

Emergency Management Plan

206.1 PURPOSE AND SCOPE

This order clarifies the role of the Montgomery Police Department and responsibilities of its members pertaining to large-scale emergencies and the Texas Division of Emergency Management (TDEM). This order establishes the framework from which the Department directs its strategic planning (preparedness) and tactical response for all hazards and large special events. It is applicable to all employees (sworn and non-sworn) and assigns specific responsibilities for all hazards, whether man-made or natural.

206.1.1 DEFINITIONS

Alpha-Bravo Schedule — A modified work schedule broken-down into 12-hour shifts. Day shift (Alpha) begins at 0600 and ends at 1800 and night shift (Bravo) begins at 1800 and ends at 0600 the following calendar day.

Department Operations Center (DOC) — Department Operations Centers (DOCs) are facilities from which individual departments control their internal resource mobilizations and tactical operations during periods of increased service demands beyond normal capabilities. Activities normally carried out in a DOC should not take place in the EOC. Conversely, interagency coordination and strategic planning should not take place at a DOC. Department level staffing plans should address both tactical level DOC and EOC staffing needs during significant events.

Department-Wide Emergency Response - When a circumstance (man-made or natural) has created an emergency situation requiring the use of tactics and resources other than those normally used in a Normal State of Readiness, the Chief of Police, or designee, may order a department-wide Emergency Response in order to decisively and immediately respond, mitigate, and recover from the emergency situation.

Emergency Management Coordinator - Employee designated as the single point of contact for all routine emergency management matters and is responsible for ensuring the department's emergency management planning and response efforts comply and/or coincide with applicable city ordinances, National Incident Management System, and Incident Command System protocols and best practices. In addition, the Emergency Management Coordinator is responsible for ensuring that the department's emergency management planning and general response strategies seamlessly integrate with the City of Montgomery Emergency Management Plan as well as plans, memoranda of understanding/agreement, and interlocal agreements with other partner entities.

Emergency Operations Center (EOC) — The purpose of the Emergency Operations Center is to coordinate strategic decision-making, resource allocation, public information, and warning. The operation of the EOC does not eliminate a department's needs for tactical level coordination of staffing and resources which normally takes place in a DOC. The EOC focuses on inter-agency coordination and strategic decision-making. Agency representatives cannot effectively

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carry out these functions if they are preoccupied with internal department response planning and coordination which should take place within a DOC.

Emergency Operations Center Representative - Agency representatives at the EOC capable of committing their department's resources.

Emergency Operations Plan (EOP) — An emergency operations plan is a course of action developed to mitigate the damage of potential events that could endanger an organization's ability to function. Such a plan should include measures that provide for the safety of personnel, property and facilities. It should also include provisions to assess the severity of an incident and implement steps to eliminate the problem.

Event - A planned, non-emergency activity. ICS can be used as the management system for a wide range of events (e.g., parades, concerts, and/or special and sporting events).

Event Action Plan (EAP) - A written plan containing general SMART objectives reflecting the overall strategy for managing an event. 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 event during one or more operational periods.

Finance Section - The section responsible for all incident costs and financial considerations.

FLOP — An acronym used to identify a group of incident management personnel organized according to function and reporting to the Incident Commander.

- (a) **Finance/Administrative Section** - Manages cost associated with the event.
- (b) **Logistics Section** - Identifies, requests, receives, and delivers tangible items.
- (c) **Operations Section** - Manages field resources.
- (d) **Planning Section** - Forecasts needs, prepares briefings, and develops status reports.

Incident - An occurrence, natural or human-caused, that requires an emergency response to protect life or property (e.g., terrorist threats or attacks, wild land and urban fires, floods, hazardous materials spills, aircraft accidents, earthquakes, hurricanes, tornadoes, public health and medical emergencies, etc.).

