

Basic Plan

Primary Jurisdiction

City of Stephenville

Other Jurisdictions covered by this Plan

City	County	DDC	Region
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APPROVAL AND IMPLEMENTATION

This plan applies to all departments assigned emergency responsibilities in this plan, and to others as designated by the Emergency Manager

The Emergency Manager will provide guidance and direction in the conduct of emergency response and disaster recovery activities.

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

Date

Mayor

Date

Robert Isbell

Record of Changes

This page is used to date and describe changes to this document, followed by the initials of the person who made the change.

Date	Description	Initials

doc. revision 03/01/2016

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Authority and Guidance

This section lists authorities and guidance that govern or inform the development and implementation of the City of Stephenville Emergency Management Plan.

State

- Constitution of the State of Texas
 - Health and 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 Government Code
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- Chapter 418 Emergency Management
 - Chapter 421 Homeland Security
 - Chapter 433 State of Emergency
 - Chapter 791 Inter-local Cooperation Contracts

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Hazardous Waste Operations and 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
- Nuclear/Radiological Incident Annex of the National Response Framework
- Post-Katrina Emergency Management Reform Act (PKEMRA), 2006
- National Response Framework, January 2008
- Housing and Economic Recovery Act of 2008
- The National Security Strategy, May 2010
- Emergency Management and Assistance, Code of Federal Regulations, (CFR) 44
- Price-Anderson Amendments Act of 1988, Public Law 100-408, as amended
- Emergency Management Assistance Compact, Public Law 104-321
- National Incident Management System (NIMS), December 2008

Local

1. City Ordinance #1991-5, dated 04/02/1991
 2. Commissioner's Court Order #51, dated 02/12/1991
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3. Inter-local Agreements & Contracts.

Overview

One of the most important functions of government is to protect its citizens, their property and their way of life. In Texas, elected officials and the governor are responsible for meeting dangers to the state and its people presented by emergencies or disasters. The Plan describes how this duty is discharged in response to emergency incidents and disaster.

Purpose

The purpose of the Plan is to outline our approach to emergency operations, and is applicable to City of Stephenville. 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 VOADs, and other who may participate in our mitigation, preparedness, response, and recovery efforts to include the whole community.

Scope

The Plan is an all-hazards emergency operations plan that applies to emergencies and disasters within City of Stephenville and secondary jurisdictions as listed in the table below.

City	County	DDC
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The Plan describes the high-level responsibilities of City of Stephenville agencies and partners who have responsibilities within this plan and within the scope of mitigation, preparedness, response, and recovery.

Because Texas is committed to a whole-community preparedness approach, the Plan and those involved in emergency preparedness planning strive to meet the needs of all residents (or constituents), including people with access and functional needs.

The Plan is intended to provide guidance and is not prescriptive or comprehensive. Readers should use judgment and discretion to determine the most appropriate actions at the time of an incident.

Plan Organization

There are two parts to the Plan:

- Basic Plan
- Emergency Support Function Annexes

The State Plan is designed to integrate with other state agency or entity plans and annexes.

Component	Description
Basic Plan	Describes the City of Stephenville’s emergency management organization and a system of coordination.
Emergency Support Function (ESF) Annexes	Outline the objectives, policies, concepts of operations and responsibilities of City of Stephenville agencies relative to unique functional activities before, during and after disaster. These annexes may be augmented by other supporting plans.
Support Function Annexes	Describe essential supporting aspects that are common to all incidents and serve as the primary mechanism for providing assistance at the operational level. These annexes may be augmented by other supporting plans.
Hazard-Specific Annexes	Address how City of Stephenville responds to specific types of incidents and may be referenced by other annexes. Hazard annexes may be augmented by other supporting plans.

Definitions and Terms

Acronyms

AAR	After Action Report
ARC	American Red Cross
BSOC	Border Security Operations Center
CFR	Code of Federal Regulations
CIS	Criminal Intelligence Service
COG	Council of Governments
DDC	Disaster District Committee
DHS	Department of Homeland Security
DSHS	Department of State Health Services
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FAOC	FEMA Alternate Operations Center
FB	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
FOC	FEMA Operations Center
HazMat	Hazardous Material
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
JFO	Joint Field Office
JIC	Joint Information Center
JP	Justice of the Peace
JTTF	Joint Terrorism Task Force
ME	Medical Examiner
NOAA	National Oceanographic and Atmospheric Administration
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SAR	Search and Rescue
SOPs	Standard Operating Procedures
SOC	State Operations Center
TAHC	Texas Animal Health Commission
TCEQ	Texas Commission on Environmental Quality
TDEM	Texas Division of Emergency Management
TEEX	Texas A&M Engineering Extension
TFS	Texas A&M Forest Service
TRRN	Texas Regional Resource Network
TSA	The Salvation Army
TxDOT	Texas Department of Transportation

Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.
2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and

coordinate necessary resources in an emergency situation.

5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster ensuring the needs of the whole community are addressed.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
 - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 1. Involves a limited area and/or limited population.
 2. Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 3. Warning and public instructions are provided in the immediate area, not community-wide.
 4. One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 5. May require limited external assistance from other local response agencies or contractors.
 6. For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
 - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 1. Involves a large area, significant population, or important facilities.
 2. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 3. May require community-wide warning and public instructions.
 4. Requires a sizable multi-agency response operating under an incident commander.
 5. May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 6. The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 7. For the purposes of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."
 - c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
 1. Involves a large area, a sizable population, and/or important facilities.
 2. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 3. Requires community-wide warning and public instructions.
 4. Requires a response by all local response agencies operating under one or more incident commanders.
 5. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 6. The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 7. For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
 - d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are Incidents of National Significance.
7. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain

infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

9. **Incident Action Plan.** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of an incident during one or more operational periods.
10. **Inter-local agreements.** Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
11. **Stafford Act.** The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
12. **Standard Operating Procedures.** Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

State and Local Alignment

The Plan complies with Homeland Security Presidential Directive 5 (HSPD-5) "Management of Domestic Incidents," Presidential Policy Directive 8 (PPD-8) "National Preparedness," the National Response Framework (NRF) and Executive Order RP 40, which mandates the adoption of the National Incident Management System (NIMS) as the "declared state standard for incident management." The Plan provides an all-hazards emergency planning framework that is informed by the State of Texas Emergency Operations Plans.

Situation

Population

City of Stephenville has a population of 21247 in 2021. This population figure is trending up. City of Stephenville has an estimated Functional and Access Needs population of 2,124.

Geography

The city of Stephenville has a total area of 11.89 square miles (30.8 km²), of which 11.89 square miles (30.8 km²) are land and 0.04 square miles (0.10 km²) is covered by water. Stephenville is served by three major US highways - [US Highway 377](#), [US Highway 281](#), and [US Highway 67](#) (which joins into US Hwy 377) and a railroad. The Bosque River runs through the city and is considered the longest branch of the North Bosque River. The climate in this area is characterized by hot, humid summers and generally mild to cool winters. Stephenville is considered to be in the Cross Timbers area of North Texas.

Hazard Analysis

Natural Hazards			
Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health and Safety	Estimated Impact on Property
Drought	Highly Likely	Moderate	Moderate
Earthquake	Unlikely	Limited	Limited
Flash Flooding	Occasional	Moderate	Major
Flooding (river or tidal)	Likely	Moderate	Major
Hurricane	Unlikely	Limited	Limited
Subsidence	Likely	Limited	Limited
Tornado	Likely	Major	Major
Wildfire	Occasional	Moderate	Moderate
Winter Storm	Occasional	Moderate	Moderate
Extreme Heat	Likely	Limited	Limited
Expansive Soils	Likely	Limited	Moderate
Technological Hazards			
Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health and Safety	Estimated Impact on Property
Dam Failure	Unlikely	Moderate	Moderate
Energy / Fuel Shortage	Occasional	Limited	Limited

Hazmat/Oil Spill (fixed site)	Likely	Major	Moderate
Hazmat/Oil Spill (transport)	Likely	Major	Major
Major Structural Failure	Unlikely	Limited	Limited
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Occasional	Limited	Limited
Security Hazards			
Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health and Safety	Estimated Impact on Property
Civil Disorder	Occasional	Moderate	Moderate
Enemy Military Attack	Unlikely	Limited	Limited
Terrorism	Likely	Moderate	Moderate
Test Unique Hazard			

Planning Assumptions

In Texas, planning assumptions are considered to be information accepted by planners as being true, in the absence of facts, in order to provide a planning framework. City of Stephenville planners have made the following assumptions in preparing the Basic Plan:

- Our jurisdiction will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
- It is possible for a major disaster to occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- Outside assistance will be available in most emergency situations, affecting our area of jurisdiction. Since it takes time to summon external aid, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
- Proper mitigation actions, such as floodplain management, and fire inspection, can prevent or reduce disaster related loss. 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.

Concept of Operations

Emergency management activities in the state of Texas vary significantly in type, size and complexity. This section outlines the general concept of operations for the City of Stephenville's planned response in support of the basic emergency response and initial recovery operations.

Objectives

Objectives

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

General

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

tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.

7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will

1. be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

9. This plan, in accordance with the National Response Plan (NRP), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRP coordinating structures, processes, and protocols.

Emergency Management Coordination

Coordination of emergency management activities typically take place in a couple fixed structures, if not locations. The immediate incident is managed at the Incident Command Post (ICP), which may be established ad hoc, or may be a dedicated structure or unit.

In keeping with best practices, the presumptive Incident Commander is the first capable element on scene. Command may be transferred upon arrival of a higher ranked or better equipped element.

During an emergency, departments will retain administrative and policy control over their employees and equipment, though personnel and equipment will carry out mission assignments as directed by the IC.

Each department is responsible for maintaining their own procedures to be followed during such operations, which incorporate interagency procedures to facilitate coordinated effort.

The Emergency Operations Center (EOC) will have a location available on file and houses the parties responsible for emergency support functions, as well as entities that provide support for the both the ICP and the jurisdiction affected in preparedness, response, recovery, and mitigation as necessary.

The City of Stephenville EOC may be activated by:

1. Emergency Management Coordinator
2. City Manager
3. Assistant City Manager
4. Mayor

The EOC serves as an information and intelligence hub. Situation awareness is coordinated through the entities within the EOC, and disseminated to the elements in the field, as well as to neighboring jurisdictions, to elected officials, liaisons to the State of Texas, and to the State Operations Center. As may be deduced, the EOC serves as a form of communication hub as well, though an EOC will not replace the function of a dedicated dispatch or similar communications office.

The major contribution of the EOC to incident management is in resource support. As first responders are stretched thin and gaps form, the EOC manages the flow of logistical support to ensure that elements on the ground have the personnel and equipment needed to function. In addition, the EOC must ensure that the jurisdiction is not paralyzed by any given incident and that resources exist for the jurisdiction beyond the incident site.

The EOC, in their function providing information and guidance regarding an emergency, may handle considerations for mass care activities per ESF 6 and evacuations.

In the event that the EOC is impacted by an incident, an alternate is established at a dissociated location on file. This alternate facility is tested and maintained in accordance with best practices and per local policy/ordinance/SOP.

The City of Stephenville resource list is housed at and available as needed. This list may or may not be added to this basic plan as an addendum.

Note that the state and its jurisdictions rely on the National Incident Management System (NIMS) in planning, training, exercising for, and responding to emergencies and disasters.

In Texas, the initial response to emergencies and disasters is conducted by local jurisdictions working with city or county emergency management officials. A local government is expected to use its own resources and the resources available to it through mutual aid agreements before requesting assistance from the state. However, early communication and coordination is encouraged when additional resources needs can be anticipated.

If a jurisdiction's response resources are overwhelmed, imminently threatened or a local jurisdiction is anticipating a resource need, the jurisdiction may request aid from its local Disaster District Committee (DDC) ([Tex. Adm. Code § 7.24](#)). The DDC serves as clearinghouse for local emergency response support from state agencies and entities. The DDC, when it is activated, is also the liaison between the local jurisdictions and the State Operations Center (SOC).

Organization and Assignment of Responsibilities

This section describes the organization and responsibilities of stakeholders with key capabilities during emergency management preparedness, response and initial recovery.

Emergency Management Directors and Coordinators

In Texas, mayors and county judges serve as emergency management directors and bear the responsibility for maintaining an emergency management program within their jurisdictions ([Tex. Gov. Code § 418.1015](#)). This chief elected official is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. A mayor or county judge may appoint an emergency management coordinator (EMC) to help discharge these duties.

The mayor or county judge may declare a local disaster, when there is an immediate threat, without the consent of either the city council or county commissioners, respectively. However, the declaration may last no longer than seven days unless continued by the city council or county commissioners.

Voluntary and Private Sector Organizations

Following is a description of various organizations that play a volunteer and vital role in Texas emergency management.

Councils of Governments

Regional Councils of Governments (COGs) are voluntary associations of local governments formed under Texas law ([Tex. Gov. Code Ch. 391](#)). COGs guide the unified development of a region, eliminate duplication and promote regional economies and efficiency. Specific to emergency management, COGs deal with preparedness planning needs that cross the boundaries of individual local governments or that require regional attention. Regional services offered by COGs may include the following:

- Planning and implementing regional homeland security strategies;
- Operating law enforcement training academies;
- Maintaining and improving 911 systems.

Regional Advisory Councils

Regional Advisory Councils (RAC) serve to develop, implement and monitor regional emergency medical services (EMS) trauma system and to facilitate trauma system networking within and among Trauma Service Areas (TSA). Membership in a RAC may include hospitals, physicians, nurses, EMS providers, rehabilitation facilities, dispatchers and community groups. RACs primary functions are to:

- Develop and implement a regional EMS/trauma system plan
- Provide public information and education about prevention of trauma and a trauma system
- Provide a forum for EMS providers and hospitals to address TSA issues
- Network with other RACs
- Document and report trauma system data

Voluntary Organizations Active in Disasters

Voluntary Organizations Active in Disasters (VOADs) are an important piece of Texas' emergency response plan. These organizations have the personnel and expertise to augment the state's capabilities or provide capabilities that the state does not have.

Business and Industry Partnerships

Business and industry partners play a key role before, during and after disasters. Texas businesses are involved in emergencies because large portions of Texas' infrastructure are privately owned. In addition large amounts of the hazardous materials moved within, or through, Texas, are handled by private industry. Business and industry partners must observe standards for the protection of critical infrastructure and develop individual continuity of operations plans. During disasters, many businesses may also work with the state and with VOADs to provide resources during incident response and recovery.

Federal Emergency Management Agency

The Federal Emergency Management Agency (FEMA) supports emergency management throughout the nation and in Texas by providing tools, resources and guidance to support Texas' emergency management coordination. When a disaster occurs that exceeds, or is anticipated to exceed, the state's resource capabilities, the federal government implements the National Response Framework (NRF) to access federal departments and agency capabilities, organize the federal response and ensure coordination with all response partners, FEMA Region VI and TDEM.

Readiness Levels

Many emergencies follow some recognizable build-up period, which allows for a similarly gradual increase in City of Stephenville's state of readiness. We utilize a 4 tier system. Readiness levels are determined by the Chief Elected Official or, in some circumstances, by the EMC. General actions taken at each level may be outlined herein or in the ESFs, while specific actions will be detailed in agency SOPs or general manuals.

The following Readiness Levels will be used to measure our alert posture:

Level 4: Normal Conditions

Incidents occur and officials are notified. One or more department agencies respond to handle the incident. An ICP may or may not be established. Limited assistance may be requested from other jurisdictions.

Normal operations of government are not impacted.

Level 3: Increased Readiness

A situation that presents a greater potential threat than "Normal Conditions", but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:

1. Tropical Weather: A tropical weather system has developed that may impact the local area. Readiness actions may include regular monitoring, a review of applicable plans and resource status, determining staff availability and placing personnel on standby.
2. Tornado Watch: There is a possibility that tornadoes may form. Readiness Actions may include situation monitoring and placing certain staff on alert.
3. Flash Flood Watch: Flash Flooding is possible due to heavy rains or anticipated heavy rains. Readiness actions may include increased situation monitoring, reconnaissance of areas susceptible to flood, and putting out signage.
4. Wildfire Threat: The conditions exist for wildfire. Readiness actions may include pre-positioning resources at at-risk areas, arranging for water tanker support, conducting aerial surveillance, and issuing burn bans.
5. Mass Gathering: A mass gathering may be taking place with the potential to become disruptive or dangerous. Readiness actions may include reviewing security procedures, traffic control SOP, fire protection and first aid planning and determining additional requirements.

Declaration of Level 3 will generally require the initiation of the "Increased Readiness" activities defined in each ESF as applicable.

Level 2: High Readiness

A situation with a significant potential and probability of causing loss of life and/or property exists. This condition normally requires some degree of warning to the public, if possible. Actions could be triggered by severe weather warnings issued by the National Weather Service such as:

1. Tropical Weather Threat: A tropical system may impact the area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst case decision points, increased preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
2. Tornado Warning: Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public.
3. Flash Flood Warning: Issued to alert persons that flash flooding is imminent or occurring in specific areas, and that immediate actions should be undertaken. Readiness Actions may include notifying the public about the warning, evacuating low lying areas, opening shelters to house evacuees, and continuous situation monitoring.
4. Mass Gathering: Civil disorder is occurring with large-scale localized violence, or is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.

Declaration of a Level 2 will generally require the initiation of the "High Readiness" activities identified

in each ESF as applicable.

Level 1: Maximum Readiness

A situation exists wherein hazardous conditions are imminent. This condition denotes a greater sense of danger than associated with "Increased" or "High Readiness" events. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent or dire.

1. Tropical Weather Threat: The evacuation decision period is nearing for an approaching system that may impact the local area. Readiness actions may include continuous situation monitoring, full activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
2. Tornado Warning: Tornado[es] has been sighted close to a populated area or approaching such. Readiness actions may include taking immediate shelter and placing Damage Assessment teams on standby.
3. Flash Flood Warning: Flooding is occurring or imminent. Readiness actions may include evacuation, rescue team alerting, sheltering evacuees and other displaced persons, and continuous monitoring.
4. Mass Gathering: Civil Disorder is about to erupt into large scale and widespread violence. Readiness actions may include having all EMS units on standby, all law enforcement present and active, notification to the DDC that assistance may be needed and to keep them apprised, and continuous monitoring.

Declaration of a "Level 1" will generally require the initiation of the "Maximum Readiness" activities identified in each ESF as applicable.

Administration, Finance and Logistics

It is incumbent upon the City of Stephenville's agencies and partners to document and audit the flow of resources and personnel, as well as maintain standard operating procedures or general manuals that support and complement emergency functions that may arise during an emergency.

City of Stephenville maintains line of succession documentation within its component agencies' SOPs. Parties responsible for ESFs will have a line of succession drawn up for the primary responsible party attached within each ESF.

The line of succession for our is as follows:

- 1.
- 2.
- 3.

Agreements and Contracts

Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing wherever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are located/summarized at .

Agreements and contracts pertinent to emergency management that we are party to are summarized in.

Reports

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, Oil Spill and Hazardous Materials Response, for more information. If the party for a reportable spill cannot be located, the Incident Commander shall ensure that the required reports are made.

An initial emergency 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 peer governments or the State. A format for the construction for such a report can be obtained through the Texas Division of Emergency Management. The agency/official responsible for the initial report shall be designated as Fire Department

Situation reports should be prepared and distributed daily by the EOC during disasters or major emergencies. A format for the construction for such a report can be obtained through the Texas Division of Emergency Management. The agency responsible for the development and distribution of the situation report shall be designated as Fire Department.

As soon as possible, all local jurisdictions should begin gathering initial damage estimates. These figures need not be exact, but are necessary to complete the Disaster Summary Outline (DSO) as a basis for obtaining a Presidential Disaster Declaration. Event-specific DSO pin numbers are provided through District Coordinators or the SOC. DSOs should be re-submitted as costs change or are better estimated.

Other reports will be addressed in appendices or attachments as needed.

Records

City of Stephenville is responsible for establishing 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 costs accounting procedures.

The ICP and EOC shall maintain accurate logs recording key response activities. These may include, but are not limited to:

- a. Activation or deactivation of emergency facilities
- b. Emergency notifications to other local governments and to state and federal agencies
- c. Significant changes to the emergent situation

- d. Major commitments of resources or requests for additional resources from external sources
- e. Issuance of protective action recommendations to the public
- f. Evacuations
- g. Casualties
- h. Containment or termination of the incident

All departments and agencies shall maintain records summarizing the use of personnel, equipment and supplies during the response as compared 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.

For major emergencies or disasters all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations, to include:

- a. Personnel costs, especially overtime
- b. Equipment operations costs
- c. Costs for leased or rented equipment
- d. Costs for contract services to support emergency operations
- e. Costs of specialized supplies expended for emergency operations

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

In order to continue normal governmental operations following an emergency situation or disaster, vital records must be protected. These include legal documents as well as property and tax records. The principle causes to damage to such are fire and water, therefore these essential records must be protected accordingly. Each agency responsible for a given ESF will include protection of vital records within its SOP.

Should these records suffer damage, City of Stephenville will seek professional assistance to preserve and restore them.

Training

It will be the responsibility of each Mayor to ensure that agency personnel are, in accordance with NIMS, at the level of training, credentialing, fitness, and/or capability required for any positions they are tasked to fill.

Consumer Protection

Consumer complaints regarding alleged illegal business practices often occur in the aftermath of disaster. Such complaints will be referred to Mayor who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

Post Incident and Exercise Review

The Mayor is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

Disaster Assistance Requests

The governor is granted the authority, by [Tex. Gov. Code Ch. 418](#), to declare a state-level disaster. The presiding officer of the governing body of an incorporated city or a county or the chief administrative officer of a joint board is designated as the emergency management director for the officer's political subdivision and serves as the

Governor's designated agent in the administration and supervision of duties under Chapter 418 ([Tex. Gov. Code §418.1015](#)). A local emergency management director may exercise the powers granted to the governor under this chapter on an appropriate local scale and may declare a local state of disaster.

Local Disaster Declaration

The chief elected official of a jurisdiction may declare a local state of disaster for the following reasons:

- To exercise extraordinary powers
- To activate preparedness, response and recovery aspects of any and all applicable local emergency management 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

According to [Tex. Gov. Code Ch. 418](#), a declaration of local disaster may not be continued or renewed for a period of more than seven days except with the consent of the governing body of the political subdivision.

1. The chief elected official is responsible for approving and promulgating this plan.
2. The chief elected official shall determine the distribution of this plan.
 - a. The actual distribution list should be attached to this plan as an attachment.
3. The basic plan should have a schedule for review.
 - a. The EMC may establish this schedule
4. This plan must be updated every five years, and updated in the record of changes
5. An organization chart for the emergency management structure should be attached
6. An organization chart for the incident command structure should be attached
7. A cross-walk for ESFs and responsible entities should be attached
8. A page of ESF assignments should be attached.
9. The agreements and contracts noted above should be attached.
10. Reference material regarding NIMS should be attached.

Plan Development and Maintenance

This section describes the process by which this document is maintained and updated.

Development

Mayor is responsible for approving and promulgating this plan.

Distribution of Planning Documents

The Mayor shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should be set aside for the EOC and other emergency facilities, as well.

This plan includes a list (Attachment 1) that indicates who receives copies of this plan and the ESFs. In general, those who receive an ESF should receive this plan, as this plan outlines basic operations concepts and our emergency management organization.

Review

This plan and ESFs shall be reviewed annually by

- Doug Svien, Mayor
- Allen Barnes, City Manager
- Jason Kin, Asst. City Manager
- Jimmy Chew, Fire Chief/EMC
- Dan Harris, Police Chief
- Nick Williams, Director of Public Works

. The Mayor will establish a schedule for this annual review.

Update

This plan is to be updated based upon deficiencies identified during actual or simulated situations or emergencies and when changes in threat hazards, resources, capabilities, or government structure occur.

This plan must be revised or updated by formal change at least every five years. Responsibility for revising or updating this plan is assigned to Mayor. Responsibility for revising or updating the plan or ESFs is outlined in the Section titled Assignment of Responsibilities. For details on the methods of updating planning documents, refer to the Comprehensive Planning Guide or to the Texas Division of Emergency Management.

Revised documents will be provided to all entities tasked in those documents.

Section 418 of the Government Code provides that TDEM shall review local emergency management plans. The process for submitting new or updated planning documents is maintained by TDEM. The Mayor is responsible for submitting copies of planning documents to our local Disaster Coordinator or to TDEM directly.

Attachment 1: Distribution Lists

Example:

Jurisdiction/Agency	# of Digital Copies	# of Hard Copies

Attachment 2: References

US Department of Homeland Security, National Response Framework

FEMA, Comprehensive Planning Guide 101

Attachment 3: Organization Chart for Emergencies

Attachment 4: ESF Responsibilities

S	= Support responsibility for this ESF
P	= Primary agency or entity for this ESF

Attachment 5: ESF Assignments

Emergency Support Function	Responsible Entity

Summary of Agreements and Contracts

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National Incident Management Summary

A. BACKGROUND

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

B. COMPONENTS

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

1) FEATURES OF ICS

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

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

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

2) UNIFIED COMMAND

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

Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

3) AREA COMMAND

a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.

b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.

c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS National Incident Management System Plan, dated March 2004.

2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.

3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.

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

5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.

6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

Published by the Texas Division of Emergency Management, Preparedness Section.

City of Stephenville EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT FUNCTION 1

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

- Emergency Management
- Stephenville ISD

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

- A. ESF #1 – Transportation addresses the following concerns regarding the continuity and provision of transportation within City of Stephenville in the event of emergency:
- a. Assessing damage to, restoring, and maintaining air, land, and water transportation routes during incidents in coordination with governmental and private organizations.
 - b. Support of transportation of personnel, materials, goods, and services to and from the emergency sites.
 - c. Supporting evacuation and reentry operations for threatened areas.
 - d. This function is primarily concerned with the transportation infrastructure. The ESF having to do with the literal transport of persons, goods, materials, and services to and from evacuated areas is Emergency Support Function #6 – Mass Care.
- B. This document applies to City of Stephenville and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.
- C. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an incident of any type.

Purpose

A. Function

This ESF outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergencies, assigns responsibilities for various transportation tasks, and outlines related administrative requirements.

B. Goal

Provide City of Stephenville with a mechanism to manage transportation operations during a disaster or event.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional transportation response.
- b. Provide information to decision makers about transportation procedures, capabilities and resources.
- c. Describe roles, responsibilities and actions that ensure transportation resource availability during incident response.
- d. Describe local and regional transportation accessibility and redundancy.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

MHE	Materials Handling Equipment
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Situations and Assumptions

A. Situation

1. In an incident the transportation of people, equipment, and supplies may have to be facilitated or restricted from areas at risk and in support of response and recovery activities. City of Stephenville has the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
2. Accessible transportation may be needed to transport some functional and access needs groups, such as medical patients and prisoners.
3. Transportation infrastructure, such as roads, bridged, and rail, may sustain damage during incidents, transportation equipment may be damaged or isolated, and trained equipment operators may become disaster victims. This will result in the limiting of the means available to transport people and relief equipment and supplies, and creation of impediments in using transportation assets.
4. Some cargo may require MHE at the on-load point and delivery point. The availability of such equipment must be considered in transportation planning.

B. Assumptions

1. The primary mode of transportation for most people will be personally owned vehicles. Those who do not have vehicles must be provided transportation.
2. During an emergency City of Stephenville will use our own transportation resources and those available through mutual aid agreements to the extent available.
3. Agencies within City of Stephenville maintain SOPs regarding the detection and reporting of damages to transportation infrastructure.
4. If private transportation vendors are able to support emergency transportation requirements, City of Stephenville will continue to contract with those companies during an emergency.
5. School buses are the primary local transportation, we assume that Stephenville Independent School District will respond to requests for assistance from City of Stephenville during incidents.
6. City of Stephenville has procedures in place for the acquisition of equipment, if normal contracting means are insufficient.
7. Private entities, individuals or otherwise, may donate equipment or services or loan the same during incidents.
8. Transportation may be requested from DDC in [Local Disaster District Committee Office Location] when assets within City of Stephenville are insufficient.

Concept of Operations

- A. When carrying out emergency activities, immediate needs must be considered first, following by continuing requirements. Immediate transportation needs normally involve evacuation or other transportation of individuals from at-risk facilities, institutions, or the like. Continuing transportation needs usually involve the movement of equipment, supplies, and resources during operations.
- B. Emergency passenger transportation requirements will generally be satisfied with the following:
 1. Voluntary use of personal vehicles
 2. City of Stephenville owned vehicles [the jurisdiction should be able to remove this box if they possess no vehicles at all].
 3. School buses
 4. Leased or rented buses
 5. Passenger capable vehicles sourced through inter-local agreements
 6. Donated equipment or services
 7. Municipal or rural-transit system vehicles
 8. State owned or contracted vehicles
- C. Emergency cargo transportation will be satisfied with the following:

1. City of Stephenville owned vehicles
2. Commercial freight carriers
3. Leased or contracted equipment⁴
4. Cargo vehicles provisioned by inter-local agreements
5. Donated equipment

D. Institutional Facilities

1. Public schools are presumed to have access to resources necessary to move their students. Private schools and day cares, adult or otherwise, typically will not have similar resources, and may require assistance during incidents.
2. Hospitals, nursing homes, and prisons are considered unique, and have specialized transportation requirements. The given facility operator is responsible for securing suitable arrangements per their SOP. It is presumed that in the event that such planning is impacted by an incident, local or state government may be required to intervene.
3. Individuals with functional and access needs may need specialized transportation assistance, to include boarding assistance or assistance with securing transportation if unable to access general pick up points available to the public.
4. The IC may request transportation support, with authorization to make such requests extended, at the discretion of command, to individual departments or agencies that may require support to carry out emergency responsibilities detailed in this plan.
 - a. The Transportation Officer shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.
5. External support is expected to be provided as quickly as is feasible, consistent with priority of need and existing SOPs.

E. Relationships between levels of government

1. Federal
 - a. Coordination with Federal ESF #1 may occur through the State Operations Center, at the site of the incident, or in an established Field Office designated as such.
2. Tribal
 - a. Communication with tribal government may occur through a liaison at the discretion of the tribe.
3. State
 - a. Coordination with the State ESF #1 may occur through the DDC, at the scene of the incident, or through a facility designated as a field office.
4. Local/Regional
 - a. Local and Regional entities maintain primary responsibility for addressing local gaps and provisioning for incidents or eventualities that may impact operations.

F. Activities by Phase of Emergency Management

1. Prevention
 - a. Maintain a current list of resources.
 - b. Identify potential needs that would result from various disasters.
 - c. Develop processes to preserve resources from known hazards through protection or relocation.
2. Preparedness
 - a. Determine possible needs and requirements for moving resources
 1. Assess capabilities in relation to these needs and address gaps
 - b. Establish agreements with other jurisdictions, agencies, and private entities where needed
 - c. Collaborate with departments and agencies to determine pick up points and routes for those who may require transportation assistance. Review functional and access needs facility's plans to ensure their transportation needs meet capabilities.
 - d. Exercise transportation resources and plans with the public and private sectors.
3. Response
 - a. Activate ESF #1 processes to coordinate requests for transportation.

- b. Respond to transportation requests
- c. Monitor resources and status, and identify potential resource gaps ahead of time
- d. Maintain records on use of resources.

4. Recovery

- a. Continue to coordinate transportation of resources as needed.
- b. Assess further needs and provide resources as needed or able.
- c. Provide for demobilization and return of resources, however obtained.

Organization and Assignment of Responsibilities

A. General

1. Our normal emergency organization or designated entity, described in the Basic Plan and depicted therein, shall carry out the function of providing transportation services during emergency incidents.
2. The Mayor shall provide policy guidance with respect to emergency transportation operations.
3. The Stephenville ISD representative shall serve as Transportation Officer and coordinate emergency transportation operations.

B. Task Assignments

1. The Transportation Officer will:
 - a. Identify available resources and maintain appropriate contact lists
 - b. Coordinate with applicable bodies regarding emergency use of assets and develop appropriate agreements and procedures for notifying appropriate officials of incidents.
 - c. Coordinate with emergency services to prioritize requirements for resources necessary for response and recovery operations.
 - d. Determine functional and access needs requirements, in collaboration with functional and access needs facilities.
 - e. Provide support with Evacuation planning (ESF #6 – Mass Care).
 1. Collaborate with Police Chief to determine potential routes for evacuation.
 - f. Coordinate pick up points and times.
 - g. Provide the PIO timely information on emergency transportation arrangements.
 - h. Coordinate with the Shelter Officer for transportation support for Mass Care operations.
2. All agencies with transportation assets will:
 - a. Provide current information on available resources to the Transportation Officer.
 - b. Provide the Transportation Officer with transportation requests received for action.
3. All agencies will:
 - a. Provide the Transportation Officer with transportation requests received for action.
4. Law Enforcement will:
 - a. Determine evacuation routes and provide traffic control.
 - b. Determine pick up points and staging areas, at the direction of the Transportation Officer.
5. The Shelter Officer will:
 - a. Identify and report transportation requirements to the Transportation Officer.
6. City of Stephenville ISD will:
 - a. Upon request by the Mayor provide buses and drivers to assist in incident operations.
7. The City of Stephenville Transit Authority will:

- a. Upon request by the Mayor provide buses and drivers to assist in emergency operations.

Direction and Control

A. General

1. The Mayor will provide policy guidance and priorities for transportation activities.
2. The Mayor will provide general direction to the Transportation Officer regarding transportation operations.
3. The Transportation Officer and staff will plan, coordinate, and execute transportation activities.
4. Such plans will provision for the transportation needs of any functional and access needs populations identified within the jurisdiction.
5. Information relayed to the public will ensure capabilities to deliver transportation information to:
 - a. Visually impaired populations
 - b. Hearing impaired populations
 - c. Non-English speaking populations
 - d. Special Facilities

B. Continuity of Government

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

VII. Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by City of Stephenville.

