



Emergency Operations Plan

City of Woodcreek

Date Adopted
May 24, 2023

City of Woodcreek Emergency Operations Plan

The City of Woodcreek (City) recognizes the importance of preparedness and its impact on responding to an emergency. The City cannot predict exactly when and where an incident is going to happen. This unpredictability means that all city staff and elected officials must be prepared to respond to an incident efficiently and effectively. Through its emergency management program, and collaboration with other public and private partners, the City strives to maintain the highest level of preparedness and capacity to effectively respond to disasters and other emergencies. The City's emergency management program is comprehensive, multi-hazard, and embraces local, state, and federal standards as well as proven practices including all phases of emergency management.

This plan is known as the City of Woodcreek Emergency Operations Plan (EOP). The plan and its support documents provide a framework that outlines the City's intended approach to managing emergencies and disasters of all types and should be regarded as guidelines rather than performance guarantees. The City's planning process is supported by collaboration, training, and exercise. This plan is designed to allow for integration with local, state, and federal emergency management and continuity of operations plans. The City's EOP and related documents are reviewed at least annually by the City Manager.

The City Manager is responsible for ensuring promulgation of this plan, which supersedes all previous city emergency plans. If any portion of the Emergency Operations Plan or support documents are held to be invalid by judicial or administrative review, such ruling shall not affect the validity of the rest of the plan. The City Council may designate, in writing, an individual who assumes the role of emergency management coordinator (EMC) and is authorized to develop and distribute plan changes and updates. However, comprehensive, or major revisions will be signed by the Mayor with consent of the City Council.

Jeff, Rasco Mayor

Date Signed

APPROVAL & IMPLEMENTATION

Emergency Operations Plan

This Emergency Operations Plan is hereby approved for implementation and supersedes all previous editions.

Approved: _____
Mayor

Date: _____

Concurred: _____
City Manager

Date: _____

RECORD OF CHANGES

EMERGENCY OPERATIONS PLAN

RECORD OF CHANGES

The record of changes captures changes, updates, reviews, and revisions made to this plan, as well as verifies the plan has been reviewed annually.

Change Number	Date of Change	Name	Summary of Change

RECORD OF DISTRIBUTION

Updated or revised plans must be distributed citywide.

Title and Name of Person Receiving the Plan	Agency (school office, government agency, or private- sector entity)	Date of Delivery	Number of Copies Delivered

City of Woodcreek Emergency Operations Plan (EOP)

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1.0 PURPOSE

The purpose of the City's Emergency Operations Plan (EOP) is to educate and inform on what to do before, during, and after an emergency incident by outlining the responsibilities and duties of the city staff, elected officials, response agencies, private partners, and the community. This plan has been customized to meet the specific and unique needs, capabilities, and circumstances found throughout the City.

The plan addresses the process for developing and maintaining capabilities for a whole-community approach during all phases of emergency management. The plan addresses capabilities needed for mitigation, prevention, preparedness, response, and recovery activities and addresses processes for identifying and meeting training needs. The EOP addresses operational considerations and infrastructure activities designed to mitigate the impacts of hazards that the City faces.

The City of Woodcreek will review and update the plan and support documents in a way that is consistent with city policy. Revisions will enhance the city's ability to support all phases of emergency management.

A. Scope

This plan is applicable to all city facilities. This plan includes a hazard analysis, which identifies city specific hazards and addresses those in the plan, annexes, and appendices.

B. Goal

The goal of this plan is to identify city emergency management practices, relationships, responsibilities, and general considerations for the city and for facilities, and departments to integrate emergency management into their emergency plans in order to minimize the loss of life and damage to property.

2.0 LEGAL AUTHORITY

A. Local

1. Texas Government Code Section 418.108 Declaration of a local disaster
2. Texas Government Code Section 418.109 Authority to render mutual aid assistance.
3. Texas Government Code Section 418.185 Mandatory Evacuation

B. State

1. Texas Government Code, 418
2. Texas Government Code, 421

C. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act
2. Homeland Security Presidential Directive 5: Management of Domestic Incidents
3. Presidential Policy Directive 8: National Preparedness

3.0 EXPLANATION OF TERMS

A. Acronyms

AAR	After-Action Report
AED	Automated External Defibrillators
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
HHSC	Health and Human Services Commission
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD-5	Homeland Security Directive - 5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ILA	Inter Local Agreement
IP	Improvement Plan
MAA	Mutual Aid Agreement
MOU	Memorandum of Understanding
NRF	National Response Framework
NIMS	National Incident Management System
PBIS	Positive Behavioral Interventions and Supports
PIO	Public Information Officer
TDEM	Texas Division of Emergency Management
UC	Unified Command

B. Definitions

1. **Agreement:** An agreement can consist of a contract, MAA, ILA or MOU between the City and another entity.
2. **Drill:** A drill is typically operations based and designed to practice certain tasks or routines, such as a lock-down.
3. **Emergency:** Any incident that requires responsive action to protect life or property.
4. **Exercise:** An exercise is a hypothetical emergency scenario designed to encourage practical applications from lessons learned from drills such as a tabletop exercise.
5. **Function:** A function is a critical activity that needs to be accomplished during an incident.
6. **Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
7. **Incident:** An occurrence, caused by either human action or natural phenomena that may bring about harm and may require action.
8. **Incident Action Plan:** An IAP formally documents incident goals, operational period objectives, and the response strategy defined by incident command during response planning.

