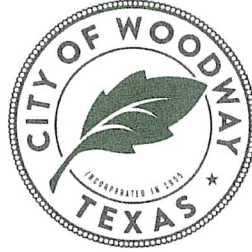


**PUBLIC NOTICE OF MEETING**



**WOODWAY CITY COUNCIL**

**MAY 18, 2026 – 5:30 P.M.**

**TAKE NOTICE THAT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF WOODWAY, TEXAS, WILL BE HELD IN THE DONALD J. BAKER COUNCIL CHAMBERS AT WOODWAY CITY HALL, 922 ESTATES DRIVE, WOODWAY, TEXAS, COMMENCING AT 5:30 P.M. ON MONDAY, MAY 18, 2026, TO CONSIDER AND ACT UPON ANY LAWFUL SUBJECT WHICH MAY COME BEFORE IT INCLUDING, AMONG OTHERS, THE ITEMS LISTED BELOW.**

**AGENDA**

**CALL MEETING TO ORDER**

**INVOCATION**

1. Invocation
2. Pledge of Allegiance

**PUBLIC COMMENT**

3. The City Council invites citizens to address the Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to Public Hearings will be heard when the specific hearing starts. Please limit your comments to three (3) minutes per Resolution R-87-11. The Council is not permitted to take any action or discuss any item not listed on the agenda. When called to speak, please state your name and address, and if speaking on a specific agenda item, state the item before beginning your comments.

**PRESENTATIONS**

4. Introduction of new Public Safety officer
5. Presentation of Yard of the Month for May

## Packet Page Number 2

### WOODWAY CITY COUNCIL AGENDA

Page 2

May 18, 2026 - 5:30 P.M.

6. Recognition of Woodway Youth Commission members and graduating seniors
7. Presentation to the Heart of Texas 100 Club

#### **CONSENT AGENDA**

8. A. Discussion and consider action on minutes of the regular City Council meeting held May 11, 2026, at 5:30 p.m.
- B. Discussion and consider action on approval of McLennan County Basic Emergency Management Plan
9. Discussion and consider action on Consent Agenda

#### **CITY MANAGER AND CITY COUNCIL REPORTS**


10. City Manager's Report (Briefings or updates may be provided regarding City services, administrative/personnel matters, real estate/development, infrastructure, events, regulations, community and intergovernmental relations issues.)
11. City Council Reports (Briefings or updates may be provided regarding City Council committee and liaison assignments.)

#### **CLOSING ITEM**

12. Consider action on adjournment

*Councilmembers unable to attend in person may participate via videoconference in accordance with Chapter 551 of the Texas Government Code.*

*I certify that the above notice of meeting was posted at Woodway City Hall, 922 Estates Drive, Woodway, Texas, on the 12<sup>th</sup> day of May 2026 at 5:00 p.m.*

  
\_\_\_\_\_  
Kasia Redden, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (254) 772-4480 or FAX (254) 772-0695 for further information.

May 11, 2026 – 5:30 p.m.

The Woodway City Council met in a regular meeting in the Donald J. Baker Council Chambers at Woodway City Hall, 922 Estates Drive, Woodway, Texas, on Monday, May 11, 2026, at 5:30 p.m. The following individuals were in attendance:

- Mayor: Amine Qourzal
- Mayor Pro Tem: Storey Cook
- Councilmembers: Janell Gilman, Ken Sury, Dave Whitby, Kyle Kriegel, Meg Wallace
- Councilmembers Absent:
- City Manager: Adam Niolet
- Assistant City Manager: Jennifer Rogers
- City Secretary: Kasia Redden, City Secretary
- City Staff: Brenda Hernandez, Khalil El-Halabi, Todd Gill, Hallie Hafer, Keith Lowrey, Katrina Barrett
- Contract Staff: David Shaw, City Attorney

**CALL MEETING TO ORDER**

Mayor Qourzal called the meeting to order at 5:30 p.m.

**INVOCATION AND PLEDGE**

1. INVOCATION

Mayor Qourzal gave the invocation.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the United States Flag was recited in unison.

**PUBLIC COMMENT**

3. THE CITY COUNCIL INVITES CITIZENS TO ADDRESS THE COUNCIL ON ANY MATTER, INCLUDING ITEMS ON THE AGENDA, EXCEPT PUBLIC HEARINGS THAT ARE INCLUDED ON THE AGENDA. COMMENTS RELATED TO PUBLIC HEARINGS WILL BE HEARD WHEN THE SPECIFIC HEARING STARTS. PLEASE LIMIT YOUR COMMENTS TO THREE (3) MINUTES PER RESOLUTION R-87-11. THE COUNCIL IS NOT PERMITTED TO TAKE ANY ACTION OR DISCUSS ANY ITEM NOT LISTED ON THE AGENDA. WHEN CALLED TO SPEAK, PLEASE STATE YOUR NAME AND ADDRESS, AND IF SPEAKING ON A SPECIFIC AGENDA ITEM, STATE THE ITEM BEFORE BEGINNING YOUR COMMENTS

There were no public comments.

**ANNUAL ORGANIZATION OF THE CITY COUNCIL**

4. ADMINISTER OATH OF OFFICE TO NEWLY ELECTED COUNCILMEMBERS

City Secretary Kasia Redden administered the oath/affirmation of office to newly elected Councilmembers Kyle Kriegel and Meg Wallace.

5. CONSIDER ACTION ON APPOINTMENT TO OFFICE OF MAYOR

City Attorney David Shaw opened the floor for nominations to the office of Mayor.

Councilmember Whitby nominated Amine Qourzal. That nomination was seconded by Councilmember Gilman.

There being no other nominations, David Shaw called for a vote. Amine Qourzal was then appointed to the office of Mayor by unanimous decision.

# Packet Page Number 4

## WOODWAY CITY COUNCIL MINUTES

Page 2

May 11, 2026, at 5:30 p.m.

6. CONSIDER ACTION ON APPOINTMENT TO OFFICE OF MAYOR PRO TEM

City Attorney David Shaw opened the floor for nominations to the office of Mayor Pro Tem.

Councilmember Whitby nominated Storey Cook. That nomination was seconded by Mayor Qourzal.

