

Hunt County EMERGENCY OPERATIONS PLAN

Emergency Support Function 5

Emergency Management

COORDINATING AGENCY: Hunt County Emergency Management Coordinator

SUPPORTING AGENCIES:

Law Enforcement

Fire Service

Public Works

Health & Medical Services

Human Services

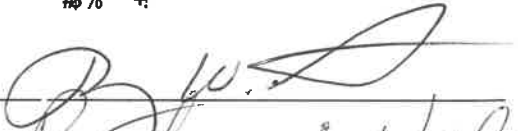
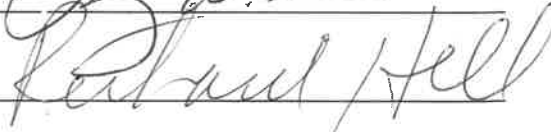
Community Services

Transportation/ISD

City/County Attorney Office

Search and Rescue

Approval and Implementation

DATE	SIGNATURE	TITLE
1/27/25		County Judge
1/27/25		Emergency Management Coordinator

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.

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
	2025-Jan-15		

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 Hunt County 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 Hunt County 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

.. 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.

I. 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 Hunt County's emergency management practices and structure.
- B. ESF #5 will have Hunt Co. Emergency Mgt. Coordinator/Police Chief/County Sheriff as lead entity for Emergency Management operations. Hunt Co. Emergency Mgt. Coordinator/Police Chief/County Sheriff 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.

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 appendix. Staffing requirements will be based upon incident characteristics and need.

B. Task Assignments

1. The 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 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 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 or his designee. An ICP will normally be established at the incident site; the IC will manage response forces from that command post.
3. T h e 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 Hunt County.

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.

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

APPENDICES

1. EOC Organization
2. EOC Staff Roster

Appendix 1: EOC Organization

(*If attached appended at the end of Document)

Appendix 2: Staff Roster

(*If attached appended at the end of Document)

EMERGENCY NOTIFICATION MATRIX

Emergency Situation	Departments to be Notified	Individuals to be Notified
<i>Weather</i>		
Flash Flood Watch - local area	EMC & LWP	On File in EOC & LWP
Flash Flood Warning – local area	EMC & LWP	On File in EOC & LWP
Flood Watch – local area	EMC & LWP	On File in EOC & LWP
Flood Warning – local area	EMC & LWP	On File in EOC & LWP
Severe TS Watch – local area	EMC & LWP	On File in EOC & LWP
Severe TS Warning – local area	EMC & LWP	On File in EOC & LWP
Tropical weather system in Gulf		
Tropical Weather Watch or Warning includes local area		
Tornado Watch – local area	EMC & LWP	On File in EOC & LWP
Tornado Warning – local area	EMC & LWP	On File in EOC & LWP
Winter Storm Watch – local area	EMC & LWP	On File in EOC & LWP
Winter Storm Warning – local area	EMC & LWP	On File in EOC & LWP
<i>Technological Hazards</i>		
Aircraft crash within county/city	EMC & LWP	On File in EOC & LWP
Fire – 2 alarm or less	Appropriate FC/VFD	Appropriate FD/VFD
Fire – 3 alarm+ or county/city facility	Appropriate FC/VFD	Appropriate FD/VFD
Mass casualty incident	EMC & LWP	On File in EOC & LWP
Hazmat spill with casualties/evacuation	EMC & LWP	On File in EOC & LWP
Hazmat spill with potential major environmental impact	EMC & LWP	On File in EOC & LWP
Incident involving potentially contaminated drinking water	EMC & LWP	On File in EOC & LWP
Major explosion	EMC & LWP	On File in EOC & LWP
<i>Utilities</i>		
Electrical outage – 500+ users/2 hrs+	Industry, EMC, & LWP	On File in EOC & LWP
Electrical outage – critical facility	Industry, EMC, & LWP	On File in EOC & LWP
Sewer outage – critical facility	Industry, EMC, & LWP	On File in EOC & LWP
Sewage spill affecting waterways	Industry, EMC, & LWP	On File in EOC & LWP
Water outage – 500+ users/2 hrs+	Industry, EMC, & LWP	On File in EOC & LWP
Water outage – critical facility	Industry, EMC, & LWP	On File in EOC & LWP
<i>Security Issues</i>		
Major civil disturbance	Hunt County Sheriff	On File in EOC & LWP
Terrorist incident	EMC & LWP	On File in EOC & LWP

GENERAL WARNING POINT PROCEDURES

1. Receiving Warning Information

- A. The Local Warning Point (LWP) may receive emergency warnings by:
 - 1) TLETS message from the State Warning Point or Area Warning Center
 - 2) Telephone or fax from the SOC
 - 3) Radio, telephone, or fax from the Area Warning Center
 - 4) Radio, telephone, or fax from state or federal agencies or other local governments.
 - 5) Radio, telephone or fax from industry, government employees, or citizens
 - 6) [NOAA weather radio]
 - 7) [NOAA Weather Wire or EMWIN]
 - 8) [EAS message decoded by our EAS terminal]
- B. Incoming messages should be acknowledged if required (for example: national warning messages).
- C. The date and time on written messages and the date and time of receipt of all messages shall be entered in the Communication Log.
- D. For emergency situations reported by citizens and others unknown to the LWP operator, the operator should seek to confirm the source and information provided by any available means before taking action on the report, unless there are confirming reports from other sources.

2. Emergency Notifications

- A. The LWP shall make notifications of routine emergency situations to the department or agency that normally responds to such situations.
- B. For those emergency situations or potential emergency situations described in the Emergency Notification Matrix in Appendix 2, the LWP shall make notifications to the departments, agencies, and those local officials indicated in the matrix. Local officials may request that the LWP take specific actions or advise the LWP that they will take certain actions in response to the warning.
- C. Notifications of emergency situations and other actions taken in response to such notifications shall be recorded in the Communications Log.

3. Dissemination of Warnings

- A. The LWP may disseminate emergency warnings and public instructions by:
 - 1) Activating the Outdoor Warning System with appropriate signals, should Hunt County acquire any outdoor warning systems—something we currently do not have.
 - 2) Forwarding a voice or hard copy message to the local EAS station for broadcast
 - 3) Route alerting and door-to-door warning.

- 4) Encoding a voice message using the EAS encoder and forwarding it electronically to EAS stations.
 - 5) Providing a voice or text message to the National Weather Service for broadcast on NOAA Weather Radio.
 - 6) Using the cable television interrupt to broadcast a voice message on all cable channels or the local government access channel.
 - 7) Activating the local telephone warning system, which provides a voice message to selected telephone subscribers.
- B. The LWP may activate the local warning system for certain time-sensitive emergency situations. For other emergency situations, the LWP must seek approval from a key official to activate the local warning system.
- C. The LWP is authorized to activate the local warning system without prior approval for the following emergency situations:
- 1) An NWS tornado warning for the local area or the confirmed sighting of a tornado on the ground in the local area.
 - 2) A national civil emergency warning received from the Area Warning Center. See Appendix 4.
 - 3) A catastrophic emergency situation that poses an immediate threat to life, such as a dam failure.
- D. For other emergency situations, the LWP shall relay the warning received to one of the following key officials and obtain guidance on activating the local warning system and the suggested content of any local warning messages:
- 1) The County Judge
 - 2) The Emergency Management Coordinator
 - 3) The Sheriff
- E. When a decision is made to activate the warning system, the outdoor warning system should be activated and an EAS message dispatched to local broadcasters first. Other warning systems should be activated as soon as possible thereafter.
- 1) To save time and ensure completeness, the pre-scripted warning messages contained in Appendix 6 should be used as basis for warning messages where possible. However, it may be necessary for the LWP to prepare an original message. [Copies of the pre-scripted messages are maintained on computers in the LWP and the EOC so they can be easily modified.]
 - 2) National civil emergency warning messages received locally should not be forwarded to local EAS stations for broadcast, as plans call for federal authorities to enter such messages into EAS at the national level.
 - 3) If it is determined that route alerting and/or door-to-door warning are required, the LWP must alert [fire and police dispatchers/the Communications Center] to assign units to those tasks. The LWP should provide [dispatchers/the Communications Center] with the warning message and any instructions that are to be disseminated so that these can be passed on to the units involved.

- 4) Warning messages and public instructions should be updated as the situation changes and canceled when no longer needed.

F. The LWP should record the activation of the various local warning systems and dispatch of warning and public instruction messages in its Communication Log.

4. Testing and Exercising the Warning System

A. System Testing

All components of the warning system will be tested on a regular basis.

B. Test Procedures

- 1) The preparation and transmission of a simulated warning message to the local primary EAS station shall be tested quarterly at a date and time agreed upon with the station. Such message shall not be broadcast. EAS stations are required by the FCC to conduct required weekly and monthly tests of their EAS equipment.
- 2) The preparation and transmission of a simulated warning message to the National Weather Service for broadcast on NOAA Weather Radio shall be tested quarterly at a date and time agreed upon with the NWS. Such messages shall not be broadcast.
- 3) The preparation and transmission of a simulated warning message using the Cable Interrupt System shall be tested quarterly at a date and time and in a manner agreed upon with the cable company.

C. Exercises

- 1) It is desirable that preparation of warning messages and public instructions and the activation of warning systems be included in emergency exercise activities where such tasks are appropriate for the scenario being exercised in order to ensure that components of the system are adequate and the operational procedures are adequate.
- 2) If warning systems are activated at other than normal times for exercises, it is essential to give due notice to the public that such activations will occur.

NATIONAL WARNING MESSAGES

1. Types of National Warning Messages

National warning messages include:

- A. Attack Warning
- B. Fallout Warning
- C. Natural & Technological Emergency Warning

2. National Warning Message Dissemination

National warning messages are disseminated by federal authorities from the FEMA Operations Center through the National Warning System (NAWAS) to the states; NAWAS is a dedicated telephone system that disseminates voice-warning messages. In Texas, such warning messages are received at the State Warning Point in Austin and relayed to Area Warning Centers around the state by the Texas Warning System (TEWAS), which is also a dedicated telephone system that disseminates voice-warning messages. Area Warning Centers normally disseminate national warning messages they receive by Texas Law Enforcement Telecommunications System (TLETS) teletype to Local Warning Points. Local Warning Points whose TLETS service is inoperative may receive warning messages by telephone or radio.