Incident Action Plan (IAP) - A written plan containing general SMART 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 Command Post (ICP) - The location of the tactical-level, on-scene incident command and management organization for field response teams. The ICP typically comprises the Incident Commander and immediate staff and may include other designated incident management officials. Typically, the ICP is located at or in the immediate vicinity of the incident site and is where direct, on-scene control of field response units takes place. Incident planning and communications are also conducted at the ICP.

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Incident Command System (ICS) - A standardized emergency management construct 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. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

Incident Commander (IC) - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. DPD ICs generally operate from the DOC and delegate responsibilities at the incident site.

LIPS - Acronym used to prioritize SMART objectives.

- (a) **Life Safety** - Objectives that deal with immediate threats to the safety of the public and responders are the priority.
- (b) **Incident Stabilization** - Objectives that contain the incident to keep it from expanding and objectives that control the incident to eliminate or mitigate the cause are the second priority.
- (c) **Property/Environmental Conservation** - Objectives that deal with issues of protecting public and private property and the environment are the third priority.
- (d) **Societal Restoration** - Objectives that identify strategies to return public and private sector functions to normal levels and are the fourth priority.

Logistics Section - The section responsible for providing facilities, services, and material support for the incident.

National Incident Management System (NIMS) - A system mandated by HSPD-5 (Homeland Security Presidential Directive) that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

Normal State of Readiness - This phase constitutes a continuous and constant state of readiness. The DPD proactively ensures this state of readiness by constantly training, maintaining equipment, conducting ongoing equipment inspections, and gathering information to formulate an effective response plan.

Operational Period - An operational period is the period scheduled for executing a given set of operational actions as specified in the EAP or IAP. The length of the operational period is to be determined by the DPD DOC. When operations are focused primarily on recovery programs, operational periods are typically a week or longer.

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Operations Section - The section responsible for all tactical incident operations and implementation of the EAP or IAP.

Planning Section - The section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the EAP or IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

SMART Objectives - Objectives reflecting the overall strategy for managing an event or incident. SMART stands for:

- (a) **Specific** — Is the wording precise and unambiguous?
- (b) **Measurable** — How will achievements be measured?
- (c) **Action-oriented** — Is an action verb used to describe expected accomplishments?
- (d) **Realistic** — Is the outcome achievable with given available resources?
- (e) **Time-sensitive** — What is the timeframe?

Situational Awareness - The perception of environmental elements with respect to time or space, the comprehension of their meaning, and the projection of their status after some variable has changed, such as time, or some other variable, such as a predetermined event. It is also a field of study concerned with perception of the environment critical to decision-makers in complex situations.

Tactical Alert - When the department has received or developed reliable intelligence that there is a relatively high probability that a circumstance (man-made or natural) may escalate into an emergency situation requiring the use of tactics and resources other than those normally used in a Normal State of Readiness, the Chief or Police, or designee, may place the department on Tactical Alert in order to prepare for a decisive and immediate department-wide tactical response, if needed.

206.2 POLICY

The Montgomery Police Department will prepare for large-scale emergencies within and outside its

jurisdiction through planning and cooperation with other agencies.

The City Emergency Management Plan complies with the Texas Division of Emergency Management Plan. This plan provides guidance for City emergency operations within and outside its borders as may be required (Tex. Gov't Code § 418.001, et seq.; 37 Tex. Admin. Code § 7.13).

206.3 ACTIVATING THE EMERGENCY MANAGEMENT PLAN

The Emergency Management Plan can be activated in several ways. For the Montgomery Police Department, the Chief of Police or the highest ranking on-duty supervisor may activate the Emergency Management Plan in response to a major emergency.

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Upon activation of the plan, the Chief of Police or the authorized designee should contact the Texas Division of Emergency Management to assist with mutual aid response from local, state and federal law enforcement agencies.