9. **Incident Commander:** The IC has responsibility for the management of all emergency activities.
10. **Incident Command Post:** The ICP is the location where the primary functions are performed.
11. **Incident Command System:** ICS is the response infrastructure designed under the National Incident Management System to facilitate effective and efficient management of an incident.
12. **Incident Command System Forms:** These forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities.
13. **Inter Local Agreement:** An interlocal agreement is a written contract between local government agencies such as a city, a county, a school board or a constitutional office.
14. **Mutual Aid Agreement:** An MAA commits parties to a mutually beneficial, cooperative agreement. The agreement is usually to provide staff, resources, and/or services during an emergency with the expectation of a future reciprocal exchange of comparable value, if needed.
15. **Memorandum of Understanding:** An MOU is a written agreement designed to ensure that needed resources are available.
16. **National Incident Management System:** NIMS coordinates emergency preparedness and incident management among various federal, state, and local agencies. NIMS provides a consistent nationwide approach for organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.
17. **National Response Framework:** NRF is a guide to how the nation will conduct all-hazards incident response including the development of policies, plans, and procedures governing how to effectively allocate and provide resources.
18. **President's Homeland Security Directive 5:** A presidential order that established a single, comprehensive national Incident Management System and requires all federal departments make adoption of the NIMS by state, tribal, and local organizations a condition for federal preparedness assistance through grants, contracts, and other activities.
19. **Texas Division of Emergency Management:** A state agency that coordinates with state and local governments to lessen the impact of emergencies and disasters.
20. **Unified Command:** The UC is a structure in which the role of the incident commander is shared by two or more individuals, having authority in a different responding agency.

4.0 SITUATION AND ASSUMPTIONS

A. Situation

Woodcreek is an incorporated type A general law city located in Hays County, Texas, at 30°1'39"N 98°06'48"W, with a 2020 population of 1,700. The average household income in Woodcreek is \$52,986 with a poverty rate of 2.5%. The median house value is \$288,200. The median age in Woodcreek is 53.3 years.

Emergency services are provided by Hays County Emergency Services City No. 4 - 111 Green Acres Drive, Wimberley, TX. 78676, (512) 847-3536.

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Emergency medical services are provided by Wimberley Emergency Medical Services (EMS) 220 Twilight Trail, Wimberley, TX. 78676 (512) 847-2526.

Public safety is provided by the **Hays County Sheriff's Department** 810 S. Stagecoach Trail, San Marcos, TX. 78666 (512) 393-7800 and **Hays County Constable, Precinct 3**, 200 Stillwater, Suite 106, Wimberley, TX. 78676 (512) 847-5532.

Emergency shelter is provided by **First Baptist Church Wimberley** 15951 Winters Mill Parkway, Wimberley, TX. 78676 (512) 847-9035 and **Barnabas Connection** 101 W. Spoke Hill Drive, Wimberley, TX. 78676 (512) 842-9674.

To provide an effective response to an emergency or incident, this plan may be activated in part or in whole, as necessary, by the Mayor and/or the designee.

The intent of this plan is to minimize or mitigate the effects of natural, technological, and human-caused hazards that may affect the city. There is 1 city building with city staff. outside of city limits, Wimberley ISO has 7 campuses, Wimberley Village Library has 1 facility and there are 3 assisted living facilities.

1. City Facilities

Name of Facility	Address	Number of Employees
City Hall	41 Champions Circle	3

2. School Campuses

Wimberley ISO has 1 administration building, 1 high school, 1 middle school, 1 auxiliary campus, and 1 athletic Stadium. In addition, Wimberley ISO has 3 campuses.

Name of Facility	Address	Number of Staff & Students
WISD Central Office	951 FM 2325	50
Wimberley High School	100 Carney Ln	830
Danforth Junior High	200 Texan Blvd	620
Texan Stadium	199 Texan Blvd	Unknown
Scudder Campus	400 Green Acres Dr	Unknown
Jacobs Well Elementary	3470 Ranch Road 12	535
Blue Hole Primary	15900 Winters Mill Pkwy	650
WISD Baseball / Softball Fields	290 Ballpark Rd	Unknown

3. Wimberley Village Library

Name of Facility	Address	Number of Employees
Wimberley Village Library	400 FM 2325	40

4. Assisted Living Facilities within City Limits

Name of Facility	Address	Number of Employees
Alexis Pointe Senior Living	14390 Ranch Road 12	105
Symphony of Wimberley	501 FM 3237	56
Deer Creek of Wimberley	555 FM 3237	Unknown

5. Resources

The city has established inter local agreements (ILAs), memorandums of understanding (MOUs) and/or mutual aid agreements (MAAs) with agencies and businesses in the community to assure access to resources during an emergency incident. A list of current agreements and available resources can be found in the City Emergency Operations Plan Agreements Appendix. City Hazard Summary

6. City Hazard Summary

The city is exposed to many hazards. All the hazards listed in the table below have the potential for disrupting city operations. These identified hazards have been assessed by risk and likelihood and ranked accordingly.