There being no other nominations, David Shaw called for a vote. Storey Cook was then appointed to the office of Mayor Pro Tem by unanimous decision.

7. DISCUSSION AND CONSIDER ACTION ON RESOLUTION R-26-08, DESIGNATING ROBERT'S RULES OF ORDER (TWELFTH EDITION) TO BE THE COUNCIL'S RULES OF PROCEDURE EXCEPT WHERE IN CONFLICT WITH THE CITY'S CHARTER, CODE OF ORDINANCES, OR OTHER LAW, IN WHICH CASE THE PROCEDURE SET FORTH IN THE CHARTER, CODE OF ORDINANCES, OR OTHER LAW SHALL CONTROL

Ken Sury made a motion, seconded by Janell Gilman, to open the discussion.

City Manager Adam Niolet provided a brief background. There was no discussion.

Mayor Pro Tem Cook made a motion, seconded by Janell Gilman, that Robert's Rules of Order (Twelfth Edition) be adopted as Council's rules of procedure with the aforementioned exceptions. The motion carried unanimously.

### **PRESENTATIONS**

8. PRESENTATION BY WILLDAN ON PRELIMINARY RESULTS OF WATER AND WASTEWATER RATE STUDY

City Manager Adam Niolet provided a brief background and introduced Dan Jackson of Willdan to make the presentation.

Mr. Jackson offered a presentation and slideshow on the preliminary results of the water and wastewater rate study. He also answered questions from Councilmembers regarding the results. Mayor Pro Tem Cook requested that staff email copies of the presentation to the Councilmembers.

9. PRESENTATION AND DISCUSSION REGARDING STATUS OF FAIRWAY GRAVITY SEWER PROJECT, PHASE 3

Mitch Davison, Community Services Director, offered a presentation and slideshow on the background and current status of the Fairway Gravity Sewer Project. He also answered questions from Councilmembers and the City Attorney.

### **EXECUTIVE SESSION**

10. NOTICE IS HEREBY GIVEN THAT A CLOSED MEETING WILL BE HELD PURSUANT TO SEC. 551.071 OF THE TEXAS GOVERNMENT CODE TO SEEK THE CITY ATTORNEY'S ADVICE ABOUT CONTEMPLATED LITIGATION AND TO CONSULT WITH THE CITY ATTORNEY REGARDING A MATTER IN WHICH THE DUTY OF THE ATTORNEY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH THE OPEN MEETINGS PROVISIONS OF OPEN MEETINGS ACT

Mayor Qourzal elected to hold the Executive Session after all other business had been addressed, so it was moved after Item 16.

At that time, the open session recessed at 6:31 p.m. and was reopened at 7:09 p.m.

### **ITEMS FOR INDIVIDUAL DISCUSSION, CONSIDERATION AND/OR ACTION**

11. DISCUSSION REGARDING CODE OF ETHICS FOR ELECTED AND APPOINTED OFFICIALS, ADOPTED BY RESOLUTION R-25-09

## Packet Page Number 5

### WOODWAY CITY COUNCIL MINUTES

Page 3

May 11, 2026, at 5:30 p.m.

Councilwoman Gilman made a motion, seconded by Mayor Pro Tem Cook, to open discussion on the item.

City Manager Adam Niolet provided a brief background.

Mayor Qourzal and the City Attorney discussed whether annual readoption of the Code of Ethics was necessary, and it is not. The item was posted for discussion only; therefore, no action was required.

12. DISCUSSION AND CONSIDER ACTION ON RESOLUTION R-26-09, CASTING VOTES TO ELECT A MEMBER OF THE GOVERNING BODY FOR THE MCLENNAN COUNTY RURAL TRANSIT DISTRICT

Mayor Pro Tem Cook made a motion, seconded by Mayor Qourzal to open the discussion.

City Manager Adam Niolet provided a brief background.

After discussion, Mayor Pro Tem Cook made a motion that the City of Woodway cast the allowed 10 votes for its nominated representative, Councilmember Ken Sury. The remaining 10 votes will not be cast. Mayor Qourzal seconded the motion and it carried unanimously.

### **CONSENT AGENDA**

*The Consent Agenda consists of non-controversial, routine and budgeted items which require no public hearing. The Consent Agenda is subject to being approved with one single motion; however, the Mayor or any City Councilmember may remove any item from the Consent Agenda for separate discussion and consideration.*

13. A. DISCUSSION AND CONSIDER ACTION ON MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD APRIL 27, 2026, AT 5:30 P.M.
- B. DISCUSSION AND CONSIDER ACTION ON ANNUAL APPOINTMENTS AND REAPPOINTMENTS TO THE WOODWAY BOARDS AND COMMISSIONS
- C. DISCUSSION AND CONSIDER ACTION ON THE APPROVAL OF THE PURCHASE OF 8 AXON OUTPOST CAMERAS TO REPLACE CURRENT END-OF-LIFE CAMERA SYSTEM UTILIZED BY PUBLIC SAFETY OFFICERS AT \$109,707.19 PAID OVER A 5-YEAR PERIOD THROUGH AXON ENTERPRISES INC. UTILIZING BUYBOARD CONTRACT PRICING AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS IN CONNECTION THEREWITH
14. DISCUSSION AND CONSIDER ACTION ON CONSENT AGENDA

There were no items removed from the Consent Agenda for further discussion.

Mayor Pro Tem Cook made a motion, seconded by Councilmember Wallace, that the Consent Agenda be approved as follows:

- A. Approve the minutes of the regular City Council meeting, held April 27, 2026, at 5:30 p.m. as written.
- B. Approve the boards and commissions appointments as recommended by the Council Nominating Committee.
- C. Approve the purchase of 8 Axon Outpost Cameras as requested.

The motion carried unanimously.

### **CITY MANAGER AND CITY COUNCIL REPORTS**

15. CITY MANAGER'S REPORT (BRIEFINGS OR UPDATES MAY BE PROVIDED REGARDING CITY SERVICES, ADMINISTRATIVE/PERSONNEL MATTERS, REAL ESTATE/DEVELOPMENT, INFRASTRUCTURE, EVENTS, REGULATIONS, COMMUNITY AND INTERGOVERNMENTAL RELATIONS ISSUES.)

