describe national warning messages and include procedures for handling them.	ESF 15 Attachments: Tab I
A-24. Describe how developed warning messages will be issued to the public using the EAS.	ESF 15 Emergency Alert System EAS
A-25. Include pre-scripted warning and public instruction messages for local hazards.	ESF 15 Attachments: Tab A-H
A-26. Include a map showing the location of elements of the local outdoor warning system, or specify the physical location of the map, identify the official responsible for map maintenance.	ESF 15 Attachments: Tab J

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By		10/19/2023

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DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex B, Communications

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:		**Section/paragraph**
I. Authority		
B-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.		Authority Section
II. Purpose		
B-2. Include a purpose statement that describes the reason for development of the annex		ESF 2 Purpose
III. Explanation of Terms		
B-3. Explain and/or define terms and acronyms used in the annex.		Acronyms and Definitions
IV. Situation & Assumptions		
B-4. Include a situation statement related to the subject of the annex.		ESF 2 Situation and Assumptions
B-5. Include a list of assumptions used in planning for communications during emergency situations.		ESF 2 Situation and Assumptions
V. Concept of Operations		
B-6. Include a description of the communications network.		ESF 2 Existing Comms Systems
B-7. Include a list of actions, by phases of emergency management, to be taken to ensure NIMS compliant communications during emergency situations.		ESF 2 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities		
B-8. Identify, by position/title, the individual who has the responsibility of organizing and coordinating the communications system.		ESF 2 Task Assignments
B-9. Include a listing by position/title of communications responsibilities.		ESF 2 Task Assignments
VII. Direction & Control		
B-10. Identify by position the individual who will oversee the provision of communications services during emergency situations.		ESF 2 Lines of Succession
B-11. List existing communications systems.		ESF 2 Existing Comms Systems
VIII. Readiness Levels		
B-12. Describe actions to be taken at various readiness levels.		ESF 2 Readiness Levels
IX. Administration & Support		
B-13. Include a reference to facilities and equipment.		ESF 2 Communications Network
B-14. Include policies on maintenance and presentation of records, security, training, and support.		Preparedness Section Administration and Support
B-15. Include a list of actions to be taken to protect communications equipment.		ESF 2 Protection of Communications
X. Annex Development & Maintenance		
B-16. Specify the individual(s) by position responsible for developing and maintaining the annex.		Preparedness Section Plan Development and Maintenance
XI. References		
B-17. Identify references pertinent to the content of the annex.		Reference Section
Other		
B-18. List pertinent annex communications support documents.		ESF 2 Attachments: Tab A, B
B-19. Include a diagram and/or table detailing the communications network.		ESF 2 Attachments: Tab A, B
FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By		10/19/2023
FOR DEM USE	**Initials**	**Date**
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex C, Shelter & Mass Care

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered **deficient** if the italicized standards are not met.

This Annex shall:		**Section/paragraph**
I. Authority		
C-1. Identify local, state, and federal legal authorities pertinent to the shelter & mass care, in addition to those cited in the basic plan.		Authority Section
II. Purpose		
C-2. Include a purpose statement that describes the reason for development of the annex		ESF 6 Purpose
III. Explanation of Terms		
C-3. Explain and/or define terms and acronyms used in the annex.		Acronym and Definitions
IV. Situation & Assumptions		
C-4. Include a situation statement related to the subject of the annex.		ESF 6 Situation and Assumptions
C-5. Include a list of assumptions used in planning for shelter and mass care services.		ESF 6 Situation and Assumptions
V. Concept of Operations		
C-6. Summarize your general concept of operations for shelter and mass care ops.		ESF 6 Concept of Operations
C-7. Describe how shelters will be selected and operated.		ESF 6 Shelter Facilities
C-8. Describe how mass care operations will be conducted.		ESF 6 Emergency Food
C-9. Describe how shelter and mass care options for special needs groups and individuals.		ESF 6 Groups and Individuals with Access/Functional Needs
C-10. Include provisions for handling pets during shelter and mass care operations		ESF 6 Handling of Pets
C-11. Include a list of actions by phases of emergency management to be taken to ensure adequate shelter and mass care support during emergency situations.		ESF 6 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities		
C-12. Describe the emergency org. that will carry out shelter and mass care ops		ESF 6 Concept of Operations
C-13. Include a listing by organization and/or position of the responsibilities for shelter and mass care tasks.		ESF 6 Disaster Basic Needs Asst.
VII. Direction & Control		
C-14. Identify by position the individual(s) who will provide policy guidance and general direction for shelter and mass care programs.		ESF 6 Direction and Control
C-15. Identify by position responsibility for managing shelter and mass care activities.		ESF 6 Direction and Control
VIII. Readiness Levels		
C-16. Describe shelter and mass care actions to be taken at various readiness levels.		ESF 6 Readiness Levels
IX. Administration & Support		
C-17. Outline policies on record keeping and reporting.		PS Reports, Records
C-18. Describe policies on training and exercises		PS Administration and Support
C-19. Indicate how disaster welfare inquiries will be handled.		ESF 6 Disaster Welfare Inquiries
X. Annex Development & Maintenance		
C-20. Specify, by position, who is responsible for developing and maintaining the annex		PS Plan Dev. and Maintenance
C-21. Make reference to the schedule for review and update of annexes contained in the Basic Plan.		Preparedness Section Review and Update
XI. References		
C-22. Identify references pertinent to the content of the annex in addition to those listed in the Basic Plan.		Reference Section
Other		
C-23. Include a list of local reception and care facilities.		ESF 6 Shelter Facilities
C-24. Include agreements and understandings with volunteer groups relating to shelter and mass care operations.		ESF 6 Attachments: Tab C
FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By:	Melaney Pruett	10/19/2023
FOR DEM USE	**Initials**	**Date**
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex D, Radiation Protection

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	**Section/paragraph**
I. Authority	
D-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	Authority Section
II. Purpose	
D-2. Include a purpose statement that describes the reason for development of the annex.	ESF 10 Purpose
III. Explanation of Terms	
D-3 Explain and/or define terms and acronyms used in the annex.	Acronym and Definitions
IV. Situation & Assumptions	
D-4. Include a situation statement related to the subject of the annex or refer to the general situation statement in the basic plan.	ESF 10 Situation and Assumptions
D-5. Acknowledge compliance with the NIMS principles and protocols.	ESF 10 Phases of Emerg Mgmt.
D-6. Include a list of assumptions used in planning for radiological incidents.	ESF 10 Situation and Assumptions
V. Concept of Operations	
D-7. Describe the concept of operations for situations involving radiological materials.	ESF 10 Concept of Operations
D-8. Describe how protective actions will be determined and implemented.	ESF 10 Attachments: Tab D
D-9. Describe how notification of radiological incidents will be made to authorities.	ESF 10 Attachments: Tab A
D-10. Describe how state and federal assistance will be obtained if it is needed.	ESF 10 Actions for Hazardous Material
D-11. Include a radiological incident response checklist or make reference to a similar checklist in another part of the plan.	ESF 10 Attachments: Tab B
D-12. Include a list of radiological protection actions to be taken during each phase of emergency management.	ESF 10 Attachment: Tab D
VI. Organization & Assignment of Responsibilities	
D-13. Describe or depict the organization that will be utilized to provide radiological protection.	ESF 10 Actions for Hazardous Material
D-14. Include assignments of radiological protection tasks to individuals (by position), departments, or agencies.	ESF 10 Task Assignment
VII. Direction & Control	
D-15. Identify by position the individual(s) who will oversee radiological protection operations on a daily basis and during emergency situations.	ESF 10 Attachments: Tab G
VIII. Readiness Levels	
D-16. Describe actions to be taken at various readiness levels.	ESF 10 Readiness Levels
IX. Administration & Support	
D-17. Include policies on maintaining/preserving records and training.	Preparedness Section Record
X. Annex Development & Maintenance	
D-18. Specify the individual(s) by position responsible for developing and maintaining the annex.	Preparedness Section Plan Maint.
XI. References	
D-19. List references pertinent to the content of the annex.	Reference Section
Other	
D-20. Include an inventory of radiological instruments or make reference to another portion of the plan which includes that information.	ESF 10 Attachments: Tab G
D-21. Describe radiological response training requirements and identify training sources.	ESF 10 Attachments: Tab G
D-22. Where appropriate, outline procedures for responding to incidents at fixed nuclear facilities or planned radiological shipments or make reference another part of the plan that includes these procedures.	NA

FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By	Melaney Pruett	10/19/2023

FOR DEM USE	**Initials**	**Date**
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex E, Evacuation

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

This Annex shall:	**Section/paragraph**
I. Authority	
E-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	Authority Section
II. Purpose	
E-2. Include a purpose statement that describes the reason for development of the annex	Support Annex Evacuation Purpose
III. Explanation of Terms	
E-3. Define terms and explain acronyms and abbreviations used in the annex.	Acronyms and Definitions
IV. Situation & Assumptions	
E-4. Include a situation statement related to the subject of the annex.	Support Annex Evac. Sit. and Assump.
E-5. Include a list of assumptions used in planning for emergency evacuations.	Support Annex Evac. Sit. and Assump.
V. Concept of Operations	
E-6. Outline factors to be considered in evacuation decision-making.	Support Annex Evacuation
E-7. Describe potential evacuation areas and hazard-specific planning for those areas, referencing appropriate portions of the plan	Support Annex Evacuation Hazard Specific Evacuation Planning
E-8. Indicate how transportation will be provided for those that need it during evacuation.	Support Annex Evacuation Transportation
E-9. Explain how evacuation warnings and evacuation-related public information will be provided to individuals and special facilities.	Support Annex Evacuation Warning and Public Information
E-10. Outline considerations for the evacuation of special needs facilities and special needs population.	Support Annex Evacuation Institutional Facilities, Populations with Needs
E-11. Provide guidance for handling evacuees with pets.	Support Annex Evac. Handling Pets
E-12. Outline requirements for securing evacuated areas.	Support Annex Evac. Access Control
E-13. Provide guidance for the return of evacuees and indicate who shall authorize re-entry into evacuated areas.	Support Annex Evacuation Return of Evacuees
E-14. Include a list of actions pertinent to the evacuation function by phases of emergency management.	Support Annex Evacuation Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
E-15. Indicate how the jurisdiction will be organized to carry out evacuations.	Support Annex Evac. Direction/Control
E-16. Include a listing of responsibilities for evacuation tasks assigned to local officials.	Support Annex Evac. Task Assignments
VII. Direction & Control	
E-17. Identify by position the individual(s) with the authority to order an evacuation and direct and control evacuation operations.	Legal Authority for Emergencies
VIII. Readiness Levels	
E-18. Describe actions to be taken at various readiness levels.	Support Annex Evac. Readiness Levels
IX. Administration & Support	
E-19. Outline policies on reporting and maintenance of records of emergency operations.	Preparedness Section Records
E-20. Provide for a post-incident review of emergency operations involving large-scale evacuations.	Preparedness Section Post Incident Review & Exercises
X. Annex Development & Maintenance	
E-21. Specify the individual(s) by position responsible for maintaining the annex.	Preparedness Section Plan Maintenance
E-22. Make reference to the schedule for review and update of annexes contained in sec X	Preparedness Section Review and Update
XI. References	
E-23. Identify references pertinent to the content of the annex.	Reference Section
Other	
E-24. Include a general evacuation checklist.	Support Annex Evacuation: Tab A
E-25 Describe potential major evacuation areas indicating the population of such areas and evacuation routes from them. Include a map depicting those evacuation routes.	Support Annex Evacuation Attachments: Tab B

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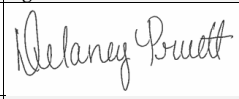
This Checklist Completed By		10/19/2023

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GDEM Regional Liaison Officer Review		
GDEM Preparedness Section Processing		

State Planning Standards Checklist for Annex F, Firefighting

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona
Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:		**Section/paragraph**
I. Authority		
F-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic Plan.		Authority Section
II. Purpose		
F-2. Include a purpose statement that describes the reason for development of the annex.		ESF 4 Purpose
III. Explanation of Terms		
F-3. Explain and/or define terms and acronyms used in the annex.		Acronym and Definitions
IV. Situation & Assumptions		
F-4. Include a situation statement related to the subject of the annex.		ESF 4 Situation and Assumptions
F-5. Include a list of assumptions used in planning for fire services		ESF 4 Situation and Assumptions
V. Concept of Operations		
F-6. Describe the local concept of operations, pursuant to NIMS, for fire management		ESF 4 Concept of Operations
F-7. Describe fire service role in determining protective actions.		ESF 4 Protective Actions
F-8. Describe fire service responsibilities relating to evacuations.		ESF 4 Evacuation Operations
F-9. Describe the role of the fire service in terrorist incident response.		ESF 4 Terrorist Incident Resp.
F-10. Describe how external fire response resources will be obtained if local resources are insufficient to deal with an emergency.		ESF 4 Requesting External Assistance
F-11 Include a list of actions by phases of emergency management, pursuant to NIMS, to be taken to ensure adequate fire services during emergency situations.		ESF 4 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities		
F-12. Describe the organization that will be used to provide fire services		ESF 4 Direction and Control
F-13. Include a listing by organization and/or position of the fire service tasks to be performed during emergency situations.		ESF 4 Task Assignments
VII. Direction & Control		
F-14. Describe how fire service efforts will be directed and controlled, pursuant to NIMS, during emergency situations.		ESF 4 Direction and Control
F-15. Describe the interface between the Incident Commander and the EOC.		ESF 4 IC and EOC Interface
F-16. Indicate the line of succession for key fire service personnel.		ESF 4 Lines of Succession
VIII. Readiness Levels		
F-17. Describe actions to be taken at various readiness levels.		ESF 4 Readiness Levels
IX. Administration & Support		
F-18. Include policies on reporting, record keeping, and preservation of records.		ESF 4 Preparedness Section Reports and Records
F-19. Refer to a list of NIMS compliant fire service response resources contained elsewhere in the plan or appended to this annex.		Critical Contacts / Facilities/ Resources
F-20. Provide for a post-incident review of emergency operations.		ESF 5 Post Incident Review
X. Annex Development & Maintenance		
F-21. Specify the individual(s) responsible for developing and maintaining the annex.		Preparedness Section Plan Development and Maintenance
F-22. Make reference to the schedule for review and update of annexes		PS Review and Update
XI. References		
F-23. List references pertinent to the content of the annex not listed in the Basic Plan.		Reference Section
Other		
F-24. Include a description or diagram of the fire service communications network.		ESF 4 Attachments
FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By	Delaney Pruett	10/19/2023
FOR DEM USE	**Initials**	**Date**
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex G – Law Enforcement