3. Local Action Upon Receipt of A National Warning Message

- A. When national warning messages are received at the Local Warning Point, such warnings should be disseminated as soon as possible through the local warning system, except that national warning messages received locally should not be forwarded for local broadcast as EAS messages, as federal authorities will broadcast such warnings as national EAS messages.
- B. For an Attack or Fallout Warning, outdoor warning systems should use the ATTACK signal – a 3 to 5 minute wavering tone. For other national warnings, the ALERT/ATTENTION signal (a 3 to 5 minute steady tone) should be used.
- C. All national warning messages received verbally (by telephone or radio) should be acknowledged.

4. National Warning Messages

- A. Attack Warning
 - 1) Attack Warnings are issued when there is a threat of attack on the United States or portions of it.
 - 2) Incoming message format:

"This is the FEMA (Alternate) Operations Center. This is an Attack Warning.
Declaration time (date & time) Zulu."

Note:

Zulu - 5 hours = Central Daylight Time; Zulu - 6 hours = Central Standard Time.

Zulu - 6 hours = Mountain Daylight Time; Zulu - 7 hours = Mountain Standard Time.

If the threat is limited to a specific area, the message will be tailored to describe the area at risk.

3) Termination message format:

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

B. Fallout Warning

- 1) Fallout warnings are intended to warn of radiation hazards resulting from nuclear detonations, accidental mishaps, and/or terrorist incidents.
- 2) There is no specific format for this type of message, but it appears that it will likely follow the general format of the message in paragraph 4.D.2). b) below.

C. Natural & Technological Emergency Warning

- 1) This type of warning may be issued to cover the following events: major natural disasters, errant domestic missile launch, reentering space debris, volcanic eruption, major dam failure, and other hazards to public health, safety, and property that may threaten a wide area.

2) Incoming message format:

"This is the FEMA (Alternate) Operations Center with a special announcement for all states or the following state(s) _____ or the following region(s) _____."

Text: (free text message describing the problem and appropriate protective actions)"

- 3) There is no specific format for this type of message.

D. Accidental Missile Launch.

- 1) An accidental missile launch by the United States or other countries may generate a Natural & Technological Emergency Warning or a Fallout Warning or both, depending on the type of missile involved.

2) Incoming message format:

- a) "This is the FEMA (Alternate) Operations Center with a Emergency Warning for the following (states, counties, cities). An accidental missile launch threatens the following areas: (states, counties, cities). Advise population by all means to take cover."

- b) For accidental launches which result in a nuclear weapons detonation, the following message will be used: "This is the FEMA (Alternate) Operations Center. An accidentally launched nuclear weapon detonated in (city, county, state) at _____ local time. Radioactive fallout is possible. Persons in (cities, counties, states) should be advised to remain under cover and await further instructions from state or local authorities. Residents are advised to take protective actions in accordance with local community shelter plans and to be alert for further instructions from state and local authorities. Residents in all other areas are advised that protective actions are not required at this time."
- c) For accidental launches that do not result in a nuclear weapons detonation, the following message will be used: "This is the FEMA (Alternate) Operations Center. An accidentally launched nuclear weapon impacted in (city, county, state) at _____ local time. A nuclear detonation did not – repeat – did not occur. Persons in (cities, counties, states) should be alert for further instructions from state or local authorities. Residents in all other areas are advised that protective actions are not required at this time."

EMERGENCY ALERT SYSTEM (EAS) PROCEDURES
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1. Purpose

The purpose of EAS is to provide real time communication, information, direction and instruction in the event of an emergency requiring public action.

2. EAS Plans

For purposes of coordinating the use of EAS, the State Emergency Communications Committee has developed a statewide EAS Plan. Local Area Emergency Communications Committees for each of the State's EAS Districts develop local EAS plans. These plans address the concept of operations for EAS, message priorities, procedures for activation of EAS, and message formats. Local plans typically designate individuals authorized to activate EAS and authentication requirements.

3. EAS Activation**A. Authority**

The following individuals may request activation of EAS:

- 1) County Judge
- 2) The Emergency Management Coordinator
- 3) The Sheriff

Each individual is provided a set of code words to authenticate requests for EAS activation.

B. Methods for Transmitting Messages

EAS messages will be transmitted from the Local Warning Point to EAS stations by telephone, fax, [or encoded voice message].

- 1) Voice & Fax Messages. The authentication code should be provided for voice messages and included on fax messages. The LWP should coordinate with the EAS station to determine the methods of delivery. Faxed messages will normally be read by the station staff. Voice messages may be transmitted live or recorded and then transmitted; the latter is preferred if the message must be repeated. For voice messages, it is desirable that the individual generating the message work from a written script or notes to ensure that all essential information is covered.
- 2) Forwarding Messages for Transmission. EAS messages will be forwarded to the EAS Local Primary Station if the emergency situation affects areas beyond the local area or if stations that broadcast EAS messages in the local area are unattended during the period when EAS activation is required. Stations that are in unattended operation at certain hours of the day must set their EAS Decoder to Automatic Mode so programming is interrupted and EAS messages broadcast automatically. If the emergency situations affects only an area served by one or two stations or cable companies, local officials may request EAS activation from those stations directly if they are staffed.

C. Operating Guidance

- 1) EAS messages are limited by hardware design to two minutes.
- 2) If a message provided for broadcast by EAS stations is no longer current, it should be cancelled or replaced by an updated message.
- 3) If an EAS station is required by license restrictions to operate at reduced power or cease transmitting during certain specified time periods, and activation of EAS is requested during that time period, the station may operate its transmitter as needed using full power.

D. Broadcast of EAS Messages

When a request for EAS activation is received and authenticated, the EAS station will typically:

- 1) Interrupt normal programming.
- 2) Send the EAS Header Code.
- 3) Send the EAS Attention Signal (8 to 25 seconds).
- 4) Make an activation announcement: "This is the (local area) Texas Emergency Alert System. Important information will follow."
- 5) Broadcast the emergency message.
- 6) Make a termination announcement: "This is the (local area) Texas Emergency Alert System. We now resume normal programming."
- 7) Send the EAS End-of-Message Code.
- 8) Resume normal programming.

E. Tests. Testing of the EAS system will be as described in the DPS, Garland, Texas, District EAS Plan.

4. EAS Stations. EAS stations (radio, TV, cable) serving the local area include:

A. Station Name: KGVL

- 1) Address: 1517 Wolfe City Dr. Greenville
- 2) Frequency & Operating Hours: 1400 AM - 24 Hrs
- 3) Contact Name: Rob Moore
- 4) Telephone Number: 903-455-1400; Fax Number: 903-455-5485
- 5) E-mail Address: rob.moore@cumulus.com

B. Station Name: KIKT (sister station to KGVL, above)

- 1) Address: 1517 Wolfe City Dr. Greenville
- 2) Frequency & Operating Hours: 93.5 FM - 24 Hrs
- 3) Contact Name: Rich Reneau
- 4) Telephone Number: 903-455-1400; Fax Number: 903-455-5485
- 5) E-mail Address: rob.moore@cumulus.com

C. Station Name: KETR

- 1) Address: 2600 S. Neal, Commerce, Texas (TAMU-C Campus)
- 2) Frequency & Operating Hours: 88.9 FM - 24 Hrs
- 3) Contact Name: Bill Oliver
- 4) Telephone Number: 903-886-5387 (Alternates: 903-886-5848 or 903-886-5334) Fax

Number:

- 5) E-mail Address: Bill_Oliver@tamu-commerce.edu

D. Station Name: KRLD

- 1) Address: 4131 North Central EXP. Dallas, TX. 75204
- 2) Frequency & Operating Hours: 1080 AM – 24hrs
- 3) Contact Name:
- 4) Telephone Number/Fax Number: 214-443-6460/214-443-6572
- 5) E-mail Address

E. Television and Cable Stations

Greenville Cable local government access channel. Contact: Retha Cook, G.E.U.S., 903-457-2800.

F. Station Name: KGVL

- 1) Address: 1517 Wolfe City Dr. Greenville
- 2) Frequency & Operating Hours: 1400 AM - 24 Hrs
- 3) Contact Name: Rob Moore
- 4) Telephone Number: 903-455-1400; Fax Number: 903-455-5485
- 5) E-mail Address: rob.moore@cumulus.com

G. Station Name: KIKT (sister station to KGVL, above)

- 1) Address: 1517 Wolfe City Dr. Greenville
- 2) Frequency & Operating Hours: 93.5 FM - 24 Hrs
- 3) Contact Name: Rich Reneau
- 4) Telephone Number: 903-455-1400; Fax Number: 903-455-5485
- 5) E-mail Address: rob.moore@cumulus.com

H. Station Name: KETR

- 1) Address: 2600 S. Neal, Commerce, Texas (TAMU-C Campus)
- 2) Frequency & Operating Hours: 88.9 FM - 24 Hrs
- 3) Contact Name: Bill Oliver
- 4) Telephone Number: 903-886-5387 (Alternates: 903-886-5848 or 903-886-5334) Fax Number:
- 5) E-mail Address: Bill_Oliver@tamu-commerce.edu

I. Station Name: KRLD

- 1) Address: 4131 North Central EXP. Dallas, TX. 75204
- 2) Frequency & Operating Hours: 1080 AM – 24hrs
- 3) Contact Name:
- 4) Telephone Number/Fax Number: 214-443-6460/214-443-6572
- 5) E-mail Address

J. Television and Cable Stations

Greenville Cable local government access channel. Contact: Retha Cook, G.E.U.S., 903-457-2800.