Hazard Type	Probability* (See Below)	Severity of Impact on Public Health and Safety* (See Below)	Severity of Impact on Property* (See Below)
Natural Hazards			
Severe Weather	Possible	Limited	Critical
Flood	Highly Likely	Critical	Catastrophic
Wildfire	Likely	Critical	Critical
Tornado	Possible	Critical	Critical
Other			
Technological Hazards			
Power, Water Loss	Possible	Critical	Catastrophic
IT System Failure	Possible	Limited	Limited
Other			
Human-Caused Hazards			
Cyber Attack	Possible	Critical	Critical
Civil Unrest	Unlikely	Critical	Critical
Active Threat	Unlikely	Critical	Limited
* Probability:	Unlikely	Possible	Likely
* Severity of Impact:	Negligible	Limited	Critical

7. Assumptions

- a. The Emergency Operations Plan (EOP) is a framework that provides guidance and structure to support the city's mission to provide a safe environment that contributes to the quality of life.
- b. As every emergency incident is different, no single document can outline a specific chronology for response and recovery. Therefore, this plan is intended to reduce the effects of natural, technological, or human-caused incidents affecting infrastructure, safety, security, and health.
- c. The city does not have a police department, fire department or emergency medical services and therefore depends upon external emergency first responders for life safety and protection, including the services of law enforcement, fire, emergency medical and public health.
- d. An emergency incident could occur at any time and at any place. In many cases, dissemination of warning and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- e. Action is required immediately to save lives and protect property. An incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the city cannot, and should not, wait for directions from the administration.
- f. Outside assistance from fire rescue, law enforcement, and emergency managers will be available in most incidents. Because it takes time to request and dispatch external assistance, it is essential for the city staff to request assistance quickly.
- g. Rapid and appropriate response may reduce the number and severity of injuries.
- h. Proper mitigation and prevention actions, such as enforcing current building and fire codes, maintaining fire and health protocols, and conducting safety and security training, may help prevent or reduce incident-related losses.
- i. The City has limited personnel and will rely on external agencies for assistance. However, as emergency functions tend to parallel day-to-day functions, to the extent possible, the same city personnel and resources used daily will be employed during emergencies.
- j. Personnel and equipment may be limited, so some routine functions and activities that do not contribute to the emergency response may be suspended and/or redirected to accomplish emergency tasks.
- k. Personnel with special assignments, training, or capabilities may be asked to perform tasks other than their daily duties.

- l. Whenever possible, the city will provide public information and instructions prior to and during emergencies and will coordinate response and recovery with emergency managers and first responders.
- m. City staff are empowered to assess the seriousness of incidents and respond accordingly.
- n. The city regularly schedules emergency training for staff.
- o. Non-city entities who support the city, through written agreement or as identified in plans or guidelines are vetted through the city and authorized to work on its behalf. They may include local non-profit, volunteer, or faith-based organizations.
- p. During or after an incident, many of the products and services used to meet the daily needs of the city, and/or facilities may not be available. Alternate sources for products and services may be utilized.
- q. This plan is intended to provide guidance but does not imply performance guarantees. The city may deviate from the plan, as necessary.

5.0 CONCEPT OF OPERATIONS

A. City's Approach to Emergency Management

The city's multi-hazards emergency operations plan does not replace the responsibility of city staff to develop and test emergency processes. To the extent possible, the same personnel and resources used for day-to-day operations will transition to response operations. Because personnel and resources are limited, some routine day-to-day operations that do not support the response may be suspended. The personnel, equipment, and supplies that would typically be required for the suspended operations will be redirected to accomplish assigned roles and responsibilities.

The Mayor is responsible for overall emergency management planning for the city and may designate an individual to serve as the city's emergency management coordinator to support a strong emergency management program. The Mayor may also identify individuals whose responsibilities are to support the City's emergency management program and response.

The city formally utilizes the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive 5 (HSPD-5), Texas Governor's Executive Orders, and the National Response Framework (NRF).

NIMS is a multifaceted system that provides a national framework for preparing, preventing, responding to, and recovering from disasters. NIMS is a comprehensive 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. NIMS provides a flexible framework for all phases of incident

management, as well as requirements for processes, procedures, and systems designed to improve interoperability. This plan, in accordance with the NRF, is an integral part of the national effort to prevent and reduce America's vulnerability to terrorism, major disasters, and other emergencies; to minimize 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, NIMS allows for the integration of operations for all levels of government, the private sector, and nongovernmental organizations through the use of its coordinating structures, processes, and protocols.

B. Pre-Incident Actions

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, the City of Woodcreek will initiate actions to prepare for the incident. The purpose of these actions is to evaluate the seriousness of the threat and determine appropriate courses of action to protect life and property. This may include convening a Situation Assessment Team, a group of key City of Woodcreek officials to monitor the situation and take appropriate actions. It also may include alerting appropriate city staff and agencies, and, in some instances, alerting the public.

Events that may trigger pre-incident preparation and analysis activities include:

- A major hurricane.
- Weather forecast indicating a significant threat of severe weather and/or flooding.
- Receipt of a potential dam failure advisory.
- Likelihood of rolling blackout or other power failures.
- Notification of actual or threatened cyber events.
- Conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity.
- A potential major hazardous materials incident.
- A rapidly deteriorating international situation that could lead to an attack upon the United States.
- Information or circumstances indicating the potential for acts of terrorism, violence or civil disturbance.
- An unusual pattern of disease reporting.

C. Incident Command System (ICS)

The ICS in use today is an outgrowth of California's FIRESCOPE program that was developed in the 1970s to improve management of large wildfires. ICS was designed to provide a common management structure that would result in better decisions, more effective use of available resources, and clarification of "who is in charge?" ICS was specifically designed for incidents that involve many local, State, and Federal agencies and multiple political jurisdictions. The ICS is based on several important philosophical principles:

- ICS does not require individual agencies to relinquish their legal or basic operational responsibilities.
- Major emergencies result in a response from many organizations that may have overlapping jurisdictions and responsibilities. This historically results in conflict over "who is in charge?" ICS resolves this with the concept of Unified Command in which two or more agency officials can jointly manage an incident.

- ICS is an organizational system based on functions rather than by agency. This means that personnel from one department may be assigned to several organizational divisions, depending on their function in the emergency.
- ICS is a flexible system that permits all response agencies to anticipate and modify the management structure. This dramatically reduces the time and difficulty required to get organized.