B. Security

Transportation security will be maintained in accordance with national, state, and local requirements.

C. Training

The Transportation Officer will ensure, in conjunction with Mayor, that all applicable personnel are trained in their emergency functions and operations.

Development and Maintenance

The Transportation Officer will, in conjunction with the Emergency Management Director or their designee, and

related support personnel, maintain responsibility for the development and maintenance of this ESF.

The Transportation Officer, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible agencies.

References (Contributors)

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

Seat of Government

Doug Svien

Mayor

Fire Department

Robert Isbell, Fire Chief

Law Enforcement

Stephenville Police Department, Dan Harris, Police Chief

Public Works

Public Works, Nick Williams

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

SUPPORTING DOCUMENTS [Jurisdictions may attach these documents rather than fill in a box]

1. Authorities
2. Agreements
3. Request Templates

Appendix I: Authority

This information can be found in the Basic Plan.

Appendix II: Agreements

[2021.09.23 MOU Emergency Management.pdf](#) (*If attached appended at the end of Document)

Appendix III: Templates

[Carg Transportation Request.docx](#)

[Passenger Transportation Request.docx](#)

[Passenger Transportation Request.docx](#) (*If attached appended at the end of Document)

City of Stephenville EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT FUNCTION 2

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

Emergency Management
Fire Department
Police Department

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

- A. ESF #2 – Communications ensures the provision of communications to support county, state, and federal communications efforts. This ESF coordinates with communications assets available from county agencies, non-governmental agencies (NGOs), the telecommunications industry, state agencies, and the federal government.
- B. This document applies to and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.
- C. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Purpose

A. Function

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

B. Goal

Provide with a mechanism to manage communication operations during a disaster or event.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional communications response.
- b. Provide information to decision makers about communications procedures, capabilities and resources.
- c. Describe roles, responsibilities and actions that ensure communications resource availability during incident response.
- d. Describe local and regional communications interoperability, accessibility and redundancy.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

CATV	Cable TV
EAS	Emergency Alert System
EMP	Electromagnetic Pulse
FNARS	FEMA National Radio System
JIS	Joint Information System
LWP	Local Warning Point
NAWAS	National Warning System
RACES	Regional Amateur Civil Emergency Service
TEWAS	Texas Warning System
TLETS	TX Law Enforcement Telecommunication System
TRCIP	Texas Radio Communications Interoperability Plan

Definitions

1. Area Warning Center. Area Warning Centers disseminate national and state warning messages to a multi-county area of responsibility. The State's 36 Area Warning Centers are operated on a round-the-clock basis by the Department of Public Safety. Each center is equipped with a variety of primary and alternate telecommunications systems.

2. Texas Fusion Centers (TFC). The TFC is composed of three entities co-located in the DPS headquarters building. These entities include the SOC, The BSOC, and the Intelligence Center. The SOC and BSOC monitor and coordinate, as necessary, state emergency and border activities. The Intelligence Center, under the CIS of 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 the CIS District Command staff and/or Regional JTTF and/or local law enforcement. The Intelligence Center also remains in communication with the DHS through several communications networks. The Director, Texas Office of Homeland Security, is apprised of any activity or threats potentially impacting the State of Texas.
3. TLETS. TLETS is a statewide telecommunications network connecting state and local law enforcement agencies and warning facilities. TLETS is the state warning network's primary "hard copy" communications system.

Situations and Assumptions

A. Situation

1. A reliable and interoperable communications system is essential to obtain the most complete information on emergency situations and to direct and control our resources responding to those situations, as well as to warn the public of impending incidents.
2. 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.
3. The Dispatch/Communications Center is located at [356 N Belknap St, Stephenville, TX 76401, USA](#). It is staffed on a 24-hour basis by the Stephenville Police Department dispatcher. Equipment is available to provide communications necessary for emergency operations.

B. Assumptions

1. Timely warnings to the public of impending emergencies or those which have occurred may save lives, decrease injuries, and reduce some types of property damage.
2. Adequate communications are available for effective and efficient warning, response and recovery operations.
3. Electronic news media are the primary sources of emergency information for the public.
4. Additional communications equipment required for emergency operations may be supplemented by citizens, business, volunteer organizations, and/or other governmental entities.
5. Any number of natural or manmade hazards may neutralize or severely reduce the effectiveness of communications currently in place for emergency operations.
6. Some people directly threatened by a hazard may ignore, not hear, or not understand warnings issued.
7. Additional communications equipment required for emergency operations will be made available from citizens, business, volunteer organizations, and/or other governmental agencies.
8. Provisions exist for the possibility that either loses access or suffers disruption to communications equipment, or is called upon to assist neighboring jurisdictions in the event of similar.
9. Such agreements may or may not be attached to this document, or stored internally within .

V. Concept of Operations

- A. This ESF defines the operational concepts, strategies and responsibilities for local, regional and tribal communications and includes information on communications coordination, interoperability, restoration and resources.
- B. Communication networks and facilities include telephone, internet, email, facsimile, and radio facilities. To meet the increased communications needs during a disaster, state and regional entities, amateur radio

operators, business, industry and volunteer radio systems provide expanded communication capabilities as needed. These capabilities are requested through local and regional mutual aid and or Disaster District Committee (DDC) as required.

- C. The focal point of the warning function is the Local Warning Point (LWP), which operates around the clock. LWP is located at Stephenville Police Dept. 356 N. Belknap. The Emergency Management and/or Fire Department operates the LWP.
 1. The LWP receives warning of actual or potential emergency situations from a variety of sources, including federal and state agencies, the news media, private entities, and the public at large. The systems by which warnings may be received are listed herein:
 - a.
 - Internet:
 - Radio:
 - HSIN or other Information networks:
 - Private partners:
 - NWS
 2. The LWP will verify information, where necessary, and disseminate information to specific officials and departments.
 - a. Dependent upon circumstance, the LWP may be authorized to activate the local warning system and warn the public immediately.
 - b. In other situations, Police Department shall approve the activation of the warning system and determine appropriate instructions to accompany the warning before a warning may be disseminated.
 - c. Should the EOC be activated, it shall assume responsibility for formulating warning messages and public instructions, which may then be disseminated.
- D. During emergency operations, Police Department is the **lead entity** for emergency communications planning, warning, and coordination. The lead entity has significant responsibility, authority, capabilities and resources relative to this emergency support function or support function. In performing these responsibilities the lead entity follows the principles of the National Incident Management System (NIMS), Incident Command System (ICS) and, as necessary, Unified Command (UC).
- E. Relationships between levels of government
 1. Federal
 - a. Coordination with Federal ESF #2 may occur through the State Operations Center, at the site of the incident, or in an established Field Office designated as such.
 2. Tribal
 - a. Communication with tribal government may occur through: Communications Manager, or Communications personnel.
 3. State
 - a. Coordination with the State ESF #2 may occur through the DDC, at the scene of the incident, or through a facility designated as a field office.
 4. Local/Regional
 - a. Local and Regional entities maintain primary responsibility for addressing local gaps and provisioning for incidents or eventualities that may impact operations.
- F. Activities by Phase of Emergency Management
 1. Prevention
 - a. Maintain a current technology based, reliable, interoperable, and sustainable communications system.
 - b. Ensure warning communications systems meet jurisdictional needs.
 - c. Establish an effective public warning system and appropriate SOPs. Ensure system expands with population and adopts new measures to reach segments of the population not well served by the current system.
 - d. Ensure intelligence and other vital information networks are operational.

- e. Ensure integrated communications procedures are in place to meet the needs and requirements of .

2. Preparedness

- a. Test the Warning system regularly.
- b. Review and update this document.
- c. Develop communications procedures that are documented and implemented through communications operating instructions (to include connectivity with private-sector and NGOs).
- d. Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.
- e. Ensure communications requirements for Emergency Operations Center and potential JIC are regularly reviewed.
- f. Review AARs of actual events and exercises and other sources of information for lessons learned.
- g. Ensure the integration of mitigation plans and actions into all phases of emergency management as applicable.
- h. Acquire, test, and maintain communications equipment.
- i. Ensure replacement parts for communications systems are available and make arrangement for rapid resupply in the event of an emergency.
- j. Train personnel on appropriate equipment and communication procedures as necessary.
- k. Conduct periodic communications drills and make communications a major element during all exercises.
- l. Review assignment of all personnel.
- m. Review emergency notification list of key officials and department heads.
- n. Provide Police Department with a list of circuit restoration priorities for essential government systems.

3. Response

- a. Select communications personnel required for emergency operations according to the incident.
- b. Incident communications will follow ICS standards and will be managed by the IC using a common communications plan and an incident-based communications center.
- c. All incident management entities will make use of common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved in an incident.
- d. Ensure emergency equipment repair on a 24-hour basis.
- e. Initiate warning procedures as prepared, if required.
- f. Discontinue warnings when no longer required.

4. Recovery

- a. All activities in each emergency phase will continue until such time as emergency communications are no longer required.
- b. Advise public of termination of emergency incident.

Organization and Assignment of Responsibilities

A. General

1. Our emergency communications system is operated by the Stephenville Police Department and includes a variety of government-owned and operated equipment as well as equipment owned and operated by certain volunteer groups. The departments, agencies, and groups that are part of our communications system are listed in Section VIII.

2. The Police Chief will ensure that warning information received at our warning point, the Dispatch/Communications Center, is disseminated to the jurisdiction's officials and, where appropriate, to the public. The responsibility of ensuring the communications system is operational and incorporates all available resources rests with the F18R22%%, who may appoint a Communications Coordinator to carry out this task.

B. Task Assignments

1. Police Chief will:
 - a. Be responsible for all activities enumerated in this support function in Section V.B, Activities by Phases of Emergency Management.
 - b. Supervise the Communications Coordinator.
2. Communications Coordinator will:
 - a. Coordinate common communications procedures.
 - b. Develop and maintain a communications resource inventory (See Emergency Support function, Resource Support).
 - c. Ensure a communications capability exists between the Dispatch/Communications Center of the Stephenville Police Department and the Emergency Operations Center to include coordination with the telephone company for installation of dedicated telephone lines into the Dispatch/Communications Center and/or EOC.
 - d. Ensure that the local telephone company is forwarded a list of circuit restoration priorities.
 - e. Ensure procedures are in place for dissemination of message traffic.
 - f. Coordinate the inclusion of business/industry and amateur radio operators into the communications network.
 - g. Develop and maintain SOPs to include message-handling procedures and recall rosters for essential personnel.
3. Radio Operators will be:
 - a. Responsible for proper use and maintenance of the equipment and for correct message handling procedures, including routing of all incoming messages and logging all incoming and out-going messages.
4. Switchboard Operators will be:
 - a. Responsible for proper screening and routing of all incoming telephone calls.

VII. Direction and Control

A. General

1. The Communications Coordinator will oversee the provision of communications services during emergency situations.
2. In the initial states of an emergency incident, the LWP will, within the limits of authority delegated to it, determine if a warning needs to be issued and formulate a warning, and disseminate it.
3. Special populations and facilities will be warned of incidents that pose risk to public safety, life, and property by available methods to include:
 - a. Visually impaired:
 - Voice communication devices such as telephone ore pre-recorded messages .
 - Code Red Alert
 - b. Hearing impaired:
 - TTY based telecommunications relay service.
 - Nexil
 - Code Red Alert
 - Social Media
 - c. Non-English speaking:
 - Language Line: interpreting and translation service.
 - Onsite language interpreters
 - Telephone language interpreting apps.
 - d. Special Facilities:
 - Direct line or emergency contact phone numbers.
 - Texting.

- Email
- Code Red Alerts
- Social Media
- Nixel

B. Continuity of Government

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

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by .

B. Communications Protection

1. Radio
 - a. Electromagnetic Pulse (EMP)

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

- b. Lightning, Wind, and Blast
 1. Standard lightning protection is used including arrestors and the use of emergency power during severe weather.
 2. Damaged antennas can be quickly replaced with spare units kept in reserve.
 3. Mobile repeaters kept in reserve can be quickly positioned at predetermined locations to resume radio communications in the event of damage to radio towers.

2. Telephone (Common Carrier)
 - a. Overloaded Circuits

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

- b. Emergency Service

During major emergencies, a direct line to the . Telephone Office is activated in the EOC for emergency service calls.

3. 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.

C. Security

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

D. Training

1. The Police Chief will provide additional training on emergency communications equipment and procedures as necessary.

X.Development and Maintenance

The Communications Coordinator will, in conjunction with the Emergency Management Coordinator, Emergency Management Director, and related support personnel, maintain responsibility for the development and maintenance of this ESF.

The Communications Coordinator, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible agencies.

XI.References

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

Seat of Government

Doug Svien, Mayor

Fire Department

Robert Isbell, Fire Chief

Law Enforcement

Dan Harris, Police Chief

Public Works

Nick Williams, [Public Works Chief Title]

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

SUPPORTING DOCUMENTS [Jurisdictions may attach these documents rather than fill in a box]

1. Authorities
2. Common Communications SOP
3. Communications Restoration Guide
4. Amateur Radio Support Agreement
5. Receiving Warnings
6. Outdoor Warning Siren Map

Appendix I: Authorities

This information can be found in the Basic Plan

Appendix III: Communications Restoration Guide

[UTILITY RESTORATION PRIORITIES FOR CRITICAL FACILITIES.docx](#) (*If attached appended at the end of Document)

Appendix IV: Amateur Radio Agreement

(*If attached appended at the end of Document)

Appendix V: Receive Warnings

may receive warnings of actual emergencies or incidents, or the threat of such, from the following:

1. National and State Warning Systems

a. NAWAS is a 24-hour national multi-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 FEMA under DHS and controlled from the FOC in Washington D.C., as well as the FAOC in Olney, Maryland. NAWAS disseminates three types of warnings to state and local governments:

- i. Attack Warnings
- ii. Fallout Warnings
- iii. Natural and Technological Emergency Warnings

Warnings from the FOC or FAOC are coordinated with the HSOC and related through the FEMA Regional Communications Center in Denton, TX to the State Warning Point. The State Warning Point further disseminates the warnings through TEWAS. The FNARS serves as a backup for NAWAS.

b. TEWAS is a state level extension of NAWAS. It consists of a dedicated telephone warning system linking the State Warning Point at the SOC with the Area Warning Centers located in DPS offices around the State of Texas, and with seven NWS offices in Texas.

- i. The State Warning Point relays national warnings received on NAWAS to Area Warning Center using TEWAS. Area Warning Centers will disseminate warnings they receive to LWPs via teletype messages on TLETS. Warnings may be disseminated by telephone or radio to those LWPs cannot be reached by TLETS.
- ii. TEWAS may also be used by the SOC to disseminate warning messages from the Governor or other key officials to specific regions of the state.

c. HSIN-CI is an unclassified network which may immediately provide the HSOC with one-stop 24/7 access to a broad spectrum of industries, agencies, and critical infrastructure across the public and private sectors.

d. Texas AMBER Alert Network is a coordinated emergency alert program that disseminates information about abducted children. It serves as an early special purpose warning system available for use by law enforcement to alert the public when a child has been kidnapped and the police believe the child is in danger.

2. NWS Weather Products, such as weather warning messages, are issued by the NWS Weather Forecast Offices and various specialized centers, such as the NWS River Forecast Center.

a. NWS disseminates weather forecasts, watches, and warnings via the NOAA Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. In Texas, NWS weather products, such as watches and warnings, are transmitted by Weather Wire to the SOC. The SOC, as the State Warning Point, sends these weather messages to appropriate Area Warning Centers and Local Warning Points by TLETS. Among the weather messages that are provided are:

- i. Flood and flash flood watches and warnings
- ii. Severe weather watches and warnings
- iii. Tornado watches and warnings
- iv. Tropical weather watches and warnings

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

- b. NOAA Weather Radio is received by .
 - c. Emergency Manager Wireless Information Network weather information is broadcast via satellite. does have a terminal to receive such.
 - d. has not contracted to provide electronic weather information.
3. EAS is intended to provide a means for government to provide emergency warning and instructions to the public. may receive EAS messages that contain warning information broadcast by:
 - a. Federal Authorities or Agencies
 - b. State Government
 - c. Other local governments
 4. Civil emergency warnings issued through NAWAS may also be disseminated through EAS. Incoming EAS messages may be received on commercial radio or television stations monitored by local officials (or on the EAS recorder/decoder located at N/A.
 5. State Government issues, from time to time, warnings through the SOC to local governments in specific regions of the state. For example, an advisory may be issued to inland regions along major evacuation routes when large scale evacuations begin in coastal regions due to hurricanes. Warnings issued by the SOC are typically sent via TLETS to LWPs and Area Warning Centers.
 6. Local Officials may provide warning of emergency situations they have discovered or that have been reported to their departments and have been confirmed. Such situations should be reported to the LWP through any available means of communication.
 7. Business/Industry that suffer a major fire, explosion, HazMat spill, or other emergency situation that may pose a threat to public health and safety, public, or private property have a general duty to notify local officials of such occurrences. Such notifications are usually made through 9-1-1. Companies reporting incidents that may pose a risk to the public are expected to recommend to local government appropriate actions to protect people and property.
 8. Specialized government agencies may deliver specific warnings related to their field.
 9. Citizens may provide warning of an emergency, usually by calling 9-1-1. It is always advisable to confirm information on emergency situations reported this way before issuing public warnings.

Appendix VI: Outdoor Warning Map

[Outdoor Warning Siren Map.pdf](#) (*If attached appended at the end of Document)

City of Stephenville EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT
FUNCTION 3

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

- Public Works

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

- A. ESF #3 – Public Works and Engineering addresses the agencies that provide response and recovery for local and county public works/engineering following an incident. There is no single organization that has oversight over all varieties of public works/engineering assistance that may be required following a disaster. In general, the City of Stephenville Public Works will serve as the lead agency for this ESF. All support agencies for ESF #3 may be required to report individually on their emergency missions when activated by City of Stephenville EOC or IC.
- B. This document applies to City of Stephenville and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.
- C. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an incident of any type.
- D. ESF #3 may be involved in any of, but not limited to, the following activities:
 - a. Damage Assessment
 - b. Technical Advice or Liaison
 - c. Demolition/stabilization projects
 - d. Inspection
 - e. Evaluation
 - f. Contracting
 - g. Reconnaissance
 - h. Emergency Repair
 - i. Temporary or permanent construction
 - j. Debris Removal
 - k. Emergency Supply and Support for Public Works/Engineering

Purpose

A. Function

This support ESF outlines our concept of operations and organizational arrangements to accomplish coordinated public works and engineering activities during incidents.

B. Goal

Provide City of Stephenville with a mechanism to manage public works/engineering operations during an incident.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional public works/engineering operations.
- b. Provide information to decision makers about public works/engineering procedures, capabilities and resources.
- c. Describe roles, responsibilities and actions that ensure public works/engineering resource availability during incident response.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Terms

1. **Debris Clearance** involved the clearing of debris by pushing debris to the roadside.
2. **Debris Disposal** involves placing mixed debris and/or debris residue of debris volume reduction operations into an approved landfill.
3. **Debris Removal** involves the 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.

Situations and Assumptions

A. Situation

1. An incident in City of Stephenville may threaten public health, safety, and property. Such an incident may require emergency public works and engineering services.

B. Assumptions

1. Utilizing public works and engineering personnel during pre-disaster operations should minimize disaster damage. Advance preparation of resources should hasten restoration and recovery efforts.
2. Local departments and agencies responsible for the public works/engineering function may not have sufficient resources to remove debris created by a major emergency or disaster, as well as accomplish other recovery tasks.
3. 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 contracted assistance. Large scale debris and/or HazMat operations, however, will require outside assistance.
4. Private construction firms, engineering firms, and equipment rental contractors have staff and equipment resources that may be contracted to carry out public works and engineering activities during incidents. However, local government may have to compete with businesses and individuals seeking those resources for repairs or rebuilding.
5. Assistance may be available through inter-local agreements or contingency contracts. Some types of incidents, due to their large geographic footprint, may cause difficulty in obtaining assistance from normal sources.
6. Damage to chemical plants, power lines, sewer and water distribution systems, and secondary hazards may result in risks to health and safety. These risks could also impede public works and engineering projects.
7. Alternate disposal methods and facilities may be needed as landfills or waste disposal facilities prove insufficient to deal with large quantities of debris. Special consideration must be made if the debris has been contaminated with chemicals or petroleum products.
8. If local capabilities prove insufficient, state and/or federal resources will be available to assist in debris removal or restoration of essential services.

V. Concept of Operations

- A. The general public works and engineering tasks to be performed include, but may not be limited to, the following:
 - a. Take actions to protect facilities and resources prior to the onset of hazardous conditions, if able.
 - b. Provide heavy equipment support for search and rescue operations.

- c. Conduct damage assessment surveys of public facilities, roads, bridges, and other infrastructure.
 - d. Inspect damaged structures.
 - e. Clear debris from roadways and make repairs to reopen transportation arteries.
 - f. Make expedient repairs to essential public facilities to restore operations or protect them from further damage.
 - g. Remove debris from public property and manage debris disposal operations for public and private property.
 - h. Assist in controlling public access to hazardous areas.
- B. Public works and engineering resources may be used to engage in protective action in anticipation of a slow building or predicted situation. Such action may include placing protective levees or removing vital equipment. ESF #3 elements are expected to identify buildings and other infrastructure that will benefit from protective measures and, in coordination with the departments or agencies that occupy those buildings, carry out protective measures.
- If time permits, ESF #3 elements are also expected to take action in advance of an emergency situation to preserve response and recovery capabilities by protecting vital equipment and supplies, either in place or by relocating them to a safe location. It is desirable for agencies to enter into advanced agreements with other agencies or jurisdictions to ensure the safety and security of vital equipment and resources.
- C. Heavy equipment support will be used for search and rescue, in particular for search operations in collapsed buildings.
- D. ESF #3 departments will lead preliminary damage assessments of public buildings, homes, businesses, roads, bridges, and other infrastructure following a disaster. Such procedures are outlined in ESF #14 – Recovery. ESF #3 personnel shall inspect damaged structures. Inspections are conducted to identify unsafe structures and, if necessary, take actions to restrict entry and occupancy until the structure can be made safe.

Damaged buildings posing an immediate threat to public health and safety should be appropriately posted to restrict access pending repair or demolition.

- E. See Appendix 2 for Debris Removal concepts and procedures.
- F. ESF #3 staff is expected to make timely temporary repairs to infrastructure deemed 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 have the highest priority for protection.
- Hazardous situations may result in damage to computers holding vital records and/or to hard copy records themselves. When such records are damaged, it is imperative to secure professional technical assistance for restoration as soon as feasible.

It is normally 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 contracted personnel.

G. Relationships between levels of government

1. Federal

- a. Coordination with Federal ESF #3 may occur through the State Operations Center, at the site of the incident, or in an established Field Office designated as such.

2. Tribal

- a. Coordination with Tribal ESF #3 may occur through a designated liaison of a given tribe at the discretion of the tribe

3. State

- a. Coordination with the State ESF #3 may occur through the DDC, at the scene of the incident, or through a facility designated as a field office.

4. Local/Regional

- a. Local and Regional entities maintain primary responsibility for addressing local gaps and provisioning for incidents or eventualities that may impact operations.

H. Activities by Phase of Emergency Management

1. Prevention

- a. Identify vulnerabilities of existing infrastructure to known hazards and take steps to mitigate the same.
- b. Reduce vulnerability of new facilities to known hazards through proper design and site selection.
- c. Develop plans to protect infrastructure and equipment from known hazards.
- d. Install emergency generators in key facilities and maintain portable generators to meet unexpected needs.
 1. Agencies that maintain possession of generators should have procedures for testing and maintenance in their SOPs.

2. Preparedness

- a. Ensure infrastructure and equipment are in good repair.
- b. Ensure personnel are trained to standard.
- c. Stockpile materials needed to protect and repair infrastructure.
- d. Develop priorities for road clearance.
- e. Maintain an adequate supply of road barricades and temporary fencing.
- f. Maintain current maps.
- g. Review plans, predict potential emergency staffing needs, and make tentative emergency task assignments.
- h. Establish and train damage survey teams.
- i. Execute contingency contracts for emergency equipment and services with local contractors and execute agreements with private entities to borrow equipment.
- j. Ensure SOPs allow for or support accomplishment of ESF objectives.
- k. Ensure provision of fuel for vehicles and generators.

3. Response

- a. If possible, protect key facilities and equipment.
- b. Survey areas affected by hazard, assess damage, and determine need and priority for expedient repair or protection to prevent further damage.
 1. Report damage assessments to EOC.
- c. Upon request, provide heavy equipment support for SAR operations.
- d. Clear roads of debris.
- e. Inspect damaged buildings to determine if they are safe for occupancy.
- f. Remove debris from public property and manage disposal of same.
- g. Repair key facilities and equipment as needed, if possible.
- h. Coordinate with Energy and Utilities staff to arrange for emergency electrical service, if needed, to support emergency operations.
- i. Assist
 - City of Stephenville (Water/Sewer)
 - Atmos Energy (Natural Gas)
 - Oncore Electric (Electricity)in making emergency repairs to public utility systems, as needed.
- j. Restrict access to hazardous areas upon request.

4. Recovery

- a. Repair or contract repair to infrastructure.

- b. Support community clean-up efforts, as necessary.
- c. Participate in compiling estimates for damages, response costs, and recovery costs.
- d. Participate in post-incident review of procedures and make necessary improvements.

Organization and Assignment of Responsibilities

A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted therein, shall carry out the function of providing public works and engineering services during emergency incidents, in accordance with NIMS/NRF protocols.
2. The Mayor shall provide policy guidance with respect to emergency public works/engineering operations.

B. Task Assignments

1. The Public Works Director shall serve as the Public Works Officer during emergencies and will:
 - a. Coordinate pre-incident programs to reduce vulnerability of local facilities and other infrastructure to known hazards.
 - b. Manage ESF #3 during incidents in accordance with NIMS.
 - c. Oversee restoration of key facilities and systems, as well as debris removal.
 - d. Develop and implement procedures to ensure coordination between various local agencies that perform ESF #3 functions.
 - e. Identify contractors who can provide heavy and specialized equipment support during incidents as well as private entities that may be willing to lend equipment to local government following an emergency.
2. Public Works/Engineering Departments and City of Stephenville will:
 - a. Carry out pre-disaster protective actions for impending hazards, including identifying possible facilities for debris storage and reduction.
 - b. Conduct damage assessments after a disaster.
 - c. Repair and protect infrastructure.
 - d. Execute debris clearance and removal.
 - e. Negotiate inter-local agreements for ESF #3, with the assistance of Mayor.
 - f. Maintain stockpiles of disaster supplies.
3. The will:
 - a. Develop damage assessment procedures and provide training for damage survey teams.
 - b. Provide engineering services and advice to the IC and EOC staff.
 - c. Assist in conducting damage assessments in the aftermath of an incident.
 - d. Safeguard vital engineering records.
4. Texas Department of Transportation; City of Stephenville Street Dept. will:
 - a. Maintain reasonable stockpiles of emergency paving materials.
 - b. Make emergency repairs to City of Stephenville transportation and drainage infrastructure.
 - c. Supervise debris clearance from public right-of-way and support debris removal operations.
 - d. Emplace barricades where needed for safety.
 - e. Provide personnel and equipment to aid SAR as needed.
 - f. Provide heavy equipment support for protective actions taken prior to and during response recovery operations.
 - g. Assist in repairs to public utilities and drainage systems.
5. The Public Works Office will:
 - a. Collect and dispose of refuse.
 - b. Support ESF #3 operations with available resources.
6. Public Works Director will:
 - a. Support damage assessment operations.
 - b. Determine if access to damaged structures should be restricted or if they should be condemned and

demolished.

c. Inspect expedient shelter and mass care facilities for safety.

7. Public Works Director will:

- a. Assess damage to recreation areas and facilities, and assist in assessing damage to other facilities.
- b. Provide resources for ESF #3 operations.
- c. Upon request, establish and staff a facility to sort and catalog property removed from damaged public facilities.

VII. Direction and Control

A. General

1. The Mayor will provide policy guidance and priorities, pursuant to NIMS, and approve requests for state or federal resources, as needed.
2. The IC will manage ESF #3 emergency resources committed to an incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation.
 - a. If the EOC is not activated, the IC may request additional resources from local departments and agencies.
 - b. The IC may also request authorized officials activate mutual aid agreements or emergency response contracts to obtain additional resources.
3. The EOC will be activated for significant incidents. When the EOC is activated the Public Works Officer will manage ESF #3 from the EOC. The IC shall coordinate resource requests through the Public Works Officer.
4. The Public Works Officer will respond to mission priorities established by the IC or the EOC, City Manager, Incident Commander, direct ESF #3 resources to accomplish specific tasks and coordinate task assignments to achieve overall
5. The Public Works Officer will identify sources from which needed resources can be obtained during an emergency and coordinate with the Resource Manager to originate emergency procurement or to obtain such resources by lease, rental, borrowing, donation, or other means.
6. A major incident may produce substantial damage and debris requiring extended recovery operations. In such incidents, it may be necessary to establish a Debris Task Force to manage removal and disposal of the debris.
7. Normal supervisors of public works and engineering personnel participating in emergency operations will exercise their usual supervisory responsibilities over assigned personnel, subject to NIMS span of control guidelines.
 - a. Organized crews from other jurisdictions will normally operate under their normal direct supervisor.
 - b. Individual volunteers will be supervised by their crew or team.

B. Continuity of Government

1. Each department or agency with transportation responsibilities shall establish a line of succession for ESF #3 personnel.

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by City of Stephenville. .

B. Communications Protection

1. The Public Works Officer shall ensure that all ESF #3 agencies and support test and maintain an interoperable communications network.

C. Reporting

1. ESF #3 should provide appropriate situation reports to the IC or EOC.

D. Training

1. The Public Works Officer will ensure, in conjunction with Mayor, that all applicable personnel are trained in their emergency functions and operations.

Development and Maintenance

The Public Works Officer will, in conjunction with the Emergency Management Director or designee, and related support personnel, maintain responsibility for the development and maintenance of this ESF.

The Public Works Officer, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible agencies.

XI. References

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

Seat of Government

Doug Svien, Mayor

Fire Department

Robert Isbell, Fire Chief

Law Enforcement

Dan Harris, Police Chief

Public Works

Nick Williams, Director of Public Works

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

SUPPORTING DOCUMENTS [Jurisdictions may attach these documents rather than fill in a box]

1. Debris Management

Appendix 1

1. Objectives

The objectives of debris management in the aftermath of an emergency are to:

- A. Reopen roads and provide access to facilities that provide essential government and population support services.
- B. Remove debris from public property.
- C. Assist citizens in removing debris from private property.
- D. Reduce the volume of debris going to disposal facilities to extend the life of those facilities and reduce costs.
- E. Ensure hazardous materials are segregated from other debris and properly disposed of.

2. Explanation of Terms

- A. Debris is the remains of things destroyed or damaged as a result of natural or technological disasters. Disaster debris may include yard waste, building materials, household items, personal property, hazardous household products, batteries, automobiles, boats, hazardous chemicals, spoiled food, dead animals, and other materials. Some types of debris pose a threat to health, safety, and the environment.
- B. Categorization of Debris. There are a variety of schemes for categorizing debris. In this appendix, the following categorization is used:
 1. Burnable Materials, which include:
 - a. Burnable Natural Debris – generally trees, shrubs, and vegetation
 - b. Burnable Construction and Demolition (C&D) Debris – wooden structural members and other wood products such as roof decking, siding, doors
 - C. Non-burnable Debris – plastic, glass, metal, sheet rock, roofing shingles, carpet, tires, treated lumber, bricks, concrete, soil, and similar items. Household waste is a type of non-burnable debris.
 - D. Hazardous Debris – industrial and household hazardous waste, paint, materials containing asbestos, batteries, petroleum products, agricultural chemicals, dead animals, and similar products.

3. Situation & Assumptions

A. Situation

1. The type and quantity of debris generated by an emergency situation is a function of the type of event, the location of impact, and the magnitude, intensity, and duration.
2. The quantity and type of debris generated, its location, and the size of the area over which it is spread affect the choice of removal and disposal methods, the costs incurred in doing so, and the time it will take to accomplish the task.

B. Assumptions

1. Emergency situations requiring debris removal may occur at any time.
2. Local government may have insufficient resources to remove debris created by a major emergency or disaster and accomplish other recovery tasks.
3. If local debris removal capabilities are insufficient, the chief elected official may issue a local disaster declaration and request State assistance in debris removal. If the local emergency situation is of such magnitude that the Governor requests a Presidential Disaster Declaration and such a declaration is approved, federal resources could become available.
4. For major emergencies or disasters, private contractors may be needed to collect, reduce the volume of, and dispose of debris.
5. Citizens should assist in removing debris from the immediate area of their homes and businesses, but will generally need government assistance in removing it for disposal.
6. Citizens are often willing to help their neighbors in removing debris. Proper public information can encourage such cooperative action, speeding up the process and reducing costs.