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

This Annex shall:	**Section/paragraph**
I. Authority	
G-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex.	Authority Section
II. Purpose	
G-2. Include a purpose statement that describes the reason for development of the annex.	ESF 13 Purpose
III. Explanation of Terms	
G-3. Define terms and explain acronyms and abbreviations used in the annex.	Acronym and Definitions
IV. Situation & Assumptions	
G-4. Include a situation statement related to the subject of the annex.	ESF 13 Situation and Assumptions
G-5. Include a list of assumptions planning for law enforcement during emergency situations.	ESF 13 Situation and Assumptions
V. Concept of Operations	
G-6. Summarize the general concept of law enforcement operations during emergency situations, including how it relates to NIMS operating principles.	ESF 13 Concept of Operations
G-7. Explain the role of law enforcement agencies in evacuations.	ESF 13 Evacuation Operations
G-8. Describe the role of law enforcement agencies in warning.	ESF 13 Warning
G-9. Describe how security will be provided for evacuated or damaged areas and access to incident scenes controlled.	ESF 13 Area Security & Incident Scene Control
G-10. Outline possible requirements for providing protection to key facilities, including in the event of a credible terrorist threat.	ESF 13 Security of Key Facilities
G-11. Describe the role of law enforcement agencies in terrorist incident response.	ESF 13 Terrorism Incident Resp
G-12. Outline the role of law enforcement agencies in disaster reconnaissance.	ESF 13 Disaster Reconnaissance
G-13. Indicate how you will get law enforcement assistance from the State.	ESF 13 Requesting External Asst.
G-14. Include a list of actions by phases of emergency management to be taken to ensure adequate law enforcement support during emergency situations.	ESF 13 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
G-15. Describe the emergency organization that will carry out law enforcement operations during emergency situations.	ESF 13 Concept of Operations
G-16. Include a listing by organization and/or position of the responsibilities for law enforcement tasks during emergency situations.	ESF 13 Task Assignments
VII. Direction & Control	
G-17. Describe how law enforcement in emergency operations will be directed and controlled.	ESF 13 Direction and Control
G-18. Indicate the line of succession for key law enforcement personnel.	ESF 13 Lines of Succession
VIII. Readiness Levels	
G-19. Describe law enforcement actions to be taken at various readiness levels.	ESF 13 Readiness Levels
IX. Administration & Support	
G-20. Include policies on record keeping and reporting.	Preparedness Section Records
G-21. Provide for a post-incident review of emergency operations by those tasked in this annex in accordance with the guidance in Section IX.E of the Basic Plan.	Preparedness Section Post-Incident Review
G-22. Describe or depict law enforcement communications connectivity.	ESF 2 Attachments: Tab B
G-23. Include a listing of law enf. resources or reference such a listing in the resource annex.	ESF 13 Concept of Operations
G-24. Include a list of key facilities.	ESF 13 Attachment: Tab A
X. Annex Development & Maintenance	
G-25. Specify the individual responsible for developing and maintaining the annex.	Preparedness Section Plan Maintenance
G-26. Make reference to the schedule for review and update of annexes contained in Basic Plan.	Preparedness Section Review/Update
XI. References	
G-27. Identify references pertinent to the content of the annex and those listed in the Basic Plan.	Reference Section

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This Checklist Completed By:	Delaney Pruett	10/19/2023
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DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex H, Health & Medical Services

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	**Section/paragraph**
I. Authority	
H-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the Basic Plan.	Overview Authorities
II. Purpose	
H-2. Include a purpose statement that describes the reason for development of the annex.	ESF 8 Purpose
III. Explanation of Terms	
H-3. Explain or define terms, acronyms, and abbreviations used in the annex.	Acronym and Definitions
IV. Situation & Assumptions	
H-4. Include a situation statement related to the subject of the annex.	ESF 8 Situation and Assumptions
H-5. Include a list of assumptions used in planning for health and medical services.	ESF 8 Situation and Assumptions
V. Concept of Operations	
H-6. Outline the general concept, under NIMS, for provision of health/medical services.	ESF 8 Purpose
H-7. Describe how medical services will be provided during emergency situations.	ESF 8 Hospitals and Clinics, Ambulance and Transportation
H-8. Describe how mortuary services will be provided during emergency situations	ESF 8 Mortuary Services
H-9. Describe medical and mortuary assistance that may be available from the state and federal governments.	ESF 8 State/Federal Medical and Mortuary Assistance
H-10. Provide guidance for assessing damage to medical facilities.	ESF 8 Damage Assessment
H-11. Outline procedures for requesting state/federal medical assistance.	ESF 8 Requesting Ext. Assistance
H-12. Include a list of actions by phases of emergency management to be taken to ensure adequate health and medical services during emergency situations.	ESF 8 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
H-13. Describe and/or depict the organization that will carry out the health and medical services function during emergency situations.	ESF 8 Concept of Operations/Direction and Control
H-14. Include a listing by org. or position of the responsibilities for health and medical services tasks during emergency situations.	ESF 8 Tab B
VII. Direction & Control	
H-15. Describe how the health and medical service function will be directed and controlled.	ESF 8 Direction and Control
H-16. Indicate the succession for key health and medical services personnel.	ESF 8 Lines of Succession
VIII. Readiness Levels	
H-17. Describe health and medical actions to be taken at the various readiness levels.	ESF 8 Readiness Levels
IX. Administration & Support	
H-18. Provide guidance regarding health and medical activity reporting.	Preparedness Section Report
H-19. Outline policies on maintenance and preservation of records relating to emergency health and medical activities.	Preparedness Section Records
H-20. Describe the policy for post-incident review of emergency operations.	Preparedness Section Post-Incident Review and Exercises
H-21. Identify local health and medical facilities and include a list of medical resources.	ESF 8 Attachments: Tab A
X. Annex Development & Maintenance	
H-22. Specify the individual(s) by position responsible for developing and maintaining the annex.	Preparedness Section Plan Development and Maintenance
H-23. Make reference to the schedule for review and update of annexes Included in the Basic Plan.	Preparedness Section Review and Update
XI. References	
H-24. Identify references pertinent to the content of the annex.	Reference Section

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This Checklist Completed By	Melaney Pruett	10/19/2023
FOR DEM USE	**Initials**	**Date**
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex I - Public Information

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

This Annex shall:	**Section/paragraph**
I. Authority	
I-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic Plan.	Overview Authorities
II. Purpose	
I-2. Include a purpose statement that describes the reason for development of the annex.	ESF 15 Purpose
III. Explanation of Terms	
I-3. Explain and/or define terms and acronyms used in the annex.	Acronym and Definitions
IV. Situation & Assumptions	
I-4. Include a situation statement related to the subject of the annex.	ESF 15 Situation and Assumptions
I-5. Include a list of assumptions used in planning for public information operations.	ESF 15 Situation and Assumptions
V. Concept of Operations	
I-6. Describe the local concept of operations for public information and how it relates to NIMS	ESF 15 Concept of Operations
I-7. Describe methods of disseminating information and instructions to the public during emergency situations.	ESF 15 Collection and Dissemination of Warnings
I-8. Describe methods of disseminating emergency information to special populations.	ESF 15 Warning Special Populations
I-9. List resources available for disseminating public information.	ESF 15 Dissemination of warnings
I-10. Include a list of actions by phases of emergency management to be taken to ensure adequate public information during emergencies.	ESF 15 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
I-11. Describe the org. that will be used to provide public info during emergency situations	ESF 15 Concept of Operations
I-12. Include a listing by organization and/or position of the responsibilities for various information tasks during emergency situations.	ESF 15 Task Assignments
VII. Direction & Control	
I-13. Describe how public information activities will be directed and controlled	ESF 15 Direction and Control
I-14. Indicate the line of succession for key public info personnel during emergency situations.	ESF 15 Lines of Succession
VIII. Readiness Levels	
I-15. Describe public information actions to be taken at various readiness levels.	ESF 15 Readiness Levels
IX. Administration & Support	
I-16. Provide that the PIO maintain a media contact roster.	ESF 15 Media Contact Roster
I-17. Outline policies relating to record keeping for public info operations.	ESF 15 Records
I-18. Describe emergency-related public education programs and sources of materials	ESF 15 Educational Programs
I-19. Outline training requirements for public information personnel.	Preparedness Section Training
X. Annex Development & Maintenance	
I-20. Specify the individual(s) by position responsible for developing and maintaining the annex.	Preparedness Section Plan Maintenance
I-21. Make reference to the schedule for review and update of annexes contained in section X.	Preparedness Section Review/Update
XI. References	
I-22. List references pertinent to the content of the annex not listed in the Basic Plan.	Reference Section
Other	
I-23. Describe general emergency information needs and how information will be collected and disseminated.	ESF 15 Collection and Dissemination of Information
I-24 Provide general guidance for working with the media.	ESF 15 Working with the Media
I-25. Outline policies relating to media access to incident sites and emergency facilities.	ESF 15 Media Access
I-26. Provide a list of the pre-scripted emergency messages contained in Annex A.	ESF 15 Attachments: Tab A-H
I-27. Include emergency public information checklists for principal local hazards.	ESF 15 Public Info Checklist

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This Checklist Completed By		10/19/2023
FOR DEM USE	**Initials**	**Date**
GDEM Regional Liaison Officer Review		
GDEM Preparedness Section Processing		