D. City of Woodcreek Emergency Operations Plan Basic

Plan Levels of Organization Field Response

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. ICS is used to control and coordinate field-level response activities. ICS provides a standard organizational structure to facilitate coordination of multiple response organizations at the field level. During a field response operation, the EOC may or may not be activated, depending on the severity and type of incident. Generally, responders handle day-to-day activities using ICS without EOC support.

Local Government

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. The local government emergency management organization and its relationship to the field response level may vary, depending upon factors related to geographical size, population, function, and complexity.

County

This term encompasses all political subdivisions located within the County, including special districts. The County manages and/or coordinates information, resources, and priorities among local governments within the County and serves as the coordination and communications link between the local government level and the regional level.

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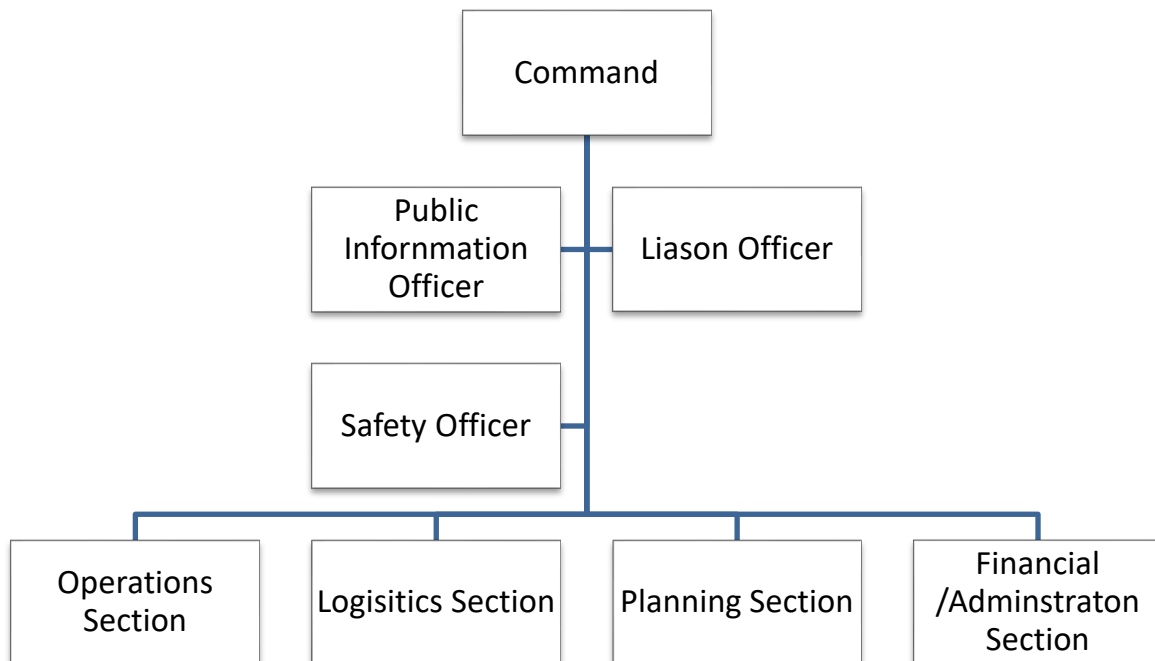
Region

The State of Texas is divided into 24 regional mutual aid jurisdictions, based upon existing Councils of Government regional boundaries. Woodcreek - Hays County is part of CAPCOG, a 10- county region that includes Travis, Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, and Williamson Counties.



The regional level manages and coordinates information and resources among the local governments and counties within the 10-county area. The regional level also coordinates overall State agency support for emergency response activities within the region.

E. ICS Functional Areas



F. Authority of the Mayor

The Texas Disaster Act places overall responsibility for the management of local disasters with the Mayor, as the presiding officer of the City Council.

The Texas Government Code provides a means for the Mayor to exercise certain powers and request State assistance following a Declaration of Local Disaster. The final decision rests with the Mayor as the chief elected official.

The Texas Government Code also provides a means by which the Mayor may request the declaration of a State of Emergency. TDEM and the City Secretary will be given copies whenever the Mayor decides to execute either order.

Additionally, the Mayor has an important communications role before, during, and after an emergency. Complementing the communications efforts of the Public Information Officer (PIO), the public and community often look to the Mayor.

The Mayor has important statutory emergency authority and responsibilities following the issuance of a Declaration of Disaster. To execute these formal and informal responsibilities, the Mayor will be kept informed and in the loop, in real time, during emergency identification, preparation, response, and recovery. This will be achieved as shown in the notification sequence of this plan. Additional situational awareness will be provided through personal briefings, as well as monitoring of conference calls and observation of EOC activities.

The Executive Order of the Governor Relating to Emergency Management provides that the Mayor may, when a State of Local Disaster has been declared, exercise similar powers on an appropriate local scale as have been granted to the Governor in the Disaster Act. A Disaster Declaration is also required when seeking State or Federal assistance, including a Presidential Disaster Declaration.

A Disaster Declaration provides the Mayor with additional powers. These powers include, but are not limited to, the following:

- Temporarily suspending the provisions of any City statute prescribing the procedures for conduct of City business or the orders or rules of a City Department if strict compliance with the provisions, orders, or rules would in any way hinder, prevent, or delay necessary action in coping with a disaster.
- Using all available resources of City government that are necessary to cope with the disaster.
- Temporarily reassigning resources, personnel, or functions of City Departments or their units for the purpose of facilitating emergency services
- Commandeering or using any private property needed to cope with the disaster, subject to compensation requirements.
- Ordering evacuation of all or part of the population from a stricken or threatened area.
- Controlling ingress and egress to and from a disaster area
- Purchasing, leasing, or otherwise acquiring temporary housing units to be occupied by disaster victims.