4. Concept of Operations

A. Phased Approach. Debris management shall be conducted in phases, including:

1. Phase 1 - Emergency Roadway Clearance

- a. Following a disaster, the top priority is to clear major roads and routes providing access to key population support facilities such as hospitals, to allow for the movement of emergency vehicles, resumption of critical services, and damage assessment. Emergency roadway clearance also facilitates the deployment of external response elements and delivery of emergency equipment and supplies. In initial roadway debris clearance, debris is normally pushed to the side of the road with no attempt to remove or dispose of it.
- b. Local government is responsible for clearing city streets, county roads, and their rights of way. The Texas Department of Transportation (TxDOT) is responsible for clearing state and federal highways and the rights of way for such highways along with debris disposal resulting from the clearing process.
- c. In this phase, crews equipped with chain saws will generally be required to cut up downed trees and heavy equipment will be needed to move the remains. If possible, heavy equipment used for moving debris should be equipped with protective cabs and all

personnel should wear protective equipment. Fire hydrants, driveway cutouts, and utility valves should be left unobstructed.

- d. Electrical systems are often damaged by the same hazards that create substantial debris, public works and engineering crews may need to coordinate their efforts to remove debris with utility crews.

2. Phase 2 – Debris Removal and Disposal

a. Debris Removal from Public Property.

1. In the aftermath of a disaster, it may be necessary to remove debris from a variety of public property, including:
 - a. Roads and rights of way.
 - b. Government buildings, grounds, and parking lots.
 - c. Parks and recreation facilities.
 - d. Storm drainage systems and reservoirs.
2. If the emergency situation resulted in a Presidential Disaster Declaration, the expense of debris removal from public property may be partially reimbursed by the federal government if the debris must be removed to:
 - a. Eliminate immediate threats to life, public health and safety.
 - b. Eliminate immediate threats of significant damage to improved public or private property.
 - c. Ensure economic recovery of the affected community.

Large-scale debris removal and disposal operations can be extremely costly. It is vital to determine if federal assistance will be provided and the rules that apply to such assistance before commencing debris removal operations. See the DEM *Texas Disaster Recovery Manual* for further information.
 - d.
3. State law provides that state resources may not be used to clear or remove debris from local public property unless the local government presents the State an unconditional authorization for removal.

b. Debris Removal from Private Property.

1. Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner, and the cost may be wholly or partly covered by insurance. If there has been a Presidential Disaster Declaration and debris on private property is so widespread that public health, safety, or the economic recovery is threatened, local government may be partially reimbursed for the cost of debris removal from private property. Local government normally has responsibility for picking up and disposing of debris from private property placed at the curb and bears the cost of that effort.
2. When the Governor has issued a disaster declaration for an emergency situation, § 418.023 of the Government Code law provides that state resources may be used to remove debris from private property. As a general rule, the property owner must authorize removal of debris, grant unrestricted access, and indemnify the state against any claim resulting from the removal. As the Executive Order of the Governor Relating to Emergency Management provides that county judges and mayors who have issued a local disaster declaration may exercise the emergency powers of the Governor on an appropriate local scale, local governments may remove debris from private property subject to the same conditions cited above. Attachment 1 to this appendix provides a sample Debris Removal Access Agreement that should be used to meet statutory requirements.

B. Preparation for Debris Removal

Considerable time and labor can be saved in the debris removal process by sorting debris from public property and encouraging the public to sort debris from private property before it is picked up. A proactive public outreach program should advise the public of the actions they can take to facilitate pickup, including:

1. Sorting debris into categories – burnable natural debris, burnable construction and demolition debris, non-burnable debris, and potentially hazardous debris.
2. Placing sorted debris piles at curbside.
3. Keeping debris off roadways and away from fire hydrants and utility valves.
4. Disposing of household waste in normal refuse containers.

C. Estimating the Amount of Debris

In determining the means to be used to remove and dispose of debris, it is essential that local officials have a reasonable estimate of the amount of debris that must be removed and eventually disposed of. Attachment 3 to this appendix provides a methodology that may be used to estimate the amount of debris that must be removed.

D. Determining Debris Removal Strategy

1. After an estimate of the amount of debris that needs to be removed is made, options for

- removing the debris should be evaluated in terms of their cost and timeliness.
2. The general strategies for debris removal and processing are:
 - a. Removal and processing of debris by local government.
 1. Advantages:
 - Direct government control.
 2. Disadvantages:
 - Normally requires diversion of significant government resources from regular functions and makes them unavailable for other recovery tasks.
 - Speed of debris removal may be constrained by the government equipment and personnel available.
 - Local government may lack specialized equipment and skills needed to carry out all aspects of debris removal.
 - b. Removal and processing of debris by contractors.
 1. Advantages
 - Speed of debris removal may be increased by contracting for additional resources.
 - If local contractors are used, may provide local economic benefit.
 2. Disadvantages:
 - Requires detailed contracts.
 - Requires extensive oversight and inspection.
 - c. Removal and processing of debris by a combination of local government and contractors.
 3. If contractors are used, the disaster area should be divided into geographic sectors for control purposes and bids solicited based on the estimated quantity of debris in each sector. In defining sectors, it is desirable to group properties of like type, construction, and with similar vegetation together. This will also facilitate estimating the quantity of debris that needs to be removed.
 4. Debris may be removed by one-time collection of all debris at each property or using multiple passes to collect different types of material that have been pre-sorted by the property owner.
- E. Establishing Temporary Debris Storage and Reduction (TDSR) Facilities.
1. The effective disposal of large quantities of disaster debris requires that suitable temporary storage and volume reduction facilities be established. Such facilities hold debris until it can be sorted, reduced in volume, and dispatched to an appropriate disposal facility. Sorting and volume reduction can significantly reduce the costs of disposing of debris and prevent potentially serious environmental problems.
 2. Sorting. TDSR facilities sort debris and send it to the most appropriate facility for treatment or disposal. Sorting is needed to separate burnable from non-burnable materials and segregate hazardous products for disposal at authorized facilities and identify debris that can be burned, chipped or ground, recycled, or simply disposed of at a landfill without treatment.
 3. The volume of debris can be greatly reduced by a variety of methods, including:
 - a. Incineration. This method includes open burning, use of air curtain pit incineration (trench burners), or use of portable air curtain incinerators. Incineration of burnable debris typically reduces its volume by 95 percent.
 - b. Chipping and grinding. Chipping and grinding is appropriate for clean, woody debris and typically reduces its volume by 75 percent. However, chipping and grinding normally costs as much as incineration and unless the resulting mulch can be disposed of without cost or at a profit, local government may incur additional costs to have the residual material hauled to a landfill.
 - c. Recycling. Recycling debris may present an opportunity to reduce the overall cost of disposal. Metals, lumber, and soil are the most likely candidates for recycling. Before local government attempts to operate a recycling operation, it is essential to determine if there is, in fact, a market for the materials sorted out in the recycling process; otherwise the output may simply have to be hauled to a landfill. Specialized contractors may be willing to undertake recycling, particularly if it involves large amounts of well sorted debris.
 4. Site Selection
 - a. Criteria pertinent to selecting TDSR facilities are:
 1. Preferably government owned.
 2. Large enough to accommodate a storage area, a sorting area, and volume reduction operations area(s).
 3. Reasonable proximity to disaster areas and debris disposal sites.
 4. Good road access.
 5. Not in a residential area or in the vicinity of schools, churches, or other facilities with concentrations of population.
 6. Not in an environmentally sensitive area, such as wetlands or a water well field.
 - b. Local landfills and possible local sites for TDSR facilities are described in Attachment 2 to

this appendix. The selection of specific sites to be used for TDSR facilities will normally be made by a team of local, state, and, where appropriate, federal personnel, who are familiar with the local area and the specific environmental regulations governing such facilities. Attachment 3 to this appendix provides methods for determining space requirements for TDSR sites and estimating the quantity of debris that must be disposed of after processing.

F. Public Information and Instructions

1. In the aftermath of an emergency situation, the Public Information staff should provide the public detailed information on debris removal and disposal plans and procedures. Providing appropriate instructions to the public concerning debris removal can significantly reduce the time and costs involved. Public information on debris removal must start as soon as possible after the disaster – before people start moving and stacking large amounts of debris.
2. Public instructions should encourage citizens to:
 - a. Assist their neighbors, particularly the elderly or infirm, in removing debris.
 - b. Move debris to curbside for pickup.
 - c. Separate debris into the categories determined by local officials.
 - d. Keep debris piles away from fire hydrant and utility valves.
3. Public information should keep citizens advised of:
 - a. Debris pickup schedules and the system of pickup, if various types of debris will be picked up on different days.
 - b. Self-help disposal guidelines for citizens and businesses that wish to haul their own debris to a debris storage area or landfill.
4. The normal methods of public information dissemination through the media should be used to provide information to the public. If loss of electric power has occurred, extra effort must be made to reach those without power using door hangers, flyers, signs, and, if necessary, door-to-door outreach.

G. Regulatory Issues and Technical Assistance

1. The Texas Commission on Environmental Quality (TCEQ) regulates the disposal of waste, including hazardous waste. TCEQ also issues emergency permits for debris incineration. Hence, the advice and assistance of TCEQ should be obtained in developing and implementing plans for debris disposal.
2. The Texas Department of State Health Services (DSHS) is the state agency responsible for ensuring food safety. The assistance of DSHS should be sought when there are questions regarding the safety of foodstuffs in damaged retail stores, warehouses, and processing facilities. DSHS has the authority to condemn unsafe foodstuffs so that they can be disposed of.
3. The Texas Animal Health Commission (TAHC) can provide advice and assistance regarding the disposition of dead animals. TAHC may also help identify stray live animals so they can be returned to their owners.

5. Organization

A. Phase 1 - Emergency Roadway Clearance

During Phase 1, our normal emergency organization as outlined in the Section VI.A of the Basic Plan and this annex should coordinate debris clearance operations. Debris clearance will normally be managed from the EOC. However, if debris is localized, an incident command operation may be established at the incident site to manage debris clearance.

B. Phase 2 - Debris Removal and Disposal

1. For small-scale debris removal and disposal operations, our normal emergency organization as outlined in the Basic Plan and this annex may coordinate debris removal and disposal.
2. For major emergencies or disasters that result in large volumes of debris, removal and disposal may have to continue for an extended period. For these situations, a Debris Management Task Force, consisting of personnel from those departments and agencies having the required expertise, shall be formed to manage debris removal and disposal operations. The Task Force should be comprised of personnel to perform the following functions:
 - a. Operations: Plan debris removal and processing, manage the use of government resources, and monitor the use of contract resources committed to the task.
 - b. Contracting & Procurement: Develop contracts for services and/or equipment, obtain bids, and award contracts.
 - c. Legal: Contract review, manage authorizations for debris removal, and prepare legal documents for building condemnation and land acquisition.
 - d. Administration: Provide supply, administrative, and accounting support.
 - e. Engineering: Damage assessment, develop scopes of work and specifications for contracts, and prepare cost estimates.
 - f. Public Information: Provide information and instructions relating to debris removal to

the public.

It may be desirable to organize the Debris Management Task Force as an ICS operation under an Incident Commander.

3. If the government uses its own resources to remove debris, the primary role of the operations staff is to plan and supervise debris removal. If contractors will be removing debris, then the primary role of the operations staff is to monitor contractor work and ensure contract provisions are followed.

6. Task Assignments

- A. Phase 1 - Emergency Roadway Clearance

Task assignments shall be as stated in Section VI.B of this annex.

- B. Phase 2 - Debris Removal and Disposal Phase

Task assignments shall be determined by the Debris Management Task Force leader. General tasks of the various components of the Task Force are described in the Chapter 3 of the *FEMA Debris Management Guide* (FEMA-325).

Attachment 1

Debris Removal Access Agreement

I/We _____, the owner(s) of the property
commonly identified as _____,
(street address)

_____, _____, State of Texas
(city/town) (county)

do hereby grant and give freely and without coercion, the right of access and entry to said property to the County/City of _____, its agencies, contractors, and subcontractors thereof, for the purpose of removing and cleaning any or all storm-generated debris of whatever nature from the above described property.

It is fully understood that this agreement is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the City/County of _____, State of Texas, its agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waiver any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and other utility lines located on the described property.

I/We (have _____, have not _____)(will _____, will not _____) received any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conservation Service (NRCS), private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. For the considerations and purposes set forth herein, I set my hand this _____ day of _____ 20__.

Owner

Owner

Telephone No. Address

Witness

Attachment 2

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

1. Landfills

- a. Name:
 - 1) Address:
 - 2) Operated by:
 - 3) Estimated capacity remaining (cubic yards):
 - 4) Estimated daily processing capacity:
 - 5) Normal operating schedule:
 - 6) Restrictions:
 - 7) Fees:
 - 8) Other Factors:

- b. Name:
 - 1) Address:
 - 2) Operated by:
 - 3) Estimated capacity remaining (cubic yards):
 - 4) Estimated daily processing capacity:
 - 5) Normal operating schedule:
 - 6) Restrictions:
 - 7) Fees:
 - 8) Other Factors:

2. Possible TDSR Facilities

- a. Name:
 - 1) Address:
 - 2) Owner:
 - 3) Site size (acres):
 - 4) Fenced?
 - 5) Road access:
 - 6) Neighbors:
 - 7) Environmental concerns:

- b. Name:
 - 1) Address:
 - 2) Owner:
 - 3) Site size (acres):
 - 4) Fenced?
 - 5) Road access:
 - 6) Neighbors:
 - 7) Environmental concerns:

Attachment 3

Debris Estimation

This attachment contains the following tabs:

1. Tab A – Estimating Debris Quantity.

This tab includes two worksheets (Worksheet 1 and Worksheet 2) which outline a methodology that can be used to estimate the quantity of debris produced by a disaster. The methodology allows the user to estimate the debris in various geographic areas (sectors) and then sum the amount of debris in each sector to determine the overall volume of debris that must be dealt with. The sectors developed in this process can be used in operational planning and contracting. To the extent possible, sectors should be drawn to encompass areas with buildings of similar construction and vegetative cover.

The methodology in this tab should not be used for hurricane debris; use the methodology in Tab E instead.

2. Tab B – Estimating Debris Removal Time. This tab includes two worksheets (Worksheet 3 and Worksheet 4). The worksheets provide a methodology that can be used to estimate the time in days that it will take to remove specific quantities of debris given a known set of hauling resources and a reasonable estimate of the cycle time for those resources (time spent in pickup, hauling, unloading, and, waiting on one trip).

3. Tab C – Estimating Debris Disposal Quantity. Worksheet 5 outlines a method to determine the volume of debris that will have to be disposed of after sorting and volume reduction, given information on the composition of debris that must be disposed of. To utilize this methodology, you must remove a sample of debris in each sector and sort it to determine the characteristics of the debris from that sector. If the sample of debris is not representative of debris in the sector, this method will be inaccurate.

4. Tab D – Estimating Requirements for Debris Processing. Worksheet 6 can be used to estimate how much space will be required for temporary debris storage and reduction facilities. This worksheet is based on a US Army Corps of Engineers methodology.

5. Tab E – Estimating Hurricane Debris Quantity. Worksheet 7 can be used to estimate the quantity of debris produced by a hurricane. This worksheet is based on US Army Corps of Engineers methodology.

Tab A

ESTIMATING DEBRIS QUANTITY

Complete a separate Worksheet 1 for each Sector.
 Transfer results from each Worksheet 1 to Worksheet 2.
 CF = cubic feet & CY = cubic yards

Use Tab E for Estimating Hurricane Debris

WORKSHEET 1				
Sector:				
Description:		N = Number	M = Multiplier	CY = (N x M)
A. Homes (1800-2000 square feet)		100	300	30000
B. Mobile Homes		130	80	10400



C. Other Buildings	L = Length/ft	W = Width/ft	H = Height/ft	CF = (L x W x H)	CY = (CF/27) x.33
Apex Center	250	60	10	150000	1833
Anchor Fire Station	100	100	12	120000	1467
Teasdale School	125	100	10	125000	1527
<u>Subtotal</u> [sum the right column]					4827

D. Debris Piles	L = Length/ft	W = Width/ft	H = Height/ft	CF = (L x W x H)	CY (CF/27)
Crystal Creek @ Compton	150	8	4	4800	177
Hungry Hollow Bridge	80	20	8	12800	474
Willow Road @ Newton	100	16	5	8000	296
<u>Subtotal</u> [sum the right column]					947

WORKSHEET 2	Sector A	Sector B	Sector C	Sector D
<i>Debris Volume Estimate (cubic yards/CY)</i>				
A. Homes [from Worksheet 1]	30000	4200		
B. Mobile Homes [from Worksheet 1]	10400	2400		
C. Other Buildings [from Worksheet 1]	4827	1021		
SD = Structural debris (A + B + C)	45227	7621		
V = Vegetation Multiplier [see note]	1.3	1.1		
ST = Subtotal (SD x V)	58795	8383		
D. Debris Piles [from Worksheet 1]	947	1200		
E. SV = Sector Volume (ST + D)	59742	9583		
TOTAL [add entries in row E above]	69325			

Note:

V= Vegetative Multiplier:	<u>Vegetative Cover</u>	<u>V =</u>
	None	1
	Light	1.1
	Medium	1.3
	Heavy	1.5

Tab B
ESTIMATING DEBRIS REMOVAL TIME

Worksheets 3 and 4 may be used to estimate the time it will take to remove a quantity of debris given information on the quantity and capacity of the hauling resources available and estimates of the cycle time for those resources. Cycle time is the time it takes a cargo truck to complete a round trip. Cycle time is computed by adding the time it takes to load a truck, the round-trip travel time between the loading point and the off-load point, unloading time, and any unproductive waiting time. This methodology will be most accurate if you use times observed during actual operations, not theoretical numbers.

WORKSHEET 3	Sector A	Sector B	Sector C	Sector D
A. Debris to be Removed in cubic yards (CY) from Worksheet 2 or 7	59742	9583		
<i>Removal Cycle (all times in hours)</i>				
B. Estimated loading time	.2	.2		
C. Estimated travel time (roundtrip)	.4	.6		
D. Estimated unload time	.1	.1		
E. Estimated waiting time	.1	.1		
F. Cycle time (B+C+D+E)	.8	1.0		
G. Daily work period	7.5	7.5		
H. Cycles per day (G / F)	9	7		
<i>Removal Time</i>				
I. Capacity (CY) per cycle [Worksheet 4]	136	136		
J. Capacity (CY) per day [H x I]	1224	952		
K. Days to Clear Sector [A / J]	48.8	10.0		
L. Days to Clear All Sectors [add entries in Row K above]	58.8			

WORKSHEET 4	A. Truck Capacity (CY)	B. Units Available	C. Group Capacity (AxB)
<i>Equipment</i>			
Dump Truck, Light	6	4	24
Dump Truck, Medium	8	4	32
Dump Truck, Heavy	10	8	80
Capacity Per Cycle (CY) [sum the right column]			136

Note: In estimating units available, it is essential to consider that some equipment may not operationally ready each day. Hence, an out-of-service factor based on local experience should be applied to obtain a realistic estimate of equipment available for use on a daily basis.

Tab C
ESTIMATING DEBRIS DISPOSAL QUANTITY

Worksheet 5 provides a method of estimating the volume of debris that will have to be disposed of after volume reduction. It requires taking a **sample of the debris in each sector** to determine the percent of burnable debris (B below), the percent of burnable C&D debris (C below), the percent of non-burnable debris (D below) broken down by recyclable materials (D-1) and other material (D-2), and the percent of hazardous debris. In taking a sample, it is desirable to include debris from at least 10 properties.

Worksheet 5	Sector 1	Sector 2	Sector 3	Sector 4
<i>Sample Debris Characteristics</i>				
A. Debris volume [from Worksheet 2]	59742	9583		
B. % Burnable Natural Debris	.30	.40		
C. % Burnable C&D Debris	.32	.28		
D. % Non-Burnable Debris	.35	.32		
D-1. Potentially Recyclable	.07	.10		
D-2. Landfill	.28	.20		
E. % Hazardous Debris	.03	.02		
<i>Disposal Volume (cubic yards)</i>				
F. Burnable Natural Debris <u>(A x B)</u>	17922	3833		
F-1. Amount to be chipped/ground ¹	200	0		
F-2. Amount to be burned	17722	3833		
G. Burnable C&D Debris <u>(A x C)</u>	19117	2683		
H. Total Burnable <u>(F-2 + G)</u>	36839	6516		
I. Volume for disposal after burning (H x .05)	1841	326		
J. Volume for disposal after chipping or shredding <u>(F-1 x .25)</u>	50	0		
K. Non-Burnable Debris <u>(A x D)</u>	20910	3067		
L. Less Non-Burnables to be Recycled ²	5400	767		
M. Volume of Non-Burnables for Disposal (K - L)	15510	2300		
N. Volume (Non-hazardous) for Landfill Disposal <u>(I + J + M)</u> ³	17401	5693		
N. Total for Landfill Disposal [add quantities in row N above]	23094			
O. Volume for Hazmat Disposal <u>(A x E)</u>	1792	191		
P. Total for Hazmat Disposal [add quantities in row O above]	1983			

Notes:

- Local officials need to decide how much debris to chip or grind instead of burning. The quantity should be based on a) the amount of chipped/ground wood that local government wants to retain for use as mulch and b) the amount that can be disposed of without cost or at some profit to landscape products firms. Since chipping and grinding costs approximately the same as burning and produces a higher volume of residue, there is little reason to chip and grind instead of burning if you also have to pay to have the resulting mulch hauled away.
- This number should be based on the proportion of recyclable materials for which you can determine there is a ready market. Recycling materials for which there is no market simply leaves you sorted debris to haul to the landfill.
- If mulch produced in the chipping and grinding operation is hauled away without cost, do not include it (Item J) in the equation because disposal of that material is no longer your problem.

Tab D
ESTIMATING REQUIREMENTS FOR DEBRIS STORAGE & PROCESSING SITES

This methodology may be used to determine the space required for debris storage and processing sites.

It assumes that:

1. Debris will be stacked 10 feet high.
2. 40 percent of a site will be used for storage; 60 percent will be used for sorting areas, separation between debris piles, roads, site buffers, and burn pits

WORKSHEET 6	
A. Debris Volume in cubic yards (CY) [From Worksheet 2 or 7]	69325
B. CY per acre assuming 10' stack height ¹	16117
C. Acres for debris storage <u>only</u> (A/B)	4.3
D. Multiplier for processing, roads, & buffers	1.66
E. Required facility area in acres ²	7.1

Notes:

1. If you plan to use a stack height other than the typical 10 feet, use the following formula to compute CY per acre:

$$CY = (\text{stack height in feet} / 3) \times 4840$$

2. Where the area requirement is large, the requirement is generally satisfied by establishing several sites that, taken collectively, provided the needed area.

Tab E
ESTIMATING HURRICANE DEBRIS QUANTITY

Worksheet 7 may be used to estimate the quantity of debris that must be removed. This worksheet uses the formula $Q = H \times C \times V \times B \times S$, where:

- Q = the quantity of debris in cubic yards (CF)
- H = the number of households
- C = the storm factor in CY:
- V = the vegetation characteristic multiplier:
- B = the business/commercial use multiplier
- S = the storm precipitation characteristic multiplier

WORKSHEET 7	Sector A	Sector B	Sector C	Sector D
<i>Debris Volume Estimate - Hurricane</i>				
1. H = households	5167	2100		
2. C = Storm category	26	8		
3. V = Vegetation multiplier	1.5	1.1		
4. B = Business/commercial multiplier	1.3	1.0		
5. S = Storm precipitation multiplier	1.3	1.3		
6. $Q = H \times C \times V \times B \times S$	340557	24024		
TOTAL (add columns in item 6 above)	364581			

Notes:

1. H = Households. If you do not know the number of households, estimate the number by dividing the population of the area by 3.

2. C = Hurricane Category	<u>Category</u>	<u>C =</u>
	1	2
	2	8
	3	26
	4	50
	5	80

3. V = Vegetative Multiplier	<u>Vegetative Cover</u>	<u>V =</u>
	None	1
	Light	1.1
	Medium	1.3
	Heavy	1.5

4. B = Business/Commercial Density Multiplier	<u>Density</u>	<u>B =</u>
	Light	1.0
	Medium	1.2
	Heavy	1.3

5. S = Storm Precipitation Multiplier	<u>Precipitation</u>	<u>S =</u>
	None to Light	1.0
	Medium to Heavy	1.3

City of Stephenville EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT
FUNCTION 4

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

Stephenville Fire Department

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

- A. ESF #4 – Firefighting offers guidance to agencies and departments responsible for fire suppression in a multitude of settings that are the result of natural, technological, or man-made disaster.
- B. This document applies to City of Stephenville and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.
- C. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Purpose

A. Function

This ESF outlines our operational concepts and organizational arrangements for firefighting and SAR activities during incidents and outlines related administrative requirements.

B. Goal

Provide City of Stephenville with a mechanism to manage public works/engineering operations during an incident.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional firefighting operations.
- b. Provide information to decision makers about firefighting procedures, capabilities and resources.
- c. Describe roles, responsibilities and actions that ensure firefighting resource availability during incident response.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

RRP	Regional Response Plan
TX-TF1	Texas Task Force One
USAR	Urban Search and Rescue
VFD	Volunteer Fire Department

Definitions

1. Consequence Management: Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.
2. Crisis Management: Measures taken to define the threat and identify terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law Enforcement agencies will normally take the lead role in crisis management. The requirements of crisis management and consequence management are combined in the NRF.
3. Expedient Evacuation: Evacuations that must be conducted with little notice, frequently in response to a request from the IC at the scene.
4. HazMat: The NRF defines HazMat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, which has been so designated under the provisions 49 CFR

172.101. The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.

5. Secondary Hazard: A situation that occurs as a result of an initial hazard.
6. Terrorist Incident. Under the Homeland Security Act of 2002, terrorism is defined as an activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub L. 107-296, 116 Stat. 2135 (2002).
7. Texas Task Force 1: This task force is the State's urban search and rescue team, headquartered in at TEEEX Emergency Response and Rescue Training Field in Bryan, TX. 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 USAR. They also have a Flood Rescue Strike Team to assist during flooding situations.

Situations and Assumptions

A. Situation

1. City of Stephenville relies upon Stephenville Fire Department for fire protection.
2. In times of emergency, fire protection needs are exacerbated due to multiple ongoing demands for resources.
3. Fires that remain uncontrolled can become their own catastrophic incidents that threaten life and property.
4. Natural disasters may necessitate the use of fire service resources.
5. City of Stephenville's primary SAR agency is the local FD.
6. Local buildings are subject to severe structural damage from disaster, which could result in people trapped within the structures, causing large numbers of people requiring rescue.
7. The mortality rate for trapped people rises dramatically after 72 hours, thus SAR must begin as soon as possible.
8. Ongoing inclement weather and disaster conditions can negatively impact SAR operations.

B. Assumptions

1. During emergency situations City of Stephenville will use internal resources and those sources by inter-local agreements, to include agreements with industry and other partners.
2. Should our resources prove insufficient in the face of an emergency incident, state and/or federal resources will be available to augment our capabilities.
3. During a major emergency, our resources may be damaged or depleted
4. A trained, equipped, and organized rescue service will allow City of Stephenville to conduct methodical SAR operations, shore up and stabilize weakened structures, release trapped persons, and locate the missing/dead.

V. Concept of Operations

A. Our firefighting and SAR departments include:

Erath County Volunteer Fire Rescue
Erath County EMS
Dublin Fire Department
Dublin EMS

B. Fire Suppression responsibilities in incidents are almost the same as in daily operations.

1. Search and Rescue responsibilities, and accompanying authority, are greatly expanded during an emergency, due to the scope involved.

- C. The Fire Services may be tasked with certain non-firefighting and non-SAR duties, to include assessing fire protection for shelters, route alerting, or similar.
- D. Should the fire service establish the Initial ICP it will be incumbent upon the IC to determine if authority must be transferred to an Area Command, Unified Command, Multi-Agency Coordination System, or to another agency as needed.
- E. Relationships between levels of government
 - 1. Federal
 - a. Coordination with Federal ESF #4 may occur through the State Operations Center, at the site of the incident, or in an established Field Office designated as such.
 - 2. Tribal
 - a. Coordination with Tribal ESF #4 may occur through Transportation Coordinator of a given tribe at the discretion of the tribe
 - 3. State
 - a. Coordination with the State ESF #4 may occur through the DDC, at the scene of the incident, or through a facility designated as a field office.
 - 4. Local/Regional
 - a. Local and Regional entities maintain primary responsibility for addressing local gaps and provisioning for incidents or eventualities that may impact operations.
- F. Activities by Phase of Emergency Management
 - 1. Prevention
 - a. Enforce Fire codes
 - b. Educate the public regarding fire prevention
 - c. Maintain current information on the types and quantities of hazardous materials present in local facilities/businesses.
 - d. Maintain current information on known fire hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
 - 2. Preparedness
 - a. Maintain a list of all ESF #4 resources.
 - b. Inspect and maintain all equipment.
 - c. Stockpile specialized supplies.
 - d. Ensure all fire service personnel are properly trained regarding fire, HazMat, rescue, and NIMS/ICS.
 - 1. Our personnel meet NIMS national qualification and certification standards
 - e. Ensure inter-operable communications networks.
 - f. Ensure agreements exist to secure building plans
 - g. Conduct regular NIMS compliant exercises.
 - h. Test and repair equipment regularly
 - i. Revise and update plans regularly
 - j. Identify sources for canines for SAR
 - 3. Response
 - a. Initiate rescue missions as needed.
 - b. Initiate fire suppression as needed.
 - c. Mobilize support resources.

- d. Alert and advise response personnel and command to the dangers associated with HazMat and fire during emergency operations.
 - e. Control hazmat incidents within departmental capabilities giving priority to public and firefighter safety and protecting property.
 - f. Conduct radiological monitoring and assessment within departmental capability.
 - 1. Maintain a Radiological Protection Program in accordance with standards.
4. Recovery
- a. Provide inspections of restored and reconstructed buildings.
 - b. Perform/Assist in decontamination and cleanup.
 - c. Assess damage to ESF #4 facilities.
 - d. Recommend condemnation of unsafe buildings.
 - e. Review fire codes in relation to an incident and recommend improvements.
 - f. Inventory and replace critical resources.

Organization and Assignment of Responsibilities

A. General

1. Our normal emergency organization, described in the Basic Plan and depicted therein, shall carry out the function of providing transportation services during emergency incidents.
2. The Scott Brinkley shall provide policy guidance with respect to emergency transportation operations.
3. The Scott Brinkley shall serve as Transportation Officer and coordinate emergency transportation operations.

B. Task Assignments

1. The Stephenville Fire Department will:
 - a. Coordinate all ESF #4 activities using local resources or resources sourced by inter-local agreements.
 - b. Assist in warning of public, as needed.
 - c. Support ESF #6 as needed.
 - d. Provide for radiological protection, as needed.
 - e. Enforce fire codes.
 - f. Staff ICP and EOC as needed.
 - g. Assist during evacuations.
 - h. Prepare and execute agreements for ESF #4 support.
 - i. Provide support for other operations as needed.
2. The IC will:
 - a. Establish an ICP and direct resources.
 - b. Assess the incident and request additional resources as needed.
 - c. Inform the EOC.
 - d. Ensure protective measures for personnel at incident site.
 - e. Approve IAP.
 - f. Collaborate on a specific division of labor with the EOC, if needed
3. Law Enforcement will:
 - a. Control Access.
4. EMS will:
 - a. Administer Medical Support, if needed.

5. Justice of the Peace will:
 - a. Coordinate recovery of cadavers, as needed
6. Public Works/Engineering will:
 - a. Provide heavy equipment support as needed.
 - b. Disable gas/power to affected structures as needed.
7. TFS will:
 - a. Detect and/or coordinate response to wildland fires.
 - b. Process requests for state firefighting assistance.
 - c. Coordinate ESF #4 actions to develop and implement mutual aid.
 - d. Coordinate issues involving FDs.
 - e. Assist local governments as able in fire suppression operations.
 - f. Conduct wildland fire training academies for state/local personnel.
8. Mayor:
 - a. Assist the City of Stephenville City Council by drafting legal documents enforcing outdoor burning or use of fireworks

VII. Direction and Control

A. General

1. The IC will generally establish an ICP and direct ESF #4 operations at the scene. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC. The IC will be assisted by a staff, determined by the needs of the situation.
2. In some incidents the EOC may be activated without an ICP established.
3. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and fulfill mission assignments given by the IC or EOC. They will remain under the control of their own supervisors, however.
4. In instances where there are significant external resources activated, transition to a Unified Area Command may assist with objective development.

B. Continuity of Government

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

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by City of Stephenville. .

B. Reporting

1. The IC will periodically update the EOC with pertinent information, and may provide an initial emergency report and periodic situation reports to provide for a common operating picture.

C. Records

1. The IC and EOC shall maintain accurate logs recording operational activities, commitment of resources, and other information relating to emergency response and recovery operations.
2. Expenses incurred during emergency operations may be recoverable. Thus, all ESF #4 elements will maintain records of personnel and equipment used during large scale operations.

D. Training

1. The component agencies of ESF #4 will ensure, in conjunction with Mayor, that all applicable personnel are trained in their emergency functions and operations.

Development and Maintenance

The Fire Chief will, in conjunction with the Emergency Management Director or designee, and related support personnel, maintain responsibility for the development and maintenance of this ESF.

The Fire Chief, or designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible agencies.

XI. References

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

Seat of Government

Doug Svien, Mayor

Fire Department

Robert Isbell, Fire Chief

Law Enforcement

Dan Harris, Police Chief

Public Works

Nick Williams, Director of Public Works

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

1. Authorities
2. Communications Diagram

Appendix 1 - Authorities

This information can be found in the Basic Plan

Appendix 2 - Communications Diagram

[FD Communication Network.pdf](#) (*If attached appended at the end of Document)

City of Stephenville EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT
FUNCTION 5

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

- Emergency Management
- City Administration

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

- A. ESF #5 – Information and Planning manages the collection, processing, and analysis of information for dissemination to operational elements and for inclusion in status boards and reports such as; Situation Reports, Incident Action Plans, resource status, mission assignment, and After Action Reports. It responds to the information requirements of assessment, response, and recovery personnel and supports the identification of overall priorities for county-level emergency activities and maintains county-level situational awareness.
- B. ESF #5 becomes the Planning Section of the EOC.
- C. This document applies to City of Stephenville and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.
- D. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Purpose

A. Function

This support ESF provides information about system for collecting, collating, and distributing information to disparate elements of a large-scale operation.