<p>LOCAL WARNING & EMERGENCY INFORMATION MESSAGES</p>
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1. This appendix provides two types of warning messages for a number of emergency situations.
 - A. Warning Messages. These messages alert the public to emergency situations and provide directions on what they should do and not do to protect themselves. As the time limit for warning messages transmitted via the Emergency Alert System (EAS) is approximately two minutes, and the capability of television warning displays is limited, warning messages are generally short and concise. Warning messages are generally disseminated through warning systems and broadcast every 15 minutes until they are canceled or replaced by an updated message
 - B. Special New Advisories. Special News Advisories amplify information contained in the warning messages, provide further information regarding an emergency situation, and may be used to provide information on impending threats that do not yet warrant public warning. Special News Advisories are generally sent to the media through normal communications channels for further dissemination to the public.
 - C. Warning messages and Special News Advisories have been pre-scripted to expedite timely dissemination; however, it may be necessary to modify the pre-scripted text and the additional information.
 - D. [Copies of the messages in this appendix are maintained on computers in the Local Warning Point and the EOC.]
2. The following warning messages and Special News Advisories are provided in this appendix:
 - A. Tab A: Warning Message – General Incident
 - B. Tab B: Warning Message – Road/Facility Closure
 - C. Tab C: Warning Message – Shelter-in-Place
 - D. Tab D: Special News Advisory – Pre-Evacuation Information
 - E. Tab E: Warning Message – Urgent Evacuation
 - F. Tab F: Warning Message – Mandatory Evacuation
 - G. Tab G: Special News Advisory – Supplemental Evacuation Information
 - H. Tab H: Special News Advisory – Schools & Public Facilities
3. General Guidance for Warning & Public Information Messages
 - A. Protective Action Areas. Areas in which protective actions, such as evacuation or shelter-in-place, are being implemented should be described with reference to obvious geographic features, such as roads and rivers, rather than with abstract descriptions such as a one mile radius of some intersection. The preferred method of describing the area should use compass directions and neighborhood and landmark names where appropriate.

Example:

The area to be evacuated is north of Green Street, east of Olive St, south of James Road, and west of Rainy Road. This area includes the Green Tree and Hidden Hollow subdivisions and the Big Bargains Shopping Center.

- B. Evacuation Routes. The description of evacuation routes should make it clear which direction(s) evacuees should go and which travel directions they should avoid.

Example:

People who are west of Meridian Avenue should go west on Kingman Road or Exeter Drive. People who are east of Meridian Avenue should go east on 10th, 11th, or 12th Streets or Easy Street. Do not leave the evacuation area by going north.

Warning – General Incident

1. The County Emergency Management Office has issued the following warning for those who live, work, or are visiting in [County/the City]
2. An emergency situation involving [County/city] is currently in progress at: [*Describe location by reference to facility name (if known), street and cross street, other geographic features (rivers, rail lines, etc.), and neighborhood name where appropriate*]
3. Emergency personnel are currently responding to this incident and local officials are monitoring the situation. To keep yourself safe and avoid impeding the emergency response, please avoid this area until further notice.
4. To repeat, an emergency situation involving [County/City] is currently in progress at: (*Repeat location in 2 above*). Please avoid this area.
5. Do not call [911] for information about the emergency situation. Instead, stay tuned to this station for additional official information.

Warning – Road/Facility Closure

1. The Hunt County Emergency Management Office/Department has issued the following warning for those who live, work, or are visiting in [County/City]:
2. It has been necessary to close certain local streets and highways due to:
 - ☐ flooding
 - ☐ heavy accumulations of snow and ice
 - ☐ fire / explosion
 - ☐ incident involving hazardous materials
 - ☐ Other:
3. As of _____ today, the following roads have been closed by law enforcement officials:

Street or Route _____

At or Between _____

Please avoid these routes.

4. ☐ If you must travel, use alternate routes, such as:
5. ☐ We recommend that you refrain from driving and remain at home due to the extremely bad travel conditions.
6. ☐ In addition, the following facilities have been closed due to the emergency situation:
7. Again, the roads and streets that have been closed are: *(Repeat list in 3 above)*
8. Please stay tuned to this station for additional information on the current emergency situation.

Warning - Shelter-in-Place

1. The Hunt County Emergency Management Office has issued the following warning for those who live, work, or are visiting in Hunt County.
2. There has been an accidental release of hazardous material that is affecting a portion of the local area. People in the following area must take protective measures:

[Describe area boundaries]

3. If you are located in this area, do the following immediately in order to protect yourself:
 - A. Go inside your home, workplace, or the nearest building that appears to be reasonably airtight and stay there. Take your pets with you.
 - B. Close all doors, windows, and any fireplace dampers.
 - C. Turn off any heating or cooling system that draws in air from the outside.
 - D. Keep your radio on and tuned to receive emergency announcements and instructions
 - E. Gather items that you may need to take with you if you are advised to evacuate.
4. People traveling in vehicles should seek shelter in the nearest airtight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents, and turn off the heater or air conditioner until they reach a suitable building.
5. If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.
6. (If school is in session.)

☐ Students at the following school(s) are taking shelter at their schools:

Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.

☐ Students at the following school(s) [have been/are being] evacuated to other facilities:

Parents should not attempt to pick up students from schools that have been evacuated. Local officials will provide information on where to pick up school children as soon as it is available.

7. If you know of any neighbors or co-workers with hearing or language problems or functional and access needs, please advise them of this message.
8. Please do not call [911] or local emergency officials for information. Stay tuned to this station for additional information.

Special News Advisory – Pre-Evacuation

1. The Hunt County Emergency Management Office has issued the following advisory for those who live, work, or are visiting in Hunt County.
2. Due to the threat of [], it may be necessary for people who live, work or are visiting in the certain local areas to evacuate in the near future. This area(s) that may be at risk include:

[Describe area boundaries]

3. Evacuation is NOT being recommended at this time. Local officials will advise you if evacuation is necessary. However, you should be prepared to evacuate if needed. To prepare, you should:
 - A. Assemble the following emergency supplies:
 - Clothing for your family for several days
 - Bedding, pillows, and towels
 - Prescription medicines & spare eyeglasses
 - Soap and toiletries
 - Baby food and diapers
 - Your address book or list of important telephone numbers
 - Your checkbook, credit cards, and cash
 - Your drivers license and identification cards
 - A portable radio and flashlight.
 - B. You should also:
 - Gather suitcases, boxes, or bags to hold your emergency supplies.
 - Be prepared to secure your home or office and your property before you depart.
 - Ensure your car is in good shape and you have adequate fuel.
 - Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel or motel reservations.
4. ☐ Potential evacuation routes from the area(s) at risk include:
5. ☐ Potential evacuation routes from the area(s) at risk are described in:
6. If you know of any neighbors or co-workers with hearing or language problems or functional and access needs, please advise them of this message. And if you have neighbors or co-workers who do not have transportation, offer to assist them if you can.
7. We want to emphasize that this is a PRECAUTIONARY message about possible evacuation. Evacuation is NOT being recommended at this time.
8. Keep your radio or TV on and listen for further information about this situation. Please do not call [911] or local emergency officials for information as this ties up telephone lines needed for emergency operations.

Warning Message – Urgent Evacuation

1. The Hunt County Emergency Management Office has issued the following advisory for those who live, work, or are visiting in Hunt County.
2. Due to [] that [threatens/is affecting a portion of the local area, the County Judge recommends that people in the following area evacuate immediately to protect their health and safety:
3. Recommended evacuation routes from the area(s) at risk include:

4. Be sure to take essential items such as:

- prescription medicines
- eyeglasses
- identification cards
- checkbook
- credit cards
- valuable papers

Do not delay your departure to collect other belongings.

5. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Some shelters will not accept pets.
6. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
7. If you know of any neighbors or co-workers with hearing or language problems or functional and access needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.
8. Repeating, local officials recommend the people in the following area(s) evacuate now:
(Repeat the area description in paragraph 2 above.)
9. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

Warning Message – Mandatory Evacuation

1. The Hunt County Emergency Management Office has issued the following advisory for those who live, work, or are visiting in Hunt County.
2. Due to [], the County Judge, under Texas law, has ordered that people evacuate immediately the following area to protect their health and safety and the health and safety of possible rescuers:
3. Recommended evacuation routes from the area(s) at risk include:
4. Be sure to take essential items such as:
 - prescription medicines
 - eyeglasses
 - baby supplies
 - personal care items
 - identification cards
 - checkbook and credit cards
 - valuable papers

Listen to this station for more information on what you need to take with you. Secure your home before you depart.

5. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Remember some shelters will not accept pets
6. Decide where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
7. If you can't stay with friends or relatives or find a motel room, listen to this station for more information on the locations of public shelters.
8. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
9. If you know of any neighbors or co-workers with hearing or language problems or functional and access needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.

10. Repeating, local officials, under Texas law, are ordering the people in the following area(s) to evacuate immediately: *(Repeat the area description in paragraph 2 above.)*
11. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

Special News Advisory – Supplemental Evacuation Information

1. The Hunt County Emergency Management Office has issued the following warning for those who live, work, or are visiting in Hunt County.
2. Due to the threat of [____], local officials have recommended that people who live, work or are visiting in the following areas evacuate to protect their health and safety:

[Describe area boundaries.]

3. Use the following evacuation routes: [list evacuation routes]
4. You should take the following emergency supplies with you:
 - clothing for your family for several days
 - bedding, pillows, and towels for each family member
 - prescription medicines & spare eyeglasses
 - soap and toiletries
 - baby food and diapers
 - address book or list of important telephone numbers
 - checkbook, credit cards, and cash
 - drivers license and identification cards
 - portable radio and flashlight, with extra batteries
5. Plan where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
6. If you cannot find another place to stay, temporary public shelters will be/have been opened at:
7. Take your pets with you, but make sure you bring a leash, crate, or cage for them as well as pet food.
8. Secure your property before you depart. Shut off all appliances, except refrigerators and freezers. Lock all doors and windows.
9. Expect travel delays on evacuation routes. If you have a substantial distance to drive, you may want to take drinks and ready-to-eat food in your car in case you are delayed.
10. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you.
11. If you have neighbors or co-workers, who need help or do not have transportation, offer to assist them if you can.

12. If you know of any neighbors or co-workers with hearing or language problems or functional and access needs, please advise them of this message.
13. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials. If you missed some of the information in this advisory, it will be broadcast again soon.

Special News Advisory – School & Public Facilities

1. The County Emergency Management Office has issued the following advisory for those who live, work, or are visiting in Hunt County.
2. The current emergency situation involving [] has affected the operation of the number of local facilities. This advisory is intended to provide you an update on the status of schools, hospitals, nursing homes, and other key facilities.
3. ☐ All local public schools have been closed.
4. ☐ The following schools have been closed and students [are being/have been] returned to their homes:

5. ☐ The following schools have been evacuated and their students relocated to other facilities:

School Students relocated to:

- ☐ Parents should pick up their children at these host facilities.