When the Mayor makes a Declaration of Local Disaster and exercises the above powers, the City Administrator will execute the orders as directed by the Mayor.

G. State of Emergency

To deal with issues of civil unrest, the Mayor may request the Governor declare a State of Emergency. The Governor may proclaim a State of Emergency and issue directives to control and terminate the emergency and protect life and property. Directives issued by the Governor for a State of Emergency expire 72 hours after issuance; however, successive States of Emergency may be declared by the Governor.

In most cases, a Disaster Declaration is more appropriate for responding to natural or technological emergencies. An emergency declaration may be appropriate for security-related incidents where local law enforcement resources are insufficient to handle the situation.

H. City Administrator

The City Administrator is responsible for the City of Woodcreek Emergency Management Program and coordinates emergency preparedness and response activities for the City as required by local and state law. Emergency Management provides the means for command, control, and communications for multiple agencies and departments that respond to an event or a crisis. The City Administrator may lead the response to an incident; but typically provides technical and logistical support to on-scene command and assists with the management of the overall City response.

The City Administrator assists in the comprehensive development of policies, plans, and procedures to protect life and property. This may be achieved by bringing key players and stakeholders together to develop plans, preparedness activities, and response strategies. Although the City Administrator acts as a facilitator for the development of emergency planning, they also create a number of strategic plans and coordinates emergency planning as required by state law. The EOP is one of these documents. The City Administrator performs a number of other activities that enhance the City's readiness and response, including:

- Coordinating all phases of development and distribution of the EOP and related Appendices.
- Establishing liaisons with County, State, Federal, and other emergency planning, response, and relief agencies, including non-governmental organizations, public and private.
- Ensuring proper operation of the Woodcreek warning system.
- Disseminating information on emergency preparedness to the public.
- Maintaining the draft text of "emergency proclamations orders" and "ordinances", in coordination with the City Attorney.
- Coordinating the development and execution of City-wide disaster exercises and other drills. Conducting exercise critiques and monitoring the follow up of recommendations for improved actions.
- Monitoring City compliance with all applicable Federal and State statutes, regulations, and rules.
- Monitoring severe weather and other hazardous conditions.
- Evaluating weather conditions and projecting the impact on both the public and basic City services.

- Coordinating advisories with the National Weather Service Office and other emergency response agencies.
- Contacting the Wimberley Fire Rescue, Hays County Sheriff's Office, Emergency Medical Services (EMS), and other appropriate agencies when potentially severe weather is observed, or a hazardous condition report is received.
- Coordinating with the City Public Information Office to issue public warnings and emergency preparedness and response information through the news media.
- Supporting the Incident Command Post (ICP) by:
 - Providing technical information;
 - Establishing emergency shelters;
 - Disseminating emergency information to the public;
 - Notifying State agencies and City departments as needed.
- Providing advice on emergency-related issues to stakeholders.
- Assisting in incident documentation for historical and post-incident evaluation purposes.
- Designating marshaling locations for volunteer help and mutual aid forces.

I. Personnel

Emergencies may involve an extended period of rescue, clean up, and damage assessment, which means that personnel may be doing strenuous work for extremely long hours. Supervisors should refer their questions about employees' work hours to the City of Woodcreek Employee Personnel Policy Manual.

- Callback of emergency response and/or recovery personnel.
- Communicating with employees who are not directly involved in emergency response or recovery.
- Coordinating, during emergencies, the use of personnel for jobs other than their normal assignments.
- Coordinating the use of temporary outside or loaned personnel from other organizations to assist with emergency response and recovery.
- Providing cash for emergency expenditures and payroll for emergency response and recovery personnel.
- Adjusting shift scheduling as needed.
- Providing regular, scheduled rest and relief for emergency response and recovery personnel.

6.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Mayor: Following the Declaration of Local Disaster, the Mayor provides direction to the City Administrator to execute his/her orders. The Mayor represents the City of Woodcreek government with elected officials as well as County, State, and Federal agencies. The Mayor will provide regular updates to members of City Council and other elected officials.

B. City Administrator:

Prior to a Declaration of Local Disaster

- Directs City Departments in response to and recovery from emergencies.
- Coordinates with Wimberley Fire Rescue, EMS, the Hays County Sheriff's Office, Emergency Dispatch, and other emergency response agencies both public and private to assist in preparation.
- Advise Mayor and City Council on preparedness and courses of action

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After a Declaration of Local Disaster

- Advises the Mayor on courses of action. Executes orders as directed by the Mayor. Exercises operational control of all City of Woodcreek government activities.
- C. City Attorney:** Provides legal and liability counsel to the Mayor and city council.
- D. City Secretary:** Ensures all declarations and other related documents are properly recorded. Completes press releases and other forms of public communication. Acts as the public information officer for the city.
- E. Public Works Supervisor:** Leads the public works response and leads wastewater restoration activities. Ensures all dangerous public roadways are closed.
- F. Wimberley Fire Rescue:** Leads fire and rescue activities and provides guidance to the city.
- G. Wimberley EMS:** Leads emergency ambulance services involving management of issues related to pre-hospital patient care, including mass casualty incidents, and provides guidance to the city.
- H. Hays County:** County responsible for directing and coordinating emergency management and homeland security programs to prevent/mitigate, prepare for, respond to, and recover from emergencies and disasters.
- I. Sheriff, Hays County Sheriff's Office:** Coordinates the law enforcement response and provides guidance to the city.
- J. Aqua Water:** Leads water restoration activities and provides guidance to the city.
- K. Pedernales Electric Cooperative:** Leads power restoration activities and provides guidance to the city.
- L. Waste Connections:** Leads trash collection and debris removal effort. Provides temporary restroom and shower facilities as requested.
- M. Wimberley Valley Radio:** Assists with emergency communications for the public including early warning alerts and information following an emergency event.
- N. Superintendent of Wimberley Independent School City:** Leads the school response and provides guidance to the city.
- O. Non-profit Community Resources / Partners:** Assists with disaster response by providing food, water, and shelter. Acts as a conduit for additional resources.
- P. City of Woodcreek:** Neighboring municipality.