State Planning Standards Checklist for Annex J, Recovery

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

This Annex shall:		**Section/paragraph**
I. Authority		
J-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the Basic Plan.		Overview Authorities
II. Purpose		
J-2. Include a purpose statement that describes the reason for development of the annex.		SA DA Purpose
III. Explanation of Terms		
J-3. Explain acronyms and define terms used in the annex.		Acronyms and Definitions
IV. Situation & Assumptions		
J-4. Include a situation statement related to the subject of the annex or refer to the general situation information contained in the Basic Plan.		SA DA Situation and Assumptions
J-5. Include a list of assumptions used in planning for recovery operations in the aftermath of a disaster.		SA DA Situation and Assumptions
V. Concept of Operations		
J-6. Describe the general phases of disaster recovery operations.		SA DA Phases of Recovery
J-7. Outline the local concept of operations for DA in the aftermath of a disaster.		SA DA Concept of Operations
J-8. Describe how the local jurisdiction will request state and federal disaster recovery assistance.		Preparedness Section/ESF 5 MACC
J-9. Summarize the types of disaster declarations that may be issued by federal officials and the types of assistance that may be made available pursuant to such declarations.		Legal Authority for Emergencies and Disasters Declaration Process
J-10. Include a list of actions by phases of emergency management to be taken to ensure effective disaster recovery.		SA DA Phases of Emergency Management
VI. Organization & Assignment of Responsibilities		
J-11. Specify how the local disaster recovery function is organized.		SA DA Concept of Operations
J-12. Include a listing of the responsibilities for recovery tasks assigned to individuals, departments, and other organizations.		SA DA Task Assignments
VII. Direction & Control		
J-13. Describe how the local disaster recovery program will be directed and coordinated.		SA DA Direction and Control
VIII. Readiness Levels		
J-14. Describe actions relating to the recovery functions to be taken at various levels.		SA DA Readiness Levels
IX. Administration & Support		
J-15. Describe reporting requirements relating to the recovery function.		Preparedness Section Records
J-16. Describe policies on record keeping for the disaster recovery program.		SA DA Report Process
J-17 Include guidance on contracting for recovery projects.		SA DA Contracts
J-18. Outline training requirements relating to the recovery function.		SA DA Training
J-19. Highlight restrictions on the release of personal info obtained for recovery programs.		SA DA Release of Information
X. Annex Development & Maintenance		
J-20. Specify by position who is responsible for developing and maintaining the annex.		SA DA Direction and Control
J-21. Make reference to the schedule for review and update of annexes		PS Review and Update
XI. References		
J-22. List references pertinent to the content of the annex.		Reference Section
Other		
J-23. Include a copy of a Disaster Summary Outline (DSO) either utilizing the most current version of the DEM-93 provided in the sample annex		SA Damage Assessment Attachments: Tab D
J-24. Include a copy of the Site Assessment Forms.		SA Damage Assess: Tab E, F
FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By		10/19/2023
FOR DEM USE	**Initials**	**Date**
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex K, Public Works & Engineering

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

This Annex shall:	**Section/paragraph**
I. Authority	
K-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic Plan.	Overview Local Authority
II. Purpose	
K-2. Include a purpose statement that describes the reason for development of the annex.	ESF 3 Purpose
III. Explanation of Terms	
K-3. Explain and/or define terms and acronyms used in the annex.	Acronyms and Definitions
IV. Situation & Assumptions	
K-4. Include a situation statement related to the subject of the annex.	ESF 3 Situation and Assumptions
K-5. Include a list of assumptions used in planning for emergency public works operations.	ESF 3 Situation and Assumptions
V. Concept of Operations	
K-6. Describe the local concept of ops for emergency public works & engineering ops.	ESF 3 Concept of Operations
K-7. Explain the role of public works & engineering elements in pre-emergency resource protection.	ESF 3 Protecting Resources and Preserving Capabilities
K-8. Explain the role of public works & engineering elements in post-emergency DA.	ESF 3 Task Assignments
K-9. Describe the role of public works & engineering elements in debris management.	ESF 3 Debris Mgmt Purpose
K-10. Explain the role of public works & engineering elements in repairing and restoring government facilities and infrastructure.	ESF 3 Temporary Repairs and Restoration
K-11. Include a list of actions by phases of emergency management to be taken to insure an adequate public works & engineering *capability during emergency situations*	ESF 3 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
K-12. Describe the emergency organization that will carry out the public works function.	ESF 3 Direction and Control
K-13. Include a listing by organization and/or position of the responsibilities for public works & engineering tasks during emergencies.	ESF 3 Task Assignments
VII. Direction & Control	
K-14. Describe how public works & engineering efforts in support of emergency operations will be directed and controlled, all in accordance with NIMS.	ESF 3 Direction and Control
K-15. Indicate the line of succession for key public works & engineering personnel.	ESF 3 Lines of Succession
VIII. Readiness Levels	
K-16. Describe emergency actions to be taken at various readiness levels.	ESF 3 Readiness Levels
IX. Administration & Support	
K-17. Outline policies relating to management of public works & engineering resources.	ESF 3 Direction and Control
K-18. Describe public works & engineering communication systems	ESF 3 Attachment: Tab A
K-19. Make a list of key local facilities priority for protection, repair, and restoration	ESF 3 Attachment: Tab B
K-20. Outline policies relating to reporting and record keeping.	Preparedness Section Reports
X. Annex Development & Maintenance	
K-21. Specify the individual(s) by position responsible for maintaining the annex.	Preparedness Section Plan Maint.
K-22. Make reference to the schedule for review and update of annexes contained in sec. X	Preparedness Section Update
XI. References	
K-23. List references pertinent to the content of the annex not listed in the Basic Plan.	Reference Section
Other	
K-24. Describe the general concept of operations for debris management.	ESF 3/Debris Mgmt Con Ops
K-25. Describe the local organization for debris management.	ESF 3/Debris Mgmt Dir. & Cont.
K-26. Include a sample debris removal access agreement.	ESF 3/Debris Mgmt: Tab B
K-27. List local landfills and potential temporary debris storage and reduction sites.	ESF 3/Debris Mgmt: Tab A
K-28. Include methods for estimating debris	ESF 3/Debris Mgmt Con Ops

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This Checklist Completed By	Melaney Pruett	10/19/2023
FOR DEM USE	**Initials**	**Date**
TDEM Preparedness Section Processing		

State Planning Standards Checklist for Annex L, Utilities

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

This Annex shall:	**Section/paragraph**
I. Authority	
L-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic Plan.	Authority Section
II. Purpose	
L-2. Include a purpose statement that describes the reason for development of the annex.	ESF 12 Purpose
III. Explanation of Terms	
L-3. Explain and/or define terms and acronyms used in the annex.	Acronym and Definitions
IV. Situation & Assumptions	
L-4. Include a situation statement related to the subject of the annex.	ESF 12 Situation and Assumptions
L-5. Include a list of assumptions used in planning for utilities during emergency situations	ESF 12 Situation and Assumptions
V. Concept of Operations	
L-6. Describe the how the jurisdiction plans to deal with major utility outages that threaten public health and safety.	ESF 12 Local Government Response to Utility Outage
L-7. Explain how the jurisdiction plans to facilitate utility response to emergency situations.	ESF 12 Facility Utility Response
L-8. Describe actions that may be taken to preserve or protect utility capabilities.	ESF 12 Protecting Resources
L-9. Describe the role of utilities in local government emergency response/recovery operations.	ESF 12 Concept of Operations
L-10. Describe emergency public information activities appropriate for major utility outages that affect the public.	ESF 12 Public Information
L-11. Include a list of actions by phases of emergency management to be taken to insure adequate utilities during emergencies.	ESF 12 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
L-12. Describe the emergency organization that will support utilities during emergencies.	ESF 12 Concept of Operations
L-13. Include a listing of the responsibilities for utility support during emergencies.	ESF 12 Concept of Operations
VII. Direction & Control	
L-14. Describe how utility support will be controlled and coordinated during emergencies.	ESF 12 Direction and Control
L-15. Indicate the line of succession for the responsibility of coordinating utility support	ESF 12 Lines of Succession
VIII. Readiness Levels	
L-16. Describe emergency actions relating to utilities to be taken at various levels.	ESF 12 Readiness Levels
IX. Administration & Support	
L-17. Outline general policies for the use of resources to repair and reconstruct damaged utilities.	ESF 12 Local Government Response
L-18. Describe coordination requirements for the utilities function.	ESF 12 Facility Utility Response
L-19. Include a list of critical local facilities having priority for restoration of utilities.	ESF 12 Attachments: Tab A
L-20. Outline reporting requirements relating to the utilities function.	Preparedness Section Reports
L-21. Outline record-keeping requirements relating to the utilities function.	Preparedness Section Records
X. Annex Development & Maintenance	
L-22. Specify the individual(s) by position responsible for developing/maintaining the annex.	Preparedness Section Plan Maintenance
L-23. Make reference to the schedule for review and update of annexes contained in Section X	Preparedness Section Review/Update
XI. References	
L-24. List references pertinent to the content of the annex not listed in the Basic Plan.	Reference Section
Other	
L-25. Identify utilities serving the local area; indicate the areas and number of customers served. Where more than one provider furnishes the same type of utility service to the local area, provide a map showing the area served by each provider, or specify the physical location of the map and identify the official responsible for maintaining the map.	ESF 12 Attachments: Tab B
L-26. Provide a form to identify existing backup generator resources and additional generators that may be needed during a power outage.	ESF 12 Attachments Tab C

FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By	Delaney Pruett	10/19/2023

FOR DEM USE	**Initials**	**Date**
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex M, Resource Management

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:		**Section/paragraph**
I. Authority		
M-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the Basic Plan.		Authority Section
II. Purpose		
M-2. Include a purpose statement that describes the reason for development of the annex.		ESF 7 Purpose
III. Explanation of Terms		
M-3 Explain or define terms, acronyms, and abbreviations used in the annex.		Acronym and Definitions
IV. Situation & Assumptions		
M-4. Include a situation statement related to the subject of the annex.		ESF 7 Situation and Assumptions
M-5. Include a list of assumptions used in planning for resource management.		ESF 7 Situation and Assumptions
V. Concept of Operations		
M-6. Outline general guidelines, pursuant to NIMS, for resource management during emergency situations.		ESF 7 Management Operations
M-7. Describe the local concept of operations for emergency resource management.		ESF 7 Concept of Operations
M-8. Make reference to and include a form to be used by local officials to request resources during emergency situations.		ESF 7 Management Operations
M-9. Include a list of actions by phases of emergency management to be taken to ensure adequate resource management during emergency situations.		ESF 7 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities		
M-10. Describe and/or depict the organization that will carry out the resource management function during emergency situations.		ESF 7 Management Operations
M-11. Include a listing by organization or position of the responsibilities for resource management tasks during emergency situations.		ESF 7 Task Assignments
VII. Direction & Control		
M-12. Describe how the emergency resource management function will be directed and controlled.		ESF 7 Task Assignments
M-13. Indicate the line of succession for key resource management personnel.		ESF 7 Lines of Succession
VIII. Readiness Levels		
M-14. Describe resource management actions to be taken at various readiness levels.		ESF 7 Readiness Levels
IX. Administration & Support		
M-15. Provide guidance regarding the maintenance and preservation of records.		Preparedness Section Records, Reports
M-16. Outline policies on training for resource management personnel.		Preparedness Section NIMS Training
M-17. Include a NIMS compliant inventory of local emergency resources or make reference to a computerized inventory maintained elsewhere.		Concept of Operations
M-18. Include planning factors for essential disaster supplies and a list of sources.		ESF 7 Attachments: Tab A
X. Annex Development & Maintenance		
M-19. Specify the individual(s) by position responsible for developing and maintaining the annex.		Preparedness Section Plan Development and Maintenance
M-20. Make reference to the schedule for review and update of annexes included in the Basic Plan.		Preparedness Section Review and Update
XI. References		
M-21. Identify references pertinent to the content of the annex.		Reference Section
FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By	Delaney Pruett	10/19/2023
FOR DEM USE	**Initials**	**Date**
GDEM Regional Liaison Officer Review		
GDEM Preparedness Section Processing		

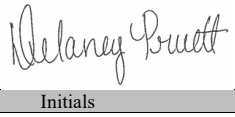
State Planning Standards Checklist for Annex N, EOC Direction & Control

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	**Section/paragraph**
I. Authority	
N-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic plan.	Overview/Authorities Section Authorities
II. Purpose	
N-2. Include a purpose statement that describes the reason for development of the annex.	ESF 5 Purpose
III. Explanation of Terms	
N-3 Identify acronyms and abbreviations and explain terms used in the annex.	Acronym and Definitions
IV. Situation & Assumptions	
N-4. Include a situation statement related to the subject of the annex.	ESF 5 Situation and Assumptions
N-5. Include a list of assumptions used in planning for EOC direction and control.	ESF 5 Situation and Assumptions
V. Concept of Operations	
N-6. Outline a general concept for emergency operations that includes NIMS concepts.	Preparedness Section NIMS
N-7 Describe how incident command operations will be conducted.	Preparedness Section NIMS
N-8. Describe the functions performed by the EOC and how they will be carried out.	ESF 5 EOC Operations
N-9. Describe the interface between ICS and the EOC.	ESF 5 ICS-EOC Interface
N-10. Include a list of actions to be taken during various phases of emergency management to ensure adequate direction and control during emergency situations.	ESF 5 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
N-11. Describe the organization that will carry out EOC direction and control.	ESF 5 Direction and Control
N-12. Include assignments of direction and control tasks to depts, agencies, or individuals by position.	ESF 5 EOC Organization
VII. Direction & Control	
N-13. Identify by position the individuals who will provide direction and control for emergency operations and supervise emergency facilities.	ESF 5 EOC Organization
VIII. Readiness Levels	
N-14. Describe actions relating to direction & control to be taken at various levels.	ESF 5 Readiness Levels
IX. Administration & Support	
N-15. Describe local emergency facilities and their capabilities.	ESF 5 Facilities and Equipment
N-16. Explain policies on record keeping during emergency operations.	Preparedness Section Records
N-17. Outline requirements for reporting during emergency operations	Preparedness Section Reports
X. Annex Development & Maintenance	
N-18. Specify the individual(s), by position, responsible for developing and maintaining the annex.	Preparedness Section Plan Development and Maintenance
N-19. Make reference to the schedule for review and update of annexes in the Basic Plan.	Prep. Section Review and Update
XI. References	
N-20. Identify references pertinent to the content of the annex.	Reference Section
Other	
N-21. Describe or depict the EOC organization	ESF 5
N-22. Make provision for maintenance of an EOC Staff Roster	ESF 5
N-23. Include a checklist for activation/deactivation of the EOC	ESF 5
N-24. Summarize how the EOC operates when activated.	ESF 5
N-25. Describe the forms used in the EOC to record operational events.	ESF 5
N-26. Describe the forms used in the EOC for message traffic.	ESF 5
N-27. Describe/provide the format for reports prepared in EOC during emergency ops.	ESF 5

FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By		10/19/2023
FOR DEM USE	Initials	Date
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

Planning Standards Checklist for Annex O

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered **deficient** if the *italicized* standards are not met.