6. ☐ The following hospitals and nursing homes have been evacuated and their patients relocated to other facilities:

Facility Patients relocated to:

7. ☐ The following government offices, parks, recreation areas, and other public facilities have been closed:
8. Please stay tuned to this station for more information and instructions from local officials.
9. ☐ And please refrain from using the telephone unless you have a true emergency.

2. Alert response personnel for possible evacuation operations duty.
3. Coordinate with special facilities to determine their readiness to evacuate.
4. Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers.
5. Advise the public and Functional and Access Needs institutions to monitor the situation.

D. Level I - Maximum Readiness. Maximum readiness is appropriate when there is a significant possibility that evacuation operation may have to be conducted. Level I readiness actions may include:

1. Activate the EOC to monitor the situation and track resource status.
2. Place first responders and transportation providers in an alert status; place off-duty personnel on standby.
3. Update the status of resources.
4. Check the status of evacuation routes and pre-position traffic control devices.
5. Update plans to move government equipment to safe havens.
6. Select shelter/mass care facilities for use.
7. Provide information to the public on planned evacuation routes, securing their homes, and what items they need to take with them. Prepare to issue a public warning if it becomes necessary.

IX. ADMINISTRATION AND SUPPORT

A. Reporting

Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations. The Situation Report format is provided in Annex N, Direction & Control.

B. Records

1. **Activity Logs.** The Incident Commander and, if activated, the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
2. **Documentation of Costs.** Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will

maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

C. Resources

General emergency response resources that may be required to conduct an evacuation are listed in Annex M, Resource Management.

D. Post Incident Review

For large-scale evacuations, the EMC shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in Section IX.D of the Basic Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

E. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The EMC is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated when needed.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

XI. REFERENCES

FEMA, *Comprehensive Preparedness Guide (CPG-101)*

APPENDICES:

- 1 General Evacuation Checklist
- 2 Potential Evacuation Areas
- 3 Hurricane Evacuation

GENERAL EVACUATION CHECKLIST

✓	Action Item	Assigned
	PLANNING:	
	1. Determine area(s) at risk: <ul style="list-style-type: none"> ▪ Determine population of risk area(s) ▪ Identify any Functional and Access Needs institutions and populations in risk area(s) 	
	2. Determine evacuation routes for risk area(s) & check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements & determine pickup points.	
	5. Determine temporary shelter requirements & select preferred shelter locations.	
	ADVANCE WARNING:	
	6. Provide advance warning to Functional and Access Needs institutions & advise them to activate evacuation, transportation & reception arrangements. Determine if requirements exist for additional support from local government.	
	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See Annex I, Emergency Public Information.	
	8. Develop traffic control plans & stage traffic control devices at required locations	
	9. Coordinate with Functional and Access Needs institutions regarding precautionary evacuation. Identify and alert functional and access needs populations.	
	10. Ready temporary shelters selected for use.	
	11. Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.	
	12. Coordinate with school districts regarding closure of schools.	
	13. Advise neighboring jurisdictions that may be affected of evacuation plans.	
	EVACUATION:	
	14. Advise neighboring jurisdictions & the local Disaster District that evacuation recommendation or order will be issued.	
	15. Disseminate evacuation recommendation or order to Functional and Access Needs institutions and populations. Provide assistance in evacuating, if needed.	
	16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	
	17. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> ▪ What should be done to secure buildings being evacuated ▪ What evacuees should take with them ▪ Where evacuees should go & how should they get there ▪ Provisions for functional and access needs population & those without transportation 	
	18. Staff and open temporary shelters	

19. Provide traffic control along evacuation routes & establish procedures for dealing with vehicle breakdowns on such routes.	
20. Provide transportation assistance to those who require it.	
21. Provide security in or control access to evacuated areas.	
22. Provide Situation Reports on evacuation to the local Disaster District.	
RETURN OF EVACUEES	
23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, & conduct damage assessments.	
24. Determine requirements for traffic control for return of evacuees.	
25. Determine requirements for & coordinate provision of transportation for return of evacuees.	
26. Advise neighboring jurisdictions and local Disaster District that return of evacuees will begin.	
27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
28. Provide traffic control for return of evacuees.	
29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
30. Coordinate with Functional and Access Needs institutions regarding return of evacuees to those facilities.	
31. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"> ▪ Documenting damage & making expedient repairs ▪ Caution in reactivating utilities & damaged appliances ▪ Cleanup & removal/disposal of debris ▪ Recovery programs See Annex J, Recovery. 	
32. Terminate temporary shelter & mass care operations.	
33. Maintain access controls for areas that cannot be safely reoccupied.	

**POTENTIAL EVACUATION AREAS
(LIST)**

ID# E-1

Description: Portions of I-30 North and South service roads

Hazard: Hazards-Cargo Transportation Accidents

Est. Population: 95 Homes and Business, 420+ people

Evacuation Routes: FM 35,1565-North & South, 1903-East & West, FM 36-North & South, Fm 1570-North & South, Hwy 34-North & South, Hwy 69-South, Hwy 50-North, FM 1737-South, FM 513-South, FM 2649-South.

Est. Evacuation Time: 1 to 3 hours

ID# E-2

Description: Portions of L&A Railroad line East and West through County

Hazard: Hazards-Cargo Transportation Accidents

Est. Population: 59 Homes, 265+ people

Evacuation Routes: State Hwy 380, 50, 499, All County Roads in the effected area.

Est. Evacuation Time: 1 to 3 hours

ID# E-3

Description: All areas of the Hunt County next to Pipelines

Hazard: Pipeline rupture or accidental explosions

Est. Population: 125 Homes, 340+ people

Evacuation Routes: All Hunt County roads and or State and FM routes in the effected area.

Est. Evacuation Time: 1 to 5 hours

POTENTIAL EVACUATION AREAS (MAP)

Specific details are maintained in the EOC and with EMC & staff. Available upon request for those with a verified need to know.



**APPENDIX 4
to
ANNEX N**

**ANIMAL
ISSUES
PLAN**

Jurisdiction

ANIMAL ISSUES PLAN

I. AUTHORITY

Refer to Section I of the Basic Plan and to Annex N, Appendices 1 and 2.

II. PURPOSE

- A. Emergencies and disasters frequently involve animals as well as people. Consequently, preparation for, response to, recovery from, and mitigation of animal situations related to disasters should be an integral part of any emergency management activity.
- B. An important goal for direction and control activities related to any emergency or disaster situation is knowing who to contact and having the confidence that the individuals identified are fully prepared to provide advice for handling the situation.
- C. An animal issues Advisory Group is an integral part of our local emergency management team and is an essential asset to our community. This plan outlines the types of individuals that make up our animal issues team as well as some of the responsibilities they would have and the situations they may encounter.

III. EXPLANATION OF TERMS

A. Acronyms and abbreviations

ACO – [City/County] animal control officer (could be called the “CAC”)
AHT – Animal health technician (federal government)
AIAG – Animal Issues Advisory Group
APHIS – Animal and Plant Health Inspection Service (USDA)
CAC – [City/County] animal coordinator (probably the same as the “ACO”)
CAFO – Concentration animal feeding operation
DPS – Department of Public Safety
EAD – Emerging animal disease
EPA – Environmental Protection Agency (federal government)
FAD – Foreign animal disease
FEAD – Foreign and emerging animal disease
FSA – Farm Service Agency (USDA)
HSUS – Humane Society of the United States
ICP – Incident command post
Noah's Wish – Animal welfare organization for rescuing and sheltering animals
NPS – National Park Service
NRCS – Natural Resources Conservation Service (USDA)
SITREP – Situation report
SPCA – Society for the Prevention of Cruelty to Animals
TACA – Texas Animal Control Association
TAHC – Texas Animal Health Commission

TAMUS – Texas A&M University System
TCE – Texas Cooperative Extension (TAMUS)
TCEQ – Texas Commission on Environmental Quality
TDA – Texas Department of Agriculture
TDCJ – Texas Department of Criminal Justice
TDH – Texas Department of Health
TPWD – Texas Parks and Wildlife Department
TRACE – Texas Rural Awareness, Compliance, and Education (Program)
TSSWCB – Texas State Soil and Water Conservation Board (see also NRCS)
TVMA – Texas Veterinary Medical Association
USDA – United States Department of Agriculture
VMO – Veterinary medical officer (federal)
VS – Veterinary Services (APHIS)
WS – Texas Wildlife Services (TCE)

B. Definitions

1. Animal Control Officer (ACO) – The person who has the overall responsibility for animal-related issues within our jurisdiction. Sometimes this person may be referred to as the [city/county] animal coordinator (CAC).
2. Animal health inspector (livestock inspector) - An animal health technician assigned to the Texas Animal Health Commission (TAHC) who may work with our jurisdiction in his or her TRACE capacity to assist us in solving animal health and welfare issues (similar to a federal AHT)
3. Animal health technician - An individual, assigned to the federal government, who may work with our jurisdiction in his or her TRACE capacity to assist us in solving animal health and welfare issues [similar to a state (TAHC) animal health inspector]
4. Companion animals – A term used for pets such as dogs, cats, rabbits, mice, rats, pot-bellied pigs, reptiles, horses, and so forth that generally are raised in a domestic setting, oftentimes as “part of the family”
5. Depopulation – A term used in the animal industry of the United States for the humane destruction of both sick and exposed or non-exposed animals in a certain area to prevent the spread of a contagious animal or zoonotic disease
6. Diagnosis – In regards to this appendix, a determination as to why animals are affected by disease, trauma, poisoning, drowning, etc.
7. Diagnostician – For this appendix, a veterinarian, toxicologist, pathologist, or other medically-trained person who examines animals and collects diagnostic specimens to determine why animals have died
8. Emerging animal disease (EAD) - A new animal disease or a new form of an old disease
9. Epidemiologist – For the purposes of this appendix, a veterinarian who is trained in identifying diseases of animals and can assist in determining why animals have died,

how an animal disease was introduced into an animal population, how the disease spreads within the animal population, and what actions will be necessary to contain and eliminate the disease.