206.3.1 RECALL OF PERSONNEL

If the Emergency Management Plan is activated, all employees of the Montgomery Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

206.3.2 OPERATIONAL CONDITIONS (OPCON)

The department operates in three general states. Each state automatically triggers certain duties and responsibilities for all department personnel (sworn and non-sworn). These states are:

Normal State of Readiness

In accordance with the department's mission, and in order to effectively serve the citizens of the City of Montgomery, all personnel carry out their duties in a perpetual state of readiness. The department proactively ensures this state of readiness by constantly training, maintaining equipment, conducting ongoing equipment inspections, gathering information, and distributing intelligence in order to formulate an effective response to all hazards. In this normal state of readiness all department personnel are required to maintain a constant state of situational awareness by doing certain daily activities to include, but not limited to the following:

- (a) Awareness of the potential need to send their resources and personnel to other units or other assignments (e.g., DOC, EOC, Command Posts, etc.) with little to no notice.
- (b) Review Emergency Operations Plans (EOPs) with their employees.

Tactical Alert

When the department has received or developed reliable intelligence that there is a relatively high probability that a circumstance (man-made or natural) may escalate into an emergency situation requiring the use of tactics and resources other than those normally used in a Normal State of Readiness, the Chief of Police, or designee, may place the department on Tactical Alert in order to prepare for a decisive and immediate department-wide tactical response. In the event the Chief of Police places the department on Tactical Alert, the Chief's designee will notify the department via a "DPD All" page and email. This page and email title will include the reason for the tactical alert (e.g., Tactical Alert-Severe Weather, Tactical Alert- Flooding, Tactical Alert-Civil Disturbance, Tactical Alert-Terror Threat, etc.), as well as, any additional directions.

In addition to any special instructions received via pager or email, when placed on Tactical Alert, all department personnel (sworn and non-sworn) will prepare for the probable incident by doing the following:

- (a) Continue performing all activities as in a Normal State of Readiness.
- (b) Keep phone nearby, day or night, whether on or off-duty.

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- (c) Prepare to work modified hours (e.g., Alpha/Bravo) for a long duration of time.
- (d) Prepare to work or support EOC and/or DOC operations.
- (e) Prepare a "go bag" containing personal items needed for extended duty assignments (e.g., personal hygiene items, change of clothing, water, and food, etc.)
- (f) Sworn personnel will report to work in Class D (tactical uniform) with all equipment needed to work patrol and crowd control regardless of primary or ancillary assignments (See Patrol SOP for a list of equipment needed.)

Department-wide Emergency Response

When a circumstance (man-made or natural) has created an emergency requiring the use of tactics and resources other than those normally used in a Normal State of Readiness, the Chief of Police, or designee, may order a department-wide Tactical Response in order to decisively and immediately respond, mitigate, and recover from the emergency situation. In the event the Chief of Police orders a department-wide Emergency Response, the Chiefs designee will notify the department via a "DPD All" page and email. This page and email title will include the reason for the department-wide emergency response (e.g., Emergency Response-Severe Weather, Emergency Response-Flooding, Emergency Response-Civil Disturbance, Emergency Response-Terror Incident, etc.), as well as any additional directions. In addition to any special instructions received via pager or email, during a department-wide emergency response all department supervisors will execute the tasks they would normally prepare for while on a Tactical Alert and follow orders given by the DOC.

Personnel Deployment (Alpha/Bravo)

To leverage the resources needed to decisively and immediately respond to, mitigate, and recover from an emergency, the Chief of Police (or designee) may establish a department-wide work schedule change. If so directed, the usual modified work schedule is broken-down into 12-hour shifts. Day shift (Alpha) begins at 0600 and ends at 1800 and Night shift (Bravo) begins at 1800 and ends at 0600 the following calendar day. Supervisors will submit personnel rosters reflecting personnel assignments today and night shifts to the DOC, via their chain of command. The DOC IC may modify any or all portions of Alpha/Bravo. The following groups are designated to work as follows:

- (a) Day Shift (Alpha):
 - 1. All Patrol Day shifts
- (b) Night Shift (Bravo)
 - 1. All Patrol power shifts.
 - 2. All Patrol night shifts.
- (c) All other personnel within their respective Divisions and Sections (e.g., Major Crimes, General Investigations, Training, etc.) shall be divided equally between day and night shift (i.e., 50% Alpha and 50% Bravo), unless otherwise directed by the DOC.
- (d) Special Operations and non-sworn personnel schedule modifications will be designated by the DOC IC, if needed.