This Annex shall:		**Section/paragraph**
I. Authority		
O-1. Identify local, state, and federal legal authorities pertinent to the subject of this annex in addition to those listed in the Basic Plan.		Authorities Section
II. Purpose		
O-2. Include a purpose statement that describes the reason for development this annex.		ESF 6 Purpose
III. Explanation of Terms		
O-3. Explain and/or define terms and acronyms used in this annex.		Acronym and Definitions
IV. Situation & Assumptions		
O-4. Include a situation statement related to the subject of the annex.		ESF 6 Situation and Assumptions
O-5. Include a list of assumptions used in planning for human services.		ESF 6 Situation and Assumptions
V. Concept of Operations		
O-6. Describe the local concept of operations for provision of human services support during emergency situations.		ESF 6 Concept of Operations
0-7. Describe how disaster mental health services will be provided.		ESF 6 Mental Health Services
0-8. Describe options for providing emergency water supplies and food to disaster victims.		ESF 6 Emerg. Water Supplies
O-9. Describe options for providing emergency food after disasters.		ESF 6 Emergency Food
O-10. Describe how other emergency human services needs will be met.		ESF 6 Disaster Basic Needs Asst.
O-11. Include a list of actions by phases of emergency management to be taken to ensure adequate human services during emergency situations.		ESF 6 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities		
O-12. Describe/depict the human services organization that will support the jurisdiction during emergency situations.		ESF 6 Disaster Basic Needs Asst.
O-13. Include a listing by organization and/or position of responsibilities for the human services tasks to be performed.		ESF 6 Task Assignments
VII. Direction & Control		
O-14. Identify by position/title the individuals who will provide policy guidance for and oversee the provision of human services during emergency situations.		ESF 6 Direction and Control
VIII. Readiness Levels		
O-15. Describe human services actions to be taken at various readiness levels.		ESF 6 Readiness Levels
IX. Administration & Support		
O-16. Include policies on record keeping, training, and exercises relating to emergency human services.		Preparedness Section Administration and Support
X. Annex Development & Maintenance		
O-17. Specify by position responsible for developing and maintaining this annex.		Preparedness Section
O-18. Make reference to the schedule for review and update of annexes		Preparedness Section
XI. References		
O-19. List references pertaining to this annex that are not listed in the Basic Plan.		Reference Section
Other		
O-20. List VOADs that can provide human services support during emergencies		ESF 6 Disaster Basic Needs Asst.
FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By	Delaney Pruett	10/19/2023
FOR DEM USE	**Initials**	**Date**
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Hazard Mitigation "Annex P and Mitigation Action Plan"

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

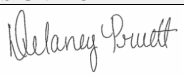
This Annex shall:	**Section/paragraph**
I. Authority	
P-1. Identify local, state, and federal legal authorities pertinent to this annex that differ from those cited in the Basic Plan.	Authority Section
II. Purpose	
P-2. Include a purpose statement that describes the reason for development of the annex.	Hazard Mitigation Section
III. Explanation of Terms	
P-3. Define terms and explain acronyms and abbreviations used in the annex.	Acronyms and Definitions
IV. Situation & Assumptions	
P-4. Include a situation statement related to subject of the annex	Hazard Mitigation Plan
P-5. Include a list of assumptions that influence hazard mitigation operations.	Hazard Mitigation Plan
V. Concept of Operations	
P-6. Describe the mitigation process and pre and post-disaster operations of the local HMP.	Hazard Mitigation Plan
P-7. Describe the purpose, desired composition, and organization of the local MAT.	Hazard Mitigation Plan
P-8. *Describe the interaction and coordination between the local MAT and the state MAT.*	Hazard Mitigation Plan
P-9. Describe how the local hazard analysis will be developed, maintained, and distributed and how those who need access to it can obtain it.	Hazard Mitigation Plan
P-10. Describe the relationship between the state and local hazard analysis and those documents.	Hazard Mitigation Plan
P-11. Describe how the local Mitigation Action Plan will be developed, maintained, and distributed and how those who need access to it can obtain it.	Hazard Mitigation Plan
P-12. Describe the relationship and consistency between the state and local hazard mit. plans.	Hazard Mitigation Section
P-13. Describe the interaction and coordination between the local hazard mitigation team, the local hazard analysis, and the local hazard mitigation action plan.	Hazard Mitigation Section Concept of Operations
Organization & Assignment of Responsibilities	
P-14. *Describe or depict the organization of the local hazard mitigation team, to include all agencies/organizations that provide representatives to the team.*	Hazard Mitigation Plan
P-15. *Identify by position the individual responsible to serve as the local mitigation coordinator.*	Hazard Mitigation Plan
P-16. *Identify the specific mitigation tasks and responsibilities of the HazMit. Coordinator.*	Hazard Mitigation Plan
P-17. *Identify the mitigation tasks & responsibilities of team members*	Hazard Mitigation Plan
P-18. *Assign responsibility for the development, annual review, and update of the Hazard Analysis*	Hazard Mitigation Plan
P-19. *Assign responsibility for the development, annual review, and update of the local MAP.*	Hazard Mitigation Plan
P-20. *Assign responsibility for coordinating with the hazard mitigation team during post-disaster.*	Hazard Mitigation Plan
Direction & Control	
P-21. *Identify the lines of succession for the HMC and the HMT.*	Hazard Mitigation Plan
Administration & Support	
P-22. *Identify policies on reporting and the maintenance of records concerning mitigation actions*	Preparedness Section Reports & Records
Annex Development & Maintenance	
P-23. *Specify the individual(s) by position responsible for developing and maintaining the annex.*	Preparedness Section Plan Develop & Maintenance
References	
P-24. Identify hazard mitigation related reference materials, identify where they are maintained	Reference Section
P-25. *Identify the current local Hazard Analysis by name and date published.*	Hazard Mitigation Section
P-26. *Identify the current local Mitigation Action Plan by name and date published.*	Hazard Mitigation Section
Other	
P-27. Include a list of agencies assigned to the HMT.	
P-28. Include a Hazard Mitigation Team Report format and instructions for filling out the report.	
FOR LOCAL GOVERNMENT USE Signature/Date	
This Checklist Completed By Melaney Pruett	10/19/2023
FOR DEM USE	**Initials**
DEM Regional Liaison Officer Review	
DEM Preparedness Section Processing	
DEM Mitigation Section Processing	

State Planning Standards for Annex Q, Hazardous Materials & Oil Spill Response

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

This Annex shall:	**Section/paragraph**
I. Authority	
Q-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those listed in the Basic Plan.	Authority Section
II. Purpose	
Q-2. Include a purpose statement that describes the reason for development of the annex.	ESF 10 Purpose
III. Explanation of Terms	
Q-3. List, explain, or define terms, acronyms and abbreviations used in the annex.	Acronym and Definitions
IV. Situation and Assumptions	
Q-4. Include a situation statement related to the subject of the annex.	ESF 10 Situation and Assumptions
Q-5. Provide a summary of local capabilities and limitations for hazmat incident response.	ESF 10 Hazardous Materials General
Q-6. Identify facilities that may be vulnerable to a Hazmat incident. Include a map of these facilities and identify the official, by position, responsible for maintaining the map.	ESF 10 Attachments: Tab H
Q-7. Identify local regulated facilities and primary hazard(s) at such facilities. Include a map of these facilities and identify the official, by position, responsible for the map.	ESF 10 Attachments: Tab I
Q-8. Identify local transportation routes for hazardous materials. Include a map of these routes and identify the official responsible for the map.	ESF 10 Attachments: Tab J
Q-9. Identify evacuation routes from risk areas surrounding regulated facilities, or specify the physical location of the map and identify the official responsible for the map.	ESF 10 Attachments: Tab K
Q-10. Identify a list of assumptions used for Hazmat planning.	ESF 10 Situation and Assumptions
V. Concept of Operations	
Q-11. *Describe the actions taken to prevent and prepare for a Hazmat incident.*	ESF 10 Responder Actions
Q-12. Include a Hazmat incident classification scheme.	ESF 10 Direction and Control
Q-13. Describe procedures for receiving timely reports for Hazmat incidents and include a format for receiving / disseminating essential info regarding a Hazmat incident.	ESF 10 Actions for Hazardous Material or Radiological Incidents
Q-14. Describe methods for determining the area or population affected by a Hazmat release.	ESF 10 HazMat Radiological Accidents
Q-15. Describe methods to determine appropriate protective actions for the public in the event of a Hazmat incident.	ESF 10 Hazardous Materials Radiological Accidents
Q-16. Describe procedures for warning the public of a Hazmat incident and communicating appropriate protective actions.	ESF 10 Attachments: Tab F ESF 15 Attachments: Tab C
Q-17. Describe obligations of the responsible party and of local government in recovery from a significant Hazmat incident	ESF 10 Situation and Assumptions
VI. Organization & Assignment of Responsibilities	
Q-18. Describe the emergency organization that will respond to Hazmat and oil spill incidents.	ESF 10 Hazardous Materials General
Q-19. Designate and describe responsibilities of the community emergency coordinator required by the EPCRA.	ESF 10 Task Assignments
Q-20. Outline Hazmat response actions to be carried out by the Incident Commander (IC), other individuals, departments, and agencies.	ESF 10 Task Assignments Attachments: Tab B
Q-21. Outline response actions expected of regulated facilities and Hazmat transporters.	ESF 10 Attachments: Tab B
Q-22. Outline responsibilities of state and federal response agencies.	ESF 10 Task Assignments
VII. Direction & Control	
Q-23. Identify the individual/agency responsible for providing direction and control for the emergency response to a Hazmat incident.	ESF 10 Direction and Control
Q-24. Describe the interface between the IC and the EOC.	ESF 10 IC and EOC Interface
VIII. Readiness Levels	
Q-25. Identify actions to be taken at various readiness levels.	ESF 10 Readiness Levels
IX. Administration & Support	
Q-26. Refer to a list of Hazmat response resources contained in this annex or elsewhere in the jurisdiction's emergency management plan.	ESF 10 Hazardous Materials General
Q-27. Outline requirements for a post-incident review of major Hazmat response operations.	Prep. Section Post-Incident Review
Q-28. Describe who is responsible for ensuring emergency responders receive specialized Hazmat training and are equipped with PPE appropriate to their responsibilities.	ESF 10 Attachments: Tab D
Q-29. Describe methods and schedules for exercising this annex.	Prep. Section Post-Incident Review
X. Annex Development & Maintenance	
Q-30. Identify the individual by position responsible for maintaining the annex.	Preparedness Section Plan Maintenance