# Packet Page Number 6

## WOODWAY CITY COUNCIL MINUTES

Page 4

May 11, 2026, at 5:30 p.m.

Mr. Niolet will reserve his reports until the next meeting.

### 16. CITY COUNCIL REPORTS

- Councilwoman Gilman – There will be no Planning & Zoning meeting Tuesday.
- Councilmember Whitby – The Parks and Recreation Commission has not met since the last Council meeting but will meet at the end of the month.
- Councilmember Sury – The Youth Commission met at the beginning of May, and they will be on hiatus for the summer.

The Executive Session listed as Item 10 was held after this item, with the open meeting in recess from 6:31 p.m. until 7:09 p.m.

### **CLOSING ITEM**

### 17. CONSIDER ACTION ON ADJOURNMENT

Councilmember Gilman made a motion, seconded by Councilmember Kriegel, that the meeting be adjourned.

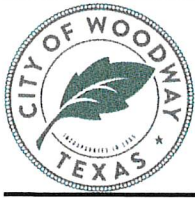
Mayor Qourzal adjourned the meeting at 7:10 p.m.

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Kasia Redden, City Secretary

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Amine Qourzal, Mayor



# CITY COUNCIL AGENDA ITEM FORM

**Meeting Date:** May 18, 2026

**Prepared By:** Chief Khalil EJ-Halabi

**Approved By:** 

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

**Caption:**

Discussion and consider action on Approval of McLennan County Basic Emergency Management Plan.

**Background Information:**

The McLennan County Basic Emergency Management Plan is due for its routine five-year review and re-signature.

This plan gives the Texas Department of Emergency Management a clear rundown of the resources of local jurisdictions and how they operate.

There are no significant changes to the document from the previous version.

**Financial Impact:**

Total of Proposed Expenditure:

Amount Budgeted:

Account No.:

Project No.:

**Staff Recommendation:**

Approval of the McLennan County Basic Emergency Management Plan.

# BASIC EMERGENCY MANAGEMENT PLAN

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McLennan County  
and all cities  
adhering to this plan



**RECORD OF CHANGES**

Change #	Date of Change	Change Entered By	Date Entered
1	12/10/2015	SEAN TAYLOR	12/10/2015
2	5/01/2017	DANIEL SCOTT	5/01/2017
3	7/27/2017	DANIEL SCOTT	7/27/2017
4	8/10/2017	DANIEL SCOTT	8/10/2017
5	08/03/2020	RYAN DIRKER	08/03/2020
6	08/03/2020	RYAN DIRKER	08/03/2020
7	08/03/2020	RYAN DIRKER	08/03/2020
8	08/03/2020	RYAN DIRKER	08/03/2020
9	08/03/2020	RYAN DIRKER	08/03/2020
10	8/14/2020	RYAN DIRKER	08/14/2020
11	03/12/2026	TIM JESKE	03/12/2026
12	04/19/2026	RYAN DIRKER	04/19/2026

**APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

---

McLennan County

---

Date

**APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of Bellmead

\_\_\_\_\_  
Date

**APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of Beverly Hills

\_\_\_\_\_  
Date

**APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of Bruceville Eddy

\_\_\_\_\_  
Date

**APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of Crawford

\_\_\_\_\_  
Date

## **APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

---

City of Gholson

---

Date

**APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of Golinda

\_\_\_\_\_  
Date

## **APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

---

City of Hallsburg

---

Date

**APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of Hewitt

\_\_\_\_\_  
Date

## **APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

---

City of Lacy Lakeview

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Date

## **APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

### **EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

---

City of Leroy

---

Date

## **APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

---

City of Lorena

---

Date

## **APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of Mart

\_\_\_\_\_  
Date

## **APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of McGregor

\_\_\_\_\_  
Date

## APPROVAL & IMPLEMENTATION

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

---

City of Moody

---

Date

## **APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

---

City of Riesel

---

Date

## APPROVAL & IMPLEMENTATION

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

---

City of Robinson

---

Date

## **APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of Ross

\_\_\_\_\_  
Date

**APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of Waco

\_\_\_\_\_  
Date

XX

**APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY  
AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of West

\_\_\_\_\_  
Date

**APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
City of Woodway

\_\_\_\_\_  
Date

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## BASIC PLAN

### I. AUTHORITY

#### A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 U.S.C. Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework
12. Presidential Policy Directive 8 – National Preparedness
13. Chapter 7 of the Department of Justice’s Americans with Disabilities Act (ADA)

#### B. State

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

#### C. Local

##### City Ordinances

1. City of Bellmead Ordinance # 12-12-83 dated 12-12-83.
2. City of Beverly Hills Ordinance # 1287-14 dated 12-14-83.
3. City of Bruceville-Eddy Ordinance # 88-9 dated 01-02-90.
4. City of Crawford Ordinance # 83-5 dated 09-27-83.
5. City of Gholson Ordinance # 4 dated 12-06-89.
6. City of Golinda Ordinance # 114 dated 7-14-92
7. City of Hallsburg Ordinance # 24 dated 03-12-90.
8. City of Hewitt Ordinance # 01-16-84 dated 01-16-84.
9. City of Lacy-Lakeview Ordinance # 157-83 dated 09-12-83.

10. City of Leroy Ordinance # 2-1-90 dated 02-14-90.
11. City of Lorena Ordinance # 4024 dated 07-11-88.
12. City of Mart Ordinance # 2166 dated 11-10-83.
13. City of McGregor Ordinance # 09-12-83 dated 09-12-83.
14. City of Moody Ordinance # 51084 dated 09-06-83.
15. City of Riesel Ordinance # 59 dated 03-5-90.
16. City of Robinson Ordinance # 207 dated 10-08-83.
17. City of Ross Ordinance # 1989-1 dated 12-12-89.
18. City of Waco Ordinance # 1983-67 dated 02-25-85.
19. City of West Ordinance # 554-1 dated 03-16-82.
20. City of Woodway Ordinance # 83-13 dated 12-19-83.
21. McLennan County Commissioner's Court Order # 02-25-85 dated 02-25-85.