10. Field veterinarian – A veterinarian assigned to the TAHC
11. Foreign animal disease (FAD) – A disease that does not currently exist within the borders of the United States. Once a disease become endemic to the U.S. (i.e., with little chance of it ever being totally eradicated), it no longer is considered a FAD.
12. Foreign and emerging animal diseases (FEADs):
 - a. Are usually, but not always, highly infectious and contagious and have the potential for rapid spread, irrespective of national borders.
 - b. Can have serious socio-economic or public health consequence and a major impact on the international trade of animals, animal products, and animal by-products.
13. Holding facility – A designated facility within our community that may be used temporarily to house and feed animals during disaster evacuations or following the aftermath of a disaster event
14. Pathologist - For this appendix, a scientist who interprets and diagnoses the changes caused by a disease in animal tissues and thereby assists in determining why an animal or group of animals may have died
15. Premises – The property where the animal is located
16. TAHC-APHIS/VIS/TX Memorandum of Understanding – The agreement by which federal TAHC veterinarians and inspectors work in a “seamless” relationship with APHIS-VIS-TX veterinarians and inspectors (i.e., requests for animal health assistance to our jurisdiction may come from either state or federal personnel).
17. Texas Animal Health Commission – A state agency, separate from the Texas Department of Agriculture (TDA), which was created in 1893. Its mission and role is to assure the marketability and mobility of Texas livestock and to sustain and continue to make a vital contribution to wholesome and abundant supply of meat, eggs, and dairy products. TAHC makes and enforces regulations to prevent, control, and eradicate specific infectious and/or contagious animal diseases that endanger livestock.
18. Toxicologist – For the purposes of this appendix, a scientist who assists in determining why animals have died, especially if a hazardous substance is suspected
19. TRACE representative – A TAHC or USDA/APHIS/VIS/TX veterinarian, animal health technician, or animal livestock inspector assigned to our county to provide assistance for animal emergency management, public information, and educational purposes

20. Veterinary medical officer (VMO) – A veterinarian employed by the federal government

21. Zoonotic disease – A disease that is transmissible to humans as well as animals

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Companion animals (i.e., pets), livestock, and non-domesticated (i.e., wild) animals may be affected by all types of natural and man-made emergencies and disasters.
 - a. Natural disasters that could affect animals in Texas include disease, floods, fires, lightning strikes, wind storms and tornadoes, hurricanes, drought, toxic forage, excessive heat, and winter storms.
 - b. Man-made disasters affecting animals result from a myriad of causes such as traffic and other accidents, poisoning, power outages, bioterrorism, hazardous material spills, explosions, radiation incidents, and other biological or chemical events.
2. Animals may be injured, lost, abandoned, or die during or after an emergency or disaster situation.
3. To enhance the welfare of animals during disaster situations, activities may involve many functions such as evacuation, search and rescue, capture, identification, sheltering, feeding, transporting, and medical assistance.
4. In other cases, the diagnosis and control of an animal disease, as well as the proper disposal of diseased animal carcasses, could be a significant issue.

B. Assumptions

1. There are individuals in our community who are knowledgeable and skilled in understanding and working with animals and responding to animal-related emergency situations.
2. These individuals may not know the personnel in our [city/county] government who respond to emergency events involving animals, or they may not understand their responsibilities.
3. Our [city/county] elected officials, emergency management personnel, and emergency responders may not be fully aware of how to handle certain situations involving animals, and they also may not be aware of the existence of various types of animal experts in our community.
4. This community would benefit significantly by having a viable animal issues advisory group or team that could help county officials prepare for, respond to, recover from, and/or mitigate animal-related emergency situations.

V. CONCEPT OF OPERATIONS

A. General

1. Our community will create an Animal Issues Advisory Group (AIAG) to plan for, respond to, recover from, and mitigate against emergency or disaster situations involving animals.
2. The AIC will consist of government officials as well as private citizens who have an interest or skill in working with animals.
3. The AIC will have an animal-related mission which will vary depending on the needs of our community.
4. The AIC will prepare animal-related planning appendices to selected functional annexes of our local emergency management plan.
5. If appropriate, the AIC will ensure adequate training is provided for personnel who may respond to animal-related emergency or disaster situations as well as assisting during exercises related to animal issues involving disasters.

B. Animal Issues Advisory Group composition

1. The AIC will consist of a group of individuals with varied backgrounds, experience, skills, and interests that are generally related to the care and/or welfare of companion animals, livestock, or wildlife.
2. Members of our AIC will consist of the following types of individuals: *(The advisory group will have as many or as few of the following individuals as deemed appropriate for the mission selected by the group and the needs of the jurisdiction.)*
 - a. Animal control officer (ACO) and ACO personnel *(a key advisory group member)*
 - b. Veterinarian(s) from private practice, industry, government, public health, the military, and/or the local or regional TVMA organization *(a veterinarian is being identified to assist the advisory group in our county)*
 - c. Veterinary technician(s) from local veterinary offices *[good person(s) to have]*
 - d. TAHC or USDA/APHIS/VS "TRACE" representative *(to represent state animal health; one state or federal person assigned to each county)*
 - e. Public works representative *(for traffic control and carcass disposal issues)*
 - f. County Extension agent for agriculture (TCE) *(for animal disease and non-disease issues)*

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- g. Animal humane association or organization representative(s) [e.g., HSUS, SPCA, TACA, Noah's Wish, etc.] *(for companion animal rescue and sheltering issues)*
- h. Emergency management coordinator and personnel
- i. Elected official [e.g., (judge/mayor), (commissioner/council member), etc.] *(as appropriate to the mission of the Advisory Group)*
- j. Farm Bureau representative *(if available; useful for animal disease issues)*
- k. Local animal industry representative(s) from concentrated animal feeding operations (CAFOs) *(as appropriate to the Advisory Group's mission)*
- l. Allied agriculture industry representatives (e.g., feed stores, pet stores, feed mills, livestock markets, food production/processing facilities, slaughter and rendering plants, fuel outlets, equipment stores, animal boarding facilities such as kennels and stables, etc.) *(as appropriate to the Advisory Group's mission)*
- m. Animal association representatives (e.g., cattlemen's, breeders, dairy, and exotic/alternative livestock groups to kennel clubs, horse clubs, and game bird fanciers) *(as appropriate to the Advisory Group's mission)*
- n. Correctional facility representative (if the local prison(s) has an agriculture component) (TDCJ) *(as appropriate to the Advisory Group's mission; can be useful for all aspects of handling livestock in an emergency)*
- o. Environmental representative (TCEQ, TSSWCB, NRCS, and/or EPA) *(for carcass disposal and disinfection issues) (for disease issues involving cleaning, disinfection, and carcass disposal)*
- p. USDA FSA representative *(if available and appropriate for the mission of the Advisory Group; can be useful for obtaining agriculture funds and other agricultural-related assistance)*
- q. Vocational agriculture science teacher(s) *(as appropriate)*
- r. County fair representative *(as appropriate)*
- s. Law enforcement representative [city, county, and/or state (DPS)] *(important for traffic control and quarantine enforcement in an animal disease situation)*
- t. Private and/or public landfill representative *(important for carcass disposal issues)*
- u. Public information officer *(as appropriate)*
- v. Local media representative *(as appropriate)*

- w. Public health representative (veterinarian, epidemiologist, sanitarian, etc. from the local health department or TDH) (*as appropriate to the mission of the Advisory Group*)
- x. Tribal representative (*if available and as appropriate to the mission of the Advisory Group*)
- y. Animal research or laboratory representative (*if available, and as appropriate to the mission of the Advisory Group*)
- z. Higher education representative who is associated with animals or animal husbandry (community college, university, etc.) (*if available, and as appropriate to the mission of the Advisory Group*)
- aa. Zoo representative (*if available, and as appropriate to the mission of the Advisory Group*)
- bb. TPWD and/or NPS wildlife representative (e.g., fish and game wardens) (*if available, and as appropriate to the mission of the Advisory Group*)
- cc. TCE-WS representative (for predator and scavenger control) (*if available, and as appropriate to the mission of the Advisory Group*)
- dd. Volunteers interested in animal care and welfare (individuals and/or groups) (*as appropriate to the mission of the Advisory Group*)
- ee. "Public at large" representative (*as appropriate to the mission of the Advisory Group*)

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Animal Issues *Advisory Group* (AIAG) will meet as often as necessary at a time and place prescribed by the *Advisory Group* members, by the individual named in the paragraph VII.A. (below), or by his or her representative.
2. The chair of the *Advisory Group* will be either be the individual designated in paragraph VI.A.1 (above) or a person selected by the *Advisory Group* members.
3. The *Advisory Group* will be an "advisory" group to help solve animal-related emergency or disaster issues within our community. It will not be a tasking (i.e., direction and control) organization.
4. *Advisory Group* members may, however, in their own capacity or through their daily employment, supervise or participate in activities involving animals to include medical assistance, search and rescue, capture, evacuation, transportation, sheltering, donations management, carcass disposal, and disease eradication.