7.0 COMMUNICATIONS AND LOGISTICS

A. Warning System

Primary Warning System

The City of Woodcreek considers the media and radio to be the primary means of communicating warning, emergency public information and public information to the public at all stages of a disaster. Information is disseminated to the media, radio, and via social media accounts. This may be supplemented by media advisories, media releases, interviews with spokespersons and press conferences, as appropriate to the incident. The broadcast media, accessed through social media, is the primary system for disseminating warning and emergency information to the public. Additionally, the public may receive this information directly from the city via social media or the city's website.

Secondary Warning System

City of Woodcreek Alerts is designed to provide 24-hour-a-day emergency notifications via text message and email to those who choose to sign up through the city's website.

A. Mutual Aid Agreements

The City supplements its resources with mutual aid agreements (also known as interlocal agreements). These agreements, in which the parties agree to assist each other in disasters, can be made with neighboring jurisdictions (i.e. Hays County and neighboring towns), or can be made with private emergency response teams. Mutual aid agreements are legal documents, signed by heads of the government (or of the private organizations), stating the participating entities' agreement to assist one another in disaster situations.

These agreements may typically include things such as:

- Authority to operate in another jurisdiction.
- Provision of resources and services.
- Compensation for workers.
- Clarification of legal liability.
- Specification of who will command operations involving mutual aid.
- Specification of who will declare States of Disaster.
- Specification of who will administer resources received from third parties.
- Specification of who will provide benefits to those injured or killed while rendering aid.

B. Non-Profit Relief Organizations

Another source of outside assistance is private relief organizations, such as Barnabas Connection, the Salvation Army, charitable organizations, civic organizations, service organizations, and church groups. These organizations may assist in many ways, including the distribution of food, medicine, and supplies, the provision of emergency shelter, and the restoration of community services. They also provide significant individual assistance in the aftermath of disasters such as floods, fires, or tornadoes.

C. Regional Assistance

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Cities routinely engage in mutual aid agreements with sister organizations from within or near Hays County. However, the process for the request and deployment of regional assets that are not covered in existing mutual aid agreements is outlined in the Capital Area Regional Response Plan. This plan covers regional assets in the 10 county CAPCOG region. All inbound and outbound requests for regionally available or required resources will be processed through the Capital Area Regional Response Plan.

D. State Assistance

When local and regional resources are not sufficient to cope with a disaster or emergency, the city administrator will contact the Mayor. At the direction of the Mayor, the city administrator will formally request assistance from the DPS Disaster City 12 Commander.

If the request is beyond the capabilities of the local Disaster City, the Disaster City Chairperson (DOC) will forward the request to the State Operations Center (SOC). The SOC reports to the Governor and is staffed 24-7-365 by the TDEM.

E. Federal Assistance

If the situation is beyond the capabilities of the State, the Governor will request that the President declare Hays County a major disaster area and make available the resources provided for under Public Law 93-288, as amended by the Stafford Disaster Relief and Emergency Assistance Act of 1988.

FEMA coordinates the provision of Federal assistance which can come either in the form of resources (personnel and equipment) or money for affected citizens, municipalities, or both. Monetary reimbursement usually comes after a Disaster Declaration. Resource requests must be channeled through the State and usually come after local and State resources are exhausted or not available.

F. Recovery

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat. Recovery activities may reflect the continuation of the response phase activities (i.e., restoration of utilities), or they may include new activities, wholly enacted as a part of the recovery process, after the disaster has abated (i.e., removal of debris after a flood).

Examples of recovery activities include:

- Coordinating restoration of utilities.
- Coordinating debris management.
- Coordinating individual assistance programs.
- Providing long-term recovery housing to displaced victims.
- Applying for State and Federal assistance programs.
- Conducting hazard mitigation analyses including review and update of city codes as necessary.
- Identifying residual hazards.
- Determining and recovering costs associated with response and recovery.
- Monitoring restoration activities.
- Establishing emergency index codes for cost tracking purposes

G. Joint Information Center (JIC)

The various PIOs of all the agencies involved in an incident should coordinate their efforts by establishing a JIC. In emergencies, it is critical that all public information be accurate, complete, and consistent. Through an integrated JIC, media information among the various agencies and the EOC can be coordinated into unified media briefings and releases. Receiving clear, accurate information provides greater opportunity for the public to prepare, withstand, and recover from an emergency.

Some of the public information services coordinated by the JIC include the following:

- News briefings and conferences.
- Background data to news media.
- Spokespersons to elaborate on and explain the event.
- An information center the public can contact regarding the emergency.

8.0 ACTIONS BY PHASES OF EMERGENCY MANAGEMENT

A. The City has identified the following actions for all phases of emergency management.

1. Mitigation Actions

Mitigation actions include activities to reduce the loss of life and property from natural, technological, and human-caused hazards by avoiding or lessening the impact of an incident and providing value to the public by creating safer communities. Mitigation actions address the cycle of disaster damage, reconstruction, and repetitive damages. These actions will have long-term sustained effects.