**Joint Resolution between the County of McLennan and the Cities of:**

1. Bellmead dated 12-12-83.
2. Beverly Hills dated 12-14-87.
3. Bruceville-Eddy dated 01-2-90.
4. Crawford dated 02-25-83.
5. Gholson dated 12-06-89.
6. Golinda dated 7-14-92
7. Hallsburg dated 03-12-90.
8. Hewitt dated 06-06-88.
9. Lacy Lakeview dated 12-14-87.
10. Leroy dated 02-14-90.
11. Lorena dated 07-11-88.
12. Mart dated 02-10-88.
13. McGregor dated 01-11-88.
14. Moody dated 09-06-83.
15. Riesel dated 03-05-90.
16. Robinson dated 02-09-88.
17. Ross dated 12-12-89.
18. Waco dated 09-08-86.
19. West dated 11-17-87.
20. Woodway dated 01-09-84.

**Inter-local Agreements & Contracts.** See the summary in Attachment 6.

<b>II. PURPOSE</b>
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This Basic Plan outlines our approach to emergency operations, and is applicable to McLennan County and all cities adhering to this plan. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency

management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts to include the whole of the community.

<b>III. EXPLANATION OF TERMS</b>
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**A. Acronyms**

AAR	After Action Report
ADA	Americans with Disabilities Act
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Health & Safety Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center
TDEM	Texas Division of Emergency Management
TRRN	Texas Regional Response Network
TSA	The Salvation Army
EMC	Emergency Management Coordinator

**B. Definitions**

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant) and representatives of the state agencies and volunteer groups represented on the State Emergency Management Council with resources in the district. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations or Operating Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster ensuring the needs of the whole community are addressed.
6. Emergency Situation. As used in this plan, this term is intended to describe a *range* of situations, from a minor incident to a catastrophic disaster. It includes the following:
  - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
    - 1) Involves a limited area and/or limited population.
    - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
    - 3) Warning and public instructions are provided in the immediate area, not community-wide.
    - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
    - 5) May require limited external assistance from other local response agencies or contractors.
    - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
  - b. Emergency. An emergency is a situation is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
    - 1) Involves a large area, significant population, or important facilities.
    - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
    - 3) May require community-wide warning and public instructions.
    - 4) Requires a sizable multi-agency response operating under an incident commander.

- 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
  - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
  - 7) For the purposes of the NRF an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) Requires community-wide warning and public instructions.
  - 4) Requires a response by all local response agencies operating under one or more incident commanders.
  - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
  - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
7. Hazard Analysis. A document, published separately from this plan, identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances,

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

9. Incident of National Significance. actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
10. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as a mutual aid agreement.
11. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of area devastated by disaster.
12. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

#### **IV. SITUATION AND ASSUMPTIONS**

##### **A. Situation**

McLennan County and all cities adhering to this plan are exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1. More detailed information is provided in our Hazard Analysis, published separately.

**Figure 1  
HAZARD SUMMARY**

<b>HAZARD SUMMARY</b>			
<b>HAZARD TYPE</b>	<b>LIKELIHOOD OF OCCURRENCE</b>	<b>ESTIMATED IMPACT OF PUBLIC HEALTH AND SAFETY</b>	<b>ESTIMATED IMPACT ON PROPERTY</b>
<b>NATURAL HAZARDS</b>			
DROUGHT	HIGHLY LIKELY	LIMITED	LIMITED
EXTREME HEAT	HIGHLY LIKELY	LIMITED	LIMITED
LIGHTNING	HIGHLY LIKELY	MODERATE	LIMITED
THUNDERSTORM WIND	HIGHLY LIKELY	MODERATE	MAJOR
TORNADO	HIGHLY LIKELY	MAJOR	MAJOR
EXPANSIVE SOILS	HIGHLY LIKELY	LIMITED	LIMITED
FLOOD	HIGHLY LIKELY	MODERATE	MODERATE
HAIL	HIGHLY LIKELY	MODERATE	MAJOR
WILDFIRE	HIGHLY LIKELY	MODERATE	MAJOR
WINTER STORM	HIGHLY LIKELY	MODERATE	MAJOR
DAM FAILURE	UNLIKELY	MAJOR	MAJOR
EARTHQUAKE	UNLIKELY	MAJOR	MAJOR
<b>TECHNOLOGICAL</b>			
ENERGY / FUEL SHORTAGE	UNLIKELY	LIMITED	LIMITED
HAZMAT / OIL SPILL (FIXED)	LIKELY	MODERATE	LIMITED
HAZMAT / OIL SPILL (TRANSPORT)	HIGHLY LIKELY	MAJOR	MODERATE
MAJOR STRUCTURE FIRE	HIGHLY LIKELY	MODERATE	MAJOR
NUCLEAR FACILITY INCIDENT	UNLIKELY	MAJOR	MAJOR
WATER SYSTEM FAILURE	UNLIKELY	MODERATE	MODERATE
<b>BIOLOGICAL</b>			
VIRUS	LIKELY	MAJOR	LIMITED
VIRUS (PANDEMIC)	UNLIKELY	MAJOR	LIMITED
BACTERIAL	UNLIKELY	LIMITED	LIMITED
<b>SECURITY</b>			
CIVIL DISORDER	UNLIKELY	MAJOR	MAJOR
ENEMY MILITARY ATTACK	UNLIKELY	MAJOR	MAJOR
TERRORISM	LIKELY	MAJOR	MAJOR

**B. Assumptions**

1. McLennan County and all cities adhering to this plan will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

3. Outside assistance will be available in most emergency situations, affecting McLennan County and all the cities adhering to this plan. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

<b>V. CONCEPT OF OPERATIONS</b>
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**A. Objectives**

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

**B. General**

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

6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

### **C. Operational Guidance**

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response - Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
  - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an

incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

- b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

3. Source and Use of Resources.

- a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provide that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:

- 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
- 2) Summon emergency service resources that we have contracted for. See Attachment 6.
- 3) Request assistance from volunteer groups active in disasters.
- 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.

- b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

**D. Incident Command System (ICS)**

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
2. The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.