B. Goal

Provide City of Stephenville with a mechanism to manage emergency operations during a disaster or event.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional emergency management.
- b. Provide information to decision makers about emergency management procedures, capabilities and resources.
- c. Describe local and regional emergency management interoperability.

Explanation of Terms

This section defines terms and acronyms' used in this document.

[See Basic Plan](#)

Situations and Assumptions

A. Situation

1. During an incident, the demands for information support will be immediate and continuous. In order to maintain information support, ESF #5 will need to be staffed with sufficient personnel. ESF #5 personnel will be tasked with the development of Situation Reports, IAPs, AARs, collection of statistical information, and development/distribution of visual media to support mission assignments. Close coordination with ESF #15 – External Affairs and ESF #14 - Recovery is necessary.

B. Assumptions

1. On-scene personnel in the field will be the first and best source of vital information regarding damage assessment, needs assessment, geographic, logistic, or other necessary data.
2. Should an incident expand to the scope where multiple agencies or multiple jurisdictions have assets in the field, transition to a Multi-Agency Command structure can take place at the EOC.
3. The health and safety of personnel involved in emergency operations is a high priority, and thus the role of Safety Officer will be activated as soon as possible.
4. ESF #5 personnel do not respond to collect raw data from the field, but collect information, from personnel in the field, or state, local jurisdictions, private partners, VOADs, social media, and from federal sources.
5. As information is received ESF #5 personnel will review the information, based upon the mission, and make recommendations to meet the needs of the community.

Explanation of Terms

- A. This ESF defines the operational concepts, strategies and responsibilities for City of Stephenville's emergency management practices and structure.
- B. ESF #5 will have Fire Department as lead entity for Emergency Management operations. Fire Department will activate personnel when information and planning capabilities are needed for assessment, response, and recovery activities in the face of disaster.
- C. ESF #5 will begin monitoring events as they are reported.
- D. Personnel levels may increase or decrease depending upon the requirements of a given incident, and will operate out of the EOC.
- E. Personnel from both ESF #5 primary and support agencies are prepared to staff the EOC on a 24 hr. basis.
- F. Relationships between levels of government
 1. Federal
 - a. Coordination with Federal ESF #5 may occur through the State Operations Center, at the site of the incident, or in an established Field Office designated as such.
 2. Tribal
 - a. Communication with tribal government may occur through established ESF #5 liaisons at the discretion of the tribe.
 3. State
 - a. Coordination with the State ESF #5 may occur through the DDC, at the scene of the incident, or through a facility designated as a field office.
 4. Local/Regional
 - a. Local and Regional entities maintain primary responsibility for addressing local gaps and provisioning for incidents or eventualities that may impact operations.
- G. Activities by Phase of Emergency Management
 1. Mitigation
 - a. Maintain a current staff roster to staff an EOC.
 - b. Establish, equip, and maintain an EOC and alternate facility.
 - c. Prepare, maintain, and store maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
 - d. ID and stockpile resources needed for operation.
 - e. Develop, implement, and train on procedures for activating, operating, and deactivating the EOC.
 2. Preparedness

- a. Identify representatives to serve on the EOC staff and who are qualified to serve in various ICP positions.
 - b. Conduct NIMS compliant training for personnel expected to staff the EOC.
 - c. Test EOC equipment regularly.
 - d. Exercise the EOC annually.
 - e. Maintain a resource tracking system that includes identifying, acquiring, allocating, and tracking resources.
3. Response
- a. Activate an ICP and EOC if necessary.
 - b. Conduct response operations.
 - c. Deactivate ICP and EOC if no longer needed.
4. Recovery
- a. Continue EOC operations if needed to support recovery.
 - b. Deactivate EOC when necessary.
 - c. Restock expended supplies.
 - d. Review emergency operations as a basis for updating plans, protocols, and training requirements.

Organization and Assignment of Responsibilities

A. General

1. Our normal emergency management organization will carry out ESF #5 during incidents.
2. The organization of incident command operations will be pursuant to NIMS principles.
3. The organization of the EOC is depicted in [attached/below] appendix. Staffing requirements will be based upon incident characteristics and need.

B. Task Assignments

1. Mayor will:
 - a. Establish general policy guidance for emergency operations.
 - b. Direct the full or partial activation of the EOC.
 - c. When necessary, direct the EOC cease operation.
2. EMC will:
 - a. Develop and maintain the EOC staff roster and EOC SOPs.
 - b. Serve as EOC supervisor.
 - c. Activate the EOC when requested or when circumstances warrant.
 - d. Advise the Mayor on emergency management activities.
 - e. Coordinate resource and information support for emergency operations.
 - f. Coordinate emergency planning and impact assessment.
 - g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
3. IC will:
 - a. Establish an ICP and coordinate emergency operations on-scene.
 - b. Determine the need for and implement public warning and protective actions at and in the vicinity of the

incident site.

- c. Provide periodic situation updates to the EOC, if that facility is activated.
 - d. Provide resource requirements to the EOC, if that facility is active.
4. Any other entities assigned responsibilities at ICP or EOC will:
- a. Identify and train personnel to carry out required functions.
 - b. Provide personnel to staff EOC or ICP.
 - c. Ensure personnel participating in operations are provided the equipment, authority, information, resources, references, and work aids needed to accomplish their functions.

Direction and Control

A. General

1. The Mayor will provide general guidance for emergency management, pursuant to NIMS protocols.
2. The first responder on a scene will assume responsibility and serve as the IC until relieved by a more senior or qualified individual or an individual designated by Doug Svien. An ICP will normally be established at the incident site; the IC will manage response forces from that command post.
3. The Doug Svien may request the EOC be activated. A decision to activate is usually made on the basis of staff recommendations.
4. The EMC may activate the EOC, determine the level of staffing necessary based upon the situation and notify appropriate personnel to report to the EOC.
5. The EMC will serve as the EOC supervisor, unless directed otherwise.

B. Continuity of Government

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

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by City of Stephenville.

A list of facilities can be found in the Critical Facilities list.

B. Records

1. Accurate activity logs shall be maintained regarding all key activities, including, but not limited to:
 - a. Activation or deactivation of emergency facilities.
 - b. Emergency notifications to other governments.
 - c. Significant changes to the incident.
 - d. Major commitments of resources or requests for additional resources.
 - e. Issuance of protective action recommendations to the public.
 - f. Evacuations.
 - g. Casualties.
 - h. Containment or termination of incident.
2. Communications facilities will keep logs of communications.
3. Cost information will be tracked by all departments and agencies related to an incident.

C. Reports

1. Initial Emergency Reports will be generated and disseminated for major emergencies.
2. Situation reports will be generated periodically and disseminated for operations that continue over a period of time.

D. Security

1. Access to the EOC will be limited. All staff will sign in and wear identification.
2. Individuals who are not part of staff will be identified and reason for entry determined. Visitor badges will be issued to those with valid reason for entry, which will be surrendered upon departure.

VII. Development and Maintenance

The Emergency Management Coordinator, Emergency Management Director, and related support personnel, maintain responsibility for the development and maintenance of this ESF.

The EMC, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible agencies.

References (Contributors)

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

Seat of Government

Doug Svien

Mayor

Fire Department

Robert Isbell, Fire Chief

Law Enforcement

Dan Harris, Police Chief

Public Works

Nick Williams

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

SUPPORTING DOCUMENTS [Jurisdictions may attach these documents rather than fill in a box]

1. EOC Organization
2. EOC Staff Roster
- 3.

Appendix I: EOC Organization

[EOC Organizational Chart.docx](#) (*If attached appended at the end of Document)

Appendix II: Staff Roster

[EOC staff.docx](#) (*If attached appended at the end of Document)

City of Stephenville EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT
FUNCTION 6

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

- Emergency Management
- Parks and Leisure Department

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

- A. ESF #6 – Mass Care addresses, coordinates, and reports on emergency mass care activities of local organizations responsible for sheltering, feeding, counseling, providing first aid, evacuation, and related social services and welfare activities required to assist victims of emergencies.

The primary and support organizations of ESF #6 work as a team to address the needs of City of Stephenville to include the needs of those with Functional and Access Needs.

- B. This document applies to City of Stephenville and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.
- C. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Purpose

A. Function

This ESF outlines organizational arrangements, operational concepts, responsibilities, and procedures to protect evacuees and others from the effects of an emergency situation by providing mass care.

B. Goal

Provide City of Stephenville with a mechanism to manage mass care operations during a disaster or event.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional mass care operations.
- b. Provide information to decision makers about mass care procedures, capabilities and resources.
- c. Describe mass care accessibility.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

ARC	American Red Cross
DWI	Disaster Welfare Inquiry
FNSS	Functional Needs Support Service
USDA	United States Department of Agriculture

Definitions

1. 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.
2. Welfare Inquiries. Welfare inquiries are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by an emergency incident who cannot be located because they have evacuated, become separated from family, or cannot be contacted through normal communications methods. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries.
3. Shelter. Short term lodging for evacuees during and immediately after an emergency situation. Shelters are

generally located away from known hazards.

4. Individuals with Functional and Access Needs. Persons who may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutional settings, are older, are children, are from diverse cultures; have limited or no English proficiency, or are transportation disadvantaged.
5. Functional Needs Support Services. Services that enable children and adults with or without disabilities who have functional and access needs to maintain their health, safety, and independence in a shelter.
6. Functional and Access Needs Institutions. Certain facilities that house or serve populations that cannot care for themselves during incidents and/or require unique support services. Such facilities include:
 - a. Schools and day-care centers, where students require supervision to provide for their safety.
 - b. Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
 - c. Correctional facilities, where offenders require security to keep them in custody.
7. Evacuation. NIMS defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially unsafe areas, and their reception and care in safe areas.

Situations and Assumptions

A. Situation

1. There are many situations which may warrant the evacuation of portions of a local population. Evacuees from other areas may also seek refuge within our jurisdiction. This community is not a shelter hub. .
2. City of Stephenville has 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 emergencies.
3. Mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large numbers where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided.
4. State law provides a county judge or mayor with the authority to order the evacuations of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Doug Svien may order a mandatory evacuation of City of Stephenville upon issuing a local disaster declaration. The Doug Svien may also take action to control re-entry into the affected area, curtail movement within the same, and deny building occupancy in the area.
5. The ARC has been chartered under federal law to provide mass care to victims of natural disasters. As such City of Stephenville may coordinate with ARC to operate shelter and mass care operations as capabilities allow.
 - a. ARC signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care activities. The ARC identifies suitable facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.
 - b. Local governments and other VOADs may also sign agreements relating to the operation of shelter and mass care and feeding facilities when needed; such agreements detail the responsibilities of both the volunteer group and the local government.
6. Other VOADs or religious groups may also open and operate shelters, with or without ARC coordination, oversight, or responsibility.

B. Assumptions

1. Shelters may have to be opened with little notice. Local government personnel may have to assume initial responsibility for managing such shelters until designated shelter personnel can arrive on scene.
 - a. VOADs that normally respond to emergency situations will assist in mass care operations.
2. If additional resources are needed to conduct mass care operations, support may be requested through applicable agreements, as well as from state and federal emergency management authorities. The governor may, if requested by a local jurisdiction, utilize TMD personnel to support mass care operations.
3. Facilities planned for mass care use will be available if needed.

4. When evacuation is recommended, we assume that 80% of the applicable population will actually evacuate. The vast majority of evacuees will seek refuge with existing support networks, or utilize commercial accommodations, rather than seek out a public shelter. In addition, some who are not at risk may spontaneously evacuate, and a subset of this population may seek public shelters.
5. Some people will never evacuate, regardless of consequences.
6. Evacuation planning should be done in advance for known hazard areas.
7. Those without access to personal vehicles may need to be provided transportation to effectively evacuate.
8. Highly visible hazards may cause people to evacuate prior to an official recommendation, thus mass care operations may have to commence early for high visibility emergencies.
9. Essential public and private services will continue during shelter and mass care operations, however, for a major evacuation that generates large scale sheltering and mass care operations normal activities at schools, churches, and other shelter facilities may have to be curtailed.

Concept of Operations

- A. City of Stephenville is responsible for developing a plan, integrating NIMS concepts, for coordinating and providing mass care services to persons affected by disaster. City of Stephenville will work closely with VOADs that provide mass care support to determine availability of facilities, encourage facility owners to allow use of their facilities, and train facility personnel in shelter management.
- B. The IC or EM staff is expected to determine the need for opening shelters and commencing mass care operations based on the situation.
- C. The Mayor may request the opening of shelters and recommend the closing of shelters when they are no longer required. These actions should be coordinated with shelter providers. City of Stephenville maintains a current list of potential facilities. The Mayor may further assign tasks and responsibilities to support ESF #6 activities.
- D. City of Stephenville will, in cooperation with VOADs, provide temporary shelter and essential life support services for people displaced from their homes.
- E. Local government is responsible for providing the following support for shelter operations:
 1. Security and traffic control as necessary.
 2. Fire inspections and fire protection.
 3. Transportation for food, water, shelter supplies and equipment, as necessary.
 4. Basic medical attention, if the shelter operators are unable to provide.
- F. VOADs will be called upon to:
 1. Open temporary shelters for the displaced.
 2. Activate and organize shelter teams and provide shelter kits.
 3. Register those occupying public shelters.
 4. Provide feeding, emergency first aid, and other basic life support needs for occupants.
 5. For extended operations, activate a disaster welfare inquiry system.
- G. Provide periodic reports on the status of shelter and mass care operations. In some disasters, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. City of Stephenville shall assist and coordinate post-disaster housing needs of the homeless.
- H. The IC or EOC shall assess the need for evacuation, plan evacuation, and coordinator support for the same. Such planning should resolve the following:
 1. What areas are at risk and need evacuation?
 2. How will the public be advised?
 3. What do evacuees need to bring with them?

4. What travel routes should be used by evacuees?
 5. What transportation support is needed?
 6. What assistance will the Functional and Access Needs population require?
 7. What traffic controls are needed?
 8. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
 9. How will evacuated areas be secured?
- I. City of Stephenville will maintain hazard specific evacuation plans, to include potential impact areas for known hazards, populations in affected areas, and functional and access needs population considerations.
 - J. Functional and Access Needs institutions are responsible for the safety and welfare of their students, clients, patients, and inmates. Facilities must maintain an emergency plan that includes provisions for evacuation.
 - K. Public schools normally maintain transportation resources; private schools and day care centers may also have limited assets. Most other Functional and Access Needs institutions rely on commercial and contract companies for specialized transport needs. These providers likely cannot support short notice evacuation of client facilities. Local government may be requested to assist in providing transport.
 1. If a public school needs to be evacuated, students will normally be transported by school bus to other schools outside the impact area, where they can be collected by parents. It is essential that the public be informed regarding this arrangement.
 2. Private schools and day care centers, to include adult day care, typically maintain limited assets and may require assistance from government.
 3. If evacuation of hospitals, correctional facilities, and nursing homes is required, patients and inmates should be transported to a comparable facility. Facility operators are responsible for maintaining agreements for suitable transportation and coordinating use of appropriate facilities. In the event of no-notice or short notice incidents, facilities may request government assistance.
 4. Medical patients, the homeless, sex offenders, and prisoners should not be housed with the general public.
 - L. Functional and Access Needs citizens will require special evacuation assistance, transport, shelter, and medical care during mass care operations. City of Stephenville emergency management plans currently identify by type and number the Functional and Access Needs population and address their needs before, during, and immediately after a major disaster.
 - M. Segments of the population will refuse evacuation recommendations and shelter offers if they cannot bring household pets. City of Stephenville will collaborate with VOADs and other organizations to provide shelters suitable for household pets, or provide information for pet owners on how to secure shelter for pets.
 - N. Activities by Phase of Emergency Management
 1. Mitigation
 - a. Identify organizations that could assist in shelter and mass care operations and develop agreements.
 - b. In coordination with VOADs, identify suitable shelters and feeding facilities.
 - c. Sign agreements with VOADs authorizing use of local government facilities for mass care operations.
 - d. Encourage facilities to sign written agreements for use of their buildings as emergency shelters.
 - e. Discourage development in potential risk areas.
 - f. Improve evacuation routes and plans as needed, in collaboration with ESF #1 - Transportation.
 - g. Enhance warning systems to improve evacuation timelines in collaboration with ESF #2 - Warning.
 2. Preparedness
 - a. ID areas where previous major evacuations have occurred and additional areas that may require evacuation in the future.
 - b. ID individuals with functional and access needs who would require assistance in evacuating and

- maintain contact information for them, and enroll them in STEAR.
- c. ID primary and alternate evacuation routes.
 - d. Review disaster plans for functional and access needs institutions and facilities, and advise facility operators of any changes that may be needed to make them more feasible.
 - e. Include evacuations in the scenario of periodic drills and exercises.
 - f. Conduct public information programs to increase citizen awareness of possible reasons for evacuation, preplanned routes, availability of transportation, the need to take appropriate food, clothing, necessary medications, and other items during an evacuation, and the desirability of helping neighbors who may need assistance.
 - g. Encourage facility staff to undergo shelter training.
 - h. Coordinate communication and reporting procedures.
3. Response
- a. Open and staff shelters and mass care facilities.
 - b. Provide information to the public on shelter locations and policies.
 - c. Assist in registration of evacuees.
 - d. Provide food, clothing, first aid, and other services to evacuees.
 - e. Maintain communications between key facilities and the EOC.
 - f. Provide reports on meals served and shelter occupancy.
 - g. Provide information to people needing additional services.
 - h. Execute evacuations protocols and support the same.
4. Recovery
- a. Initiate return of evacuees.
 - b. Coordinate temporary housing for those who cannot return home.
 - c. Provide traffic control for return.
 - d. Initiate recovery activities for evacuees who have suffered loss of or damage to their homes or businesses.
 - e. Carry out appropriate public information activities.
 - f. Assist evacuees in returning home if needed.
 - g. Deactivate shelters and facilities.

Organization and Assignment of Responsibilities

A. General

1. Our emergency management entity will carry out mass care operations. Such operations will be organized in accordance with NIMS guidelines.
2. We expect to be assisted by local volunteer organizations and charitable organizations in conducting mass care operations. The Parks & Leisure Director will be designated as Shelter Officer, and coordinate efforts of local agencies involved in shelter and mass care operations.

B. Task Assignments

1. Mayor will:
 - a. Issues the order directing citizens to evacuate, when appropriate.

- b. Approve release of warnings, instructions, and other emergency public information relating to evacuation.
 - c. Coordinate evacuation efforts with other local governments that may be affected by an evacuation, where appropriate.
 - d. Open mass care facilities and shelters if needed, and close them when necessary.
 - e. Coordinate mass care efforts with other local governments, where appropriate.
2. EMC will:
- a. Coordinate shelter and mass care planning with Shelter Officer, PIO, Human Services, and other local officials and volunteer organizations.
 - b. When the situation warrants, recommend to Mayor that shelter and mass care operations be implemented. Recommendations on the number of facilities to be activated and specific facilities to be used should be coordinated with organizations that will operate those facilities.
 - c. Coordinate the EOC to provide support for mass care activities.
 - d. Receive reports on shelter and feeding operations from Shelter Officer. Summarize these activities in the situation report.
 - e. When needed, recommend to the Mayor that mass care facilities close.
 - f. Develop and maintain planning information for known risk areas.
 - g. Review evacuation plans for functional and access needs populations and determine possible need for evacuation support.
 - h. Coordinate evacuation planning to include
 - a. Selection of routes
 - b. Movement control
 - c. Transportation arrangement
 - d. Shelter and mass care arrangements
 - e. Functional and Access Needs demographics and evacuation support needs.
3. IC will:
- a. ID risk areas in the vicinity to the site and determine protective actions.
 - b. If evacuation is needed, plan, organize, and conduct evacuation with resources assigned.
 - c. Request support from the EOC as needed.
 - d. ID requirements for mass care support needed as a result of evacuation
4. Shelter Officer will:
- a. ID volunteer organizations that are willing to support mass care activities.
 - b. ID potential shelters and mass care facilities.
 - c. Develop agreements for use of facilities owned by local government as shelters, and encourage other organizations to do the same.
 - d. Coordinate and disseminate shelter-operating guidelines to organizations operating shelters.
 - e. Ensure mass care facilities are adequately staffed and equipped.
 - f. Coordinate feeding as needed. Work with HHSC officials for supplementary food stocks from USDA sources if needed.
 - g. Ensure that facility security and fire protection are provided for.
 - h. Coordinate resource support for shelters.
 - i. Summarize shelter and mass care operations reports.
 - j. Respond to disaster welfare inquiries until that function is assumed by a designated organization.
5. Shelter Managers will:
- a. Staff, open, and operate shelters.
 - b. Register occupants and assist in answering disaster welfare inquiries
 - c. Conduct necessary mass care activities.
 - d. Inform shelter officer of additional resource needs.
 - e. Submit status report to Shelter Officer daily.
 - f. Track supplies.
 - g. Terminate operations as directed.
6. Stephenville Police Department will:
- a. Provide security and law enforcement at facilities.
 - b. Provide back-up communications, if needed.
 - c. Protect evacuated areas and limit access to same.
 - d. Secure and relocate prisoners.
 - e. Inform the PIO of pertinent information.
7. Fire Chief will:
- a. Inspect facilities for fire safety.
 - b. Provide and maintain facility fire extinguishers.

- c. Train shelter management personnel in fire safety and suppression.
 - d. Maintain fire protection service in evacuated areas.
8. Support entities will:
- a. Ensure evacuees can reach shelters.
 - b. Ensure resources can reach mass care facilities.
 - c. Inform the public as to the locations of shelters and policies.
 - d. Coordinate pet arrangements.
 - e. Ensure necessary utilities are operable at mass care facilities.
9. PIO will:
- a. Disseminate information to the public.
 - b. Coordinate with area media for news releases.

Direction and Control

A. General

1. The Mayor has general responsibility for ordering an evacuation and for establishing general guidance and priorities for mass care activities.
2. In warranted incidents, the IC may recommend evacuation of the local population at risk.
3. The EOC will coordinate large scale evacuations where there is no imminent threat nor local incident scene.

B. Continuity of Government

1. Each department or agency with Mass Care responsibilities shall establish a line of succession for Mass Care personnel.

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by City of Stephenville.

B. Reporting

1. Large scale evacuation should be reported to the state and other jurisdictions that may be affected.

C. Records

1. Activity logs will be maintained detailing evacuation decisions and mass care operations.
2. Costs related to mass care operations will be documented.

D. Training

1. Local exercises will include an evacuation, shelter, and mass care scenario, periodically.

Development and Maintenance

The EMC's Mass Care designee will, in conjunction with the Emergency Management Director or designee, and related support personnel, maintain responsibility for the development and maintenance of this ESF.

The Mass Care Coordinator, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible agencies.

References

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

Seat of Government

Doug Svien, Mayor

Fire Department

Robert Isbell, Fire Chief

Law Enforcement

Dan Harris, Police Chief

Public Works

Nick Williams, Director of Public Works

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

1. Authorities
2. Agreements

Appendix I: Authorities

This information can be found in the Basic Plan

Appendix II: Agreements

(*If attached appended at the end of Document)

[2015.11.09 Shelter Agreement.pdf](#)
[RECEPTION AND CARE FACILITIES.docx](#)
[Storm Shelter List.docx](#)

City of Stephenville EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT
FUNCTION 7

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

- Finance Department
- Fire Department
- Water Department
- Street Department
- Police Department

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

- A. ESF #7 – Logistics provides resource support to entities involved in emergency response and recovery.
- B. This document applies to City of Stephenville and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.
- C. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Purpose

A. Function

This support ESF provides guidance for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency operations, or when such appear imminent.

B. Goal

Provide City of Stephenville with a mechanism to manage logistics during a disaster or event.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional logistics.
- b. Provide information to decision makers about logistics.
- c. Describe roles, responsibilities and actions that ensure logistical support during incident response.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

CBO	Community Based (Volunteer) Organization
DC	Donations Coordinator
DSG	Donation Steering Group
RSA	Resource Staging Area
TSA	The Salvation Army
VOLAG	Voluntary Agency (501[c][3])

Definitions

1. Donations. These are the following:
 - a. Cash: Currency, checks, money orders, securities, etc
 - b. Goods: Food, water, clothing, equipment, toys, furniture, pharmaceuticals, bedding, cleaning supplies, etc.
 - c. Volunteers and Services:
 - i. People who are not members of any particular volunteer group.
 - ii. People who are members of recognized disaster relief organizations who have undergone formal training by those organizations.
 - iii. People with specialized training and expertise who may either be non-affiliated or members of a disaster relief organization.
 - iv. Teams that provide specialized equipment or capabilities.

Situations and Assumptions

A. Situation

1. See basic plan for a general situation statement.
2. Logistics supports all response and recovery operations, and should be planned well in advanced using an NIMS compliant all-hazards approach.
3. In response to major disaster the Mayor may issue a disaster declaration to invoke certain emergency powers to protect public health and safety and to preserve property.
 - a. Once a disaster is declared the Mayor may use all available resources to respond, and temporarily suspend statutes and rules, including those related to purchase and contract, if compliance would hinder or delay operations. The City of Stephenville attorney should provide guidance as needed.
 - b. Once a disaster is declared the Mayor may commandeer public or private property, if necessary, to cope with disaster, subject to compensation. This should be used as a last resort, and after consult with the local legal authority.
4. City of Stephenville does not wish to operate a system to collect, process, and distribute donations to disaster victims. Such a system is best operated by CBOs and other VOLAGs who have successfully handled donations in the past.
5. According to Texas Government Code Chapter 418.074 the Mayor may accept a donation on behalf of the City of Stephenville for the purposes of emergency services and disaster recovery.

B. Assumptions

1. Much of the equipment for emergency operations will come from equipment on hand.
2. Additional supplies will normally be available from normal suppliers. However, some vendors will be unable to provide needed materials in the event of an incident, hence standby sources should be identified in advance and provisions made for arranging alternative sources of supply on an urgent need basis.
3. Inter-local agreements will be invoked and resources made available when requested.
4. Entities other than normal suppliers/contractors will be willing to rent, loan, or sell needed equipment and supplies during incidents.
5. Some businesses may provide equipment, supplies, manpower, or services at no cost during emergency events. Developing agreements between local government and the businesses in advance can make it easier to obtain such support.
6. Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.
7. VOADs will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.
8. Should an incident occur, donations will be given/delivered to our city/county whether or not they are requested. In large quantities, such donations may overwhelm the capability of the local community to handle and distribute them.
9. Donated goods can be a valuable source of resources.
10. Donated goods will be offered to local volunteer groups or delivered to local government. Donations of cash for disaster victims might be made to local government.
11. Many people donate goods that are not needed by disaster victims, or offer services that are unneeded in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes resources; disposing of large quantities of unneeded goods can be a lengthy and very costly process.
12. Media attention can drive donations more than the actual scale of the event.
13. The problem of unneeded donations can be reduced, but not eliminated, by developing and maintaining a current list of disaster needs, screening donations offers, and providing information to potential donors through media on current needs and those items and services that are not needed.
14. Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgement of thanks. However, some donations may be unusable, have strings attached, or not really be donations at all. They may:
 - a. Be given with the expectation of repayment, publicity, or tax favor.

- b. Be items that are out-of-date, unsuitable, or unusable.
 - c. Be volunteer services that do not meet the announced or advertised expectations or capabilities; skilled trades that are not licensed or certified.
 - d. Be provided illegally as a ruse in a fraudulent process to obtain money.
 - e. Be offered at a "discount" to disaster victims, with any real saving being minimal or non-existent.
 - f. Be offered in limited quantity as a deception to show "association" with government or disaster relief as a basis for future advertising or publicity.
15. Donated goods may arrive without warning, day or night. Delivery drivers typically need their cargo offloaded quickly, to minimize down-time.
16. Donations often arrive unsorted and with minimal packaging or markings. They may be in boxes, barrels, garbage bags, on pallets, or in bins. These must be sorted, repackaged, and labelled before being transported to distribution points.
17. Donors want to:
- a. Know what is needed in the area –cash, goods, or services.
 - b. Know how they should deliver their donation or if there is available transport for it.
 - c. Start a drive for donations to help victims, with no idea of how to do that.
 - d. Earmark their donation, and may want to know who, specifically, received their donation.
 - e. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
 - f. Want to be fed and provided lodging if they are volunteering.
18. Disaster victims may:
- a. Desire immediate access to donations before they are sorted.
 - b. Believe that the donations have not been or are not being distributed fairly.
 - c. Have unmet needs which can be met with additional donations.

Concept of Operations

- A. The City of Stephenville will serve as the lead agency for logistics, with collaboration with a purchasing officer or similar entities as available.
- B. Resource management is based upon four guiding principles, in accordance with NIMS:
 - 1. Establishment of a uniform method of identifying, acquiring, allocating, and tracking resources.
 - 2. Classification of kinds and types of resources required to support incident management.
 - 3. The use of a credentialing system linked to uniform training and certification standards.
 - 4. Incorporation of resources from non-traditional sources, such as the private sector and NGOs.
- C. As a basis for employing resources effectively, we will develop and maintain a current inventory of our dedicated emergency resources and other resources that may be needed during an emergency. All such resources will be classified by type and kind. A Computer , paper list is maintained and housed
 Each department has a copy of their resources. The Emergency Management coordinator will have a copy as well.
- D. Assistance will be sought from surrounding jurisdictions if we are overwhelmed by an emergency incident. Effective cross-jurisdictional coordination using processes and systems described in NIMS is critical in the establishment of inter-local agreements. Assistance will also be sought from VOLAGs and individuals.
- E. We have established emergency contracting and purchasing procedures.
- F. A detailed record of resources expended in support of emergency operations:
 - 1. As a basis for future program and budget funding
 - 2. To document costs incurred
- G. We will determine and communicate community needs, and actively discourage the donation of goods and services that are not needed.
- H. The donations management program for City of Stephenville is composed of several organizational elements, activated as needed at a level suitable for the anticipated workload. These elements include:

1. Donations Coordinator: to coordinate the donations management efforts of VOLAGs and local government. This position should be appointed in writing by the Mayor when this ESF is published, and a replacement should be appointed should the position be vacated.
 2. Key Donations management personnel should, as feasible, be identified in advance so they may receive training and assist in developing operating procedures. In addition to the Donations Coordinator, key personnel include a supervisor for the RSA, phone banks, volunteer centers, and distribution points, as well as a donations financial manager.
 3. Donations Steering Group provides policy guidance and general direction for the program. Composed of representatives from VOLAGs and appropriate governmental offices, it meets periodically to plan for donation management. Members should be in place before a disaster, though membership may expand during a disaster.
 4. Unmet Needs Committees assist disaster victims who need help that local government has been unable to provide. The donation coordinator is expected to assist in forming this committee as soon as feasible after a disaster occurs. This committee should consist of representatives from organizations that have provided or can provide money, manpower, or materials to assist in disaster relief. The chair of this committee should be elected, and preferably be highly regarded by the local citizenry. As this committee decides on individuals receiving aid, it is inappropriate for a government official to serve as members on this committee, though they may assist in an advisory or support role.
- I. Establish the following units after a disaster has occurred:
1. Donations Operations Office
 - a. Maintains a current needs list to ID donations that are needed and not.
 - b. Maintains a record of phone responses and referrals, cash donation transactions, donated goods transactions, and volunteer worker hours and tasks.
 2. Phone Bank
 - a. Receive and respond to offers of donations and disseminate information.
 3. RSA
 - a. Receive, sort, organize, and repackage goods before transporting them to distribution points.
 4. Distribution Points
 - a. Ready-to-use goods are distributed to the population from these points.
 5. Volunteer Center
 - a. Assemble, register, and assign spontaneous volunteers to recovery tasks.
- J. Relationships between levels of government
1. Federal
 - a. Coordination with Federal ESF #7 may occur through the State Operations Center, at the site of the incident, or in an established Field Office designated as such.
 2. Tribal
 - a. Coordination with Tribal ESF #3 may occur through a designated liaison of a given tribe at the discretion of the tribe
 3. State
 - a. Coordination with the State ESF #7 may occur through the DDC, at the scene of the incident, or through a facility designated as a field office.
 4. Local/Regional
 - a. Local and Regional entities maintain primary responsibility for addressing local gaps and provisioning for incidents or eventualities that may impact operations.
- K. Activities by Phase of Emergency Management
1. Mitigation
 - a. Review local hazards and determine shortfalls in logistics needs.

- b. Enhance capability by acquiring resources to reduce shortfalls.

2. Preparedness

- a. Establish and train a Logistics staff.
- b. Maintain a resource and potential sources list.
- c. Establish rules for obtaining resources during an emergency, to include from non-standard sources.
- d. Ensure that after-hours contact numbers for vendors and contractors are up to date.
- e. Appoint a Donations Coordinator and establish the DSG to oversee pre-disaster donations management planning and assign necessary responsibilities.
- f. Maintain local donations management SOPs and agreements.
- g. Identify possible sites for Donations Operations Offices, phone banks, RSAs, Distribution Points, and volunteer centers.
 - 1. Ensure such facilities have an established SOP and communications strategy.
- h. Identify and coordinate with VOLAGs that could provide assistance in operating City of Stephenville's donations management program.
- i. Brief elected officials, department heads, and VOLAGs on a periodic basis about the local donations management programs.
- j. Brief local media on the donations program.
- k. Brief citizen groups on how they can contribute to disaster relief effectively.
- l. Include consideration of donations management in developing exercises.
- m. Establish contingency plans to create a distribution account or method for monetary donations.