2. Prevention Actions

Prevention actions include activities to avoid an incident or to intervene to stop an incident from occurring. Prevention involves activities to protect lives and property.

3. Preparedness

Preparedness actions include a continuous cycle of planning, organization, training, equipping, exercising, evaluation, and taking corrective action to ensure effective coordination during incident response.

4. Response

Response actions include activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response includes the execution of emergency operations plans.

5. Recovery

Recovery actions include activities that address both short-term and long-term efforts for rebuilding and revitalization of the City.

9.0 LEVELS OF EMERGENCY

The City Administrator or designee is responsible for determining appropriate readiness levels based on current conditions effecting the city.

- **Level 7:** Normal Conditions (Regular city operations are unaffected.)

The normal operational status of government. The impacts of potential threats that occur are minimal and are capable of being handled by the normal operations of the City. They do not require governmental coordination beyond what occurs on a day-to-day basis.

EOC	•Not Activated
City Declaration of Local disaster	•Not Appropriate
Legal	•Normal Operations

Sample Event Triggers:

- Daily operations

Corresponding Alert Levels:

FEMA Incident Complexity Type 4 & 5 (Daily incidents)

- **Level 6:** Potential Threat Increased Readiness (Regular city operations are affected slightly.)

The initial detection and monitoring stage of an event occurring or anticipated to occur that has the potential to have a significant impact on City operations or the community. Assessment is made to determine the hazard(s), timing, and impact on the delivery of City services and to the general public.

Command and Control:	•Alert staff, determine personnel availability, update EOC staff call lists. • Consider situation briefings for senior staff.
EOC:	• Not activated
City Declaration of Local Disaster:	• Not appropriate
Legal:	• As appropriate to the event, the City Attorney will review the potential Emergency situation

Sample Event Triggers:

- National Weather Service places Woodcreek within the medium risk category.
- Severe Thunderstorm Watch
- Flood/Flash Flood Watch

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- Any tropical storm with a forecast track hitting the Central Texas coast within the next 72 hours.
- Any category of hurricane entering the Gulf of Mexico.

Corresponding Alert Levels:

- FEMA Incident Complexity Type 4 &5 (Daily Incidents)
- **Level 5:** Likely Threat (Regular city operations experience some level of disruption.)

The initial alert stage of an event occurring or anticipated to occur. City staff is notified of developing, near-term threats which could significantly impact City operations and/or will likely result in the need for multi-agency coordination.

Preparedness actions may include holding coordination meetings or conference calls among key response and recovery stakeholders. Actions may also include assembly of a Situation Assessment Team to make a more comprehensive threat assessment. This assessment team may work from the EOC or offsite. Individual departments may enact internal preparedness and readiness plans or take actions based upon the threat and its impact.

Command and Control:	<ul style="list-style-type: none"> • Update EOC staffing requirements based on threat. • Determine specific EOC staff assignments and alert staff. • Monitor potential emergency situation and determine possible impact areas. • Update maps, charts, displays, and resource data. • Consider the need coordination conference calls. • Notify the Mayor.
EOC:	<ul style="list-style-type: none"> • Maybe used by Situation Assessment Team.
City Declaration of Local Disaster:	<ul style="list-style-type: none"> • Not appropriate
Legal:	<ul style="list-style-type: none"> • The City Attorney will designate the personnel on call for emergency duty.

Sample Event Triggers:

- National Weather Service places Woodcreek within the high-risk category.
- Adverse weather associated with an approaching weather system that is likely to have a significant impact on the city.
- Any winter weather watch.
- ERCOT enacts a level 1 emergency of the Emergency Electric Curtailment Plan.
- A Category 1-3 hurricane, either forecasted or actual, having the potential to

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impact the Texas coast within the next 120 hours.

- Corresponding Alert Levels:
- FEMA Incident Complexity Type 4 & 5 {Daily Incidents}

- **Level 4:** Limited or Pre-Planned Event {Regular city operations experience an elevated level of disruption.}

An event or stage of an event that requires multi-agency coordination beyond that which occurs on a day-to-day basis among agencies.

The EOC may be activated and staffed by the involved agencies. If not activated, coordination will take place electronically.

The event must meet one or more of the following criteria:

- Support is needed to provide the coordination of resources and/or other assistance to an event that is being managed.
- Support is needed for a short-duration, multi-agency event that involves coordination of local resources and/or joint information.
- Support is needed for the multi-agency coordination of a pre-planned event.
- Other than pre-planned events, the time span of operations in these events is typically, less than 24 hours.

Activities typically involve one or more of the following elements:

- Interagency coordination;
- Joint information coordination;
- Acquisition of locally obtainable resources or a limited number of regional and/or State resources.

Command and Control:	<ul style="list-style-type: none"> • Consider situation briefings for EOC and city staff, including conference calls. • Consider partial activation of EOC if this has not already been accomplished. • Check status of Alternate EOC if needed. • Notify and brief the Mayor • Provide updates as appropriate to situation.
EOC:	• Maybe activated
City Declaration of Local Disaster:	• Not likely
Legal:	• The City Attorney will be prepared to respond if called.

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Sample Event Triggers:

- A Mass Casualty Incident (MCI) event.
- Any aircraft crash that involves a cargo jet or any type of military aircraft.
- Evacuation involving less than 100 persons that requires the establishment of a shelter.
- Rain and flooding with low water crossing closures, with limited impact on residences and businesses.

Corresponding Alert Levels:

- FEMA Incident Complexity Type 3
- **Level 3:** Significant Event (Regular city operations experience a significant level of disruption.)