3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

**E. ICS - EOC Interface**

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
  - 1) Isolating the scene.
  - 2) Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - 3) Warning the population in the area of the incident and providing emergency instructions to them.
  - 4) Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - 5) Implementing traffic control arrangements in and around the incident scene.
  - 6) Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
  - 1) Providing resource support for the incident command operations.
  - 2) Issuing community-wide warning.
  - 3) Issuing instructions and providing information to the general public.
  - 4) Organizing and implementing large-scale evacuation.
  - 5) Organizing and implementing shelter and mass care arrangements for evacuees.
  - 6) Coordinating traffic control for large-scale evacuations.
  - 7) Requesting assistance from the State and other external sources.
  - 8) Maintaining critical services to areas unaffected by the disaster.
  - 9) Developing strategy for recovery efforts.
  - 10) Compile information (financial, damage assessment, progress of recovery efforts) and maintain records of all information.
  - 11) Logistical Support for various incident types throughout City/County incidents.

4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations be coordinated through the EOC.
5. All jurisdictions adhering to this plan will use the ICS system in the field. If the emergency requires the EOC to activate. The following ICS functions will be performed and controlled by the EOC.
  - a. **Policy/Management** - Responsible for overall emergency policy and coordination the joint efforts of governmental agencies and private organizations.
  - b. **Operations** - Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's action plan.
  - c. **Planning/Intelligence** - Responsible for collecting, evaluating, and disseminating information; developing the local government's action plan in coordination with other functions; and maintaining documentation.
  - d. **Logistics** – Responsible for providing facilities, services, personnel, equipment, and materials.
  - e. **Finance/Administration** – Responsible for financial activities and other administrative aspects.
6. The incident Commander should report directly to the EOC, usually to their counterpart departmental staff in the Operations Section. See Attachment 3.A for example.

**F. State, Federal, & Other Assistance**

1. State & Federal Assistance
  - a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance
  - b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Waco TX. See Appendix 2 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official (the County Judge or Mayor of the affected jurisdiction) and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
  - c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the district to the State Operations Center (SOC) in Austin for action.

2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRF* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

**G. Emergency Authorities**

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include but are not limited to:
  - a. Emergency Declaration - In the event of riot or civil disorder, the County Judge or Mayor of any city adhering to this plan may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
  - b. Disaster Declaration - When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the County Judge or Mayor of any city adhering to this plan may by executive order or proclamation declare a local state of disaster. The County Judge or Mayor of any city adhering to this plan may subsequently issue orders or proclamations

referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:

- 1) Suspending procedural laws and rules to facilitate a timely response.
- 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
- 3) Restricting the movement of people and occupancy of premises.
- 4) Prohibiting the sale or transportation of certain substances.
- 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

#### H. Actions by Phases of Emergency Management

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

- a. Prevention

We will focus on preventing hazards (Both natural and Man-Made). We will design preventive measures to provide a more permanent protection from disasters; and limit the risk of loss of life and injury with good evacuation plans, environmental planning and design standards.

- b. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.

- c. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.

- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

<b>VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. Organization**

1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an executive group, emergency services, and support services. Attachment 3 depicts our emergency organization.

2. Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the County Judge, Mayor(s), City Manager(s), and Emergency Management Coordinator(s).

3. Emergency Services

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

4. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

5. Volunteer and Other Services

This group includes organized volunteer groups and businesses who have agreed to provide certain support for emergency operations.

**B. Assignment of Responsibilities**

**1. General**

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.

**3. Executive Group Responsibilities**

a. The County Judge or Mayor will:

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Monitor the emergency response during disaster situations and provides direction where appropriate.

- 3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- 5) Request assistance from other local governments or the State when necessary
- 6) Direct activation of the EOC

b. The City Manager, EMC, or Mayor will:

- 1) Implement the policies and decisions of the governing body relating to emergency management.
- 2) Organize the emergency management program and identifies personnel, equipment, and facility needs.
- 3) Assign emergency management program tasks to departments and agencies.
- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 5) Coordinate the operational response of local emergency services.
- 6) Coordinate activation of the EOC and supervise its operation.

c. The Emergency Management Coordinator will:

- 1) Serve as the staff advisor to our County Judge, Mayor, and City Manager on emergency management matters.
- 2) Keep the County Judge, Mayor, and City Manager governing body apprised of our preparedness status and emergency management needs.
- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 4) Prepare and maintain a resource inventory.
- 5) Arrange appropriate training for local emergency management personnel and emergency responders.
- 6) Coordinate periodic emergency exercises to test our plan and training.
- 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- 8) Activate the EOC when required.
- 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.

4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.

- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

**5. Emergency Services Responsibilities**

- a. The Incident Commander will:
  - 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
  - 2) Determine and implement required protective actions for response personnel and the public at an incident site.
- b. Warning (Annex A)
  - 1) Primary responsibility for this function is assigned to the Police Chief / County Sheriff / Public Safety Director / Emergency Management Coordinator, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Receive information on emergency situations.
    - b) Alert key local officials of emergency situations.
    - c) Disseminate warning information and instructions to the public through available warning systems.
    - d) Disseminate warning and instructions to special facilities such as schools and hospitals.
- c. Communications (Annex B)
  - 1) Primary responsibility for this function is assigned to the Communications Supervisor / Police Chief / County Sheriff / Emergency Management / Public Safety Director, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
    - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
    - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

d. Radiological Protection (Annex D)

- 1) Primary responsibility for this function is assigned to the Radiological officer who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Maintain inventory of radiological equipment.
  - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
  - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
  - d) Make notification concerning radiological incidents to state and federal authorities.

e. Evacuation (Annex E)

- 1) Primary responsibility for this function is assigned to the Police Chief / Sheriff / Public Safety Director, who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Identify areas where evacuation has been or may in the future and determine population at risk.
  - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
  - c) Develop simplified planning procedures for ad hoc evacuations.
  - d) Determine emergency public information requirements.
  - e) Perform evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions).

f. Firefighting (Annex F)

- 1) Primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Fire prevention activities.
  - b) Fire detection and control.
  - c) Hazardous material and oil spill response.
  - d) Terrorist incident response.
  - e) Evacuation support.
  - f) Post-incident reconnaissance and damage assessment.
  - g) Fire safety inspection of temporary shelters.
  - h) Prepare and maintain fire resource inventory.