B. Assignment of Responsibilities

1. Our Animal Issues *Advisory Group* will consider both non-disease and disease topics.
 - a. Our “non-disease issues” to be considered are:
 - (1) Evacuation and transport of animals from actual or impending disaster locations
 - (2) Sheltering and caring for animals during and after emergencies and disasters in holding facilities or other types of shelters
 - (3) Search and rescue capabilities or teams
 - (4) Capture and holding of stray or lost animals affected by a disaster
 - (5) Animal identification and relocation activities
 - (6) Medical care or humane euthanasia for animals injured in an emergency or disaster
 - (7) Disposal of animal carcasses affected by an emergency or disaster situation to eliminate any disease spread from decaying animals and to eradicate any foul odors and unsightly views
 - (8) Wildlife nuisance situations
 - (9) Administration and logistical support for animal-related emergency or disaster activities (e.g., overturned livestock truck, hazardous materials accident in proximity to animals, etc.)
 - (10) Development of county profiles (locations, types, sizes, and other agricultural demographics) of animal-related production, processing, marketing, and carcass disposal facilities/operations
 - (11) Dissemination of public information regarding animal-related issues
 - b. Our “disease issues,” in which the AIC can lend support to state and federal authorities in a disease response situation, will include:
 - (1) Quarantining and containment activities for disease situations
 - (2) Coordination of cleaning and disinfection activities for disease eradication
 - (3) Traffic control activities to include determination of traffic flow within and in proximity to the quarantine area; setting up signage and traffic barriers; establishment and operation of inspection, cleaning, and disinfection stations
 - (4) Obtaining and using appropriate communications capabilities and equipment

- (5) Operations and communications of the local ICP for animal disease response activities
- (6) Obtaining appropriate equipment and vehicles for transportation of diseased animals and animal products from one location to another for slaughter and/or disposal
- (7) Zoonotic public health issues (e.g., rabies vaccinations, West Nile Virus prevention, etc.)
- (8) Identification of an appropriate labor force pool
- (9) Working depopulation and indemnification issues
- (10) Determination of the number and location of disposal sites in the local area that could be used in an emergency to dispose of diseased carcasses while minimizing the spread of disease
- (11) Dissemination of public information
- (12) Vector and scavenger control activities
- (13) Local economic impact issues
- (14) Developing county profiles (locations, types, sizes, and other agricultural demographics) of animal-related production, processing, marketing, and carcass disposal facilities/operations
- (15) Obtaining appropriate equipment, chemicals, and drugs for the capture, transportation, confinement, euthanasia, disposal, cleaning and disinfection, traffic control, and other operations related to disease control and eradication operations
- (16) Providing administration and logistical support for animal disease response and eradication activities

VII. DIRECTION & CONTROL

- A. The Animal Issues *Advisory Group* will provide support to and work under the auspices of the county's emergency management coordinator.
- B. When an emergency or disaster situation arises, the AIC will respond as outlined in their plan(s). This would depend upon the situation and could include a meeting of all or only selected group members, either at a designated location or simply by phone or email.
- C. Generally the AIC will not perform as a response organization. It will function as an advisement group to assist government authorities in their decision-making process associated with animal-related emergency and disaster situations. In many cases, the

success of the AIC will depend on the soundness of their pre-disaster planning and support activities provided to local government officials.

VIII. READINESS LEVELS FOR THE ANIMAL ISSUES ADVISORY GROUP

A. Readiness Level 4 – Normal Conditions

1. Meet on a regular basis
2. Develop appropriate plans, or maintain and periodically revise those already written
3. Develop animal-related “injects” for use during exercises and drills, and promote the use of these injects as well as the employment of the jurisdiction’s Animal Issues Advisory Group in these events
4. Develop a contact list of Advisory Group members and local authorities
5. Develop equipment lists and maintain equipment readiness
6. Participate in local training and exercises
7. Participate in critiques of the jurisdiction’s exercises and drills where animal issues were involved
8. In conjunction with local environmental agencies and producer organizations, plan for the disposal of large numbers of diseased animals and animal products.
9. Identify appropriate disposal site(s) in the local area that will accept diseased and non-diseased animals and their products (e.g., eggs, milk, etc.).

B. Readiness Level 3 – Increased Readiness

1. Review the personnel contact list for accuracy
2. Review animal-related response, traffic control, and carcass disposal plans
3. Check on availability of key Advisory Group personnel
4. Review the designated equipment list, know the whereabouts of the needed items, and ensure they are operable
5. Ensure appropriate medical information is available for care of animals

C. Readiness Level 2 – High Readiness

1. Test communications among Advisory Group members and key Advisory Group personnel
2. Check on availability and readiness of needed equipment and information

D. Readiness Level 1 – Maximum Readiness

1. Contact the emergency management coordinator to ensure they know that Animal Issues Advisory Group personnel are available and how they can be reached.
2. Report, if needed, to the county emergency operating center (EOC) or other designated facility
3. Assemble the full Advisory Group, as needed

IX. ADMINISTRATION & SUPPORT

A. Resource Support and Readiness

1. Any resources (equipment, materials, supplies) needed by the Animal Issues Advisory Group or its members will be identified and listed.
2. Needed resources will be checked for availability and operability on a periodic basis to include at Readiness Level 3 (see para. VIII.B. above).

B. Communications

1. The Animal Issues Advisory Group should decide what type of real-time communications method(s) would be most appropriate among the members for various situations such as alerting, emergency responses, exercises, and disaster situations (e.g., should it be via telephone or cell phone, radio broadcast announcement, via email, etc.).
2. Once the most appropriate type(s) of communications are established for each situation, the Animal Issues Advisory Group should keep an up-to-date listing of their members; the individual animal-related expertise of each member; and the most appropriate method of contact during working hours, after-hours, weekends, holidays; etc. (see Attachments A and B).

C. Key Facilities

1. The Animal Issues Advisory Group will establish a facility or meeting location at which the group can convene on a periodic basis to consider the myriad of animal issues affecting the jurisdiction.
2. During exercises, as well as actual emergencies, the Animal Issues Advisory Group should decide how they will respond to each and from what location [e.g., by simply using phone contact among the members, convening at the regular meeting facility, operating from another designated emergency location, staffing the jurisdiction's emergency operating center (EOC), etc.]

E. Reporting

1. During response operations (exercises or actual emergencies), if appropriate, situation reports (SITREPs) will be provided to the jurisdiction's emergency operating center (EOC) and/or incident commander (IC), as requested
2. If appropriate, a SITREP format will be developed that either meets the jurisdiction's requirements or, if no specific format is required, than one that most appropriately reports the Animal Issues Advisory Group's activities, challenges, and achievements during a variety of situations.

F. Records

1. Meeting minutes – The Animal Issues Advisory Group should keep a written record of each meeting in order to maintain an accurate accounting of items discussed and actions taken.
2. Activity logs – During exercises/drills and actual response events, the Advisory Group should maintain a log of the various issues considered and actions taken (see Attachment 3).
3. Documentation of costs – If the animal issues Advisory Group responds as a separate entity, then expenses incurred in carrying out the response operations for certain events may be recoverable from the responsible party, or from the state or federal governments depending upon the situation. Therefore, records of supplies and equipment used/consumed as well as regular and overtime hours of Advisory Group members during a response or exercise operation should be recorded.
4. Written and cost documentation records, maintained by the Advisory Group, should be protected and "duplicated/backed-up" to the maximum extent feasible to preclude them from being destroyed in an emergency or disaster situation.

G. Post Incident Review

1. An Animal Issues Advisory Group representative(s) should participate in any after-action review of any emergency event response by the jurisdiction in which a member(s) from the Advisory Group was involved.
2. A Advisory Group member(s) should also participate in any exercise critique where animal issues were a part of the scenario.

X. ATTACHMENT DEVELOPMENT & MAINTENANCE

- A. The [(City/County) Animal Control Officer/Emergency Management Coordinator/Other] is responsible for developing and maintaining this appendix. Recommended changes to this appendix should be forwarded as needs become apparent.

Appendix 4 to Annex N

- B. The appendix will be reviewed periodically and updated in accordance with the (Basic Plan/Annex N/other).
- C. Departments and agencies assigned responsibilities in this appendix are responsible for developing and maintaining SOPs covering those responsibilities.

XI. ATTACHMENTS

- A. Animal Issues Advisory Group Members
- B. Animal Issue Advisory Group Contact List
- C. Animal Issues Advisory Group Activity Log

Date:

[illegible]

Attachment 2

ANIMAL ISSUES ADVISORY GROUP CONTACT LIST

Person or Agency	Office Phone	Cell Phone	Home Phone	Pager and PIN	Notified By	Time Notified	Comments

EMERGENCY OPERATIONS CENTER

1. Organization & Staffing

- a. The general organization of the EOC during a full activation for emergency operations is depicted in Tab A to this appendix. For a partial activation of the EOC, only those staff members required to deal with a particular emergency situation will be summoned to the EOC.
- b. A sample EOC Staff Roster is provided in Tab B to this appendix. The EMC shall maintain and distribute a current EOC Staff Roster, including the names of EOC team members and contact information (office and home telephone numbers and pager numbers) for those individuals.

2. Facilities

- a. Procedures for activation and deactivating the EOC [and alternate EOC] are provided in Tab C.

3. EOC Operations

General operating guidelines for the EOC are provided in Tab D.

4. EOC Log

The Basic Plan requires that the EOC maintain accurate logs recording response activities, Including:

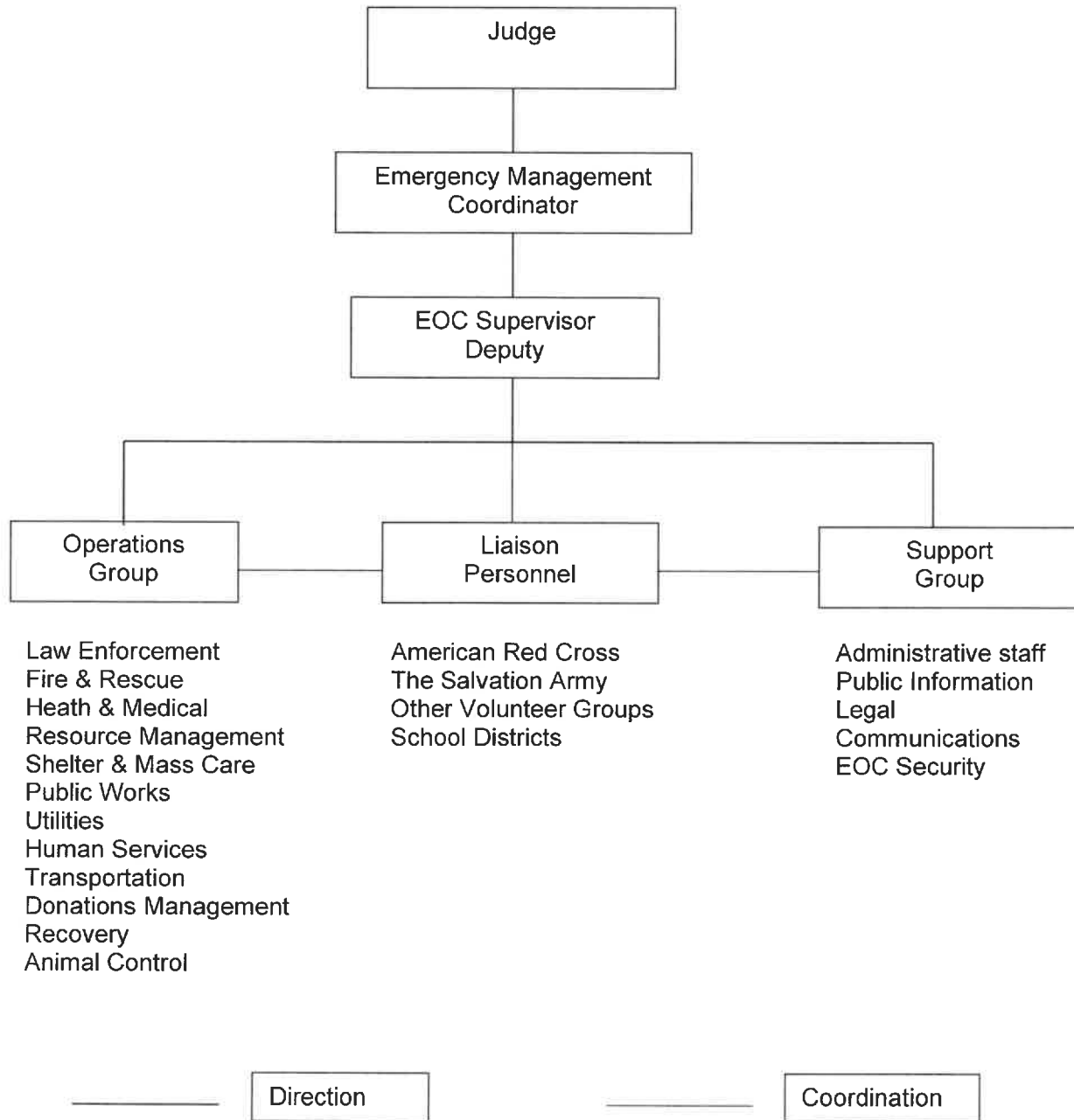
- a. Activation and deactivation of the EOC.
- b. Emergency notifications to other local governments and to state and federal agencies.
- c. Significant changes in the emergency situation.
- d. Major commitments of resources or requests for additional resources from external sources.
- e. Issuance of protective action recommendations to the public.
- f. Evacuations.
- g. Casualties.
- h. Containment or termination of an incident.

The EOC Log, provided in Tab E shall be used to record this information and other pertinent information.

5. Message Handling

- a. All messages sent by or received in the EOC will be recorded in the EOC Message Log, a copy of which is provided in Tab F.
- b. Outgoing messages will normally be prepared on an EOC Message Form, which is also used to specify how the message should be sent and record the time of dispatch and message number. A copy of the form is provided in Tab G to this appendix. Typed messages may simply be attached to the form.
- c. Incoming verbal messages will be recorded on an EOC Info/Action Record, a copy of which is provided in Tab H to this appendix. For messages that require action, the form is used to assign responsibility for action to EOC staff members and to record the action taken.

EMERGENCY OPERATIONS CENTER ORGANIZATION CHART



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		

EOC ACTIVATION/DEACTIVATION

1. General

- a. The County Judge or his designee may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
- b. The EMC and staff may activate the EOC and will normally determine the level of EOC staffing required based upon the situation.
- c. The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

2. Activation Checklist

✓	Action
<input type="checkbox"/>	Determine level of EOC staffing required.
<input type="checkbox"/>	Make notifications to the appropriate EOC staff and liaison personnel
<input type="checkbox"/>	Advise the County switchboard and Dispatch Center that EOC is being activated.
<input type="checkbox"/>	Move EOC status boards from storage closet and mount.
<input type="checkbox"/>	Check and clean all EOC map boards
<input type="checkbox"/>	Test EOC telephones
<input type="checkbox"/>	Turn on and test EOC fax in communications room.
<input type="checkbox"/>	Activate and test radios in communications room. (Qualified communications operator only)
<input type="checkbox"/>	Activate EOC computer and printer; test e-mail function and Internet access.
<input type="checkbox"/>	Check operation of EOC copier and ensure copier paper is available.
<input type="checkbox"/>	Turn on the two EOC TV monitors.
<input type="checkbox"/>	Check operation of EOC VCR and ensure blank tapes are available.
<input type="checkbox"/>	Check status of supplies and forms in the EOC work area and replenish from storage closet.
<input type="checkbox"/>	Test emergency generator and determine fuel status. Make arrangements for fuel delivery if required.
<input type="checkbox"/>	Secure EOC entrance and set out EOC sign-in roster.
<input type="checkbox"/>	Ensure Conference Room is cleared out for work use.
<input type="checkbox"/>	Determine requirements for food service.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

3. Deactivation Checklist

✓	Action
<input type="checkbox"/>	The EMC shall collect the EOC Log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference.
<input type="checkbox"/>	Advise County switchboard and Dispatch Center that EOC is being deactivated.
<input type="checkbox"/>	Remove EOC status boards from walls, clean, and return to storage closet.
<input type="checkbox"/>	Clean all EOC map boards.
<input type="checkbox"/>	Turn off EOC fax in communications room.
<input type="checkbox"/>	Deactivate radios in communications room.
<input type="checkbox"/>	Deactivate EOC computer and printer.
<input type="checkbox"/>	Turn off EOC copier and replenish copier paper.
<input type="checkbox"/>	Turn off the two EOC TV monitors.
<input type="checkbox"/>	Ensure EOC VCR is turned off.
<input type="checkbox"/>	Replenish working supplies and forms from storage closet.
<input type="checkbox"/>	Determine generator fuel status and arrange for refueling if necessary.
<input type="checkbox"/>	If Conference Room was used as a work area, ensure it is cleaned up.
<input type="checkbox"/>	Arrange for cleaning of EOC and removal of trash, if necessary,
<input type="checkbox"/>	
<input type="checkbox"/>	

EOC OPERATIONS

1. EOC Staff Responsibilities

- A. The EOC Supervisor
 - 1) Monitor emergency operations and directs EOC operations.
 - 2) Screen incoming messages, determines disposition and distribution.
 - 3) Assign responsibility for responding to request for resources or information or formulating options for solving problems to Staff Officers.
 - 4) Review proposed options for solving problems and select and implement an appropriate course of action.
 - 5) Approve outgoing messages and reports for release.
 - 6) Make request for external assistance or approve requests made by other members of the EOC staff.
 - 7) Conduct periodic update briefing for EOC staff and elected officials.
- B. Administrative Staff
 - 1) Logger
 - a) Number incoming & outgoing messages.
 - b) Record all messages in the EOC Message Log (Tab G to Appendix 1).
 - 2) Distribution Clerk
 - a) Picks up incoming messages from communications and delivers to EOC Supervisor.
 - b) Delivers outgoing message traffic to Communications.
 - c) Reproduces and distributes messages and other materials within the EOC.
 - d) Maintains a file of original incoming and outgoing messages.
 - 3) Poster/Plotter
 - a) Posts incident information on EOC display boards, other than those maintained by Action Officers.
 - b) Plot incident information on EOC maps.
 - c) Assists the Distribution Clerk.
 - 4) Writer
 - a) At the direction of the EOC Supervisor, records key events in the EOC Log (Tab F to Appendix 1).
 - b) Prepares EOC reports.
 - c) Prepares outgoing messages that require typing.
 - d) Assists the distribution Clerk and the Logger.
- C. Staff Officers

Staff Officers include representatives of departments and agencies that compose the Operations Group and the Support Group, as well as liaison personnel from volunteer groups.

- 1) Have knowledge of their organizational resources and expertise in their use.
- 2) Forward and respond to requests for emergency resources or information from their department, agency, or group, coordinating as necessary with their parent organization.
- 3) Receive emergency information and enter it into the EOC information system.
- 4) Work with other staff Officers to resolve problems that multi-agency action
- 5) Maintain pertinent display boards and maps.

D. Public Information Staff

- 1) Develops and disseminates appropriate emergency public information through news releases, briefing, and, where appropriate, emergency information system.
- 2) Handles media inquiries.

E. Communication Staff

- 1) Receives incoming EOC messages and transmits outgoing EOC messages.
- 2) Maintain the required communication log.

2. Information Flow

A. Incoming Messages

- 1) Record Traffic. Incoming messages and faxes will be delivered to Logger for assignment of a message number and then to the EOC Supervisor or Deputy for review. Incoming messages will be numbered sequentially with an R prefix; outgoing messages will be numbered sequentially with an S prefix.
- 2) Verbal Messages. Incoming verbal messages may be received by anyone on the EOC staff. The substance of calls which request resources or information, provide information relating to the emergency situation, or are otherwise pertinent to EOC operations will be recorded by the individual receiving the verbal message on an Emergency Action Record (Tab 1 to Appendix 1), which will be delivered to the Logger for assignment of a message number and then to the EOC Supervisor or Deputy for review.

B. Screening Messages.

- 1) The EOC Supervisor or Deputy shall screen incoming traffic and determine how it is to be handled. Messages typically fall into two categories: (a) those that provide information about an emergency and

(b) those that request resources support or information or identify problems and, thus require action.

- 2) For messages that provide information only, the EOC Supervisor or Deputy will indicate whether the information should be posted on display boards or plotted on map boards by checking the appropriate block on EOC forms or hand stamping a Disposition box on other types of messages. The EOC Supervisor or Deputy shall also indicate the distribution of each message in the approximate block. The EOC Supervisor or Deputy may also highlight information in the message that is to be included in periodic Situation Report. All messages that are received will be logged, but messages that are not pertinent to the emergency situation will not be distributed.

C. Exchange of Information

- 1) All Staff Officers are expected to keep the EOC Supervisor or Deputy advised, either verbally or by a note, of important information relating to emergency operations they receive and significant response or recovery issues they identify.
- 2) Staff Officers who receive information that may affect the conduct of other emergency functions are expected to provide that information to Staff Officers responsible for those functions in a timely manner.

3. Task Response & Problem Solving

A. The EOC Supervisor or Deputy will assign responsibility to specific Staff Officers for responding to request for resources or information or for formulating solutions to emergency response and recovery problems. Tasks will normally be assigned using the Emergency Info/Action Record form; pertinent message or information may be attached to the form.