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206.4 DEPARTMENT OPERATIONS CENTER (DOC)

When the Departmental Operations Center (DOC) is activated, the incident shall be managed in accordance with ICS protocols. The objective of any activation is to decisively and immediately respond to, mitigate, and recover from an emergency situation while continuing to provide police services to the citizens of the City of Montgomery.

206.4.1 DOC OPERATIONAL AUTHORITY

The DOC operates with the authority of the Chief of Police. The designated IC may leverage this authority in order to decisively and immediately respond to, mitigate, and aid in recovery from an emergency situation while continuing to provide police services to the citizens of the City of Montgomery. ICs have all department resources at their disposal and have the authority to do the following, to include but not limited to:

- (a) Cancel training courses, court, and leave.
- (b) Modify work schedule.
- (c) Direct equipment issue.
- (d) Suspend the ride-along program.
- (e) Direct staff to establish an Incident Command Post (ICP);
- (f) Hold over DPD personnel (sworn and non-sworn);
- (g) Direct support units to report to patrol functions.
- (h) Limit response to service types and actions (e.g., not responding to alarm calls); and
- (i) Assign personnel (sworn and non-sworn) to serve in the DOC in various capacities.

206.4.2 CRITERIA FOR DOC ACTIVATION

Situations that trigger activations may be unique and therefore activations are a judgment call based upon numerous factors; however, generally, the DOC should be activated when a situation exists that has overwhelmed or will overwhelm and/or deplete department resources, regardless of if the City of Montgomery Emergency Operations Center (EOC) has been activated or not. When an on-duty Lieutenant is aware of a situation that could potentially trigger a DOC activation, they will consult with their Bureau Chief. The Bureau Chief will consult with the Chief of Police to make the final determination to activate the DOC.

Incidents that would merit a DOC activation may include, but are not limited to the following:

- (a) 9-1-1 system crash.
- (b) Large spontaneous protest.
- (c) Large-scale power outage.
- (d) Hazardous weather event.
- (e) Officer involved incident with an associated hostile crowd.
- (f) Larger than normal media response to an incident.

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- (g) Multi-agency protracted response to an event.
- (h) Large training exercise; or
- (i) As directed by the Chief of Police or designee

206.4.3 DOC RESPONSE AND PROTOCOL

Upon initial activation of the DOC, an on-duty Lieutenant will respond as the DOC Incident Commander (IC) for the initial operational period. Generally, the DOC will be located at the Chiefs Conference Room; however, the IC may direct that the DOC be located elsewhere. The IC will begin to assess the situation and direct what personnel will be needed in the DOC as an initial response.

- (a) Upon activation, the IC, or designee, will immediately notify other entities that the DOC has been activated. Notifications include, but are not limited to, the following:
 - 1. City of Montgomery Emergency Management
 - 2. Communications
- (b) Upon activation, the IC, or designee, will:
 - 1. Review all relevant emergency operations plans.
 - 2. Draft SMART objective for the operational period using LIPS to prioritize objectives.
 - 3. Determine what the operational periods will be.
 - 4. Document all relevant decisions, requests for resources and activity in the applicable ICS form.
- (c) The DOC will be run in accordance with ICS training and protocol. Each operational period of the incident will be documented in an Incident Action Plan (IAP) or Event Action Plan (EAP) using all the applicable ICS forms. The number of personnel who will respond to the DOC will vary depending on the size and scope of the incident (scalable). The personnel required at the DOC can either be increased or decreased, as needed. Specific personnel with specialized skills may be required during complex incidents.
 - 1. All personnel (sworn and non-sworn), regardless of rank and/or work groups are either subject to support or subject to callback for the DOC. The usual personnel needed for DOC duties may include, but are not limited to personnel to assist with:
 - (a) Special Operations
 - (b) Special Events
 - (c) Fleet
 - (d) PIO
 - (e) Planning
 - (f) Operations