3. Response

- a. Advise EMD and EM Staff on logistics and requirements.
- b. Coordinate and use all available resources during an emergency, and request additional resources if local resources are insufficient.
- c. Identify potential RSAs.
- d. Coordinate resource needs with appropriate entities.
- e. Coordinate resources to support response and to distribute aid to disaster victims.
- f. Maintain records of resource movement and use.
- g. Activate the DSG.
- h. Prepare donations management facilities and sites.
 - 1. Inform the media as to the pertinent details of these preparations.

4. Recovery

- a. The DSG should determine which donations management facilities will and will not continue to be activated.
- b. Staff donations facilities, conducting training as needed.
- c. Collect, sort, store, distribute, and properly dispose of donations if necessary.
- d. Keep records of donations received, distributed, and thank donors.
- e. Activate the Unmet Needs Committee to provide continuing assistance.
- f. Determine loss or damage to resources and costs of contracts to determine the expenses incurred during response and recovery.
- g. Determine repairs and replenishment needed as a result of operations, and assess those costs.
- h. Maintain records of the personnel, equipment, supply, and costs incurred during recovery.

Organization and Assignment of Responsibilities

A. General

1. Our Logistics function is coordinated by the Emergency Operations Center. Preplanning for resource management shall be conducted to ensure resources support the needs of the logistics function.
2. The Finance Director will be assigned as the Logistics Chief and maintain responsibility for planning, organizing, and carrying out logistics operations in support of response and recovery.
3. The %S28751|F14R20%% is responsible for managing donations that are made to City of Stephenville for disaster relief, subject to regulations imposed by local law.
4. A donations coordinator shall be appointed to manage the overall donations management program. The EMC should not fill this role.

B. Task Assignments

1. Mayor will:
 - a. Appoint a donations coordinator.
 - b. Ensure that a donation management program is planned and ready for activation.
 - c. Administer the rules and regulations regarding resource management as established by the local governing body.
 - d. May provide general guidance regarding logistics and establish priorities for use of resources during an emergency.
 - e. May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to the same.
 - f. May request assistance from the state through the DDC if local logistical resources are overwhelmed.
2. The IC will:
 - a. Manage resources committed to their scene.
 - b. Monitor status of available resources and request additional resources through the logistics section of the ICP.
3. The Logistics Coordinator will:
 - a. Advise officials regarding resource needs.
 - b. Maintain a resource list.
 - c. Provide qualified staff at the ICP and EOC to track resource status.
 - d. Determine the need for, identify, and operate facilities for resource staging and storage of resources.
 - e. Monitor resource shortfalls and control use of critical supplies.
 - f. Organize and train staff to execute the logistics function at the ICP and EOC.
4. Logistics Staff will:
 - a. Determine appropriate means of satisfying resource requests.
 - b. Obtain needed resources.
 - c. Advise supply and distribution staff when the jurisdiction needs to provide transportation in order to obtain a needed resource.
 - d. Oversee distribution of resources.
 - e. Track location and status of resources.
 - f. Ensure record keeping and expense tracking occurs.
5. The Mayor will:
 - a. Advise staff regarding procurement contracts and questions of administrative law.
 - b. Advise officials on liability arising from logistics operations.
 - c. Advise the Texas AG's Office of reports of overcharging/price gouging.

5. Donations Coordinator will:
 - a. Determine the need for, identify, and operate facilities for donated goods.
 - b. Establish a Donations Steering Group.
 - c. Staff Donations Operations Offices.
 - i. Ensure staff are adequately trained.

VII. Direction and Control

A. General

1. The Mayor shall, pursuant to NIMS, provide general guidance on the management of resources during an emergency, and will be responsible for approving any request for state or federal resources.
2. The IC will manage personnel and resources committed to an incident. The IC may request additional resources from local departments, if the EOC has not been activated.
3. When the EOC is activated, the Logistics Chief shall manage the Logistics Section in furtherance of response and recovery goals.

B. Continuity of Government

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

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by City of Stephenville.

B. Records

1. Records generated during an emergency shall be retained for use in documenting costs, in accordance with internal SOPs and applicable legal guidelines.

Records should be protected from the effects of disaster as feasible. Should records be damaged, professional assistance in preserving/restoring such records should be obtained as soon as possible.

C. Training

1. Logistics Staff shall be trained on their respective functions.

D. Resource Data

1. A list of available resources shall be kept current and available in Computer , paper.
2. A list of sources for necessary resources shall be kept current and stored
Each department has a copy of their resources. The Emergency Management coordinator will have a copy as well.

Development and Maintenance

The Logistics Chief will, in conjunction with the Emergency Management Director or designee, and related support personnel, maintain responsibility for the development and maintenance of this ESF.

The EMC, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible agencies.

References (Contributors)

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

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- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

1. Resource List

Appendix I: Resource List

(*If attached appended at the end of Document)

[Emergency Disaster Supplies.docx](#)

[FD resource equipment list.docx](#)

[Street Dept resource equipment list.docx](#)

[Water Dept resource equipment list.docx](#)

[PD resource equipment list.docx](#)

[Lanfill resource equipment list.docx](#)

[Parks -Cemetary resource equipment list.docx](#)

EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT FUNCTION 8

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

- Fire Department

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

- A. ESF #8 – Health and Medical provides assistance to supplement jurisdictional assets in response to public health and medical needs in an incident.
- B. This document applies to City of Stephenville and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.
- C. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Purpose

A. Function

This support ESF provides an outline for the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public health and medical services.

B. Goal

Provide City of Stephenville with a mechanism to manage public health and medical response and recovery during an incident.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional logistics.
- b. Provide information to decision makers about public health.
- c. Describe roles, responsibilities and actions that ensure public health and medical operational support during incident response.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Services Team
NDMS	National Disaster Medical System

Definitions

1. DMAT. A team of volunteer medical professionals and support personnel equipped with deployable equipment and supplies that can move quickly to a disaster area and provide medical care.
2. DMORT: A team of mortuary service and medical personnel that provide mortuary and victim identification services following major or catastrophic disasters.
3. NDMS: A coordinated partnership between DHS, HHSC, DoD, and the VA 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.
4. Walking Wounded: Individuals who suffer injury, or perceived injury, to the extent that they are not incapacitated, yet seek out urgent medical assistance.

Situations and Assumptions

A. Situation

1. See basic plan for a general situation statement.
2. The loss of water supply, wastewater processing and solid waste disposal capabilities can create a public health hazard(s).
3. Public Health facilities and institutions, to include those serving functional and access needs populations, may be damaged or destroyed by a disaster.
4. Health and medical facilities that survive without damage may yet be unable to function, due to interruption of necessary utilities or because of isolation from staff.
5. Medical and health care facilities that remain functional, at least in part, may become overwhelmed by the quantity of "walking wounded" and seriously injured victims transported to facilities in the aftermath of a disaster.
6. Uninjured parties who require frequent medication, or regular medical treatment, may encounter difficulty in managing their conditions due to disruptions caused by disaster.
7. CBRNE agents could result in numbers of casualties requiring specialized care far in excess of resources available.
8. People affected by disaster, whether emergency responders, victims, or otherwise, may require disaster mental health services.

B. Assumptions

1. There is an adequate local capability to meet most incidents.
2. Local emergency medical and health resources will be available for use in the event of an incident, however, they may be adversely impacted by the same.
3. Hospitals and in-patient facilities may require significant relocation of patients if they become damaged.
4. Disruption of sanitation services, loss of power, and concentration of populations in shelters can all contribute to disease potential and injury.
5. Damage to HazMat facilities can result in a number of potential secondary hazards, including myriad public health concerns.
6. The public will require education on how to avoid health hazards caused by the disaster.
7. Some types of disaster affect a large geographic area, restricting ability of mutual aid to flow from outside the affected area.
8. Appropriate medical, public health, and related officials/organizations will coordinate to determine current community needs.

Concept of Operations

- A. City of Stephenville 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 NIMS.
- B. Fire Department is the local agency responsible for day-to-day provision of health and medical services to City of Stephenville. Fire Department also serves as the local health authority.
- C. Emergency functions of the public health, medical, and mortuary services will parallel their normal day-to-day functions. To the extent possible, the same resources will be employed in both cases. Some normal functions 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.
- D. Provision will be made for the following:

1. Establishment of a medical command post at the disaster site.
 2. Coordinating health and medical response team efforts.
 3. Triage of the injured
 4. Medical care and transport for injured
 5. Identification, transportation, and disposition of the dead
 6. Holding and treatment areas for the injured
 7. Isolating, decontaminating, and treating victims of HazMat or infectious disease
 8. Identifying HazMats or infectious disease, controlling their spread, and reporting their presence to the appropriate state or federal health or environmental authorities.
 9. 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.
- E. Appropriate mental health services need to be made available for all parties impacted during response and recovery phases. Such may include crisis counselling, critical incident stress management, information about/referral to other services, and education about normal and predictable reactions to a disaster experience. Further, education on how to cope with such reactions.
- F. All ambulances and emergency rescue vehicles shall be equipped with International Field Triage Tags and shall contain at all times, those essential items as specified by DSHS.
1. Incidents that elevate to the level of requiring an ICP or the activation of the EOC will be handled per the internal SOPs of the entity responsible for the arriving unit.
 2. The IC will continue to work the incident site according to their internal SOPs and best judgement, requesting additional resources in congruence with established SOP or through an activated EOC.
 3. A Triage Officer will be designated, who will assume responsibility for transport and disposition of casualties.
- G. Medical Supplies for providing advanced life support to trauma victims will be stored in a major rescue vehicle or trailer, or every responding service will bring a predetermined mass casualty supply package. Adequate supplies for treatment of victims requiring advanced life support will be stored in the rescue vehicle and mobilized to the scene of a mass casualty incident.
1. The responsibility of triage rests with the first responding EMT/paramedic who arrives on scene, as well as conferring with the nearest emergency department physician and instituting appropriate actions per SOP and as the situation dictates.
 2. If it is apparent that there will be mass casualties, the nearest hospital with emergency facilities and others with suitable facilities will be notified.
 3. The EMS Chief or a designee shall respond to the scene and act as liaison between the on-scene commander and EMS. This person shall be responsible for patient care, triage, transportation, and all EMS personnel. This person is responsible for the formal declaration of a medical disaster.
 4. The Triage Officer will assume responsibility for priority of treatment, priority of transportation, and priority of care of patients awaiting transport, upon arrival.
 5. An EMS Transportation Officer will be designated or will arrive, and will serve as liaison between the field and hospitals.
 6. Professionals capable of providing advanced life support will respond and work with the Triage Officer as required.
 7. Equipment and medication for providing advanced life support will be transported to the scene by the assigned rescue unit.
 8. Triage will follow current international guidelines of:
 - a. Red
 - b. Yellow
 - c. Green
 - d. Black
- H. A request for offshore medical assistance will include enough information to determine needs, location, name,

description of conveyance, and other pertinent information.

- I. Law Enforcement is responsible for investigating deaths as outlined in the Texas Code of Criminal Procedure. JPs and MEs are responsible for determining the cause of death, authorization of autopsy to determine the same, forensic investigation to determine identity, and removal of bodies from incident sites.
 1. ICs will inform their local ME/JP and law enforcement if they determine fatalities have arose during an incident.
 2. LE and JPs/MEs have the responsibility to arrange for transportation of bodies, and may require mortuary services in the event of a mass fatality incident.
 3. Funeral homes will consolidate bodies and contact next of kin.
- J. When requested by local officials, DSHS can assist through DMAT and DMORT as well as through technical expertise and advice.
- K. The Fire Department has primary responsibility for gathering information concerning injuries and fatalities resulting from emergencies and disasters. Accurate information is essential in identifying levels of medical support needed, thus this information must be forwarded to the EOC Public Health Authority/Officer as soon as feasible to support requests for resources and inclusion in necessary reports.
- L. Local public works entities, in cooperation with DSHS, have responsibility for evaluating damage to water infrastructure in the event of disaster, due to the potential for different types of contamination and the impact of a prolonged shutdown on public health. Accurate timely estimates for repair will allow DSHS and Fire Department to identify appropriate interim measures.
- M. Wastewater treatment facilities are vulnerable to interruptions, and would have a major impact on health and well-being if they are suspended. TCEQ, in coordination with the local public works entity, are responsible for evaluating damage to this infrastructure and advising local officials concerning expedient sanitation practices that may be required.
- N. Fire Department is responsible for evaluating damage sustained by medical facilities in a disaster area. The hospitals and nursing homes in City of Stephenville will provide support in this area. The facility admin or designee will gather initial damage reports and ID which patients must be removed pending repairs.
- O. Should all local resources become exhausted, to include inter-local jurisdictions, City of Stephenville may request medical/mortuary assistance from the state. Mayor should make this request to the DDC chairperson in EOC or IC.
- P. Relationships between levels of government
 1. Federal
 - a. Coordination with Federal ESF #8 may occur through the State Operations Center, at the site of the incident, or in an established Field Office designated as such.
 2. Tribal
 - a. Communication with tribal government may occur through a liaison at the discretion of the tribe.
 3. State
 - a. Coordination with the State ESF #8 may occur through the DDC, at the scene of the incident, or through a facility designated as a field office.
 4. Local/Regional
 - a. Local and Regional entities maintain primary responsibility for addressing local gaps and provisioning for incidents or eventualities that may impact operations.
- Q. Activities by Phase of Emergency Management
 1. Prevention
 - a. Provide immunizations.
 - b. Conduct continuous health inspections.
 - c. Promote and encourage blood donation programs.
 - d. Conduct specialized training.
 - e. Conduct epidemic intelligence, evaluation, presentation, and detection of communicable diseases.

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

Organization and Assignment of Responsibilities

A. General

1. Our normal emergency organization, described in the basic plan, will plan and carry out health and medical operations during incidents.
2. The Fire Department will function as the local health authority. The health authority is responsible for the health and medical services function and will designate a Health Officer to plan and coordinate public health and medical services during incidents. The health officer or a designee shall serve as a member of the EOC staff. Health and medical service response activities at an incident scene will be coordinated through the incident commander. Large scale health and medical efforts will be coordinated from the EOC.
3. Upon receipt of official notice of an actual or potential emergency condition, it is the responsibility of the Health Authority to receive and evaluate all requests for health and medical assistance and to disseminate such notification to all appropriate public health, medical, and mortuary assistance.
4. All entities assigned to provide health and medical services support are responsible for the following:
 - a. Designating and training representatives of their agency, to include NIMS and ICS training.
 - b. Ensuring that appropriate SOPs are developed and maintained.
 - c. Maintaining current notification procedures to ensure trained personnel are available for extended emergency duty in the EOC and, as needed, in the field.

B. Task Assignments

1. Health Authority will:
 - a. Designate a Health Officer to perform pre-emergency planning for emergency health and medical services and coordinate such activities during major emergencies and disasters.

- b. Provide qualified staff to support health and medical operations at the ICP and the EOC.

2. The Health Officer and Health Authority will coordinate:

- a. Emergency health and medical activities from the EOC when activated.
- b. Rapid assessments of health and medical needs.
- c. Efforts of local health and medical organizations activated for an emergency assessing their needs, obtain additional resources, and ensure that necessary services are provided.
- d. Emergency medical teams responding to a disaster to ensure the establishment of medical command posts.
- e. Neighboring community health and medical organizations on matters related to assistance from other jurisdictions.
- f. State and federal officials regarding state and federal assistance.
- g. Response units, such as DMAT.
- h. Screen individual health and medical volunteers obtaining positive identification and proof of licensure of volunteers.
- i. Location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
- j. Information to the news media on casualties and instructions to the public on dealing with public health problems through the PIO.
- k. The provision of laboratory services required in support of emergency health and medical services.
- l. Immunization campaigns or quarantines, if required.
- m. Inspections of foodstuffs, water, drugs, and other consumables that were exposed to the hazard.
- n. Inspections of damaged buildings for health hazards.
- o. Disposal of dead animals with the city animal control agency animal control agency.
- p. Implementation of measures to prevent or control disease vectors such as flies, mosquitoes, and rodents.
- q. Preventive health services, including the control of communicable diseases such as influenza, particularly in shelters.
- r. Food handling and sanitation monitoring in emergency facilities.

3. Emergency Medical Services will:

- a. Respond to the scene with appropriate emergency medical personnel and equipment.
- b. Upon arrival at the scene, assume an appropriate role in the ICS. Initiate ICS if it has not been established and report to the Communications Center.
- c. Triage, stabilize, treat, and transport the injured.
- d. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
- e. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.). Continue radio and/or telephone communications with hospitals.
- f. Direct the activities of private, volunteer, and other emergency medical units, and of bystander volunteers, as needed.
- g. Evacuate patients from affected hospitals and nursing homes, if necessary.

4. Hospitals will:

- a. Implement internal and/or external disaster plans.
- b. Advise the Health and medical services staff in the EOC of conditions at the facility and the number and type of available beds.
- c. Establish and maintain field and inter-facility medical communications.
- d. Provide medical guidance, as needed, to EMS.
- e. Coordinate with EMS, other facilities, and any medical response personnel at the scene to ensure the following is accomplished:
 - i. Casualties are transported to the appropriate medical facility.
 - ii. 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.
 - iii. Take into account special designations such as trauma centers and burn centers.
 - iv. Consider the use of clinics to treat less acute illnesses and injuries.
- f. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
- g. Coordinate with other hospitals and with EMS on the evacuation of affected hospitals, if necessary. Evacuation provisions should specify where patients are to be taken.

- h. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
 - i. Establish and staff a reception and support center at each hospital for relatives and friends of disaster victims searching for their loved ones.
 - j. Provide patient identification information to the American Red Cross upon request.
5. The Mental Health Authority will:
- a. 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.
6. The Justice(s) of the Peace will:
- a. Conduct inquests for the deceased and prepare death certificates.
 - b. Order or conduct autopsies if necessary to determine cause of death.
 - c. Order or conduct forensic investigations to identify unidentified bodies.
 - d. Authorize removal of bodies from incident sites to the morgue or mortuary facilities
 - e. Provide information through the PIO to the news media for the dissemination of public advisories, as needed.
7. Law Enforcement will:
- a. Upon request, provide security for medical facilities.
 - b. Conduct investigations of deaths not due to natural causes.
 - c. Locate and notify next of kin.
8. Mortuary Services will:
- a. Provide for the collection and care of human remains.
 - b. Establish temporary holding facilities and morgue sites, if required.
 - c. Coordinate with emergency health and medical services.
9. The Building & Grounds Department will:
- a. Inspect damaged medical facilities.
 - b. Make temporary repairs to medical facilities.
10. The Director of Public Works will:
- a. Coordinate the restoration of utilities service to key medical facilities.
11. The Public Information Officer (PIO) will:
- a. Disseminate emergency public information provided by health and medical officials. The Health Officer has primary responsibility for the coordination of health & medical information intended for release through public media during emergency operations.

Direction and Control

A. General

- 1. The Public Health Authority/Officer, working as staff of the City of Stephenville 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.
- 2. Routine health and medical services operations may continue during less severe incidents. Direction and control of such operations will be by those that normally direct and control day-to-day health and medical activities.
- 3. External agencies providing health and medical support during emergencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or EOC.

B. Continuity of Government

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

C. Disaster Area Medical Coordination

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

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by City of Stephenville.

B. Records

1. Records generated during an emergency shall be retained for use in documenting costs, in accordance with internal SOPs and applicable legal guidelines.

Records should be protected from the effects of disaster as feasible. Should records be damaged, professional assistance in preserving/restoring such records should be obtained as soon as possible.

C. Training

1. Staff shall be trained on their respective functions.

D. Resource Data

1. A list of available resources shall be kept current and available in Public Health Authority/Officer.
2. A list of sources for necessary resources shall be kept current and stored EOC or IC.

Development and Maintenance

The Health Authority will maintain responsibility for the development and maintenance of this ESF.

The EMC, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible agencies.

References (Contributors)

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

Seat of Government

Doug Svien, Mayor

Fire Department

Robert Isbell, Fire Chief

Law Enforcement

Dan Harris, Police Chief

Public Works

Nick Williams, Director of Public Works

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

1. Medical Facilities

Appendix I: Medical Facility List

(*If attached appended at the end of Document)

[Medical Facilities List.docx](#)

City of Stephenville EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT
FUNCTION 10

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

- Fire Department
- Emergency Management

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

- A. ESF #10 – HazMat provides HazMat coordination and support services for emergency operations in City of Stephenville.
- B. This document applies to City of Stephenville and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.
- C. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Purpose

A. Function

This ESF establishes the policies and procedures under which City of Stephenville will operate in the event of a HazMat incident. It defines the roles, expectations, and organization of entities in responding to and recovering from an incident involving HazMats and/or the transport, use, storage, or processing of the same.

B. Goal

Provide City of Stephenville with a mechanism to manage HazMat response and recovery during an incident.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional HazMat operations.
- b. Provide information to decision makers about HazMats.
- c. Describe roles, responsibilities and actions that ensure HazMat operational support during incident response.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act of 1980
CHEMTREC	Chemical Transportation Emergency Center
EHS	Extremely Hazardous Substance
EPCRA	Emergency Planning, Community Right to Know Act 1986
ERG	Emergency Response Guide (US Dept of Transportation)
HC	Hazardous Chemicals
HS	Hazardous Substances
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
RCRA	Resource Conservation and Recovery Act
RCP	Radiation Control Program
RMP	Risk Management Plan
RO	Radiological Officer
RPP	Radiation Protection Program
SARA III	Superfund Amendments and Reauthorization Act of 1986
SERC	State Emergency Response Commission

SMRAP	Southern Mutual Radiation Assistance Plan
SONS	Spill of National Significance
TCRA	Texas Communities Right-to-Know Act

Definitions

1. **Accident Site.** The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.
2. **Acute Exposure.** Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.
3. **Acutely Toxic Chemicals.** Chemicals which can cause both severe short term and long term health effects after a single, brief exposure of short durations. These chemicals can cause damage to living tissue, impairment of the central nervous system and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.
4. **CHEM-TEL.** Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the ERG.
5. **CHEMTREC.** The CHEMTREC is a centralized toll-free telephone service providing advice on the nature of chemicals and the 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 HazMats involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance where possible.
6. **Cold Zone.** The area outside the Warm Zone (Contamination Reduction Area) that is free from contaminants.
7. **Extremely Hazardous Substances.** Substances designated as such by the EPA pursuant to the 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 TCRAs. EHS released which exceed certain quantities must be reported to the SERC, NRC, and local agencies pursuant to the EPCRA and TCRAs. The roughly 360 EHSs and pertinent reporting quantities, are listed in 40 CFR 355.
8. **Hazard.** The chance that injury or harm will occur to persons, plants, animals, or property.
9. **Hazard Analysis.** Use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site at fixed facility, or on a transportation route to the surrounding area, in order to determine which portions of a community may be affected by a release of such materials.
10. **Hazardous Chemicals.** Chemicals, chemical mixtures, and other chemical products determined by US OSHA regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a 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 in accordance with TCRAs.
11. **HazMat.** A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported in commerce. A substance which, by its nature, containment, and reactivity, has the capacity for inflicting harm during an accidental occurrence, characterized by being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Includes ESHs, Hs, HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
12. **Hazardous Substances.** Substances designated as such by the EPA pursuant to the 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 NRC, the SERC, and local agencies pursuant to CERCLA, section 304 of EPCRA, and TCRA. The roughly 720 HS and pertinent reporting quantities are listed in 40 CFR 302.4.
13. **Hot Zone.** The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.
14. **Incident Commander.** The overall coordinator of the response team. Responsible for on-site strategic decision and actions throughout the response phase. Maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of operations level and certified in ICS.
15. **ICS.** A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all emergency responses and is applicable to small, as well as, large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management.
16. **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.

17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. Vulnerable Facilities. Facilities which may be of particular concern during an hazmat incident because they:
 - a. Are institutions with populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails),
 - b. Fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center), or
 - c. Include large concentrations of people (shopping centers, recreation centers)
27. 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

Situations and Assumptions

A. Situation

1. See basic plan for a general situation statement.
2. HazMats are commonly used,, transported and produced in the local area, thus HazMat incidents can occur here.
3. Radiological materials, being a type of HazMat, are distinct enough that differing bodies at the state and federal levels will assume the responsibility of offering guidance and assistance to local governments during any response.
4. Except for radiological incidents involving federal facilities or federally owned nuclear materials, the State or local government has the responsibility for taking required emergency response actions. Response from City of Stephenville will be in compliance with 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. DHS has overall responsibility of all actual and potential incidents 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

5. City of Stephenville is responsible for the initial response to a HazMat incident that occurs within City of Stephenville. HazMat response resources are listed within ESF 7 or within a computerized database.
6. DSHS/RCP, as the state radiation control agency, has primary responsibility for the state radiological protection program. DSHS/RCP also provides statewide training for ROs and radiological monitors.
7. The federal agency responsible for accidents at nuclear facilities licensed by the State of Texas or incidents involving shipments of radioactive materials licensed by the State is the Nuclear Regulatory Commission. The US DOE and DOD have the lead federal role in incidents at their facilities or accidents involving their shipments. Each of these federal agencies in addition to the USCG, the EPA, and NASA may serve as a coordinating agency for DHS.
8. Additional external resources may be available and requested by the State of Texas in accordance with the SMRAP.
9. Vulnerable Facilities potentially at risk from a HazMat release are identified in this document. identified in this document.
10. Regulated facilities that may create a HazMat risk are identified in this document. identified in this document.
11. HazMat transportation routes that may pose a risk to City of Stephenville are identified in this document. identified in this document.
12. Evacuation routes from risk areas surrounding regulated facilities are described in this document.
13. Radiological Hazards. This jurisdiction is susceptible to accidents involving radioactive materials susceptible to accidents involving radioactive materials at in transport. Hospitals and medical facilities use a wide range of radioactive sources in nuclear medicine, as well as, in research and development programs. Radioactive sources are used to x-ray pipe welds, in well logging, and for many other common industrial and business uses. These sources can be extremely hazardous (life threatening) when removed from their containers, either intentionally or by accident. A variety of radioactive materials are transported on our highways and rail systems, sometimes in unmarked vehicles. Additionally, radioactive materials may be present on some aircraft.

NOTE: Include these sections only if they apply.

A portion of False is within the Pantex Plant Emergency Planning Zone. See Annex W for planning for Pantex Plant emergencies.

A portion of True is within the emergency planning zone of the Comanche Peak. See [appropriate annex or planning guide] for emergency planning related to this facility.

are identified in this document. is on a designated shipment route for certain DOE radiological materials. See Appendix 5 for information regarding these shipments.

14. Per EPCRA, a local fire chief has the authority to request and receive information from regulated facilities on hazardous material inventories and locations for planning purposes and may conduct an on-scene inspection of such facilities.
15. 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.
16. The Erath County LEPC Local Emergency Planning Committee is responsible for providing assistance to the City of Stephenville in hazardous materials planning.

B. Assumptions

1. There is a possibility that City of Stephenville may experience a radiological incident, which may threaten public health and safety, private or public property, and/or the environment, which will necessitate the implementation of protective actions for the public at risk.
2. A nuclear attack against the United States is considered highly unlikely. The deliberate release of radioactive materials by criminals or terrorists in the local area is possible, but considered unlikely.
3. An accidental release of HazMat could pose a threat to the local population or environment. A hazardous

materials incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.

4. City of Stephenville is prepared to carry out the initial emergency response on an independent basis. If our resources alone are inadequate to cope with a radiological incident we may request state assistance through our Disaster District. The DSHS/RCP, as the state radiation control agency, will provide advice and assistance to local personnel in responding to an incident involving an actual or suspected radiological release.
5. A major transportation HazMat incident may require the evacuation of citizens at any location within City of Stephenville.
6. Regulated facilities will report HazMat inventories to local fire department(s) and the LEPC.
7. In the event of a HazMat incident, regulated facilities and transportation companies will promptly notify City of Stephenville's emergency contact point of the incident and make recommendations to local emergency responders for containing the release and protecting the public.
8. In the event of a Hazmat incident, City of Stephenville will determine appropriate protective action recommendations for the public, disseminate such recommendations, and implement them.
9. The length of time available to determine the scope and magnitude of a hazmat incident will impact protective action recommendations.
10. During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.

Concept of Operations

- A. A basic local RPP consists of the EOC and an incident response capability that includes one or more ROs to manage the program and trained radiological monitors equipped with appropriate radiation detection equipment and communication equipment.
- B. To conduct an effective RPP, City of Stephenville will:
 1. Maintain information on radiological monitoring instruments by type, number, location, and owner. [City of Stephenville owns and maintains specialized radiological detection equipment.] [City of Stephenville possesses radiation detection equipment on loan from the State.] See ESF #7 for a list of radiological monitoring resources within City of Stephenville.
 2. Establish procedures for initial emergency response to radiological accidents. See the Radiological Incident Response Checklist in Library.
 3. Establish a radiological incident reporting system.
 4. Appoint personnel and provide training to local emergency responders, emergency management personnel, ROs, and radiological monitors.
 5. Establish procedures for decontamination and recovery operations.
- C. Radiological accidents may be discovered by the public, by businesses that use or transport such materials, or by local responders who are summoned to an accident site. Local personnel are likely to be first emergency responders on the scene of a radiological accident. The first local emergency responder at the scene will take charge, initiating the ICS, and serve as the IC until relieved by a more senior or more qualified individual.
- D. The IC will provide information on the incident to local officials through the Communications Center. The IC shall make an initial assessment of the situation, to include an estimate of the likelihood of a release of radiological materials. If it appears that radiological materials have been released into the environment or such a release appears likely, the EOC will be activated to support the incident response.
- E. 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 hazardous materials response criteria. At least one trained RO or radiological monitor should participate in the response to a known or suspected radiological incident.
- F. If it appears that a release of 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 hazardous materials training and appropriate PPE should not be committed to radiological incidents.

- G. If it appears that a radiological release has or may affect areas beyond the incident site, the IC 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.
- H. Suitable initial public protective actions for a radiological incident may include evacuation and/or sheltering in place.
- I. 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
- J. the Communications Center or the EOC, if activated, shall be responsible for making required emergency notifications to state and federal agencies. Radiological releases should be reported to:
 - 1. The local DPS office in Stephenville DPS office, which will relay information to the DDC and TDEM.
 - 2. The DSHS/RCP at 512-458-7460 (24-hour).
 - 3. The State Environmental Hotline at 1-800-832-8224.
 - 4. The National Response Center at 1-800-424-8802.
 - 5. If incident involves a deliberate release of radiological materials, the FBI at Stephenville DPS office.
- K. 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 [County Judge/Mayor] may request other types of state assistance through the DDC Chairperson.
- L. The Incident Commander shall provide situation updates to the EOC; the EOC should prepare and transmit situation reports to the Disaster District.
- M. Exposure records and medical follow-up will be provided for responders who have entered contaminated areas.
- N. In the event of a radiological accident involving nuclear weapons, special nuclear material, or classified components, the federal agency, which owns that material may declare a National Defense Area (NDA) or National Security Area (NSA) around the site and take exclusive control within that area. NDAs and NSAs are established to safeguard classified information or restricted data, equipment, or material.
- O. US DOE has jurisdiction on accidents involving DOE transuranic waste shipments.
- P. 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 WMD, including improvised radiological dispersion devices; DPS is the lead state agency. 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, City of Stephenville will ensure the incident is reported to both to DPS and the FBI.
- Q. Relationships between levels of government
 - 1. Federal
 - a. Coordination with Federal ESF #10 may occur through the State Operations Center, at the site of the incident, or in an established Field Office designated as such.
 - 2. Tribal
 - a. Communication with tribal government may occur through a liaison at the discretion of the tribe.
 - 3. State
 - a. Coordination with the State ESF #10 may occur through the DDC, at the scene of the incident, or through a facility designated as a field office.
 - 4. Local/Regional
 - a. Local and Regional entities maintain primary responsibility for addressing local gaps and

provisioning for incidents or eventualities that may impact operations.

R. Activities by Phase of Emergency Management

1. Prevention

- a. Maintain an effective public warning system.
- b. Establish/maintain a hazardous cargo route.
- c. Identify type and quantities of HazMats present in the community at fixed sites or in transport routes.
- d. Receive and maintain data on HazMat inventories at local regulated facilities for use in planning.
- e. Stephenville Fire Department performs periodic inspections of facilities that produce, use, or store HazMats.
- f. City of Stephenville monitors land use/zoning to ensure local officials are aware of plans to build/expand facilities that make, use, or store HazMats

2. Preparedness

- a. Establish and staff a RPP System.
- b. Ensure responders have data regarding local facilities licensed to use, store, or transport radiological materials. This info may be obtained from the DSHS/RCP.
- c. Ensure radiation detection equipment is available and operational.
- c. Educate the public about HazMats, to include radiological, and protective actions.
- d. Train, equip, and exercise personnel.
- e. Develop SOPs for HazMat response and recovery.
- f. Obtain HazMat release modeling tools and train personnel on its use.
- g. Meet with regulated facilities and transporters to ensure that local emergency plans are coordinated to the extent possible and that emergency contact information is up-to-date.

3. Response

- a. Activate RPP, as needed.
- b. Monitor sanitation activities.
- c. Ensure supplies of water are available.
- d. Conduct environmental health activities regarding waste disposal, refuse, food and water control, and vector control.
- e. See Appendix I.