g. Law Enforcement (Annex G)

- 1) Primary responsibility for this function is assigned to the Police Chief / Sheriff's Office / Public Safety Director, who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Maintenance of law and order.
  - b) Traffic control.
  - c) Terrorist incident response.
  - d) Provision of security for vital facilities, evacuated areas, and shelters.
  - e) Access control for damaged or contaminated areas.
  - f) Warning support.
  - g) Post-incident reconnaissance and damage assessment.
  - h) Prepare and maintain law enforcement resource inventory.

h. Health and Medical Services (Annex H)

- 1) Primary responsibility for this function is assigned to the Waco-McLennan County Public Health District, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Coordinate health and medical care and EMS support during emergency situations in those jurisdictions where control is not already done within the normal operations of that jurisdiction.
  - b) Public health information and education.
  - c) Inspection of food and water supplies.
  - d) Develop emergency public health regulations and orders.
  - e) Coordinate collection, identification, and interment of deceased victims.

i. Direction and Control (Annex N)

- 1) Primary responsibility for this function is assigned to the Mayor/County Judge /City Manager /EMC, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Direct and control our local operating forces.
  - b) Maintain coordination with neighboring jurisdictions and the Disaster District in Waco Texas DPS District 6A.

- c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
  - d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
  - e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
  - f) Coordinates the evacuation of areas at risk.
- j. Hazardous Materials & Oil Spill (Annex Q)
- 1) The primary responsibility for this function is assigned to the Fire Chief/EMC/Public Safety Director, who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
    - b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
    - c) Determine and implement requirements for personal protective equipment for emergency responders.
    - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
    - e) Determine areas at risk and which public protective actions, if any, should be implemented.
    - f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
    - g) Determines when affected areas may be safely reentered.
- k. Search & Rescue (Annex R)
- 1) The primary responsibility for this function is assigned to the Fire Chief/Public Safety Director, who will prepare and maintain Annex R (Search and Rescue) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Coordinate and conduct search and rescue activities.
    - b) Identify requirements for specialized resources to support rescue operations.
    - c) Coordinate external technical assistance and equipment support for search and rescue operations.

I. Terrorist Incident Response (Annex V)

- 1) Primary responsibility for this function is assigned to the Police Chief/Sheriff's Office/Public Safety Director/EMC, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
  - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
  - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
  - d) Ensure required notification of terrorist incidents is made to state and federal authorities.

**6. Support Services Responsibilities**

a. Shelter and Mass Care (Annex C)

- 1) Primary responsibility for this function is assigned to Red Cross/EMC/Public Safety Director/Parks and Recreation Director, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
  - a) Perform emergency shelter and mass care planning.
  - b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.

b. Public Information (Annex I)

- 1) Primary responsibility for this function is assigned to the Public Information Officer/County Judge/Mayor, who will prepare and maintain Annex I (Emergency Public Information) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Establish a Joint Information Center (JIC)
  - b) Conduct on-going hazard awareness and public education programs.
  - c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and responds to questions relating to emergency operations
  - d) Provide information to the media and the public during emergency situations.
  - e) Arrange for media briefings.

- f) Compiles print and photo documentation of emergency situations.
- c. Recovery (Annex J)
  - 1) Primary responsibility for this function is assigned to the EMC/Tax Assessor/Building Official/Fire Department, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
    - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
    - c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
    - d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.
    - e) For nonphysical damage events (I.E Biological) EOC will coordinate with the Waco-McLennan Public Health District, and other City/County offices on a case-by-case basis to establish recovery protocols for economic and social recovery.
- d. Public Works & Engineering (Annex K)
  - 1) Primary responsibility for this function is assigned to the County Engineer/City Public Works Director/Building Inspector/City Engineer/Contracted Engineer, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Protect government facilities and vital equipment where possible.
    - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
    - c) Direct temporary repair of vital facilities.
    - d) Restore damaged roads and bridges.
    - e) Restore waste treatment and disposal systems.
    - f) Arrange for debris removal.
    - g) General damage assessment support.
    - h) Building inspection support.
    - i) Provide specialized equipment to support emergency operations.
    - j) Support traffic control and search and rescue operations.
- e. Energy & Utilities (Annex L)

- 1) Primary responsibility for this function is assigned to the Public Utilities Director/City Manager/Mayor Pro-Tem/Mayor/City Administrator, who will prepare and maintain Annex L (Energy and Utilities) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Prioritize restoration of utility service to vital facilities and other facilities.
    - b) Arrange for the provision of emergency power sources where required.
    - c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
    - d) Assess damage to, repair, and restore public utilities.
    - e) Monitor recovery activities of privately-owned utilities.
- f. Resource Management (Annex M)
- 1) Primary responsibility for this function is assigned to the Human Resources Director/Finance/Purchasing Director/City Administrator/City Manager/Assistant Fire Chief, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs
  - 2) Emergency tasks to be performed include:
    - a) Maintain an inventory of emergency resources.
    - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
    - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
    - d) Establish emergency purchasing procedures and coordinate emergency procurements.
    - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
    - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
    - g) Establish staging areas for resources, if required.
    - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
    - i) Maintain records of emergency-related expenditures for purchases and personnel.
- g. Human Services (Annex O)
- 1) Primary responsibility for this function is assigned to the McLennan County Health Services. Prepare and maintain Annex O (Human Services) to this plan and supporting SOPs
  - 2) Emergency tasks to be performed include:

- a) Identify emergency feeding sites.
- b) Identify sources of clothing for disaster victims.
- c) Secure emergency food supplies.
- d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
- e) Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others.
- f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

h. Hazard Mitigation (Annex P)

- 1) The primary responsibility for this function is assigned to the Hazard Mitigation Coordinator/ Emergency Management Coordinator/ Public Works Director, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Maintain the local Hazard Analysis.
  - b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
  - c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
  - d) Coordinate and carry out post-disaster hazard mitigation program.

i. Transportation (Annex S)

- 1) The primary responsibility for this function is assigned to the Transportation Director/School Superintendent, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Identifies local public and private transportation resources and coordinates their use in emergencies.
  - b) Coordinates deployment of transportation equipment to support emergency operations.
  - c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
  - d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.

j. Donations Management (Annex T)

- 1) The primary responsibility for this function is assigned to the Donations Management Coordinator, who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Compile resource requirements identified by the Resource Management staff.
    - b) Solicit donations to meet known needs.
    - c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
    - d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.
- k. Legal (Annex U)
- 1) The primary responsibility for this function is assigned to the Attorney contracted to or employed by that jurisdiction, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Advise local officials on emergency powers of local government and procedures for invoking those measures.
    - b) Review and advise our officials on possible legal issues arising from disaster operations.
    - c) Prepare and/or recommend legislation to implement the emergency powers that may be required during and emergency.
    - d) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.
- l. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction our chief elected official.