Q-31. Make reference to the schedule for review and update of annexes contained in Sec. X		Preparedness Section Review/Update
XI. References		
Q-32. Identify additional local, state, and federal references pertinent to the subject of this annex not already listed in the Basic Plan.		Reference Section
FOR LOCAL GOVERNMENT USE	**SIGNATURE**	**DATE**
This Checklist Completed By		10/19/2023
FOR DEM USE	**INITIALS**	**DATE**
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex R, Search & Rescue

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	**Section/paragraph**
I. Authority	
R-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic Plan.	Authority Section
II. Purpose	
R-2. Include a purpose statement that describes the reason for development of the annex.	ESF 9 Purpose
III. Explanation of Terms	
R-3. Explain and/or define terms and acronyms used in the annex.	Acronym and Definitions
IV. Situation & Assumptions	
R-4. Include a situation statement related to the subject of the annex.	ESF 9 Situation and Assumptions
R-5. Include a list of assumptions used in planning for SAR operations.	ESF 9 Situation and Assumptions
V. Concept of Operations	
R-6. Describe the local concept of operations for SAR management.	ESF 9 Concept of Operations
R-7. Describe the role of SAR operations in terrorist incident response.	ESF9 Terrorist Incident Response
R-8. Describe how external SAR resources will be obtained if local resources are insufficient to deal with an emergency.	ESF 9 Requesting External Assistance
R-9. Include a list of actions by phases of emergency management to be taken to ensure adequate SAR capabilities during emergency situations.	ESF 9 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
R-10. Describe the organization that will be used to provide SAR services.	ESF 9 Concept of Operations
R-11. Include a listing by organization and/or position of the SAR tasks to be performed.	ESF 9 Task Assignments
VII. Direction & Control	
R-12. Describe how SAR efforts will be directed and controlled during emergency situations	ESF 9 Direction and Control
R-13. Describe the interface between the Incident Commander and the EOC.	ESF 9 IC and EOC Interface
R-14. Indicate the line of succession for key SAR personnel.	ESF 9 Lines of Succession
VIII. Readiness Levels	
R-15. Describe actions to be taken at various readiness levels.	ESF 9 Readiness Levels
IX. Administration & Support	
R-16. Include policies on reporting, record keeping, and preservation of records.	Preparedness Section Reports, Records
R-17. Refer to a list of SAR response resources contained elsewhere in the plan or appended to this annex.	Critical Contacts / Facilities / Resources
R-18. Provide for a post-incident review of SAR operations.	Preparedness Section Post-Incident Review and Exercises
X. Annex Development & Maintenance	
R-19. Specify the individual(s) by position responsible for developing and maintaining the annex.	Preparedness Section Plan Development and Maintenance
R-20. Make reference to the schedule for review and update of annexes contained in section X of the Basic Plan.	Preparedness Section Review and Update
XI. References	
R-21. List references pertinent to the content of the annex not listed in the Basic Plan.	Reference Section
Other	
R-22. Include a description or diagram of the SAR communications network.	ESF 9 Attachments: Tab A

FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By		10/19/2023
FOR DEM USE	Initials	Date
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

Planning Standards Checklist for Annex S, Transportation

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered DEFICIENT if the *italicized* standards are not met.

This Annex shall:	**Section/paragraph**
I. Authority	
S-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	Authority Section
II. Purpose	
S-2. Include a purpose statement that describes the reason for development of the annex.	ESF 1 Purpose
III. Explanation of Terms	
S-3. Explain and/or define terms and acronyms used in the annex.	Acronyms and Definitions
IV. Situation & Assumptions	
S-4. Include a situation statement related to the subject of the annex.	ESF 1 Situation and Assumptions
S-5. Include a list of assumptions used in planning for transportation services during emergency situations.	ESF 1 Situation and Assumptions
V. Concept of Operations	
S-6. Describe the local concept of operations for transportation management during emergency situations.	ESF 1 Concept of Operations
S-7. Include a list of actions by phases of emergency management to be taken to ensure adequate transportation services during emergency situations.	ESF 1 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
S-8. Describe the organization that will be used to provide transportation services during emergency situations.	ESF 1 Requesting Transportation
S-9. Include a listing by organization and/or position of the transportation tasks to be performed during emergency situations.	ESF 1 Task Assignments
VII. Direction & Control	
S-10. Identify by position/title the individuals who will provide policy guidance for and oversee the provision of transportation services during emergency situations.	ESF 1 Direction and Control
VIII. Readiness Levels	
S-11. Describe actions to be taken at various readiness levels.	ESF 1 Readiness Levels
IX. Administration & Support	
S-12. Include policies on communications, maintenance and preservation of records, training & exercise, and support.	Preparedness Section Administration and Support
X. Annex Development & Maintenance	
S-13. *Specify the individual(s) by position responsible for developing and maintaining the annex.*	Preparedness Section Plan Development and Maintenance
S-14. Make reference to the schedule for review and update of annexes contained in section X of the Basic Plan.	Preparedness Section Review and Update
XI. References	
S-15. Identify references pertinent to the content of the annex not listed in the Basic Plan.	Reference Section
Other	
S-16. Include a sample cargo transportation request.	ESF 1 Attachments: Tab A
S-17. Include a sample passenger transportation request.	ESF 1 Attachments: Tab B
S-18. Include a sample form to record source and use of transportation resources during emergency operations.	ESF 1 Attachments: Tab C, D

FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By	Melaney Pruett	10/19/2023

FOR GDEM USE	**Initials**	**Date**
GDEM Regional Liaison Officer Review		
GDEM Preparedness Section Processing		