4. Recovery

- a. Ensure radiation source material or other HazMat is removed and ensure access to contaminated areas is controlled until they are cleaned up.
 1. Cleanup will normally be performed by a contractor supervised by state or federal agencies and paid for by the responsible party, if one can be located.
 2. Dilution is a prohibited substitute for treatment.
- b. The spiller, by common law, is responsible for all cleanup activities.
- c. The Chief elected official will appoint a recovery coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, cleanup contractors, and state/federal agencies. For major incidents, it may be desirable to designate a recovery team consisting of coordinator and representatives of the various entities who have an interest in recovery operations.
- d. Work with state and federal agencies to assess damage, if any.
- e. Work with the DSHS/RCP to continue area radiation monitoring, if required.
- f. Work with the DSHS/RCP to determine the cause of the incident and determine liability.

- g. Keep the public informed about the status of the incident

Organization and Assignment of Responsibilities

A. General

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

B. Task Assignments

1. The Mayor will:
 - a. Appoint one or more Radiological Officers to coordinate all RPP activities.
 - b. Coordinate with the IC and, based upon recommendations, activate the EOC.
2. Fire Chief or his designee will be appointed Community Emergency Coordinator and will:
 - a. Coordinate with emergency coordinators of regulated facilities and vulnerable facilities to maintain a list of such facilities.
 - b. Keep an accurate and up-to-date HazMat emergency contact roster.
 - c. Ensure each regulated facility and transport company is notified of a contact number to report HazMat incidents.
 - d. Coordinate the review of regulated facility plans by local officials.
3. The Recovery Coordinator/Team will:
 - a. Ensure access controls are in place for contaminated areas that cannot be cleaned up immediately
 - b. Ensure documentation and cost data relating to the incident response is preserved and maintain a list of such records which indicates their locations to facilitate claims against the responsible party and/or reimbursement by the state/federal government.
 - c. Review plans for cleanup and restoration proposed by the responsible party or state or federal agencies and then monitor their implementation.
 - d. Monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing.
 - e. Review proposed mitigation programs and monitor their implementation.
4. Stephenville Fire Department will:
 - a. Carry out the general fire service responsibilities.
 - b. Normally provide the IC for HazMat response operations.
5. IC will:
 - a. Manage emergency response resources and operations at the incident site to control the incident.
 - b. Establish a Command Post.
 - c. Determine and communicate the incident classification.
 - d. Take immediate steps to identify the hazard and determine a safe route into the incident, and pass that information to the Communications Center, who should relay pertinent information to all responders.
 - e. Initiate appropriate action to control and eliminate the hazard in accordance with SOP.
 - i. If the EOC is activated, determine a division of responsibility for tasks required in HazMat response.

- f. Determine and implement protective actions for emergency responders and the public in the vicinity of the site.
6. Radiological Officer will:
 - a. In [month] 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.
 - b. Ensure a sufficient number of radiological detection instruments are in-place and operational.
 - c. Ensure selected emergency responders are provided training in radiological monitoring.
 - d. Schedule and conduct an annual review of this annex and coordinate update of the annex, if needed.
 7. Law Enforcement will:
 - a. Maintain a radio-equipped officer at the ICP until released by the IC.
 - b. Restrict access to incident sites and contaminated areas to protect the public.
 - c. Evacuate citizens as directed by the IC, and engage traffic control as needed.
 - d. Assist in warning the public as needed.
 - e. If the release of radiation appears deliberate, control the scene, apprehend suspects, conduct an investigation, and if the incident appears to be related to terrorism, ensure DPS and the FBI are advised.
 8. EMS will:
 - a. Provide medical care and transport for casualties.
 - b. Alert hospitals of potentially contaminated victims.
 9. Hospitals will:
 - a. Provide medical care.
 - b. Prepare to decontaminate patients.
 10. The City of Stephenville will:
 - a. When notified of an incident that may impact water/sewer, take precautionary actions to prevent damage to those systems.
 - b. If a HazMat incident impacts water or sewer systems, check systems for damage and restore service.
 - c. When appropriate, provide inputs to the IC or EOC for protective actions for the public related to water/sewer.
 11. Regulated Facilities/HazMat Transport companies will:
 - a. Provide current emergency contact information to local authorities.
 - b. Provide planning support for accidental release contingency planning by local emergency responders.
 - c. In the event of a HazMat incident:
 - i. Notify local officials as required by law.
 - ii. Provide accident assessment information to local emergency responders.
 - iii. Make recommendations to local responders for containing the release and protecting the public.
 - iv. Carry out emergency response as outlined in company or facility emergency plans to minimize consequences.
 - v. Assist local responders per mutual aid agreements.
 - vi. Provide follow-up status reports on an incident until resolved.
 - vii. Clean up or arrange for cleanup of HazMat spills for which the company is responsible.
 - a. Regulated facilities are also required to:
 - i. Report HazMat inventories to the SERC, LEPC, and local FD as required by law.
 - ii. Provide MSDSs for HazMats produces or stored on-site, to LEPCs and local FDs.
 - iii. Designate an on-site emergency coordinator.
 - iv. Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by the Clean Air Act are required to have more extensive RMPs, a summary of which must be filed with the EPA. Local officials can access that information via the Internet.
 - v. Coordinate on-site emergency plan with local officials to ensure that the facility emergency plan complements the local emergency plan.
 - b. If local resources are insufficient, City of Stephenville may request state assistance from the DDC Chairperson in [Local DDC office]. The DDC chairperson is authorized to employ those state resources within the district, except that use of Texas Military Forces requires the approval of the Governor. If the

- state resources within the district are inadequate, the DDC chairperson will send a request to the SOC.
- c. For major incidents, the SOC will coordinate state assistance that cannot be provided by the DDC and request federal assistance as needed.
 - d. TCEQ
 - i. Serve as the lead state agency for response to most hazardous materials and inland oil spills.
 - ii. Serves in an advisory role to the federal on-scene coordinator if federal resources are provided.
 - iii. Monitors all cleanup and disposal operations and coordinates with other state agencies.
 - iv. Determines the adequacy of containment and cleanup operations.
 - v. If the responsible party cannot be identified or is unable to clean up the spill, TCEQ may arrange for contractor support funded by the Texas Spill Response Fund.
 - e. DPS provides assistance to local law enforcement in areas of traffic control, evacuation, and protection of property.
 - f. The GLO is the lead state agency for response to HazMat and oil spills affecting coastal waters or bodies of water flowing into coastal waters.
 - g. RRC is the lead state agency for response to spills of crude oil and natural gas at exploration and production facilities and from intrastate crude oil and natural gas pipelines.
 - h. TxDOT may be able to provide heavy equipment to assist with containment of spills near public roads, but TxDOT personnel are not trained nor equipped as HazMat responders.
 - i. The state has established the Texas Environmental Hotline, which receives reports of HazMat releases or oil spills and disseminates that information electronically to appropriate state agencies.
 - j. A spill or discharge of oil or other HazMat that occurs either in an inland or coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, and local resources to contain or clean up, may be determined to be a SONS.
 - k. Authority to declare a SONS in an inland zone is granted to the EPA administrator. For discharges in a coastal zone the USCG Commandant may declare a SONS. DHS may classify a SONS as an incident of national significance.

Direction and Control

A. General

1. The Mayor will establish local policies relating to radiological protection and may provide general guidance for emergency operations.
2. The IC or a combination of IC and EOC will handle direction and control for a HazMat incident.
3. The RO will carry out day-to-day management of the RPP.

B. Continuity of Government

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

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by City of Stephenville.

B. Records

1. Records generated during an emergency shall be retained for use in documenting costs, in accordance with internal SOPs and applicable legal guidelines.

Records should be protected from the effects of disaster as feasible. Should records be damaged, professional assistance in preserving/restoring such records should be obtained as soon as possible.

2. HazMat release liability falls upon the entity responsible for the release, to include costs of injury, death, damages to structures or environment, and cleanup. If the responsible party cannot be identified, we may be eligible for reimbursement of certain HazMat response costs by the EPA; this program requires timely submission of an application with supporting data to EPA Region IV in Dallas.

C. Training

1. Federal law requires that individuals, who respond to hazardous materials incidents, including radiological incidents, should be adequately trained and equipped for the tasks they will perform.

Development and Maintenance

The Fire Chief will maintain responsibility for the development and maintenance of this ESF.

The EMC, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible entities.

References (Contributors)

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

Seat of Government

Doug Svien, Mayor

Fire Department

Robert Isbell, Fire Chief

Law Enforcement

Dan Harris, Police Chief

Public Works

Nick Williams, Public Works

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

SUPPORTING DOCUMENTS [Jurisdictions may attach these documents rather than fill in a box]

1. HazMat Response Procedure

Appendix I: HazMat response procedure

1. Incident Classification. To facilitate the proper incident response, a three level incident classification scheme will be used. The incident will be initially classified by the first responder on the scene and updated by the incident Commander as required.
 - a. Level I – 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.
 - b. 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.
 - c. 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.
2. Initial Reporting
 - a. It is anticipated that a citizen who discovers a hazardous material incident will immediately notify the [County/City] through the 9-1-1 system and provide some information on the incident.
 - b. Any public sector employee discovering an incident involving the potential or actual release of hazardous material should immediately notify [Dispatch, the Communications Center] and provide as much of the information required for the Hazardous Materials Incident Report as possible.
 - c. Operators of regulated facilities and Hazmat transportation systems are required by law to report certain types of Hazmat releases. For Hazmat incidents occurring at regulated facilities, a facility representative at a regulated site is expected to immediately notify [9-1-1, Dispatch, the Communications Center] and provide information for a Hazardous Materials Incident Report.
3. Notification
 - a. Upon receiving a Hazardous Materials Incident report, the Communications Center will initiate responder notifications commensurate with the incident classification (Level I, II, or III) in accordance with [its Communications SOP, other guidance document].
4. Response Activities
 - a. The first firefighter or law enforcement officer on the scene should initiate ICS, establish an ICP, and begin taking action per guidance and SOP. If the situation requires immediate action to isolate the site and evacuate nearby residents, the first officer on the scene should advise Erath County LEPC and begin such actions.
 - b. As other responders arrive, the senior firefighter will generally assume the role of IC for Hazmat emergencies and continue taking the actions listed in the General Hazmat Response Checklist.
 - c. The EOC may be activated for a Level II (Emergency) response and will be activated for Level III (Disaster) response.
5. ICP - EOC Interface
 - a. 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.
 - b. Regular communication between the ICP and the EOC regarding checklist actions is required to ensure that critical actions are not inadvertently omitted.
6. Determining Affected Areas and Protective Actions
 - a. 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:
 - i. The Emergency Response Guidebook
 - ii. Computerized release modeling [using CAMEO/ALOHA and other software]
 - iii. Assistance by the responsible party
 - iv. Assistance by expert sources such as CHEMTREC or CHEM-TEL

v. Assistance by state and federal agencies

- b. 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.
- c. The IC will typically provide warning to and implement protective actions for the public in the immediate vicinity of the incident site. The EOC will normally oversee dissemination of warning and implementation of protective actions for the public beyond the immediate incident site and related activities such as traffic control and activation of shelters.

7. Release Containment

- a. The responsibility for selecting and implementing appropriate measures to contain the release of hazardous materials is assigned to the IC, who may obtain advice from the responsible party, state and federal agencies, and appropriate technical experts.
- b. 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.

City of Stephenville EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT
FUNCTION 11

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

Emergency Management
Police Department

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

- A. The purpose of Emergency Support Function (ESF) #11—Agriculture and Animals, is to provide for the coordination of services to animals and the agricultural community. The primary and support organizations of ESF #11 coordinate with animal service agencies, agricultural service agencies and related governmental, non-governmental, and private organizations to provide information and support for county-level assessment, response and recovery operations that may impact the animal or agricultural communities in City of Stephenville.
- B. This document applies to City of Stephenville and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.
- C. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Purpose

A. Function

B. Goal

Provide City of Stephenville with a mechanism to manage Agricultural and Animal operations.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional response efforts.
- b. Provide information to decision makers about agricultural and animal operations.
- c. Describe roles, responsibilities and actions that ensure operational support during incident response.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

AAFFS	Animals, Agriculture, and Food & Feed Safety
ALEXT	Texas A&M Agrilife Extension Service
ARCC	Animal Response Coordination Center
ART	Animal Response Team
CARP	Community Animal Response Plan
CVMBBS	Texas A&M College of Veterinary Medicine and Biomedical Sciences
FEAD	Foreign and Emerging Animal Disease
FSA	USDA Farm Service Agency
LSP	Livestock Supply Point
PPQ	Plant Protection and Quarantine
TOA	Texas Department of Agriculture
VS	Veterinary Services

Definitions

1. Agriculture. The cultivation of soil to produce crops, horticulture, floriculture, viticulture, forestry, or the raising/keeping of livestock or poultry.
2. Agrilife County Extension Agent. A jointly employed state and county employee, working at the county level, who serves as a professional educator and subject matter expert, and resource provider for agriculture and

natural resources.

3. Agrilife Extension Livestock/Poultry Specialist. A state employee, working at the regional and state level, who serves as a professional educator, subject matter expert, and resource provider for livestock and poultry.
4. Animal. For the purposes of this ESF, a general term used to encompass household pets, service animals, research animals, zoo animals, show animals, agricultural production animals (livestock and poultry), wildlife and equids.
5. ARCC. Multi-Agency coordination group that provides off-scene coordination and support to the Texas Multi-Agency Coordination System through the SOC during an animal emergency. The Texas State Veterinarian is the lead state official for the ARCC and activates the ARCC at TAHC HQ in the event of an animal emergency. The ARCC allocates and re-allocates resources for animal emergencies through the SOC and sets incident priorities.
6. Agricultural Critical Infrastructure. The assets, systems, and networks, whether physical or virtual, of the agriculture continuum, which are so vital that the incapacitation or destruction of such assets, systems, or networks would leave a debilitating impact upon security, economic security, public health or safety, or any combination therein.
7. Livestock. As defined in the Texas Agriculture Code, cattle, horses, mules, asses, sheep, goats, llamas, alpacas, exotic livestock, including elk and elk hybrids, and hogs unless otherwise defined.
8. RRT. Joint response team with members of DSHS and the OTSC, trained and equipped to identify food-borne illness outbreaks quickly and to mitigate effects of such illnesses.
9. Service Animal. Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including sensory, psychiatric, intellectual, or other mental disability. Other species of animal, wild or domestic, train or untrained, are not service animals for the purposes of this ESF. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime-deterrent effects of an animal's presence and the provision of emotional support, well being, comfort, or companionship do not constitute work or tasks for the purposes of this ESF.
10. Zoonosis. A disease communicable from animals to humans under normal conditions.

Situations and Assumptions

A. Situation

1. The health and safety of the public is the top priority of this plan. Public safety and health can be put at risk when hazards affect the agricultural sector, and it is imperative to ensuring public safety and health protection that these agricultural affects be addressed.
2. Plants, animals, and agricultural foods, feed, and other products are vulnerable to diseases as well as natural, technological, and other human-caused hazards. This includes the threat of terrorism anywhere within the agriculture production, processing, and distribution continuum.
3. In an animal, plant, food, or feed incident, the mere perception of an impact to the integrity of the supply could cause a devastating economic impact.
4. The duration of a response to an agriculture-related, animal disease emergency is not necessarily the same as the response phase for a typical non-disease disaster situation. Animal disease responses are generally not completed until: a) the disease is conclusively eradicated (certified by negative test results in an area over time); b) there is a public perception that the product is again safe for consumption; and c) national and international trading partners begin to once again purchase the product.
5. ESF #11 addresses the following concerns for City of Stephenville during a disaster:
 - a. Animals lost, strayed, incapable of being cared for by their owners, or a danger to themselves or the public.
 - b. Livestock that is lost, strayed, incapable of being cared for by their owners, or a danger to themselves or the public.
 - c. Crops that are destroyed by the disaster.
 - d. Environmental issues relating to runoff from agricultural fields.
 - e. Assessment of agriculture needs of affected areas.
 - f. Agriculture surveillance of the affected areas throughout the disaster.
 - g. Provision of agriculture related services and supplies.
 - h. Testing of food products for public consumption.

- i. Agriculture recommendations and related releases to the public.
- j. Identification and application of appropriate agriculture assistance programs.
- k. Livestock disease and assistance programs.

B. Assumptions

1. A Texas A&M Agrilife Extension Agent will notify City of Stephenville as well as the SOC and ARRC of the status of any agricultural emergency that affects City of Stephenville.
2. Stephenville Police Department - Animal Services is responsible for domestic and non-domestic animals, to include livestock that has strayed, are lost, are incapable of being cared for by their owners, or are a danger to themselves or the public.
 - a. These animals will be sheltered, fed, and returned to their owner if possible.
 - b. If they cannot be returned to their owners, they will be processed in accordance with SOP.
 - c. Wild animals out of their natural habitats that are a danger to themselves or the public will be the responsibility of Animal Control Services; Game Warden, in cooperation with Stephenville Police Department - Animal Services.
 - d. Livestock loose or in need of assistance will be referred to Animal Control Services.
 - e. Exotic wildlife, not natural to this region, would be referred to the Game Warden.
3. Disasters have the potential to affect crops, livestock, food supplies, and domestic/non-domestic animals.
4. The owners of pets and livestock, when notified of impending disaster, will take reasonable steps to shelter and provide for animals under their care/control.
5. The sheltering and protection of domestic and non-domestic animals is the responsibility of the owner.
6. Area hospitals maintain pet cages for patients who cannot leave a pet at home.
7. Veterinarian hospitals in the immediate and surrounding areas will serve as primary medical facilities for animals.
8. Each animal shelter will identify resources for potable water, food, medical, cleaning, and shelter supplies in advance of an emergency.

Concept of Operations

- A. ESF #11 personnel will begin communicate with support agencies and the agricultural community for situation monitoring and staging of resources and personnel.
- B. Each ESF #11 agency will assist ESF #15 – Public Information with providing public advisories in reference to locations where domestic and non-domestic animals may be accepted during emergency situations, emergency veterinary care, and animal welfare issues.
- C. Evacuated citizens will be responsible for the transport of and should shelter their domesticated animals at private kennels or veterinarian hospitals as close to the evacuation shelter as possible.
- D. Pets with significant injuries or illnesses will be transported to an animal hospital by the responsible owner.
- E. Erath Co. Humane Society is responsible for ensuring some method of tracking is in place to unite sheltered pets with owners.
- F. Stranded or isolated livestock that cannot be sheltered in place may require outside resources for feeding operations. These will be handled on a case-by-case basis.
- G. In the event that established shelters are destroyed or incapable of functioning, private kennels, veterinarian hospitals, or other support entities can be requested to open as boarding or medical facilities.
- H. The Incident Commander shall provide situation updates to the EOC; the EOC should prepare and transmit situation reports to the Disaster District.
- I. Relationships between levels of government

1. Federal
 - a. Coordination with Federal ESF #11 may occur through the State Operations Center, at the site of the incident, or in an established Field Office designated as such.
 2. Tribal
 - a. Communication with tribal government may occur through a liaison at the discretion of the tribe.
 3. State
 - a. Coordination with the State ESF #11 may occur through the DDC, at the scene of the incident, or through a facility designated as a field office.
 4. Local/Regional
 - a. Local and Regional entities maintain primary responsibility for addressing local gaps and provisioning for incidents or eventualities that may impact operations.
- J. Activities by Phase of Emergency Management
1. Preparedness
 - a. Establish a shelter and tracking system.
 - b. Educate public as to their roles and responsibilities regarding agriculture and animal disaster or disease.
 - c. Maintain agriculture security.
 2. Response
 - a. Track zoonosis.
 - b. Deploy feed and testing activities as needed.
 3. Recovery
 - a. Implement public information campaign.
 - b. Continue testing across affected area until eradication of disease or hazard is confirmed.
 - c. Track public response to incident.
 - d. Collaborate with State and Federal ESF #11 to measure and contraindicate large scale impacts.

Organization and Assignment of Responsibilities

A. General

1. All ESF #11 entities will maintain internal SOPs that support ESF #11 operations.
2. City of Stephenville is the spokesperson for the ESF on animal and agriculture issues, and maintains an overview of jurisdictional operations during an incident.

B. Task Assignments

1. The Mayor will:
 - a. Establish priorities and objectives as needed
2. The Extension agent or designee will:
 - a. Be point of contact for agricultural aspects of the incident.
 - b. Conduct agriculture assessments at the site of the incident to determine needs and priorities.
 - c. Provide logistical support for personnel in the field.
 - d. Provide agricultural advisories and related information as required.

- e. Maintain ongoing agriculture surveillance of affected communities in order to rapidly identify and address agriculture-related problems.
 - f. Coordinate requests from the National Veterinary Stockpile.
3. The Erath Co. Humane Society will:
- a. Coordinate support agencies to manage animal protection.
 - b. Provide and coordinate personnel, equipment, and shelters as required for domestic animals.
 - c. Provide and coordinate personnel, equipment, and shelters as required for sick and/or injured non-domestic animals.
 - d. Coordinate with Animal Control Services for disposal of deceased animals that may impact the public health.
 - e. Provide services to control injuries, bites, and diseases related to the protection of animals.
 - f. Provide animal tracking capabilities.
 - g. Provide a list of volunteers/staff to aid in the protection of animals.
4. Fire Department will:
- a. Request activation of FEMA programs for pet sheltering/needs.
 - b. Assist with coordination of ESF #11 entities.
5. Kelly Doggett, M.D. will:
- a. Consult with appropriate entities in order to:
 - i. Coordinate food inspections, investigations, and advisories.
 - ii. Test and/or coordinate disposal of contaminated food, livestock, and agricultural products.
6. Animal Control Services will:
- a. Coordinate removal of animal carcasses from public areas.
7. Local Veterinarians will:
- a. Provide staff support to ESF #11.
 - b. Provide mobile surgical unit for animals.
 - c. Provide a list of volunteers/staff to aid in the protection of animals.
 - d. Provide animal tracking capabilities.
 - e. Provide equipment as needed.
 - f. Shelter and care for pets of evacuated citizens as needed.
 - g. Assist with non-companion animal species (livestock, wildlife, exotic animals).
8. Erath Co. Humane Society may:
- a. Provide personnel, equipment, shelter, and care for pets of evacuated citizens, if possible.
9. Erath Co. Humane Society will:
- a. Provide personnel, equipment, shelter, rescue, and care for domestic and non-domestic animals.

Direction and Control

A. General

1. The Mayor will establish local policies relating to agriculture and animal incidents and may provide general guidance for emergency operations.
2. The IC or a combination of IC and EOC will handle direction and control for an incident.

B. Continuity of Government

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

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by City of Stephenville.

B. Records

1. Records generated during an emergency shall be retained for use in documenting costs, in accordance with internal SOPs and applicable legal guidelines.
Records should be protected from the effects of disaster as feasible. Should records be damaged, professional assistance in preserving/restoring such records should be obtained as soon as possible.
2. HazMat release liability falls upon the entity responsible for the release, to include costs of injury, death, damages to structures or environment, and cleanup. If the responsible party cannot be identified, we may be eligible for reimbursement of certain HazMat response costs by the EPA; this program requires timely submission of an application with supporting data to EPA Region IV in Dallas.

C. Training

1. Training requirements will be driven by applicable statute and by City of Stephenville's ordinances and policies.
2. All members of an animal or agriculture incident operation shall be trained in their respective role.

Development and Maintenance

The Emergency Management Coordinator will maintain responsibility for the development and maintenance of this ESF.

The EMC, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible entities.

References (Contributors)

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

Seat of Government

Doug Svien, Mayor

Fire Department

Robert Isbell, Fire Chief

Law Enforcement

Dan Harris, Police Chief

Public Works

Nick Williams,

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

1. None

City of Stephenville EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT
FUNCTION 12

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

- Public Works Department
- Emergency Management
- GIS Department
- Oncor Electric Delivery
- Atmos Energy

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

Purpose

A. Function

This ESF describes the organization, operational concepts, responsibilities, and procedures to prevent, protect from, respond to, and recover from temporary disruptions in utility services that threaten public health or safety in the local area

This plan is not intended to deal with persistent shortages of water due to drought or with prolonged statewide or regional shortages of electricity or natural gas. Measures to deal with protracted water shortages are addressed in the drought plans that must be maintained by each public water supply utility. Resolving protracted water shortages normally requires long-term efforts to improve supplies. Measures to deal with widespread energy shortages are normally promulgated by state and federal regulatory agencies. Local governments may support utility efforts to deal with long-term water and energy supply problems by enacting and enforcing conservation measures and providing the public information pertinent to the local situation.

B. Goal

Provide City of Stephenville with a mechanism to manage energy related operations during an incident.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional energy operations.
- b. Provide information to decision makers about energy related procedures, capabilities and resources.
- c. Describe roles, responsibilities and actions that ensure energy resource availability during incident response.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

Co-Op	Cooperative
COOP	Continuity of Operations Plan
DD	Disaster District
DDC	Disaster District Committee
DSHS	Texas Department of State Health Services
EMC	Emergency Management Coordinator
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
MUD	Municipal Utility District
NIMS	National Incident Management System
NRF	National Response Framework
PUC	Public Utility Commission
RRC	Railroad Commission
SOC	State Operations Center
SOP	Standard Operating Procedures
TAC	Texas Administrative Code
TCEQ	Texas Commission of Environmental Quality
TDEM	Texas Division of Emergency Management

Definitions

1. Electric Cooperatives: Member- owned non-profit electric utilities.

Situations and Assumptions

A. Situation

1. As noted in the general situation statement and hazard summary in Section IV.A. and Figure 1 of the Basic Plan, our area is vulnerable to a number of hazards. These hazards could result in the disruption of electrical power, telephone service, and water and wastewater services as well as natural gas service.
2. The loss of utility services, particularly extended utility outages, could adversely affect the capability of local personnel to respond to and recover from the emergency situation that caused the disruption of utility service and create additional health and safety risks for the general public.
3. Public utilities are defined as those companies and organizations authorized to provide utility services, including electricity, water, sewer service, natural gas, and telecommunications, to the general public in a specified geographic area. Utilities may be owned and/or operated by a municipality, a municipal utility district (MUD), a regional utility authority, investors, or by a private non-profit organization such as a member cooperative (co-op).

The public utilities serving our community include:

- a) Electric
- b) Water/Wastewater
- c) Telephone
- d) Natural Gas

Additional information on these utilities is provided in Attachment 1.

4. The state and/or federal government regulate most utility providers. State regulators include:
 - a) The Public Utilities Commission (PUC) for telecommunications companies and most electrical utilities, other than municipal electric utilities.
 - b) The Texas Commission on Environmental Quality (TCEQ) for most water suppliers and wastewater utilities.
 - c) The Railroad Commission of Texas (RRC) for gas utilities.
5. Virtually all utilities are required by state regulations to have emergency operations plans for restoring disrupted service. Many utilities maintain emergency operations centers and those that do not normally have procedures to establish temporary facilities when they need them.
6. Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems. In areas where telephone service is provided by above-ground lines that share poles with electrical distribution lines, telecommunications providers may not be able to make repairs to the telephone system until electric utilities restore power lines to a safe condition.
7. Municipal utilities and private non-profit utilities such as electric cooperatives, may be eligible for reimbursement of a portion of the costs for repair and restoration of damaged infrastructure in the event the emergency situation is approved for a Presidential disaster declaration that includes public assistance (PA).

B. Assumptions

1. In the event of damage to or destruction of utility systems, utility operators will restore service to their customers as quickly as possible.
2. A major disaster or a disaster affecting a wide area may require extensive repairs and reconstruction of portions of utility systems that may take considerable time to complete.
3. Damage to electrical distribution systems and sewer and water systems may create secondary hazards such as increased risk of fire and public health hazards.
4. Each utility will direct and control its own resources and plan to carryout its own response operations, coordinating as necessary with local government and with other utilities.
5. Individual utility operators, particularly small companies, may not have sufficient physical or monetary resources to restore utility systems affected by a major disaster or one having widespread effects. Utilities typically obtain supplementary repair and restoration assistance from other utilities pursuant to mutual aid

agreements and by using contractors hired by the utility.

6. Equipment and personnel from other city departments and agencies may be employed to assist a municipal utility in repairing its systems and restoring service to the public.

Concept of Operations

A. General

1. Incident activities for the utilities function will include work in an Incident Command System (ICS) environment with an Incident Commander (IC), maintaining communications with the IC and Emergency Operations Center (EOC), and implementing local and regional mutual aid agreements as required.
2. In the event of a loss of utility service for any reason, local government is expected to rapidly assess the possible impact on public health, safety, and property, and on private property, and take appropriate actions to prevent a critical situation from occurring or to minimize the impact in accordance with the Continuity of Operations Plan. Where utility service cannot be quickly restored, the local government will have to take timely action to protect people, property, and the environment from the effects of a loss of service.
3. Local governments are not expected to direct utility companies to repair utility problems. Utilities have a franchise that requires them to provide service to their customers and they have the ultimate responsibility for dealing with utility service outages. Virtually all utilities are required by state regulations to make all reasonable efforts to prevent interruptions of service and, if interruptions occur, to reestablish service in the shortest possible time. Utilities are required to inform state officials of significant service outages and expected to keep their customers and local officials informed of the extent of utility outages and, if possible, provide estimates of when service will be restored.
4. Local governments that own or operate utilities are responsible for restoring service to local customers and may commit both their utility and non-utility resources to accomplish that task.
5. For utilities that are not government-owned, local government is expected to coordinate with those utilities to facilitate their efforts to restore service to the local area.
6. The City of Stephenville should identify critical local facilities and establish general priorities for restoration of utility service. This list of priorities must be communicated to the utilities serving those facilities. Examples of critical facilities may include:
 - a. The SOC
 - b. Police, fire, and EMS stations
 - c. Hospitals
 - d. Water treatment and distribution facilities
 - e. Sewage pumping and treatment facilities
 - f. Buildings serving as public shelters or mass feeding facilities
 - g. Fueling facilities

Attachment 2, Utility Restoration Priorities for Critical Facilities, provides a sample of initial utility restoration priorities for critical facilities. These priorities are based on general planning considerations; they should be reviewed and, if necessary, updated based on the needs of a specific situation.

7. Utility companies may not be able to restore service to all critical facilities in a timely manner, particularly if damage has been catastrophic and a substantial amount of equipment must be replaced or if repairs require specialized equipment or materials that are not readily available. In large-scale emergencies, utility companies may have to compete with individuals, businesses, industry, government, and other utility companies for manpower, equipment, and supplies.

B. Local Government Response to a Utility Outage

1. It is essential for City of Stephenville officials to obtain an initial estimate of the likely duration of a major utility outage from the utility as soon as possible for response actions to begin. Once that estimate is obtained, local officials should make a determination of the anticipated impact and determine the actions required to protect public health and safety and public and private property.
2. Extended utilities outages may require the City of Stephenville to take action to protect public health and safety and public and private property. Such actions may include:
 - a. Water or Sewer Outage
 1. Curtail general water service to residents to retain water in tanks for firefighting and for controlled distribution to local residents in containers.
 2. Arrange for supplies of emergency drinking water for the general public and for bulk water for those critical facilities that require it to continue operations.
 3. If sewer service is disrupted, arrange for portable toilets and hand washing facilities to meet

sanitary needs.

- b. Electrical or Natural Gas Outage
 1. Obtain emergency generators to power water pumping stations, water treatment facilities, sewage lift stations, sewage treatment facilities, fueling facilities, and other critical sites. See Attachment 3.
 2. During period of cold weather, establish public shelters for residents who lack heat in their homes.
 3. During periods of extreme heat, establish "cooling sites" for residents who do not have air conditioning in their homes
 4. Request volunteer groups set-up mass feeding facilities for those without electrical or gas service and cannot prepare meals.
 5. Coordinate with ice distributors to ensure ice is available locally to help citizens preserve food and medicines.
 6. Arrange for fuel deliveries to keep emergency generators running at critical facilities.
- c. Telecommunications Outage
 1. Request telecommunications providers implement priority service restoration plans.
 2. Activate amateur radio support.
 3. Request external assistance in obtaining additional radios and repeaters or satellite telephones.
- d. General
 1. Isolate damaged portions of utility systems to restore service quickly to those areas where systems are substantially undamaged.
 2. In cooperation with utilities, institute utility conservation measures. See Attachment 4.
 3. Disseminate emergency public information requesting conservation of utilities.
 4. Assist in relocating patients of medical facilities, residential schools, and similar institutions that cannot maintain the required level of service for their clients.
 5. Provide law enforcement personnel to control traffic at key intersections if traffic control devices are inoperative.
 6. Consider staging fire equipment in areas without electrical or water service.
 7. Consider increased security patrols in areas that have been evacuated due to lack of utility service.

C. Facilitating Utility Response

1. Local officials may facilitate utility response by:
 - a. Identifying utility outage areas reported to local government. Although many utility systems have equipment that reports system faults and customer service numbers for people to report problems, outage information reported to local government can also be helpful.
 - b. Asking citizens to minimize use of utilities that have been degraded by emergency situations. See Attachment 4 for utility conservation measures.
 - c. Identifying local facilities for priority restoration of utilities.
 - d. Coordinating with the utility on priorities for clearing debris from roads which also provides access to damaged utility equipment.
 - e. Providing access and traffic control in utility repair areas where appropriate.

2. Large-scale Emergency Situations.

In large-scale emergency situations which produce catastrophic damage in a limited area (such as a tornado) or severe damage over a wide area (such as an ice storm), utilities are typically faced with a massive repair and rebuilding effort that cannot be completed in a reasonable time without external support. In such circumstances, utilities typically bring in equipment and crews from other utilities and from specialized contractors. In these situations, utilities may request assistance from the City of Stephenville in:

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

D. Protecting Resources and Preserving Capabilities

In the event of a slowly developing emergency, it is possible that utilities may be able to mitigate some of the effects of a major emergency or disaster by protecting key facilities and equipment. The critical facilities/key

resources within our community are identified in Attachment 2.