## **7. Volunteer & Other Services**

- a. Volunteer Groups - The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:

- 1) American Red Cross

Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers.

2) The Salvation Army

Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated goods including food clothing, and household items. It also provides referrals to government and private agencies for special services.

3) Heart of Texas Behavioral Health Network

Provides Mental health resources to the entire Heart of Texas Region to both citizens and responders alike. This includes mental health support for disaster responders and crisis counselling programs for the public.

4) Southern Baptist of Texas Convention Disaster Relief

Provides mobile feeding units staffed by volunteers. Can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

5) RACES (Radio Amateur Civil Emergency Service)

The Radio Amateur Civil Emergency Service provides amateur radio support for emergency operations, including communications support in the EOC.

6) Adventist Community Services (ACS)

ACS has developed an expertise in Donations Management through Multi Agency Warehouses, Collection, and Distribution Centers.

b. Business Support

The following businesses have agreed to provide support for emergency operations as indicated:

- 1) Darr Equipment- Generators, Heavy Equipment, etc.
- 2) Johnson Roofing- Pumps, Equipment, etc.
- 3) Diesel Power- Generators, Pumps, etc.
- 4) Wales Industrial- Heavy Lifting Equipment, etc.
- 5) HEB Grocery Stores

<b>VII. DIRECTION AND CONTROL</b>
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**A. General**

1. The County Judge/Mayor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, he/she may carry out those responsibilities from the EOC.
2. The City Manager/EMC/Fire Chief/Director of Public Safety will provide overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.
3. Emergency Management Coordinator will manage the EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.
6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or federal assistance is covered in section V.F of this plan. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

**B. Emergency Facilities**

1. Incident Command Post (ICP) - Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operations Center (EOC) - When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which will be determined by each jurisdiction that adheres to this plan. The Emergency Operations Center for McLennan County and the City of Waco will be at 721 N 4<sup>th</sup> St, Waco, Texas.
3. The following individuals are authorized to activate the EOC:

- a. County Judge or Mayor
  - b. EMC
  - c. Fire Chief
  - d. Police Chief
  - e. City Manager
  - f. or designee
4. The general responsibilities of the EOC are to:
- a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
  - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
  - c. Provide resource support for emergency operations.
  - d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
  - e. Organize and activate large-scale evacuation and mass care operations.
  - f. Provide emergency information to the public.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
6. Our Alternate EOC will be determined by each jurisdiction adhering to this plan. This facility will be used if our primary EOC becomes unusable. McLennan County and the City of Waco will be at 225 W. Waco Drive (Public Health District bottom floor)
7. We have a mobile command and control vehicle, operated by the Office of Emergency Management, which may be used as an incident command post.

**C. Line of Succession**

1. The line of succession for the McLennan County Judge is:
  - a. County Judge
  - b. Judge Pro Tem
  - c. Commissioner
  
2. The line of succession for the Mayor of the city of Bellmead is:
  - a. Mayor
  - b. Mayor Pro Tem
  - c. Council member

- d. City Manager
3. The line of succession for the Mayor of the city of Beverly Hills is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. councilmember
  4. The line of succession for the Mayor of the city of Bruceville Eddy is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
  5. The line of succession for the Mayor of the city of Crawford is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Alderman
  6. The line of succession for the Mayor of the city of Gholson is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
  7. The line of succession for the Mayor of the city of Golinda is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
  8. The line of succession for the Mayor of the city of Hallsburg is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
  9. The line of succession for the Mayor of the city of Hewitt is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
    - d. City Manager
  10. The line of succession for the Mayor of the city of Lacy Lakeview is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Alderman
  11. The line of succession for the Mayor of the city of Leroy is:
    - a. Mayor
    - b. Mayor Pro Tem

- c. Council Member
12. The line of succession for the Mayor of the city of Lorena is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
  13. The line of succession for the Mayor of the city of Mart is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
  14. The line of succession for the Mayor of the city of McGregor is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
  15. The line of succession for the Mayor of the city of Moody is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Alderman
  16. The line of succession for the Mayor of the city of Riesel is.
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
  17. The line of succession for the Mayor of the city of Robinson is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
  18. The line of succession for the Mayor of the city of Ross is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
  19. The line of succession for the Mayor of the city of Waco is:
    - a. Mayor
    - b. Mayor Pro Tem
    - c. Council Member
    - d. City Manager
  20. The line of succession for the Mayor of the city of West is:
    - a. Mayor
    - b. Mayor Pro Tem

c. Council Member

21. The line of succession for the Mayor of the city of Woodway is:

- a. Mayor
- b. Mayor Pro Tem
- c. Council Member

22. The line of succession for the Emergency Management Coordinator will be determined by each jurisdiction participating in this plan. In the city of Waco, it is as follows:

- a. Emergency Management Coordinator
- b. Deputy Emergency Management Coordinator
- c. Fire Chief

23. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

<b>VIII. READINESS LEVELS</b>
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A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the Mayor/County Judge/City Manager or, for certain circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.

B. The following Readiness Levels will be used as a means of increasing our alert posture.

1. Level 4: Normal Conditions (Green)

- a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
- b. The normal operations of government are not affected.