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(g) Logistics

(h) Finance

206.5 INCIDENT ACTION PLANS (IAP) AND EVENT ACTION PLAN (EAP)

The IAP or EAP is a written plan that defines the incident or event objectives and reflects the tactics necessary to manage an incident or event during an operational period. The IAP or EAP is to be considered directive and helps all personnel involved understand incident objectives and issues. An IAP or EAP is the primary source of data used to refine public safety systems, protocols, and procedures for subsequent incidents or events. In addition, financial reimbursement to the department for large incidents is contingent upon submitting an IAP or EAP.

An IAP or EAP or supporting ICS documents are required under the following circumstances:

- (a) DOC activations.
- (b) EOC activations.
- (c) Special events requiring a command post.
- (d) Anytime a command post is used for any operation for two or more designated operational periods; or
- (e) Anytime any emergency operations plan (EOP) is applied into an event or incident in conjunction with a DOC, EOC, and/or command post activation.

206.6 AFTER ACTION REVIEW/REPORT (AAR) AND CORRECTIVE ACTION PLAN (CAP)

Organizational learning requires continuous assessment of organizational performance, looking at successes and failures, and ensuring that learning takes place to support continuous improvement. The After-Action Review/Report (AAR) is the primary means and tool for facilitating this assessment. A team will be assembled to discuss a task, incident, event, activity, or project, in an open and honest fashion. The systematic application of properly conducted AARs across an organization can help drive organizational change. When applied correctly, AARs can become a key aspect of the internal system of learning and motivation. Subsequent to any incident or event, which requires an IAP or EAP, an MR with key personnel will be conducted no later than two calendar weeks after the last operational period of the incident or event. Attendance and participation at the AAR is mandatory, unless otherwise authorized by the Chief of Police. All input from the review will be compiled into an After-Action Report and submitted to the Chief of Police. The Chief of Police will then issue a Corrective Action Plan (CAP). Compliance with the CAP is mandatory. CAPs may direct that corrective action be taken, to include, but not limited to, the following examples:

- (a) Department general order changes.
- (b) Unit SOP changes.
- (c) Equipment purchases or redistribution.
- (d) Department reorganization.

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- (e) Budget reallocation; and/or
- (f) Personnel reassignment.

206.7 LOCATION OF THE EMERGENCY MANAGEMENT PLAN

Copies of the Emergency Management Plan are available on the shared drive and Public Safety Communications. All supervisors should familiarize themselves with the Emergency Management Plan and the roles members will play when the plan is implemented. The Assistant Chief of Police should ensure that department members are familiar with the roles they will play when the plan is implemented.

206.8 EMERGENCY MANAGEMENT PLAN REVIEW

The Chief of Police or the authorized designee shall review the Emergency Management Plan annually and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Chief of Police or the authorized designee should appropriately address any needed revisions (37 Tex. Admin. Code § 7.12).

206.9 TRAINING

The Department should provide annual training on the Emergency Management Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Management Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop, or command discussion.

In a continuing effort to ensure all department personnel possess and maintain the knowledge, skills, and abilities needed to decisively and immediately respond, mitigate, and recover from any emergency, the department will provide up-to-date NIMS and ICS training for its employees. All employees are required to complete all required NIMS and ICS training within 18 months of their initial assignment and/or promotion to their current rank.

The Training Supervisor shall ensure that appropriate personnel have completed the Texas Division of Emergency Management approved training (Tex. Gov't Code § 418.005).

