


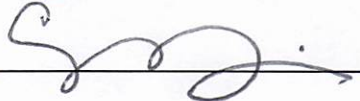
Culberson County/Town of Van Horn EMERGENCY OPERATIONS PLAN

Emergency Support Function 5 Emergency Management

COORDINATING AGENCY: Culberson County

SUPPORTING AGENCIES:

Approval and Implementation

Date	Signed by	Signature
10/28/2024	County Judge, Carlos G. Urias	
10/28/2024	EMC, Cody L. Davis	

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.

Filed this 28th day of
October A.D. 2024
at 10:05 o'clock A.M.
Tina Urias
County Clerk
By [Signature] Deputy

Record of Changes to ESF 5

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

Use this table to record the following information:

- Change number, in sequence, beginning with 1
- Date change was made to the document
- Description of change and rationale if applicable
- Initials of person who made the change

Number	Date	Description	Name/Initials
1	2024-Jun-17	Transition to ESF	

doc. revision 04/06/2023

INTRODUCTION

- A. ESF #5 – Emergency Management 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 Culberson County/Town of Van Horn 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 systems for collecting, collating, and distributing information to disparate elements of a large-scale operation.

B. Goal

Provide Culberson County/Town of Van Horn 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 Culberson County/Town of Van Horn's emergency management practices and structure.
- B. ESF #5 will have Culberson County Office of Emergency Management as lead entity for Emergency Management operations. Culberson County Office of Emergency Management 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 the attached appendix. Staffing requirements will be based upon incident characteristics and needs.

B. Task Assignments

1. The County Judge 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 County Judge 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 County Judge 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 the County Judge. An ICP will normally be established at the incident site; the IC will manage response forces from that command post.
3. The County Judge 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 Culberson County/Town of Van Horn.

A list of facilities can be found on 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.

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)

- 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)

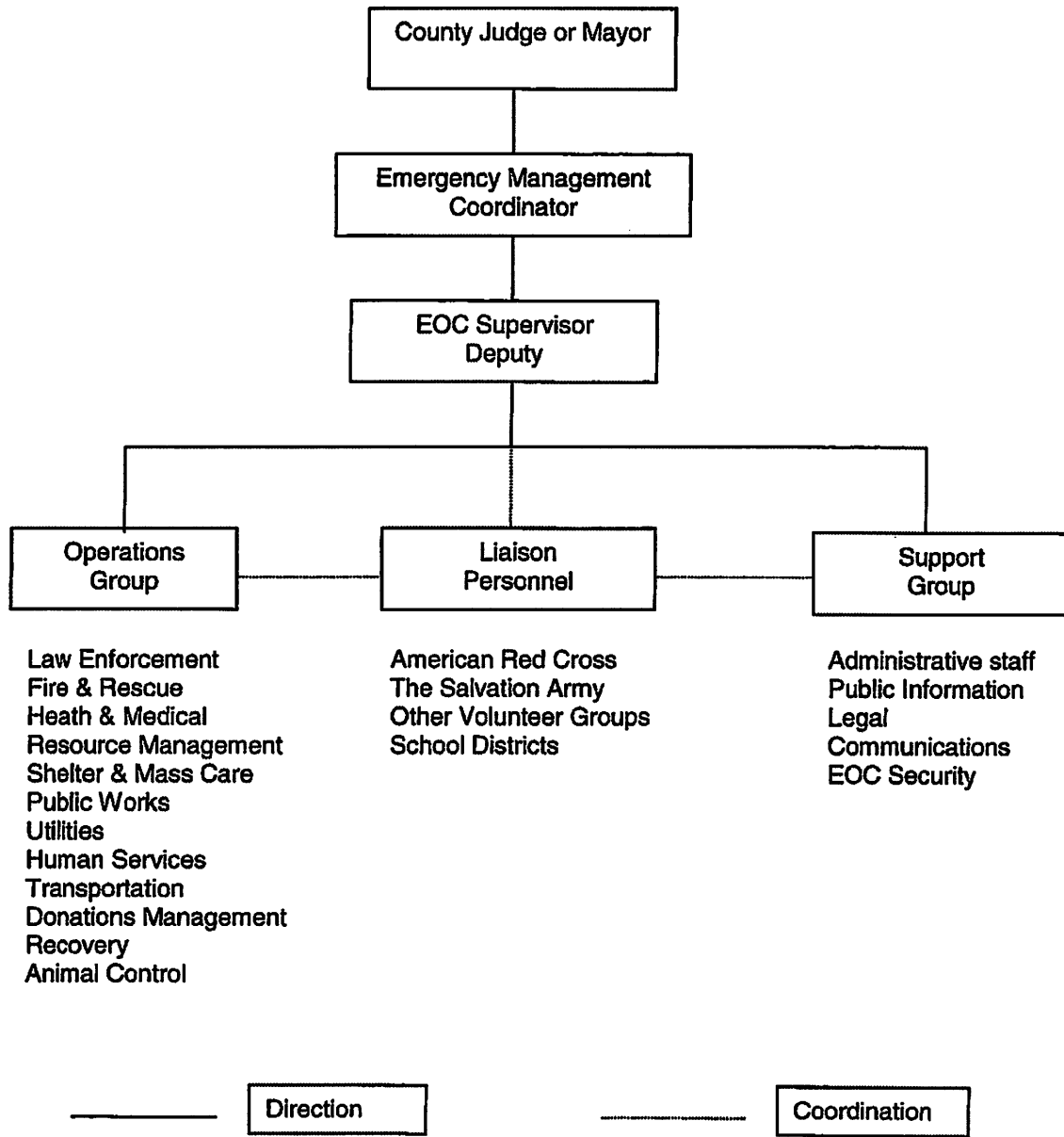
APPENDICES

1. EOC Organization
2. EOC Staff Roster

Appendix 1: EOC Organization

(*If attached appended at the end of Document)

EMERGENCY OPERATIONS CENTER ORGANIZATION CHART



Appendix 2: Staff Roster

(*If attached appended at the end of Document)

EOC STAFF ROSTER

<i>Position</i>	<i>1st Shift Midnight to Noon</i>	<i>2nd Shift Noon to Midnight</i>
EOC Supervisor		
Deputy		
Operations Group:		
Law Enforcement		
Fire & Rescue		
Health & Medical		
Resource Management		
Shelter & Mass Care		
Public Works		
Utilities		
Human Services		
Transportation		
Animal Control		
Support Group:		
Administration #1		
#2		
Communications		
Legal		
Security		
Liaison:		
American Red Cross		
VFW Volunteers		