State Planning Standards Checklist for Annex T, Donations Management

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	**Section/paragraph**
I. Authority	
T-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic plan.	Authority Section
II. Purpose	
T-2. Include a purpose statement that describes the reason for development of the annex	ESF 7/Donations Mgmt Purpose
III. Explanation of Terms	
T-3. Explain acronyms and define terms used in the annex.	Acronyms and Definitions
IV. Situation & Assumptions	
T-4. Include a situation statement related to the subject of the annex or refer to the general situation information contained in the basic plan.	ESF 7/Donations Management Situation and Assumptions
T-5. Include a list of assumptions used in planning for donations management operations during emergency situations.	ESF 7/Donations Management Situation and Assumptions
V. Concept of Operations	
T-6. State the objectives of the local donations management program.	ESF 7/Donations Mgmt ConOps
T-7. Outline the local concept of operations for managing donations after a disaster.	ESF 7/Donations Mgmt ConOps
T-8. Describe the organizational elements of the local donations management program.	ESF 7/Donations Mgmt. Org. Elements
T-9. Describe the operational units of the donations management program and their function	ESF 7/Donations Mgmt Op. Units
T-10. Include a list of actions by phases of emergency management to be taken to ensure effective donations management during emergency situations.	ESF 7/Donations Mgmt Phases of Emergency Management
VI. Organization & Assignment of Responsibilities	
T-11. Indicate how the donations management function will be organized.	ESF 7/Donations Mgmt/Dir&Control
T-12. Include a listing of the responsibilities for donations management tasks assigned to individuals, departments, operating units, and other groups.	ESF 7/Donations Management Operating Units
VII. Direction & Control	
T-13. Describe how the donations management program will be directed and coordinated.	ESF 7/Donations Mgmt./Dir&Control
VIII. Readiness Levels	
T-14. Describe actions to be taken at various readiness levels	ESF 7/Donations Mgmt Ready Levels
IX. Administration & Support	
T-15. Establish reporting requirements for the donations management program.	Preparedness Section Record, Reports
T-16. Establish policies on record keeping for the donations management program.	Preparedness Section Record, Reports
T-17. Outline training and exercise requirements relating to the donations management program.	ESF 7/Donations Management
X. Annex Development & Maintenance	
T-18. Specify the individual(s) by position responsible for developing and maintaining the annex.	Preparedness Section Plan Maintenance
T-19. Make reference to the schedule for review and update of annexes contained in Section X	Preparedness Section Review/Update
XI. References	
T-20. List references pertinent to the content of the annex.	Reference Section
Other	
T-21. Include a sample Donation Needs List and Record of Donation Offer.	ESF 7/Donations Mgmt.: Tab C, D, E
T-22. Include a Donations Management Operations Guide that: *A. Identifies the Donations Coordinator.* *B.* Makes provisions for identifying key donations management operating units and their responsibilities, identifying suitable facilities and required equipment for each unit, and describing how units will operate.	ESF 7/Donations Management Attachments: Tab A Operating Units

FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By		10/19/2023
FOR DEM USE	**Initials**	**Date**
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

State Planning Standards Checklist for Annex U, Legal

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona
Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	**Section/paragraph**
I. Authority	
U-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	Overview Authorities Section
II. Purpose	
U-2. Include a purpose statement that describes the reason for development of the annex.	Legal Authority Purpose
III. Explanation of Terms	
U-3 Explain and/or define terms and acronyms used in the annex.	Acronyms and Definitions
IV. Situation & Assumptions	
U-4. Include a situation statement related to the subject of the annex or refer to the general situation information contained in the basic plan.	Legal Authority Section Situation and Assumption
U-5. Include a list of assumptions used in planning for legal services during emergency situations.	Legal Authority Section Situation and Assumption
V. Concept of Operations	
U-6. Outline the process for requesting an emergency declaration by the Governor for a local emergency situation.	Legal Authority Emergency Declaration Process
U-7 Outline the process for issuing, extending, and terminating a local disaster declaration.	Legal Authority Section Disaster Declaration
U-8. Outline the process for invoking the emergency powers of the chief elected official of the jurisdiction during a disaster.	Legal Authority Section Emergency Management Authority for the EMD
U-9 Include a list of actions by phases of emergency management to be taken to ensure adequate legal services during emergency situations.	Legal Authority Section Phases of Emergency Mgmt
VI. Organization & Assignment of Responsibilities	
U-10. Describe or depict the legal services organization that will support the jurisdiction during emergency situations.	Legal Authority Section Direction and Control
U-11. Include a listing by organization and/or position of the legal service tasks to be performed.	L.A. Task Assignments
VII. Direction & Control	
U-12. Identify by position the individual who will oversee the provision of legal services during emergency situations.	Legal Authority Section Direction and Control
VIII. Readiness Levels	
U-13. Describe actions to be taken at various readiness levels.	L.A. Readiness Levels
IX. Administration & Support	
U-14. Include policies on maintaining/preserving records and training.	Preparedness Section Administration and Support
X. Annex Development & Maintenance	
U-15. Specify the individual(s) by position responsible for developing and maintaining the annex.	Prep. Section Assignment of Responsibility
XI. References	
U-16. Identifies references pertinent to the content of the annex.	Reference Section
Other	
U-17. Includes sample documents for requesting an emergency declaration, issuing, extending or terminating a disaster declaration, and invoking emergency powers.	Legal Authority Section Attachments Tab A-E
U-18. Includes sample documents for prohibiting or restricting outdoor burning during periods of high wildfire threat (county and interjurisdictional plans only).	Legal Authority Section Attachments Tab F-G

FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By	Delaney Pruett	10/19/2023
FOR GDEM USE	**Initials**	**Date**
GDEM Regional Liaison Officer Review		
GDEM Preparedness Section Processing		

State Planning Standards Checklist for Annex V, Terrorist Incident Response

Jurisdiction(s): Parmer County, including the Cities of Bovina, Farwell, and Friona

Annex Date: 10/19/2023 **Date of most recent change, if any:** _____

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:		**Section/paragraph**
I. Authority		
V-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex		Authority Section
II. Purpose		
V-2. Include a purpose statement that describes the reason for development of the annex.		ESF 13 Purpose
III. Explanation of Terms		
V-3. Explain and/or define terms and acronyms used in the annex.		Acronym and Definitions
IV. Situation & Assumptions		
V-4. Include a situation statement related to the subject of the annex.		ESF 13 Situation and Assumptions
V-5. Include a list of assumptions used in planning for terrorist incident response.		ESF 13 Situation and Assumptions
V. Concept of Operations		
V-6 Outline a general concept for emergency operations that includes NIMS Concepts.		ESF 13 Concept of Operations
V-7. Describe the local concept of operations for terrorism crisis management, ***including the threat/use of weapons of mass destruction (WMD).***		ESF 13 Crisis management
V-8. Indicate the lead local, state, and federal agencies for terrorism crisis management.		ESF 13 Crisis management
V-9. Describe the local concept of ops for terrorism consequence mgmt, ***including WMD.***		ESF 13 Consequence Management
V-10. Indicate the lead local, state, and federal agencies for terrorism consequence mgmt		ESF 13 Consequence Management
V-11. Describe the role of the IC and EOC and their interface during terrorist incidents.		ESF 13 Implementation of NIMS
V-12. Outline procedures to coordinate crisis mgmt and consequence mgmt activities.		ESF 13 Crisis/consequence mgmt
V-13. Describe protective actions suitable for responders and the public		ESF 13 Protective Actions
V-14. Outline requirements for coordinating the local medical response to a biological weapon incident.		ESF 13 Coord. of Local medical Response to Biological Incidents
V-15. Include a list of actions, by phases of emergency mgmt, to prevent terrorist incidents, enhance readiness, and effectively respond to and recover from them.		ESF 13 Phases of Emergency Management
VI. Organization & Assignment of Responsibilities		
V-16. Indicate how the jurisdiction will be organized to respond to terrorist incidents		ESF 13 Direction and Control
V-17. Include a listing by position/title of resp. for terrorist incident response activities.		ESF 13 Task Assignment
VII. Direction & Control		
V-18. Identify by position who will provide guidance for direction and control		ESF 13 Direction and Control
V-19. Describe how mutual aid, state, and federal resources will be requested and used.		ESF 13 Attachment Tab B
VIII. Readiness Levels		
V-20. Describe actions to be taken at various readiness levels.		ESF 13 Readiness Levels
IX. Administration & Support		
V-21. Outline policies on reports and the maintenance and preservation of records.		Prep. Section Reports, Records
V-22. Provide for a post-incident review of terrorist incident response operations.		Prep. Section Post-Incident Review
X. Annex Development & Maintenance		
V-23. Specify by position responsible for developing and maintaining the annex.		PS Plan Dvlpmnt and Maintenance
V-24. Make reference to the schedule for review and update of annexes		Prep. Section Review and Update
XI. References		
V-25. Identify references pertinent to the content of the annex.		Reference Section
Other		
V-26. Include a terrorism incident response checklist.		ESF 13 Terrorist Incident Checklist
V-27. Include a basic description of terrorist weapons, their effects, and emergency response needs that may be generated by their use.		ESF 13 Attachments: Tab C
V-28. Include a list of specialized terrorist response resources.		ESF 13 Attachments: Tab B
FOR LOCAL GOVERNMENT USE	**Signature**	**Date**
This Checklist Completed By	Delaney Pruett	10/19/2023
FOR DEM USE	**Initials**	**Date**
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		