MEMORANDUM OF UNDERSTANDING

between the

**MONTGOMERY INDEPENDENT SCHOOL DISTRICT POLICE
DEPARTMENT**

and the

**MONTGOMERY COUNTY LAW ENFORCEMENT AGENCIES
MENTIONED BELOW**

RECITALS

WHEREAS, the Montgomery Independent School District ("MISD") is a school district located in Montgomery County, Texas, and which operates a police department, the Montgomery Independent School District Police Department ("MISD PD") in accordance with Texas Education Code Section 37.081.

WHEREAS, Montgomery County law enforcement agencies in Montgomery County, Texas, and which operates police departments in accordance with Texas Code of Criminal Procedure Article 2.12

WHEREAS, in accordance with Texas Education Code Section 37.081(g), the MISD PD and Montgomery County Law enforcement agencies enter into this Memorandum of Understanding (the "MOU") for the purpose of outlining coordination and communicate efforts between the MISD PD and Montgomery County law enforcement agencies.

NOW, THEREFORE, for and in consideration of the mutual covenants, agreements and benefits to the parties herein named, it is agreed as follows:

TERMS

I. **Mutual Assistance.** In furtherance of each agency's mission, the parties commit to provide the following mutual assistance when requested and available:

- (a) The MISD PD and Montgomery County law enforcement agencies (hereafter the "Parties") will provide assistance to each other in enforcing laws and ordinances within the scope of each agency's duties as outlined by State laws and county/city ordinances.
- (b) When requested by each agency, the other agency agrees to provide necessary support services, if able, in conjunction with the respective agency's current responsibilities for policing its own geographical boundaries.
- (c) Each agency agrees to assume an investigation from the other if requested to do so and

the infraction/incident occurred within the other agency's jurisdiction unless the infraction/incident is of the magnitude which exceeds the other agency capabilities.

- (d) Each agency will support the collections for statistical crime data regarding school incidents and will share such mutually beneficial information with the other.
- (e) Nothing in this MOU is intended to reduce the current level of cooperation or limit future cooperation between the agencies. Rather, the MOU is an ongoing commitment to enhance the level of service for both departments and their respective communities.

2. **Primary jurisdiction.** Each agency will continue to exercise primary jurisdiction for all law enforcement functions within its own geographical boundary not arising from an action initiated by the agency.

3. **Responsibility for own employees.** Each agency accepts responsibility for the actions of its own personnel and assumes the duty of investigating any allegations of wrongdoing resulting from their actions while operating within the respective boundaries, unless specifically requested to investigate to investigate a specific incident/action by the other agency. Peace officers and other individuals performing duties, including law enforcement duties, as applicable, shall at all times remain employees of their respective governmental entities. Nothing in this MOU creates a joint partnership, and the personnel of one agency shall not be considered employees, agents, partners, joint ventures, or servants of the other agency to this MOU.

Term and termination. The term of this MOU shall be October 01, 2019 through October 01, 2019. The MOU renews automatically at the end of each term unless either agency terminates the MOU in accordance with the termination provisions in this provision. Either party may terminate this MOU at any time for any reason by giving thirty (30) days written notice of its intent to terminate. Such written notice should be directed to the Chief of Police of the respective agency.

4. **Funding and compensation.** The Parties each understand and agree that neither has certified or committed funds to fulfill their respective obligations under this MOU. It is the intent of the Parties that the cost of services shared with each entity will be of equal value and benefit. Any funds use for the performance of services under this MOU must be made from current revenues available to the paying party.

5. **Governing law and venue.** This MOU shall be construed under and in accord with the laws of the State of Texas. Mandatory and exclusive venue for any litigation arising out of or related to this Agreement shall lie solely in a court of appropriate jurisdiction located in Harris County, Texas.

Assignment. This MOU shall not be assignable, in whole or in part.