An event or stage of an event that will require extensive multi-agency coordination and/or involve multiple operational periods. The bulk of required resources are obtained through local means; however, additional regional or State resources may be requested.

Command and Control:	<ul style="list-style-type: none"> • Summon EOC staff and activate the EOC. • Monitor situation. • Update maps, charts, displays, and resource lists. • Arrange for food service in the EOC if needed. • Determine possible hazard impact areas and potential hazard effects. • Conduct briefings for staff and EOC staff. • Formulate and implement precautionary measures to protect the public. • Coordinate with adjacent jurisdictions that may be affected. • Notify, brief, and include or copy the Mayor on related communications in real time.
EOC:	• Activated
City Declaration of Local Disaster:	• Possible
Legal:	• The designated on-call legal services representative will proceed to the EOC if requested.

City of Woodcreek Emergency Operations

	<ul style="list-style-type: none"> • Senior City Officials will be briefed on the legal ramifications, if any, of the emergency situation.
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Sample Event Triggers:

- ERCOT enacts a Level 2 Emergency of the Emergency Electric Curtailment Plan.
- Evacuation involving more than 100 persons that requires the establishment of one or more shelters.
- Flooding with significant or widespread residential and business impact.
- Full activation of the Capital Area Shelter Hub Plan due to a major hurricane or other large event.

Corresponding Alert Levels:

- FEMA Incident Complexity Type 3

- **Level 2: Major (Disaster Event)**

An event or stage of an event, either anticipated or actual, where response actions will likely exceed the resource capabilities of the City of Woodcreek and Hays County. Response activities usually will occur over a period of days. Recovery actions may last over a period of weeks or months.

Command and Control:	• Ongoing Actions.
EOC:	• Activated
City Declaration of Local Disaster:	• Likely
Legal:	<ul style="list-style-type: none"> • The designated on-call legal services representative will proceed to the EOC if requested. • Senior City Officials will be briefed on the legal ramifications, if any, of the emergency situation.

Sample Event Triggers:

- Any aircraft crash involving a commercial passenger aircraft that results in activation of the Interagency Aircraft Response Plan.
- EMS MCI Type 2 or Type 1 event.

Corresponding Alert Levels:

- FEMA Incident Complexity Type 3 or 2

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- **Level 1: Catastrophic Event (Large-scale disruption)**

An event or stage of an event, either anticipated or actual, where response actions will exhaust local and regional resource capabilities. Response actions will take place for a week or longer. Recovery actions will continue for a period of months or even years.

Command and Control:	<ul style="list-style-type: none"> • Continue actions.
EOC:	<ul style="list-style-type: none"> • Activated
City Declaration of Local Disaster:	<ul style="list-style-type: none"> • Yes
Legal:	<ul style="list-style-type: none"> • The designated on-call legal services representative will proceed to the EOC if requested. • Senior City Officials will be briefed on the legal ramifications, if any, of the emergency situation.

Sample Event Triggers:

- An incident involving the widespread deployment of a WMD agent.
- An incident with widespread major damage and impact that cannot be resolved with local and regional resources.

Corresponding Alert Levels:

- FEMA Incident Complexity Type 2 or 1

10. DIRECTORY (CALL 911 FOR AN EMERGENCY)

Organization	Address	Phone
City of Wimberley	221 Stillwater, Wimberley, TX. 78676	(512) 847-0025
City of Woodcreek	41 Champions Circle, Wimberley, TX. 78676	(512) 847-9390
Wimberley Fire Rescue	111 Green Acres Drive Wimberley, TX. 78676	(512) 847-3536
Wimberley EMS	220 Twilight Trail, Wimberley, TX. 78676	(512) 847-2526
Hays County Emergency Management	810 S. Stagecoach Trail, San Marcos, TX. 78666	(512) 393-7301
Hays County Transportation Department	2171 Yarrington Road, Kyle, TX. 78640	(512) 393-7385
Hays County Sheriff's Office	810 S. Stagecoach Trail,	(512) 393-7800
Hays County Sheriff's Dispatch	Non-Emergency	(512) 393-7896
Hays County Constable Precinct 3	200 Stillwater, Wimberley, TX. 78676	(512) 847-5532
Wimberley Water Supply	110 La Pais Drive. Wimberley, TX. 78676	(512) 847-2323
Aqua America	Wastewater	(877) 987-2782

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Pedernales Electric (PEC)	1810 FM 150 W. Kyle, TX. 78640	(512) 262-2161 (888) 883-3379
Texas Disposal Systems	3606 FM 1327 Creedmoor, TX. 78610	(855) 220-2592
Wimberley Valley Radio	111 Old Kyle Road, Wimberley, TX. 78676	(512) 722-3266
Wimberley Independent School City	951 FM 2325, Wimberley, TX. 78676	(512) 847-2414
First Baptist Church Wimberley	15951 Winters Mill Parkway, Wimberley, TX. 78676	(512) 847-9035
Barnabas Connection	101 W. Spoke Hill Drive, Wimberley, TX. 78676	(512) 842-9674
Alexis Pointe	14390 Ranch Road 12, Wimberley, TX. 78676	(512) 842-4152
Symphony of Wimberley	501 FM 3237, Wimberley, TX. 78676	(512) 243-5852
Deer Creek of Wimberley	555 FM 3237, Wimberley, TX. 78676	(512) 847-5540
Texas Division of Emergency Management (TDEM)	1033 La Posada Drive, Wimberley, TX. 78752	(512) 424-2208 DC12: (512) 956-3343

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11. APPENDICES TO THE EMERGENCY OPERATIONS PLAN

Appendix 1: City's Agreements

Appendix 2: City Review/ Audit Records