1. In the event of a flooding threat, facilities such as sewage or water-treatment constructing dikes, sandbagging, or using pumps to prevent water from entering the facility may protect facilities or electrical substations. In some cases, in an effort to preserve pumps, electrical control panels, and other vital equipment, it may also be prudent to remove that equipment from facilities to prevent damage due to rising water.
2. In the event of a hazardous materials spill in rivers or lakes used for water supplies, contamination of water distribution systems may be avoided by temporarily shutting down water intakes.
3. Loss of power could severely affect critical functions such as communications, water pumping, purification, and distribution; sewage disposal; traffic control; and operation of critical medical equipment. Critical facilities that require back-up electrical power should have appropriate generation equipment on site if possible. If this is not feasible, emergency generator requirements should be determined in advance to facilitate timely arrangements for such equipment during emergency situations. Attachment 3 provides forms to record information on existing backup generators and to identify requirements for additional emergency generators. The Utility Coordinator will provide such forms to facility operators to complete and maintain a file of completed forms for both existing generators and potential generator requirements.

E. Utility Support for Emergency Response Operations

The assistance of utility providers may be needed to support other emergency response and recovery operations. Such assistance may include:

1. Rendering downed or damaged electric lines safe to facilitate debris removal from roadways.
2. Cutting off utilities to facilitate the emergency response to fires, explosions, building collapses, and other emergency situations.
3. Facilitating search and rescue operations by cutting off electrical power, gas, and water to areas to be searched.
4. Establishing temporary utility hookups to facilitate response activities.

F. Utility Support for Disaster Recovery Operations

Utilities play a primary role in the recovery process and must coordinate closely with local government to:

1. Render electrical lines and gas distribution lines safe before local officials authorize reentry of property owners into affected areas to salvage belongings and repair damage to their homes and businesses.
2. Participate in inspections of affected structures to identify hazards created by damaged utilities and eliminate those hazards.
3. Determine the extent of damage to publicly owned utility infrastructure and equipment.
4. Restore utility systems to their pre-disaster condition.

G. Public Information

1. It is essential to provide the public current information on utility status, the anticipated time to restore service, recommendations on dealing with the consequences of a utility outage, conservation measures, and information on sources of essential life support items such as water. Locally developed emergency public information relating to utility outages should be developed in coordination with the utilities concerned to ensure that messages are accurate and consistent.
2. In some emergency situations, many of the normal means of disseminating emergency public information may be unavailable and alternative methods of getting information out to the public may have to be used.
3. Utilities are complex systems and service may be restored on a patchwork basis as damaged components are repaired or replaced. Some neighborhoods may have utility service restored while adjacent neighborhoods are still without power or water. In some cases, one side of a street may have power and the opposite side may not. In these circumstances, the quality of life for local residents can often be significantly improved by using public information messages to encourage those who have working utilities to take in their neighbors who do not. This approach can also significantly reduce the number of people occupying public shelters and using mass feeding facilities.

H. Activities by Phase of Emergency Management

1. Prevention

a. All utilities. Local officials should:

Have emergency management personnel familiar with the local hazard assessment review proposed utility construction or renovation activities to determine if existing hazards will be increased by such

activities.

- b. Utilities owned or operated by the City of Stephenville. Utility officials should:
 - 1) Assess the vulnerability of existing municipal electrical, gas, water, and sewer systems to known hazards and take actions to avoid or lessen such vulnerabilities.
 - 2) Maintain portable generators and pumps to meet unexpected needs and/or identify rental sources for such equipment that can respond rapidly during an emergency to avoid and/or reduce the effects of other incidents.

2. Preparedness

- a. All utilities. Local officials should:
 - 1) Contact local utilities to determine the type of damage assessment information that they can normally provide in an emergency. Provide utilities with names of key officials and contact information for those officials and the local SOC that utilities can use to provide information to local government during an emergency.
 - 2) Reduce vulnerability of new utility infrastructure to known hazards through proper site selection and facility design.
 - 3) Coordinate with the emergency management staff to develop plans to protect public utility facilities and equipment at risk from known hazards, and to maintain supplies and equipment to carry out such plans.
 - 4) Develop plans to install emergency generators in key facilities and identify emergency generator requirements for facilities where it is not possible to permanently install backup generators. See Attachment 3 for further information.
 - 5) Ensure the Utility Coordinator and the local SOC have emergency contact numbers for utilities serving the local area other than published customer service numbers.
 - 6) Coordinate with the occupants of critical governmental and non-government facilities to establish a tentative utility restoration priority list for such facilities; see Attachment 2 for utility restoration priorities for critical facilities. Provide the restoration priority list to appropriate utilities.
 - 7) Cooperate with social service agencies and volunteer groups to identify local residents with potential health or safety problems that could be immediately affected by utility outages and provide such information to utilities for action.
 - 8) Request utilities brief local officials and members of the SOC staff on their emergency service restoration plans periodically.
 - 9) Encourage utilities to participate in local emergency drills and exercises.
 - 10) Train workers, especially supervisors, to be familiar with ICS incident site procedures.
 - 11) Ensure mutual aid agreements are completed.
- b. Utilities owned or operated by the City of Stephenville. Utility officials should:
 - 1) Train and exercise personnel in emergency response operations.
 - 2) Plan for adequate staffing during and after emergencies.
 - 3) Ensure emergency plans are kept up-to-date.
 - 4) Ensure emergency equipment is in good repair and secured against damage from likely hazards.
 - 5) Stockpile adequate repair supplies for likely emergency situations.
 - 6) Conclude utility mutual aid agreements and establish procedures for requesting assistance from other utilities.

3. Response

- a. All utilities. Local officials should:
 - 1) Request that each utility that serves the local area which has suffered system damage regularly report its operational status, the number of customers affected by service outages, and areas affected.
 - 2) Provide expedient substitutes for inoperable utilities at critical facilities to the extent possible or relocate those facilities if necessary. Update utility restoration priorities for critical facilities as necessary.
 - 3) If an extended utility outage is anticipated, take those actions necessary to protect public health and safety and private and public property and implement utility conservation measures. See Section V.B and Attachment 4.
 - 4) Facilitate utility emergency response to the extent possible. See Section V.C of this plan.
 - 5) Include utility status information in the Initial Emergency Report and period Situation Reports produced during major emergencies and disasters.
- b. Utilities owned or operated by the City of Stephenville Utility officials should:
 - 1) For slowly developing emergency situations, take appropriate action to protect utility infrastructure from the likely effects of the situation. See Section V.D of this plan.
 - 2) Make emergency utility repairs as necessary. If a large number of utility customers or a wide

area is affected, use the critical facility utility restoration priorities in Attachment 2, as modified by the SOC, as a basis for initial actions.

- 3) Request mutual aid assistance or contractor support if needed.
- 4) If possible, provide trained utility crews to assist emergency services during emergency response operations.

4. Recovery

- a. All Utilities. Local officials should:
 - 1) Continue to request regular reports from each utility serving the local area concerning its operational status, the number of customers affected by service outages, and areas affected.
 - 2) For major emergencies and disasters, obtain estimates of damages from municipal utilities or member-owned non-profit utilities for inclusion in local requests for disaster assistance.
 - 3) Update utility restoration priorities for critical facilities as appropriate. See Attachment 2.
 - 4) Request utilities that participate in major emergency operations to participate in any local post-incident review of such operations.
- b. Utilities owned or operated by the City of Stephenville. Utility officials should:
 - 1) Provide regular updates to the SOC on utility damages incurred, the number of customers affected, and areas affected.
 - 2) Participate in utility damage assessment surveys with state and federal emergency management personnel.
 - 3) In coordination with the SOC staff, request mutual aid resources, contractor support, or state assistance, if necessary.

Organization and Assignment of Responsibilities

A. General

1. The operations of utilities owned or operated by local government will be directed by those individuals who manage the utility on a daily basis, including:
 - a. Nick Williams
 - b. Jeremy Jennings & Johnny Davis
 - c. City of Stephenville - Water ; Oncore Energy - Power

These individuals are expected to continue to manage the operations of those utilities during emergency situations.

2. Individuals designated by the owners or operators of utilities that are not owned or operated by local government will manage the operation of those utilities.
3. The shall appoint a Utility Coordinator to coordinate emergency preparedness activities with utilities, maintain this plan and related utility data that may be needed during emergency, and act as a liaison with utilities during emergency operations.

B. Task Assignments

1. The Mayor will:
 - a. 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.
 - b. For city-owned or operated utilities, the Mayor may provide general guidance and recommendations regarding the utility response to emergency situations in the local area through the Utility Coordinator or, where appropriate, through individual utility managers.
2. The Nick Williams will:
 - a. Coordinate with utilities to obtain utility emergency point of contact information and provide emergency

contact information for key local officials and the SOC to utilities.

- b. Maintain information on the utilities serving the local area, including maps of service areas. See Attachment 1
- c. Maintain the Utility Restoration Priorities for Critical Facilities (Attachment 2). In coordination with the EMC, update utility restoration priorities for critical facilities in the aftermath of an emergency situation if required.
- d. Maintain information on existing emergency generators and potential generator requirements. See Attachment 3.
- e. Coordinate regularly with utilities during an emergency situation to determine utility status, customers and areas affected, and what response, repair, and restoration actions are being undertaken, and provide information to the EMC.
- f. Advise the EMC what actions should be taken to obtain services for those without utilities or to relocate those where services cannot be restored where it appears outages will be long-term.
- g. Coordinate with the EMC and respond to requests from utilities for assistance in facilitating their repair and reconstruction activities (see Section V.C of this plan) or coordinating their efforts with other emergency responders.
- h. Ensure current information on utility assets is provided for inclusion in Emergency Support Function 7, Logistics and Resources.
- i. Request resource assistance from utilities during emergencies when requested by the Resource Management staff.
- j. Develop and maintain this plan.

3. The Emergency Management Coordinator (EMC) will:

- a. Provide guidance to the Utility Coordinator on handling utility issues and obtaining utility status reports.
- b. Assign utility-related problems to the Utility Coordinator for resolution.

4. Utility Managers are expected to:

- a. Ensure utility emergency plans comply with state regulations and are up-to-date.
- b. Respond in a timely manner during emergency situations to restore utility service. Advise designated local officials or the Utility Coordinator in the SOC of utility status, number of customers affected, and areas affected so that local government may take action to assist residents that may be adversely affected by utility outages.
- c. Train and equip utility personnel to conduct emergency operations.
- d. Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures.
- e. Maintain adequate stocks of needed emergency supplies and identify sources of timely resupply of such supplies during an emergency.
- f. Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that could assist in restoration of utilities for major disasters.
- g. Ensure utility maps, blueprints, engineering records, and other materials needed to conduct emergency operations are available during emergencies.
- h. Obtain utility restoration priorities for critical local facilities from the Utility Coordinator for consideration in utility response and recovery planning.
- i. Take appropriate measures to protect and preserve utility equipment, personnel, and infrastructure, including increasing security when there is a threat of terrorism directed against utility facilities.

5. City owned or operated utilities will, in addition:

- a. Identify and train personnel to assist in damage assessment for public facilities.
- b. Where possible, provide personnel with required technical skills to assist in restoring operational capabilities of other government departments and agencies and in search and rescue activities.
- c. When requested, provide heavy equipment support for emergency response and recovery activities of local government.
- d. Draft regulations or guidelines for the conservation of power, natural gas, or water during emergency situations. If local officials approve such rules or guidelines, assist the Public Information Officer in communicating them to the public.
- e. Maintain records of expenses for personnel, equipment, and supplies incurred in restoring public utilities damaged or destroyed in a major emergency or disaster as a basis for requesting state or federal financial assistance, if such assistance is authorized.

6. The Incident Commander will:

- a. Coordinate utility-related response issues through the Utility Coordinator if the SOC has been activated,

or through the EMC or directly with the utility or utilities affected if that facility has not been activated. The Incident Commander may assign missions to utility crews that have been committed to an incident.

7. The Public Information Officer will:

- a. Coordinate with the Utility Coordinator and utilities to provide timely, accurate, and consistent information to the public regarding utility outages, including communicating:
 - a) Protective measures, such as boil water orders.
 - b) Conservation guidance, such as that provided in Attachment 4.
 - c) Instructions, including where to obtain water, ice, and other essentials.

8. The Public Works will:

- a. Upon request, provide heavy equipment and personnel support for restoration of government-owned or operated utilities.

Direction and Control

A. General

1. The Mayor will provide general direction for the local response to major utility outages that may affect public health and safety or threaten public or private property and may, within the limits of legal authority, direct implementation of local measures to conserve utilities.
2. The Incident Commander (IC), to protect lives and property, can make operational decisions affecting all incident activities and workers at the incident site. The Incident Commander normally may assign missions to utility crews from government-owned or operated utilities that utility managers have committed to an incident or request other utilities to perform specific tasks to facilitate the emergency response.
3. The Utility Coordinator will monitor utility response and recovery operations, receive situation reports from utilities and disseminate these to local officials and the SOC, identify local utility restoration priorities to utility providers, coordinate utility support for the Incident Command Post, facilitate local government support for utility response and recovery efforts, request resource support from utilities, and perform other tasks necessary to coordinate the response and recovery efforts of utilities and local government.
4. Utility managers will normally direct the emergency response and recovery activities of their organizations. Utility crews will generally be directed by their normal supervisors.
5. Utility crews responding from other areas pursuant to a utility mutual aid agreement and contractors hired by utilities to undertake repairs will normally receive their work assignments from the utility which summoned or hired them. Organized crews will normally work under the immediate control of their own supervisors.

B. Continuity of Government

1. Each department or agency with energy-related responsibilities shall establish a line of succession for energy-related personnel.

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by City of Stephenville.

B. Records

1. Records generated during an emergency shall be retained for use in documenting costs, in accordance with internal SOPs and applicable legal guidelines.

Records should be protected from the effects of disaster as feasible. Should records be damaged, professional assistance in preserving/restoring such records should be obtained as soon as possible.

C. Training

1. Staff shall be trained on their respective functions.

D. Resource Data

1. A list of available resources shall be kept current and available in [either a document or in a computerized database somewhere].
2. A list of sources for necessary resources shall be kept current and stored [either in a document or in a database elsewhere].

Development and Maintenance

The Nick Williams will maintain responsibility for the development and maintenance of this ESF.

The EMC, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible entities.

References (Contributors)

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

Seat of Government

Doug Svien, Mayor

Fire Department

Robert Isbell, Fire Chief

Law Enforcement

Dan Harris, Police Chief

Public Works

Nick Williams, Public Works

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

SUPPORTING DOCUMENTS

1. Local Utility Information
2. Utility Restoration Priorities for Critical Facilities

3. Emergency Generator Forms
4. Utility Conservation Measures
5. Utility Communications Network

LOCAL UTILITY INFORMATION

Type	Utility Name:	Approximate Number of Local Customers:	Service Area:	Major Local Facilities:	24-Hour Emergency Contact:	Contact Phone:	Contact Fax:
Water	Water	6,621	City of Stephenville	1. Texas Health Resources - Stephenville 2. City Hall 3. Fire Station 1/Police Dept. 4. Fire Station 2 5. Municipal Service Center 6. Recreation Hall (shelter) 7. Library (shelter) 8. Wisdom Gym (TSU/shelter) 9. Mulberry Manor Nursing Home 10. Stephenville Nursing and Rehab 11. Oakwood Assisted Living 12. Goodtree Retirement Facility 13. Senior Care Nursing Center	254-918-1273	+1 254-918-1223	+1 254-918-1207

Electric	Electric	9,666	City of Stephenville	1. Texas Health Resources - Stephenville 2. City Hall 3. Fire Station 1/Police Dept. 4. Fire Station 2 5. Municipal Service Center 6. Recreation Hall (shelter) 7. Library (shelter) 8. Wisdom Gym (TSU/shelter) 9. Mulberry Manor Nursing Home 10. Stephenville Nursing and Rehab 11. Oakwood Assisted Living 12. Goodtree Retirement Facility 13. Senior Care Nursing Center	888-313-4747	+1 940-682-1307	
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Natural Gas	Natural Gas	3,500	City of Stephenville	1. Texas Health Resources - Stephenville 2. City Hall 3. Fire Station 1/Police Dept. 4. Fire Station 2 5. Municipal Service Center 6. Recreation Hall (shelter) 7. Library (shelter) 8. Wisdom Gym (TSU/shelter) 9. Mulberry Manor Nursing Home 10. Stephenville Nursing and Rehab 11. Oakwood Assisted Living 12. Goodtree Retirement Facility 13. Senior Care Nursing Center	1-866-322-8667	+1 254-485-8574	+1 254-918-2340
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LOCAL UTILITY SERVICE AREA MAP(S)

[City Water Service Area Map.pdf](#)

[Erath Co Elect Providers.pdf](#)

[Atmos Energy service area map.docx](#)

[City Water Service Area Map.pdf](#)

[Erath Co Elect Providers.pdf](#)

[Atmos Energy service area map.docx](#)

UTILITY RESTORATION PRIORITIES FOR CRITICAL FACILITIES

Utility Service Restoration Priorities: 1 = Highest, 5 = Lowest

Emer. Gen.: Yes = Emergency Generator on site.
 Ltd = Generator available, but powers only a limited portion of the facility

Facility Name	Addresss	Function	Emer. Gen.	Elec.	Phone	Water	WW	Gas
City EOC	1301 Pecan Hill Road	Govt. Direction and Control	Yes - Emergency Generator on site	2	1	1	2	1
Fire Station 1	356 North Belknap Street	Emergency Response	Yes - Emergency Generator on site	2	2	1	2	1
Fire Station 2	1301 Pecan Hill Road	Emergency Response	Yes - Emergency Generator on site	2	2	1	2	1
Police Dept.	356 North Belknap Street	Emergency Response	Yes - Emergency Generator on site	2	1	1	2	1
City Hall	298 West Washington Street	Govt. Direction and Control	Limited - Generator available, but powers only a limited portion of the facility	1	1	2	2	2
Municipal Service Center	1201 Glen Rose Road	Govt. Direction and Control	No	1	2	1	1	
Erath Co. Vol. Fire Dept./EMS	830 East Road	Emergency Response	Yes - Emergency Generator on site	2	2	2	2	
Erath Co Sheriff Office & Jail	1043 Glen Rose Road	Emergency Response	Yes - Emergency Generator on site	2	1	1	1	
Water: Garfield Pump Station	800 North Garfield Avenue	Utilities	Yes - Emergency Generator on site	1	5			
Water: Lillian Pump Station	1420 South Lillian	Utilities	Yes - Emergency Generator on site	1	5			
Water: Airport Pump Station	831 Airport Road	Utilities	Yes - Emergency Generator on site	1	5			
Water: 377 Elevated Pump Station	County Road 386	Utilities	Yes - Emergency Generator on site	1	5			
Water: 377 Ground Pump Station	County Road 257	Utilities	Yes - Emergency Generator on site	1	5			
Water: Paddock Pump Station	501 North Paddock Avenue	Utilities	Yes - Emergency Generator on site	1	5			

Wastewater Treatment Plant	900 County Road 454	Utilities	No	1	5			
Texas Health Resources - Hospital	411 North Belknap Street	Medical Facilities	Yes - Emergency Generator on site	1	1	1	1	1
Library (storm shelter)	1743 North Graham Street	Other	No	1	4	1	1	
Recreation Hall (storm shelter)	378 West Long	Other	No	1	4	1	1	

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.

1. Forms should be completed by the owner or operator of the facility that has or may need a generator, and a copy provided to the local EMC. A separate form should be completed for each existing generator or additional generator that is required. The local Utility Coordinator will maintain completed forms for use during emergencies. It is suggested that individuals completing these forms retain a copy for their own records.

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

1. If in doubt about what type of capability is needed, consult a qualified electrician.
2. Generators are often quite heavy and should be emplaced on a firm, level site, and preferably a paved area.
3. A forklift is normally used to emplace a skid-mounted generator. The forklift operator must have adequate room to maneuver.
4. 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:

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

50A-250V
NEMA 6-50R

30A-125/250V
NEMA 5-30R

50A-125/250V
NEMA 10-50R

30A-250V
NEMA 6-30R

30A-125V
NEMA 5-30R

20A-125V NEMA 5-20R

15A-125V NEMA 1-15R

15A-125V NEMA 5-15R

**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
14	Electrician On-site or Available: Yes No
16	Generator Receptacles Needed (indicate numbers and types; see illustrations below):
17	Other Pertinent Information:

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

50A-250V
NEMA 6-50R

30A-125/250V
NEMA 5-30R

50A-125/250V
NEMA 10-50R

30A-250V
NEMA 6-30R

30A-125V
NEMA 5-30R

20A-125V
NEMA 5-20R

15A-125V NEMA 1-15R

15A-125V NEMA 5-15R

UTILITY CONSERVATION MEASURES

The utility conservation measures outlined in this attachment are suggested measures. The specific measures to be implemented should be agreed upon by local government and the utilities concerned.

1. Conservation Measures for Natural Gas

1. Step 1. Discontinue:

1. Use of gas-fueled air conditioning systems except where necessary to maintain the operation of critical equipment.
2. All residential uses of natural gas, except refrigeration, cooking, heating, and heating water.
3. Use of gas-fueled clothes dryers.

1. Step 2. Reduce:

1. Thermostat settings for gas-heated buildings to 65 degrees during the day and 50 degrees at night.
2. Use of hot water from gas-fueled water heaters.

1. Conservation Measures for Electric Power

1. Step 1. Discontinue:

1. All advertising, decorative, or display lighting.
2. Use of electric air conditioning systems except where necessary to maintain the operation of critical equipment.
3. Use of electric ovens and electric clothes dryers.
4. Use of all residential electric appliances, except those needed to store or cook food and televisions and radios.

1. Step 2. Reduce:

1. Reduce thermostat setting for electrically heated buildings to a maximum of 65 degrees during the day and 50 degrees at night.
2. Minimize use of hot water in buildings that use electric water heaters.
3. Reduce both public and private outdoor lighting.
4. Reduce lighting by 50 percent in homes, commercial establishments, and public buildings.

1. Step 3. Cut off electricity to:

1. Non-essential public facilities.
2. Recreational facilities and places of amusement such as theaters.

1. Step 4. Cut off electricity to:

1. Retail stores, offices, businesses, and warehouses, except those that distribute food, fuel, water, ice, pharmaceuticals, and medical supplies.
2. Industrial facilities that manufacture, process, or store goods other than food, ice, fuel, pharmaceuticals, or medical supplies or are determined to be essential to the response and recovery process.
3. Office buildings except those that house agencies or organizations providing essential services.

1. Water Conservation Measures

1. Step 1.

1. Restrict or prohibit outdoor watering and washing of cars.
2. Close car washes.

1. Step 2

1. Restrict or curtail water service to large industrial users, except those that provide essential goods and services.
2. Restrict or prohibit use of public water supplies for irrigation and filling of swimming pools.

3. Place limits on residential water use.

1. Step 3

1. Restrict or cut off water service to industrial facilities not previously addressed, except those that provide essential goods and services.
2. Restrict or cut off water service to offices and commercial establishments, except those that provide essential goods and services.

1. Step 4

1. Restrict or curtail residential water use.

UTILITY COMMUNICATIONS DIAGRAM
(*If attached appended at the end of Document)

[UTILITY COMMUNICATIONS DIAGRAM.docx](#)

City of Stephenville EMERGENCY OPERATIONS PLAN EMERGENCY SUPPORT
FUNCTION 13

COORDINATING AGENCY: City of Stephenville

SUPPORTING AGENCIES:

- Police Department

Approval and Implementation

Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title
Signature	Date
Printed Name	Title

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

INTRODUCTION

Purpose

A. Function

This ESF describes the organization, operational concepts, responsibilities, and procedures to prevent, protect from, respond to, and recover from temporary disruptions in utility services that threaten public health or safety in the local area

B. Goal

C. Objectives

1. ESF #13 discusses maintaining law and order through traffic and crowd control, providing security for vital facilities and resources, security planning and technical resource assistance, support to traffic access, crowd control, egress to incident scenes and vacated areas, and to provide public safety and security support.
2. Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.
3. During an Incident of Local or Regional Significance the Stephenville Police Department coordinate with other regional, state, and federal law enforcement organizations to facilitate essential law enforcement operations.
4. The Stephenville Police Department will observe normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, stabilize the incident, and protect property and the environment.
5. Key Response Core Capabilities include Operational Communications Logistics and Supply Chain Management, Infrastructure Systems On-Scene Security, Protection, and Law Enforcement Public Health, Healthcare, and Emergency Medical Services, Fire Management and Suppression, Situational Assessment.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

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

Definitions

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

Situations and Assumptions

A. Situation

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

B. Assumptions

1. During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.
2. During large-scale evacuations, law enforcement support may be needed to control traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.

3. In the aftermath of a disaster, it may be necessary to control access to damaged areas to protect public health and safety and deter theft.
4. If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require protection.
5. Control over local law enforcement resources will remain at the local level even through the Governor has the legal authority to assume control in a State Declaration of Emergency
6. Interdepartmental liaison activities and requests for additional law enforcement resources will be coordinated through the Sheriff's designated representative who will be located at the EOC.
7. Each law enforcement agency will utilize existing directives and procedures in responding to major emergencies/disasters.

Concept of Operations

A. General

1. Local law enforcement agencies have the primary responsibility for enforcing laws and protecting lives and property during emergencies. Our law enforcement resources include:
 - a. The Sheriff's Office and its reserves.
 - b. The Police Department.
 - c. The Constables of County, who shall, when requested by the Sheriff, augment the Sheriff's Office during major emergencies.
 - d. The Park Police, who shall, when requested by the Police Chief, augment the Police Department during major emergencies.
 - e. The _____ School District Police, when requested by the Police Chief, augment the Police Department during major emergencies
2. Our law enforcement emergency response operations are in accordance with National Incident Management System (NIMS), which employs two levels of incident management structures.
 - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
 - b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
3. Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. These responsibilities include enforcing laws, maintaining order, traffic control, and crowd control.
4. During emergency situations, law enforcement may be called on to undertake a number of tasks not typically performed on daily basis, including protecting key facilities, enforcing curfews, crowd control, search and rescue, assisting fire and emergency medical services agencies, and restrictions on the sales of certain products, and controlling access to damaged areas.
5. Coordinating the law enforcement resources through mutual aid or identifying and allocating additional resources.

B. Implementation of NIMS/ICS

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

C. Law Enforcement

1. Law enforcement personnel are expected to enforce the laws and regulations during emergency situations in the same way that they do on a daily basis.

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

D. Evacuation Operations

1. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Mayor may order a mandatory evacuation of City of Stephenville upon issuing a local disaster declaration. The Mayor may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area. Law enforcement agencies have the lead role in planning and conducting evacuations.
2. Evacuation may be expedient or preplanned. Evacuation preplanning should be performed for those geographic areas known to be at risk from specific hazards. Such risk areas include hurricane risk areas, areas subject to recurrent flooding, areas downstream from unsafe dams, and areas at risk from a release of hazardous materials from facilities that make, use, or store such materials.
 - a. Expedient Evacuation
Expedient evacuations are evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander at the scene.
 - b. Preplanned Evacuation
For known risk areas, evacuation preplanning will be conducted and primary and alternate evacuation routes identified as part of this plan. Such evacuation preplanning should involve the emergency management staff and other emergency services. Known hazardous materials risk areas and the evacuation routes from those areas shall be described in ESF 10 Other known risk areas and the evacuation routes from those areas shall be described in Annex E, Evacuation. The Mayor will normally initiate preplanned evacuations.
 - c. During evacuations, law enforcement will:
 1. Determine preferred evacuation routes, based on the status of preplanned primary and alternate routes and the current situation.
 2. Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.
 3. Alert those in the affected area who have not been warned by other means.
 4. Deploy units to direct and control traffic.
 5. If the evacuation of correctional facilities becomes necessary, provide security support for such operations.
 6. If time permits, alter traffic signal timing and request that Public Works deploy signs and other traffic control devices to expedite the flow of traffic.
 7. Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation commences.
 8. Monitor traffic flow and resolve problems; report evacuation progress to the Emergency Operating Center (EOC).
 9. Provide appropriate road condition information and travel recommendations to the public through the PIO.
 10. For large-scale evacuations, ensure that there are provisions to remove disabled vehicles or those that run out of fuel from evacuation routes in a timely manner.

E. Warning

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

F. Area Security and Incident Scene Control

1. Incident Scene Control In response to a request from the Incident Commander, the Stephenville Police Department will provide traffic control and perimeter control at incident scenes, including hazmat spills, major fires and explosions, and other types of incidents.
2. Security for Evacuated Areas In an evacuation, the security of evacuated areas is extremely important.

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

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

1. Phase One – Emergency Workers. Admit police, fire, EMS, utility crews, emergency management personnel, building inspectors, limited media, state and federal response agencies.
2. Phase Two – Concerned Parties. Admit homeowners, business owners, insurance agents, media, and contractors making temporary repairs. The following conditions should prevail before these individuals are authorized to enter the damaged area:
 - a. The threat that caused the evacuation has been resolved.
 - b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired or rendered safe; and other significant safety hazards have been eliminated.
 - d. Structures have been inspected and those unsafe to enter are so marked.
 - e. Some means of fire protection is available.

3. Phase Three – General Public.

Guidance for Personnel Staffing Access Control Points

- a. To ensure consistent treatment, personnel staffing access control points shall be provided with clear written guidance on who may be admitted to damaged areas in each phase or reentry. This guidance should be formulated by the law enforcement staff, coordinated by the EMC, and approved by the Mayor.
- b. A pass or permit system may be implemented to simplify regular ingress and egress. If a pass or permit system is used, passes or permits and appropriate written instructions for their use should be developed by the law enforcement staff, coordinated by the EMC, and approved by the Mayor. Copies should be provided to all personnel staffing access control points. Common sense suggests that identification cards issued by government, utilities, insurance companies, and the media to their employees be honored as passes or permits for those individuals, unless questions arise regarding their authenticity.

G. Security of Key Facilities

1. 1. There are a number of public and private facilities that must remain in operation during and after an emergency situation to provide essential services to the public. These include selected government direction and control facilities, operating locations for emergency response units, utilities, medical facilities, food suppliers, and key communications services. When there is a credible threat to these facilities that threatens to disrupt continuity of government or provision of essential services to the public, law enforcement may be requested to provide security for these key facilities. A list of key facilities is provided in Appendix 1 to this annex.
2. In the event there is a credible threat of terrorist action within the State of Texas, the State Operations Center may provide an alert to the DDC located in [_____] requesting an increase of security personnel at the critical infrastructure facilities (listed in Appendix 1) and other potential targets throughout the affected jurisdiction(s). Law enforcement personnel shall then alert the appropriate officials, who shall review the potential emergency situation, plans, and procedures, and implement appropriate readiness actions as determined by the Mayor. See Annex V, Terrorist Incident Response, and Readiness Levels for a complete description of readiness actions.

H. Terrorism Incident Response

1. Crisis Management

Law enforcement agencies have the lead in terrorism crisis management activities. Pre-incident crisis management activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. The Stephenville Police Department has the lead local role in terrorism crisis management and will coordinate its efforts with state and federal law enforcement

agencies as appropriate. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities. The requirements of crisis management and consequence management are combined in the National Response Plan.

2. Consequence Management

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

I. Disaster Reconnaissance

In the immediate aftermath of an emergency situation, the Incident Commander or the EOC staff may request law enforcement units to conduct reconnaissance to identify specified areas affected and provide an initial estimate of damages. Timely initial disaster reconnaissance, also referred to as a windshield survey, is important in deciding what assistance is needed immediately and where limited resources should be initially committed.

J. External Assistance

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

K. Activities by Phase of Emergency Management

1. Prevention

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

2. Preparedness

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

3. Response

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

- h. Conduct counter-terrorism operations.
 - i. Conduct initial disaster reconnaissance.
 - j. Support other emergency operations.
4. Recovery
- a. Continue security operations as needed.
 - b. Perform traffic control for return of evacuees, if needed.
 - c. Provide access control for damaged areas, issuing passes/permits if required.
 - d. Assist in damage assessment.

Organization and Assignment of Responsibilities

A. General

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

B. Task Assignments

1. Mayor will:

- a. 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.
- b. For city-owned or operated utilities, the Mayor may provide general guidance and recommendations regarding the utility response to emergency situations in the local area through the Utility Coordinator or, where appropriate, through individual utility managers.

2. Stephenville Police Department will:

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

3. Constables will:

- a. Upon request of the Sheriff, augment the Sheriff's Office during major emergencies.
- b. will:
- c. Upon request of the Police Chief, augment the Police Department during major emergencies.

4. The Incident Commander will:
 - a. Establish an incident command post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
 - b. Provide an initial incident assessment, request additional resources if needed, and provide periodic updates to the EOC.
 - c. Establish a specific division of responsibilities between the incident command operation and the EOC, if the EOC has been activated.
 - d. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
5. City of Stephenville Public Works will:
 - a. Upon request, place traffic control devices to facilitate evacuation travel.
 - b. Assist in keeping evacuation routes open.
 - c. Upon request, provide barricades and barriers to restrict entry to evacuated and damaged areas.
5. City of Stephenville Attorney will:
 - a. Upon request, advise law enforcement agencies regarding the emergency powers of local government and their potential impact on law enforcement requirements during emergency situations.