B. Task Response

- 1) Staff Officers assigned tasks to provide resources or information are expected to complete the required action and close out the tasking by completing the Action Taken block at the bottom of the Emergency Info/Action Records and returning the form to the EOC Supervisor or Deputy.
- 2) Staff Officers are expected to complete the specific task assigned as well as any other tasks implied in the original tasking. For example, if the Shelter & Mass Care Staff Officer is given the task of obtaining 400 cots for a shelter, the task includes the explicit task of locating the cots and the implicit task of getting them transported from wherever they are to the shelter. To complete the implicit task, the Shelter & Mass Care Staff Officer may have to coordinate with Transportation Staff Officer to arrange transportation if the supplier of the cots cannot do so.

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

C. Problem Solving

- 1) The EOC Supervisor or Deputy may refer specific response or recovery problems or issues to a Staff Officer or a group of Staff Officers for consideration. The EOC Supervisor or Deputy will normally indicate whether he wants either a preferred solution or a range of options to consider.
- 1) In developing a preferred solution or a range of options to solve a problem, Staff Officers assigned primary responsibility for the task should coordinate with other Staff Officers who have pertinent expertise and, where appropriate, with external agencies, organizations and groups for assistance. When a range of options is required, it is desirable that those options be prioritized.

4. Status Boards & Maps

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

- 1) Current Situation: Poster/Plotter
- 2) Evacuation Status board: Law Enforcement
- 3) Shelter & Mass Care Status board: Shelter & Mass Care
- 4) Resource Commitments board: Resource Manager
- 5) Points of Contact board: Deputy EOC Supervisor
- 6) Route Status board: Law Enforcement
- 7) Damage Summary board: EMC

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

- 1) Current Situation Map: Poster/Plotter
- 2) Traffic Control map: Law Enforcement
- 3) Hazmat Facilities/Risk Areas map: Fire Marshal
- 4) Special Facilities map: Fire Marshal
- 5) Flood Risk map: Food-plane Administrator

5. Reports

- A. When the EOC is activated for a major emergency or disaster for which external assistance may be required, the EOC Supervisor or Deputy will instruct the writer to prepare an initial Emergency Report. See Appendix 2 for format of and addresses for this report.
- B. The writer will prepare the periodic Situation Report, with guidance on report content provided by the EOC Supervisor or Deputy. See Appendix 3 for the format of and addresses for this report. The report should be issued at least daily; more frequent reports may be appropriate, particularly when circumstances change dramatically. The target time for release of daily reports is 11:00 AM.

6. Briefings

- A. Situation Updates Briefing. The EOC Supervisor or Deputy shall conduct periodic informal situation update briefings for the EOC staff, recapping the current situation and highlighting ongoing actions and issues to be resolved. Briefings shall be kept short so they will not disrupt ongoing EOC operations.
- B. Shift Change Briefing. Outgoing EOC team members shall conduct an individual face-to-face turnover briefing to update their replacement on recent and ongoing emergency operations. Such briefings shall always include a detailed review of any tasks in progress or awaiting action that arriving personnel must monitor or complete.
- C. Media Briefings. The Public Information staff shall schedule and conduct briefings for the media as needed. To preclude disruption of EOC operations, media briefings will not be conducted in the primary EOC work area.

7. EOC Security

- A. When the EOC is activated, the push button cipher lock on the main door will be activated and EOC staff members must enter the required code to access the EOC. All staff members will wear their EOC Staff badges while in the facility.
- B. Visitors to the EOC will be identified and their business determined before being admitted to the EOC. Visitors with a valid need to enter the EOC will sign in on the EOC Visitor Log and be provided with an EOC Visitor badge.

[illegible]

EOC MESSAGE FORM			
From			
To			
Subject			
Message Text			
Send By			
<input type="checkbox"/> Radio <input type="checkbox"/> Teletype <input type="checkbox"/> Fax <input type="checkbox"/> E-mail			
Date:		Time:	
Message #:			
DISTRIBUTION:			

EOC INFO/ACTION RECORD		
Date:	Time:	Message #
Received By		
Message From		
Contact Number/ Location		
Message, Issue, Problem or Information:		
<input type="checkbox"/> Info Only <input type="checkbox"/> Post on Display Board <input type="checkbox"/> Plot on Map <input type="checkbox"/> Action Required. Action Assigned To:		
Action Taken		
DISTRIBUTION:		

INITIAL EMERGENCY REPORT

1. PURPOSE

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that may provide resources under a mutual aid agreement of an incident that has the potential to become a major emergency or disaster. An Initial Incident Report should be dispatched as soon as it becomes apparent that an incident has the potential to become a serious emergency situation. The report should be sent in written form (such as TLETS teletype or facsimile) if possible. If this is infeasible, a verbal report should be made by telephone or radio.

2. FORMAT

DATE/ TIME:

FROM

Hunt County

TO:

DPS Garland, Texas, DDC Chairperson

[Adjacent affected jurisdictions, jurisdictions from which resources may be requested pursuant to interlocal agreements]

SUBJECT:

INITIAL EMERGENCY REPORT

- a. TYPE OF INCIDENT:
- b. DATE & TIME OF OCCURRENCE:
- c. DESCRIPTION: (a short description of what happened or is occurring)
- d. AREA AFFECTED:
- e. RESPONSE ACTIONS UNDERWAY
- f. ASSISTANCE REQUIRED, IF ANY:
- g. POINT OF CONTACT INFORMATION:

3. **SAMPLE MESSAGE** [This is a sample message. Do not include in your annex unless used for preformatted messages.]

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

SUBJECT: INITIAL EMERGENCY REPORT

- a. TYPE OF INCIDENT: Explosion/Fire/Hazmat Spill
- b. DATE/TIME OF OCCURRENCE: 11-25-00/1915
- c. DESCRIPTION: Peyton Agro-Chem facility on S. Meridian St. exploded. Explosion & resulting fire has destroyed one city block; two more threatened. Possible hazmat plume from stored chemicals.
- d. AREA AFFECTED: 9 blocks, mostly residential, in Southern Disasterville
- e. RESPONSE ACTIONS UNDERWAY: Local fire & police at scene, mutual aid from 2 rural VFDs summoned, Tsunami City Hazmat Team enroute. TCEQ representative enroute.
- f. ASSISTANCE REQUIRED, IF ANY: May need SAR Team and additional Hazmat response resources. Will advise.
- g. POINT OF CONTACT INFORMATION: Joe Jones, EMC, 555-1222.

SITUATION REPORT

1. PURPOSE

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that are providing resources under a mutual aid agreement of the status on an ongoing major emergency situation. It may also be useful to provide this report to local officials who are not working at the EOC to keep them informed of the situation. A Situation Report should be prepared and disseminated at least once a day. The report should be sent in written form (such as TLETS teletype, facsimile, or e-mail).

2. FORMAT

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

SUBJECT: **SITUATION REPORT # 1**
FOR [event description] Covering the Period
From _____ To _____

a. CURRENT SITUATION

[What is being done about the emergency situation and by whom? Are there any problems hampering the emergency response? Is the situation getting worse, remaining stable, or winding down?]

b. AREAS AFFECTED:

c. RESPONDING AGENCIES/ORGANIZATIONS:

[Include local, state, and federal responders plus volunteer groups]

d. CASUALTIES (cumulative):

1. Fatalities
2. Injured:
3. Missing:

e. ESTIMATED DAMAGES (cumulative):

1. Homes Destroyed/Damaged:
2. Businesses Destroyed/Damaged:
3. Govt Facilities Destroyed/Damaged:
4. Other:

f. EVACUATIONS (cumulative): *[Estimated number of evacuees]*

g. SHELTERS (cumulative):

1. Number of Shelters Open:
2. Estimated Occupants:

h. ROAD CLOSURES:

i. UTILITY OUTAGES:

j. COMMENTS:

3. SAMPLE REPORT [This is a sample report. Do not include in your annex unless using as preformatted report for specific situations.]

DATE/ TIME:

FROM

County

TO:

DPS _____, DDC Chairperson

DPS _____ [DPS Regional Headquarters]

[Adjacent affected jurisdictions]

[Jurisdictions providing mutual aid resources]

SUBJECT:

SITUATION REPORT # 1

FOR PEYTON AGRO-CHEM EXPLOSION

Covering the Period From 11-25-00 To 11-26-00

- a. **CURRENT SITUATION:** Fires in downtown buildings have been extinguished. Chemical plant continues to burn. Search & rescue team has recovered 3 bodies in collapsed buildings in downtown area; firefighters recovered another body. Spilled hazmat in temporary dikes and berms being recovered by contractor Hazwaste, Inc. Evacuees at shelter at Wharton School operated by ARC. Pesticide residue may have contaminated 2 residential blocks south of plant; assessment underway by TNRCC and EPA.
- b. **AREAS AFFECTED:** 1 business block, 8 residential blocks
- c. **RESPONDING AGENCIES/ORGANIZATIONS:**
 Local: Disasterville FD, Floodprone VFD, Monon VFD, Casson FD.
 State: TCEQ, TxDOT, Dept of Ag, TEEX Search & Rescue Team, GDEM RLO
 Federal: US EPA
 Volunteers: ARC, Salvation Army
- d. **CASUALTIES (cumulative):**
 1. Fatalities: 4
 2. Injured: 11
 3. Missing: 2
- e. **ESTIMATED DAMAGES (cumulative):**
 1. Homes Destroyed/Damaged: 8/12
 2. Businesses Destroyed/Damaged: 6/2
 3. Govt Facilities Destroyed/Damaged: 1/0
 4. Other:
- f. **EVACUATIONS (cumulative):** Estimated 260
- g. **SHELTERS (cumulative):**
 1. Number of Shelters Open: 1
 2. Estimated Occupants: 120
- h. **ROAD CLOSURES:**
 1. Monan, Meridian, Western, Key, Travis, Fox, Tiber, Alstead, and Calhoun Streets in southern portion of city
 2. County Road 124 between city limits and Co. Rd 150.
- i. **UTILITY OUTAGES:** Electrical and water service shut off to four blocks of downtown.
- j. **COMMENTS:**
 1. Fire Marshal expects fire at chem plant to burn itself out this evening. Some fire units will be released at that time.
 2. TCEQ believes it will take another 24 hours to fully map contaminated areas of downtown.
 3. Search and rescue team believes it will complete search of collapsed bldgs this evening.

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