6. **Severability.** The provisions of this MOU are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this MOU is for any reason held by a court of competent jurisdiction to be contrary to law or contrary to any rule or regulation having the force and effect of the law, the remaining portions of the MOU shall be enforced as if the invalid provision had never been included.

7. **Immunities.** Nothing in this MOU waives or alters any immunities provided either agency, its

employees, officers, or agents under Texas or federal law.

8. **Entire Agreement.** This MOU contains the entire agreement between the Parties concerning the subject matter hereof and supersedes any prior written or oral agreement.

9. **Amendments.** The Parties may amend this MOU at any time provided that such amendments are executed in writing and signed by the governing bodies each agency.

10. **Non-exclusivity.** Nothing in this MOU limits, changes, or otherwise impacts any memorandum of understanding each agency may have with other agencies.

The signatories below are authorized to sign and enter into this Agreement for the above named agencies.

Jim Dossey
Montgomery ISD Board Present

Date

Marlon Runnels
Chief of Police, Montgomery ISD

Date

Henry Scarbrough
Captain, Texas Department of Public Safety

Date

Rand Henderson
Sheriff, Montgomery County, Texas

Date

Philip Cash
Constable, Precinct One

Date

Gene DeForest
Constable, Precinct Two

Date

Christopher Jones
Constable, Precinct Five

Date

Jeff Christy
Chief of Police, City of Conroe

Date

Anthony Solomon
Chief of Police, City of Montgomery

Date

Terry Enloe
Chief of Police, City of Magnolia

Date

Troy Wootten, Sr.
Chief of Police, City of Magnolia

Date

Rex Evans
Chief of Police, Splendora ISD

Date

William J. Harness
Chief of Police, Conroe ISD

Date

EMERGENCY MANAGEMENT PLAN

FOR

**MONTGOMERY COUNTY AND
PARTICIPATING JURISDICTIONS**

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BASIC PLAN

I. AUTHORITY

A. Federal

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

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004
11. *Texas DPS Strategic Plan*, November 2010

C. Local

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|----|--|----------------|
| 1. | Cut N Shoot City Ordinance #38: | Dated 5/11/89 |
| 2. | Commissioner's Court Order: | Dated 5/2/88 |
| 3. | Magnolia City Ordinance #150: | Dated 2/14/89 |
| 4. | Montgomery City Ordinance #1989-1: | Dated 2/14/89 |
| 5. | Oak ridge North City Ordinance #003-89: | Dated 3/8/89 |
| 6. | Panorama Village City Ordinance #89-179: | Dated 2/27/89 |
| 7. | Patton Village City Ordinance #88-22: | Dated 11/22/89 |
| 8. | Roman Forest City Ordinance #174: | Dated 2/16/87 |
| 9. | Splendor City Ordinance #89-6-1-A: | Dated 6/1/89 |

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| 10. Stagecoach City Ordinance #203: | Dated 4/21/89 |
| 11. Willis City Ordinance #88-517A | Dated 5/17/88. |
| 12. Woodbranch City Ordinance #113: | Dated 2/7/89 |
| 13. Woodloch City Ordinance #1-10-89: | Dated 1/10/89. |
| 14. Joint Resolution between the County of Montgomery and the Cities of Chateau Woods, Cut N Shoot, Magnolia, Montgomery, Oak Ridge North, Panorama Village, Patton Village, Roman Forest, Shenandoah, Splendora, Stagecoach, Willis, Woodbranch and Woodloch, dated 7/20/89 | |
| 15. Inter-local Agreements and Contracts. See the summary in Attachment 6. | |

II. PURPOSE

This Basic Plan outlines our approach to emergency operations, and is applicable to Montgomery County and Cities within Montgomery County participating in the plan. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

III. EXPLANATION OF TERMS

A. Acronyms

MR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System

4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

V. CONCEPT OF OPERATIONS

A. Objectives

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

B. General

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