VII. Direction and Control

A. General

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

B. Continuity of Government

1. The line of succession for the Police Chief is:
 1. Dan Harris
 2. Jeff Walker
 3. James Gresham

C. Incident Command System - EOC Interface

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

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by City of Stephenville.

B. Records

1. Records generated during an emergency shall be retained for use in documenting costs, in accordance with internal SOPs and applicable legal guidelines.
Records should be protected from the effects of disaster as feasible. Should records be damaged, professional assistance in preserving/restoring such records should be obtained as soon as possible.

C. Training

1. Logistics Staff shall be trained on their respective functions.

D. Resource Data

1. A list of available resources shall be kept current and available in either appendix I to this document or in a computerized database somewhere.
2. A list of sources for necessary resources shall be kept current and stored either in appendix I or in a database elsewhere.

Development and Maintenance

The Police Chief will maintain responsibility for the development and maintenance of this ESF.

The EMC, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible entities.

References (Contributors)

This section provides a list of organizations and individuals who contributed to the development of this document.

This support function could not have been developed without the participation and collaboration of the following individuals.

Seat of Government

Doug Svien, Mayor

Fire Department

Robert Isbell, Fire Chief

Law Enforcement

Dan Harris, Police Chief

Public Works

Nick Williams, Public Works

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

1. Key Facilities
2. Law Enforcement Communications Diagram

Appendix I: Key Facilities

Key Facilities			
Facility Name	Facility Type	Address	Point of Contact
Police Department	Emergency Response	356 North Belknap Street	Dan Harris , Chief 254-918-1294 ; 254-459-9242 Jeff Walker, Lt. 254-918-1283; 254-485-5970
Fire Station 1	Emergency Response	356 North Belknap Street	Robert Isbell, Chief 254-918-1243 ; 254-485-6601 Scott Brinkley, Captain 254-918-1249; 254-631-2379
Fire Station 2	Emergency Response	1301 Pecan Hill Road	Robert Isbell, Chief 254-918-1243 ; 254-485-6601 Scott Brinkley, Captain 254-918-1249; 254-631-2379
Police Dispatch	Communications	356 North Belknap Street	Dan Harris , Chief 254-918-1294 ; 254-459-9242 Jeff Walker, Captain. 254-918-1283; 254-485-5970
Texas Health Resources	Medical Facilities	411 North Belknap Street	Chris Lue, Administrator 254-965-1507 James Robardey, Security/EM 254-965-8777; 817-528-7630 Marilyn Brister, MD 254-967-1507
City Hall	Govt. Direction & Control	298 West Washington Street	Allen Barnes, City Manager 254-918-1225; 214;404-3488 Jason King, Asst. City Manager 254-918-1265; 254-485-2487
Erath Co. Jail/Sheriff's Office	Govt. Direction & Control	1043 Glen Rose Road	Matt Coates, Sheriff 254-965-3318 Jeremy Woodrief, Chief Deputy 254-965-3318
Tx DOT	Govt. Direction & Control	2281 East Washington Street	David Fowler, P.E. 254-965-3511 Jason Melders 254-965-3511
Oncore Electric Delivery	Utilities	North Graham Street	Outages: 1-888-313-4747 Pat Ann Wilson, BMW Area Mgr. 940-328-7405; 940-682-1307
Atmos Energy	Utilities	905 East South Loop	Wes Modawell, Operations Supervisor: 254-918-2345; 254-485-8574 Rochel Ditmore, Public Affairs: 325-481-3716; 325-245-1804
HEB	Major Food Suppliers	2150 West Washington Street	254-965-70632
Wal-Mart	Major Food Suppliers		254-965-7766
National Guard	Govt. Direction & Control	899 East Road	254-965-5222

Appendix II: Law Enforcement Communications Diagram

(*If attached appended at the end of Document)

[Law Enforcement Communications.pdf](#)

Stephenville
TE★AS

MEMORANDUM OF UNDERSTANDING
between
CITY OF STEPHENVILLE, TEXAS and
STEPHENVILLE INDEPENDENT SCHOOL DISTRICT

This Agreement is made and entered into by and between the City of Stephenville ("City") and the Stephenville Independent School District ("SISD").

RECITALS

WHEREAS the City desires to enter into a Memorandum of Understanding with SISD;

WHEREAS the City and SISD desire to enter into a Memorandum of Understanding to establish a framework of cooperation and a working relationship to work together under the City's Emergency Management Plan; and

WHEREAS the City finds that entering in to such a Memorandum of Understanding with SISD serves a public purpose and can enhance the City of Stephenville's Emergency Management Plan.

NOW, THEREFORE, the City of Stephenville and Stephenville Independent School District in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

TERMS

I. Organization

The Stephenville Independent School District is the local public educational institution that serves the City of Stephenville residents. The district provides public education for children in the district from Pre-Kindergarten to Twelfth grade.

II. Recognition

The City recognizes that SISD is the local public educational institution. The City also recognizes SISD's mission is to strive for academic and extracurricular excellence by combining a rich heritage of tradition, meaningful relationships, and high expectations, which will empower students to be productive members of society.

SISD recognizes that the City's mission is to make Stephenville better every day. The City also strives to help prepare, safeguard, and protect the citizens and property of the city from the effects of disasters through effective planning, preparation, response, and recovery activities.

III. Principles of Cooperation

So that transportation resources of the Stephenville Independent School District may be coordinated and utilized to the fullest advantage during disasters, emergencies, and public-service related situations, and to the extent permitted or required by law and regulation, the City and SISD have agreed that each organization will:

1. Encourage on-going liaison with the other, urging members of both organizations to develop increasingly effective communications and cooperation.

2. Work with each other for developing emergency plans, training exercises, and a heightened state of preparedness.
3. Work with each other in times of disaster or emergency to meet the needs of the city and the district.
4. Work within its own lines of authority and respect the lines of authority of the other.
5. Strive to distribute copies of and publicize this agreement through channels to its own members, and to other organizations, both public and private, which may have an active interest in disaster relief.
6. Work with local law enforcement agencies to establish a mutually acceptable means of identification for volunteers providing services hereunder with the goal of developing an identification that local law enforcement agencies will honor during disasters and emergencies.
7. Understand that this Agreement is not exclusive and any signee to this document may enter into similar local agreements with other disaster assistance-related agencies/organizations.
8. The City will not incur nor reimburse any expenses pertaining to this agreement or the parties involved. Should the City receive any disaster related reimbursement or funding, the City will reimburse SISD for any expenses incurred.
9. Acknowledge that each Party intends that transportation, food, housing, and any expense incurred by either Party shall be the responsibility of the Party that incurs the expense.
10. Acknowledge that each Party intends to supply the best-that-can-be-applied accommodations and necessities during activation but agree that such may not be the priority during activation and such cannot be assured.

IV. Implementation

This memorandum shall take effect upon its signing by authorized representatives of the City and representatives of SISD and be valid for a period of five years.

This memorandum may be amended by mutual agreement of both parties, and it is understood by both parties that at any time this Memorandum of Understanding may be terminated by written notification from either party to the other.

Six months prior to expiration, the parties shall meet to review the progress and success of the Memorandum of Understanding and determine whether it shall be extended for an additional five years. In no event shall any single extension of this Memorandum of Understanding be for a term exceeding five years.


V. Miscellaneous

1. Powers — This Memorandum of Understanding does not create a partnership or a joint venture, and neither Party has the authority to bind the other.
2. Limitation of Liability – SISD understands and agrees that the City has certified no funds under this Agreement, and SISD shall have no cause of action whatsoever for money against the City under this Agreement irrespective of the nature thereof. SISD’s sole remedy for breach of any provision of this Agreement is termination.
3. Venue - Mandatory and exclusive venue of any dispute between the Parties to this Agreement shall be in Erath County, Texas.


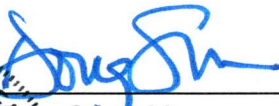
IN WITNESS WHEREOF, this instrument has been executed on behalf of the City of Stephenville by a duly authorized representative of same, and on behalf of the Stephenville Independent School District by an authorized representative of same.

CITY OF STEPHENVILLE

EXECUTED this 23 day of Sept, 2021.

Attest: 


Staci L. King, City Secretary

Doug Swien, Mayor

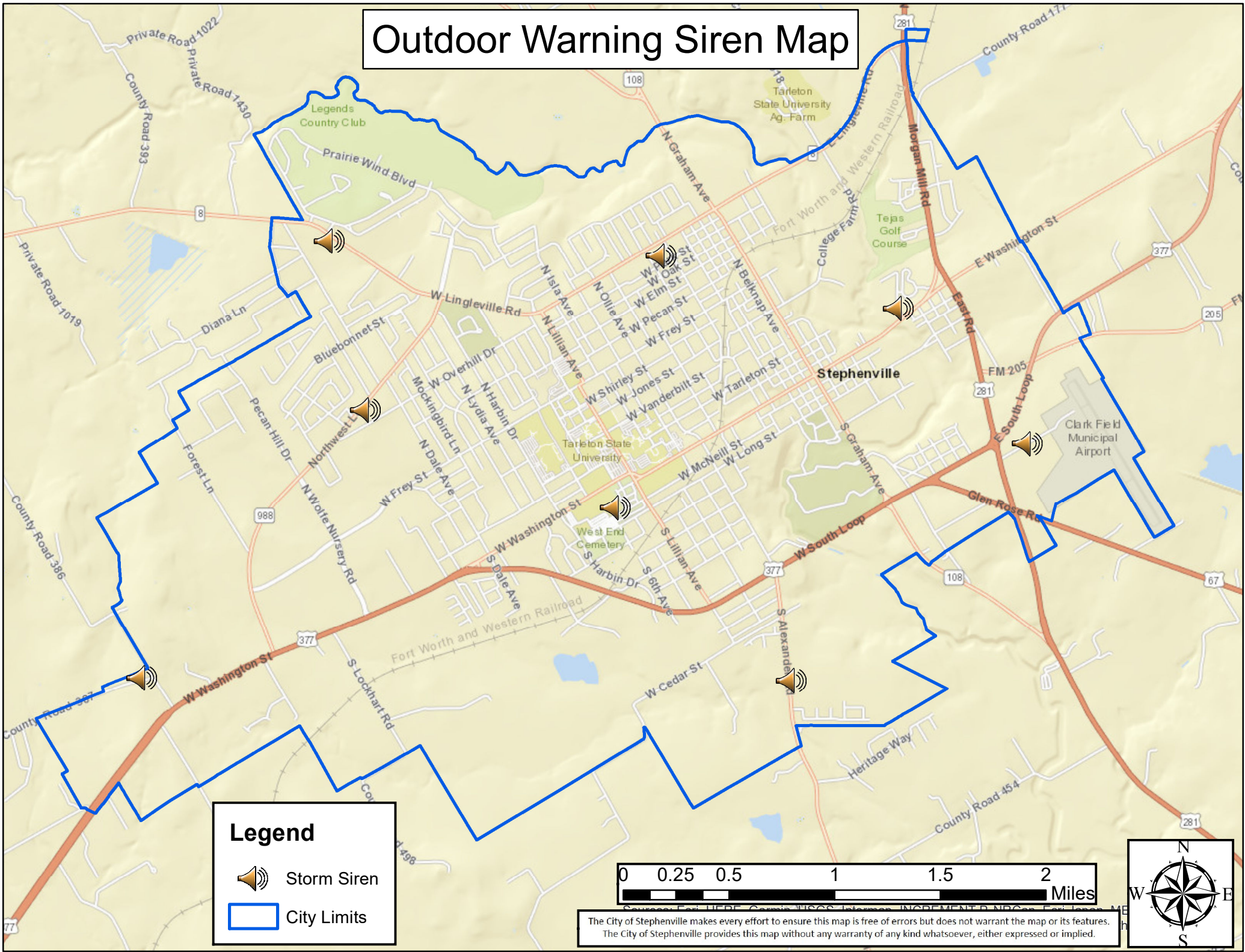
STEPHENVILLE INDEPENDENT SCHOOL DISTRICT

EXECUTED this 20th day of September, 2021.





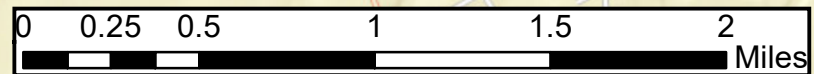
Matt Underwood, Superintendent
Kelly Magin Interim

Outdoor Warning Siren Map



Legend

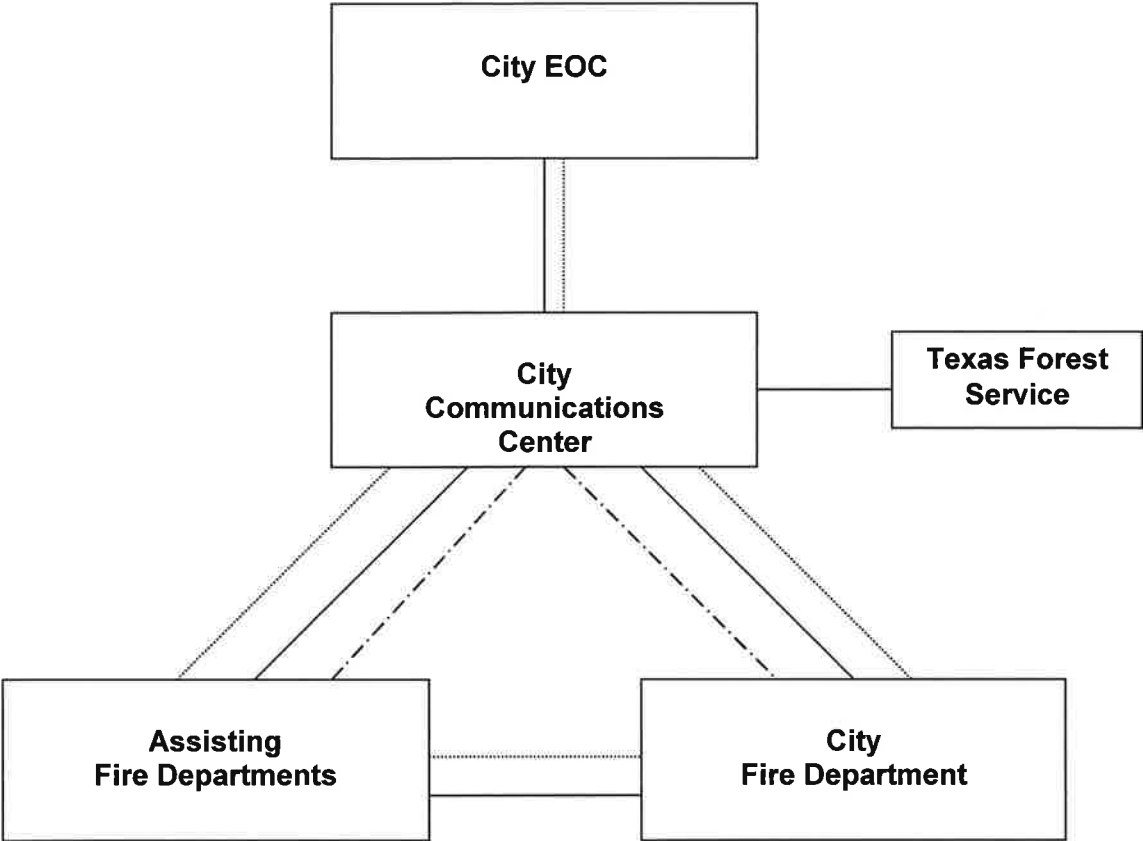
-  Storm Siren
-  City Limits



The City of Stephenville makes every effort to ensure this map is free of errors but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either expressed or implied.



FIRE SERVICE COMMUNICATIONS NETWORK



LEGEND:

- Phone
- VHF Radio
- - - - Cell Phone

**American Red Cross
Shelter Agreement**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: _____ Facility: _____

Parties and Facility

Owner:

Legal name: City of Stephenville
Chapter: _____
24-Hour Point of Contact: _____
Name and title: Stephenville Communications Center
Work phone: (254) 918-1274 Cell phone/pager: (254) 485-6601
Address for Legal Notices: 298 W. Washington
Stephenville, TX 76401

Red Cross:

Legal name: The American National Red Cross
Chapter: _____
24-Hour Point of Contact: _____
Name and title: _____
Work phone: _____ Cell phone/pager: _____
Address for Legal Notices: _____

Copies of legal notices must also be sent to:
The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006
and
The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

Stephenville Public Library, 174 N. Columbia, Stephenville, TX 76401
Stephenville Recreation Hall, 378 W. Long, Stephenville, TX 76401
Stephenville Senior Citizens Center, 104 E. College, Stephenville, TX 76401

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. **Shelter Management:** The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the _____ available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. **Food Services:** Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. **Custodial Services:** Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. **Security:** In coordination with the Facility Coordinator, the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. **Signage and Publicity:** The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. **Closing the Shelter:** The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. **Reimbursement:** The Red Cross will reimburse the Owner for the following:
 - a. *Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among*

bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Owner (legal name) City of Stephenville
 By (signature) PC Bridges
 Name (printed) Patrick C. Bridges
 Title City Administrator
 Date 11/09/2015

THE AMERICAN NATIONAL RED CROSS
 (legal name)
 By (signature) Tanya C. Gill
 Name (printed) Tanya C. Gill
 Title: Disaster Program Manager
 Date 10-16-2015

**AGREEMENT TO PERMIT THE USE
OF A FACILITY AS A RED CROSS EMERGENCY SHELTER**

Effective Date: Upon execution.

Expiration Date: None. Owner or Red Cross may terminate the agreement upon 30 days' notice.

Owner: City of Stephenville

Owner's 24 Hour Point of Contact (name and cell phone number)

Primary:	Stephenville Communications Center	254-918-1274 (Non Emergency Number)
Alternate:	Drew Wells	254-485-5899
	Bill Richards	254-485-6358
	Brenda Haggard	254-485-6071

Owner's Address for Legal Notices: 298 W. Washington; Stephenville, Texas 76401

Red Cross: The American National Red Cross, a not-for profit corporation under the laws of the United States.

Red Cross 24 Hour Point of Contact (name and cell phone number)

Primary: Heart of Texas Area Chapter office, (888) 776-9226 during normal business hours
Heart of Texas Area Chapter dispatch, (888) 776-9226, option 1 after normal hours


Alternate: Emergency Services Director John P. DeMeritt, (254) 744-2892 after normal hours
Call the office above during normal hours.

Red Cross Address for Legal Notices: Heart of Texas Area Chapter, American Red Cross, 4224 Cobbs Drive, Waco Texas, 76710. with a copy to The American National Red Cross, Office of the General Counsel, 2025 E Street, N.W., Washington, D.C. 20006 and with a copy to The American National Red Cross, Disaster Operations, 2025 E Street, N.W., Washington, D.C. 20006;

Red Cross Address for Invoices: Heart of Texas Area Chapter (see address above), with a copy to: Facilities Associate, Field Logistics, The American National Red Cross, Disaster Response 2025 E Street, Washington, D.C. 20006.


Name and Address of Shelter: Stephenville Public Library; 174 N. Columbia, Stephenville, Texas 76401
Stephenville Recreation Hall; 378 W. Long, Stephenville, Texas 76401
Stephenville Municipal Service Center, 1201 Glen Rose Rd., Stephenville, TX 76401

OWNER:
City of Stephenville

By: 
Name: Mark Kaiser
Title: City Administrator

Date: _____

RED CROSS:
The American National Red Cross

By: 
Name: Sandra Henderson
Title: Chapter CEO
Heart of Texas Area Chapter

Date: 15 July 2009

TERMS AND CONDITIONS

This Agreement is made for the temporary use of a facility designated by Owner for use as a public shelter during a declared or undeclared natural disaster or other condition or event requiring the activation of the disaster relief functions of The American National Red Cross (referred to as an "Emergency"). The parties desire to reach an understanding that will

result in providing the facility owned by the Owner to the Red Cross to operate an emergency shelter for the benefit of Owner's community.

1. Owner's Responsibilities.

(a) Owner has identified the facility, and Red Cross has determined that the facility may be suitable for use as a public shelter, or staging area, or for other purposes in connection with disaster relief operations. (The facility is referred to as the "Shelter"). Upon request by the Red Cross (which may be made orally or in writing) Owner will make the facility available to Red Cross for use as a Shelter.

(b) Owner will appoint a person to coordinate the Owner's activities (This individual is referred to as the Owner's "Facility Coordinator"). The Facility Coordinator will coordinate the use of the Shelter with the Red Cross's designated official. (The Red Cross official is referred to as the "Shelter Manager"). The Facility Coordinator and the Shelter Manager will collaborate to resolve questions regarding Shelter operations. The Facility Coordinator and the Shelter Manager will jointly conduct a pre-inspection survey of the Shelter before it is turned over to the Red Cross. The pre-inspection survey, attached as Exhibit A, will be used to identify and record any existing damage or conditions. The Facility Coordinator will secure all equipment that is not supposed to be used by the Red Cross in the operation of the Shelter.

(c) The Facility Coordinator will, on request and if feasible, designate a "Foodservice Manager" to establish a feeding schedule and determine foodservice inventory and supply needs. The Facility Coordinator also will, on request and if feasible, designate a Facility Custodian, to establish and direct the sanitation inventory and supply needs. The Shelter Manager and the Facility Coordinator will jointly coordinate a work schedule for any personnel who are not Red Cross employees, volunteers, or contractors. If it is not feasible for one or both of a Foodservice Manager or a Facility Custodian to be designated by the Facility Coordinator, the Facility Coordinator will inform the Shelter Manager, who may obtain such services by contract.

(d) At the direction of and in cooperation with the Shelter Manager, the Foodservice Manager will provide the food and supplies needed for meals at the Shelter site. If, in the opinion of the Shelter Manager, additional food or supplies are needed, the Shelter Manager will coordinate the procurement of the additional food or supplies. Red Cross will pay or reimburse Owner for all food and supplies as approved by the Shelter Manager and used in the course of operating the Shelter.

(e) The Facility Custodian will provide sanitation services and supplies for custodial care at the Shelter as directed by the Shelter Manager. The Facility Coordinator or Facility Custodian will order and provide all additional sanitation and custodial supplies and services as shall be determined by the Shelter Manager. Red Cross will pay or reimburse Owner for all sanitation supplies as approved by the Shelter Manager and used in the course of operating the Shelter.

(f) Red Cross is not responsible for police or public safety at the Shelter. Any private security services that are to be the responsibility of Red Cross must be arranged under a separate agreement. Shelter population shall be exclusively the role of Red Cross. Owner shall not distribute or reveal any information concerning occupants of a Shelter without the express written consent of the Shelter Manager. No press releases or other information shall be disseminated without the express written consent of the Shelter Manager. Owner will refer all media questions related to the Shelter to the Shelter Manager.

(g) Within thirty (30) days after the close of a Shelter, the Facilities Coordinator shall submit to the Red Cross all invoices to the address above. Invoice backup must include a list of the Shelter operations personnel and hours worked at the Shelter, and details on any materials or goods used or consumed.

2. Red Cross's Obligations.

(a) The Red Cross Shelter Manager has primary responsibility for the operation of the Shelter. Red Cross will provide additional Red Cross staff and volunteers to carry out the activities of the Shelter. Red Cross will post signs identifying the Shelter. Red Cross will remove all Red Cross signs when the Shelter is closed. Red Cross and all of its agents, and employees, and volunteers will exercise reasonable care in the operation of any Shelter.

(b) Storm damage or other damage caused by the Emergency is not the responsibility of Red Cross. Red Cross reimburses personnel costs at actual current per hour straight time rate for instruction, custodial, maintenance, and food service. Red Cross will reimburse Owner for the reasonable actual out-of-pocket costs and expenses for operational expenses, including the replacement of food, supplies, equipment. Property damaged, lost or stolen due to the negligence of Red Cross will be compensated based on depreciated actual cash value. Reimbursement for any extraordinary or capital expenses (including without limitation painting, carpeting, wiring, and structural work) will be limited to replacement at actual cash value of the property. In such cases, Red Cross will select from among bids from at least three reputable contractors.

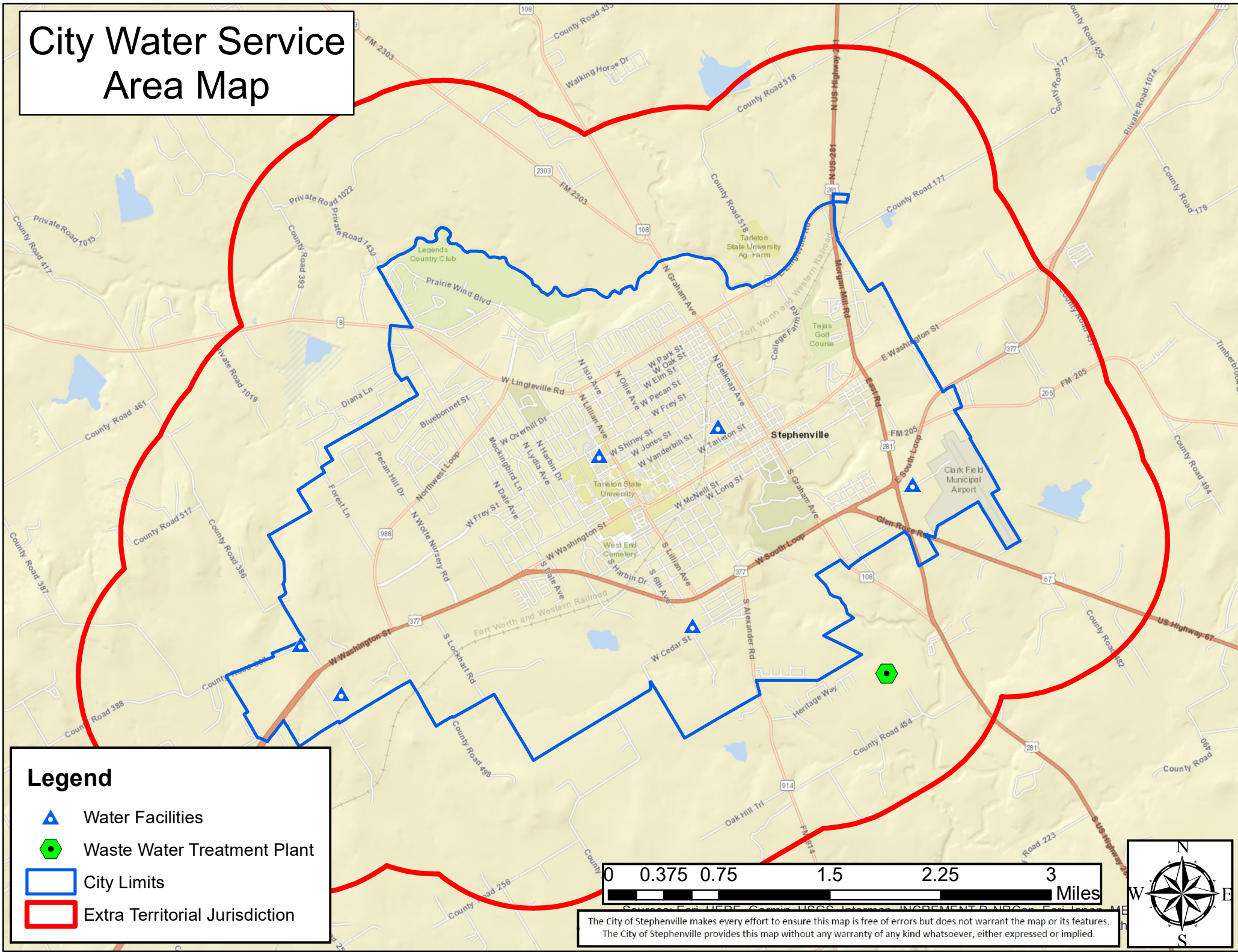
(c) Red Cross will notify the Owner or Facilities Coordinator of the closing schedule for the Shelter. After the Shelter has been closed, the Facility Coordinator and the Shelter Manager will conduct a post-disaster facilities survey to ensure that the Shelter is returned to the Owner in the same condition as it was when it was opened, ordinary wear and tear excepted. The form to be used for this post-operation survey is Form 6556 (Release of Facility) attached as Exhibit B.

Exhibits A and B





Exhibit A: https://crossnet.redcross.org/office/forms/disaster_6564_shelter_Shelter-survey.dot

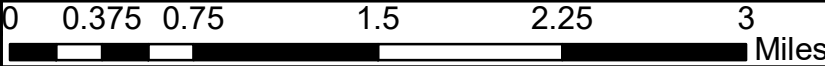
Exhibit B: https://crossnet.redcross.org/forms/disaster_6556_release_of_Shelter.pdf

City Water Service Area Map

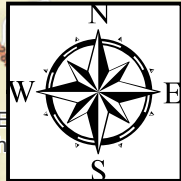


Legend

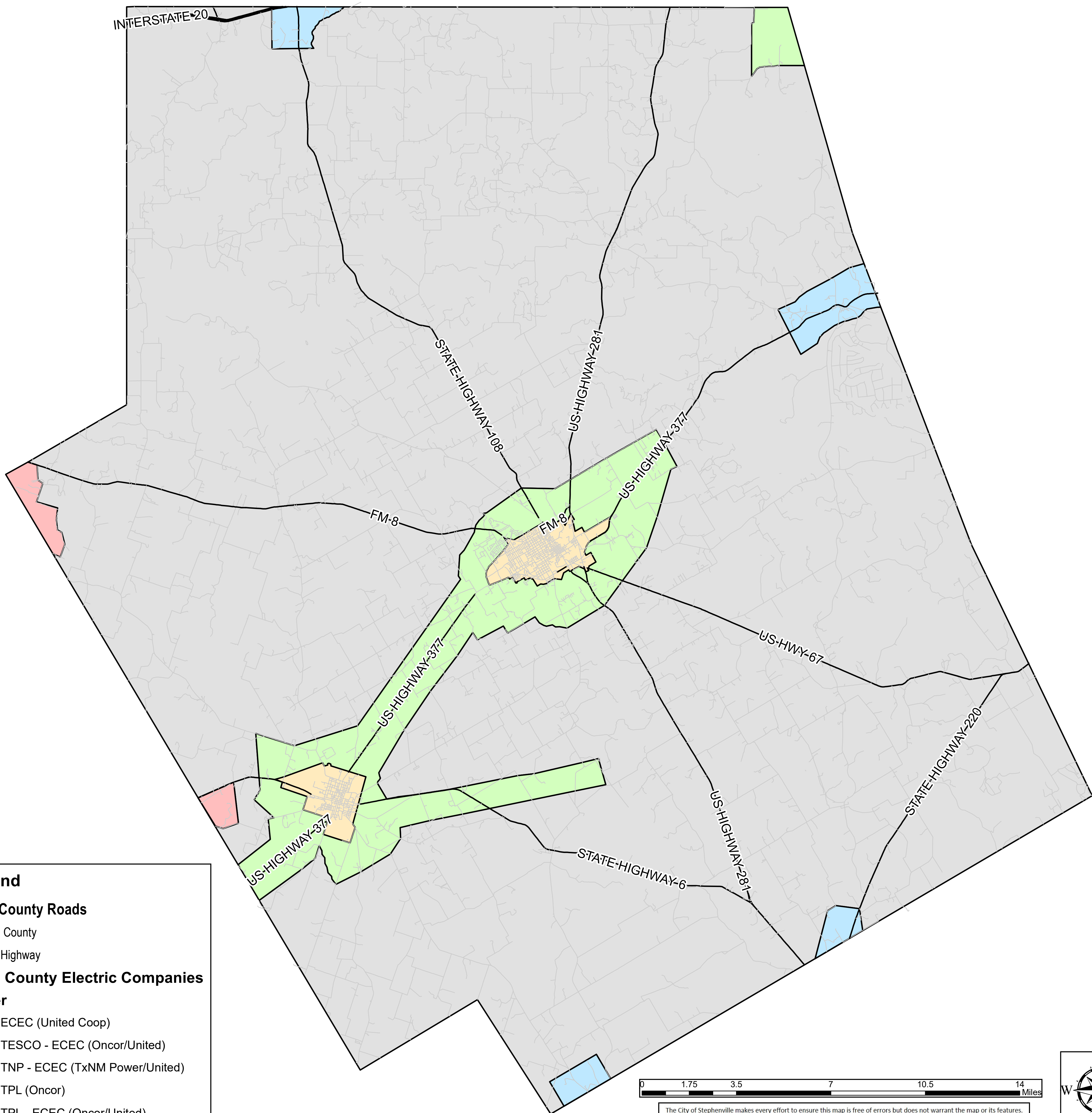
-  Water Facilities
-  Waste Water Treatment Plant
-  City Limits
-  Extra Territorial Jurisdiction



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Erath County Electricity Providers



Legend

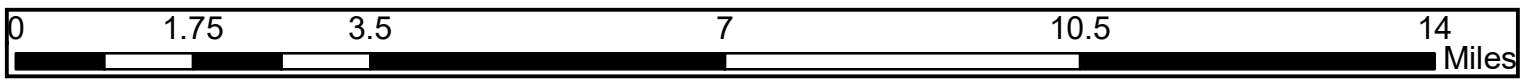
Erath County Roads

- County
- Highway

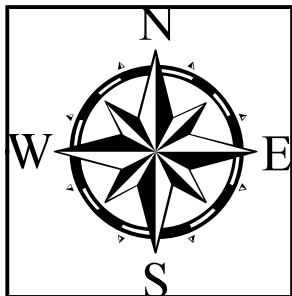
Erath County Electric Companies

Owner

- ECEC (United Coop)
- TESCO - ECEC (Oncor/United)
- TNP - ECEC (TxNM Power/United)
- TPL (Oncor)
- TPL - ECEC (Oncor/United)



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LAW ENFORCEMENT COMMUNICATIONS