2. Level 3: Increased Readiness (Yellow)

- a. Increased Readiness refers to a situation that presents a greater potential threat than Level 4, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:

- 1) Severe Thunderstorm Watch - A watch is issued to alert persons to the possibility of a development in a specified period of time. Persons in watch area should remain alert and be prepared to take immediate action. These actions could be generated by severe weather watch information issued by the National Weather Service

- 2) Tornado Watch - Indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
  - 3) Flash Flood Watch - Indicates flash flooding is possible due to heavy rain occurring or expected to occur. Readiness actions may include increased situation monitoring, reconnaissance of known trouble spots, and deploying warning signs.
  - 4) Wildfire Threat - During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
  - 5) Mass Gathering - For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
- b. Declaration of "Level 3" will generally require the initiation of the "Increased Readiness" activities identified in each annex to this plan.
3. Level 2: High Readiness (Orange)
- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
    - 1) Severe Thunderstorm Warning - A Warning is issued to alert persons a specific event is imminent, may affect their area and immediate action should be taken
    - 2) Tornado Warning - Issued when a tornado has actually been sighted in the vicinity or indicated by radio and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
    - 3) Flash Flood Warning - Issued to alert persons that flash flooding is imminent or occurring on certain steams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
    - 4) Winter Storm Warning - Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.

- 5) Mass Gathering - Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
  - b. Declaration of a "Level 2" will generally require the initiation of the "High Readiness" activities identified in each annex to this plan.
4. Level 1: Maximum Readiness (Red)
- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "Level 2" event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
    - 1) Major Fire Conflagration - A Major Fire is occurring and people must be evacuated from their residents or business necessitating the opening of shelters for safety of the community.
    - 2) Major Hazardous Material - A Major Hazardous Material release has occurred and a shelter in place order has been given or evacuation is required for individuals in the immediate area necessitating the opening of shelter
    - 3) Tornado Warning - A tornado has been sited especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
    - 4) Flash Flood Warning - Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
    - 5) Mass Gathering - Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
  - b. Declaration of "Level 1" will generally require the initiation of the "Maximum Readiness" activities identified in each annex to this plan.

**IX. ADMINISTRATION AND SUPPORT**

**A. Agreements and Contracts**

1. Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts that may be put in place during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by duly authorized officials and should be in writing whenever possible. All agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
2. In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are a part of the Texas Regional Response Network (TRRN).
3. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

**B. Reports**

1. Hazardous Materials Spill Reporting - If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.
2. Incident Report - This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report - A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports - Several other reports covering specific functions are described in the annexes to this plan.

**C. Records**

1. Record Keeping for Emergency Operations

McLennan County or any of the cities adhering to this plan is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This

shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs - The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
  - 1) Activation or deactivation of emergency facilities.
  - 2) Emergency notifications to other local governments and to state and federal agencies.
  - 3) Significant changes in the emergency situation.
  - 4) Major commitments of resources or requests for additional resources from external sources.
  - 5) Issuance of protective action recommendations to the public.
  - 6) Evacuations.
  - 7) Casualties.
  - 8) Containment or termination of the incident.
- b. Incident Costs - All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.
- c. Emergency or Disaster Costs - For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed records of costs for emergency operations to include:
  - 1) Personnel costs, especially overtime costs
  - 2) Equipment operations costs
  - 3) Costs for leased or rented equipment
  - 4) Costs for contract services to support emergency operations
  - 5) Costs of specialized supplies expended for emergency operations

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

## 2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

**D. Training**

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

**E. Consumer Protection**

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Attorney within that respective jurisdiction, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

**F. Post-Incident and Exercise Review**

The EMC is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After-Action Report (AAR) will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

<b>X. PLAN DEVELOPMENT AND MAINTENANCE</b>
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**A. Plan Development**

1. The highest elected official in each jurisdiction is responsible for approving and promulgating this plan.
2. McLennan County will use Chapter 7 of the Department of Justice's Americans with Disabilities Act (ADA) Best Practices Tool Kit for State and Local Government (ADA Tool Kit) to address ADA obligations of emergency management, including planning, preparedness, evacuation, shelters, medical and social services, lodging and housing programs, recovery, and rebuilding issues within this plan.

**B. Distribution of Planning Documents**

1. The EMC shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.
2. The basic plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the basic plan describes our emergency management organization and basic operational concepts.

**C. Review**

Local officials shall review the Basic Plan and its annexes annually. The EMC will establish a schedule for annual review of planning documents by those tasked in them.

**D. Update**

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to Emergency Management Coordinator. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Division of Emergency Management (TDEM) *Local Emergency Management Planning Guide* (TDEM-10).
3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
4. §418.043(4) of the Government Code provides that TDEM shall review local emergency management plans. The process for submitting new or updated planning documents to TDEM is described in Chapter 6 of the DEM-10. The EMC is responsible for submitting copies of planning documents to our TDEM Regional Liaison Officer for review.

**ATTACHMENTS:**

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System
8. Functional Needs and Support Services Guidance

**ATTACHMENT 1  
DISTRIBUTION LIST**

<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
EOC Reference Library	2	All
McLennan County Judge	1	All
Each County Commissioner	1	All
County Sheriff	1	All
City of Bellmead Mayor	1	All
City of Beverly Hills Mayor	1	All
City of Bruceville Eddy Mayor	1	All
City of Crawford Mayor	1	All
City of Gholson Mayor	1	All
City of Golinda Mayor	1	All
City of Hallsburg Mayor	1	All
City of Hewitt Mayor	1	All
City of Lacy Lakeview Mayor	1	All
City of Leroy Mayor	1	All
City of Lorena Mayor	1	All
City of Mart Mayor	1	All
City of McGregor Mayor	1	All
City of Moody Mayor	1	All
City of Riesel Mayor	1	All
City of Robinson Mayor	1	All
City of Ross Mayor	1	All
City of Waco Mayor	1	All
City of West Mayor	1	All
City of Woodway Mayor	1	All
Each City Manager	1	All
Each EMC Adhering to this Plan	1	All
Each City Secretary	1	All
Asst to the Judge	1	All
County Clerk	1	All
County Auditor	1	All
Each City Police Chief	1	All
Each Constable	1	All
Fire Chief	1	All
McLennan County Health Services	1	All
Waco/McLennan County Health District	1	All
Each City Finance Director	1	All
City Public Works Director/Utilities	1	All
County Engineer	1	All
Each City Engineer	1	All
Each Cities Human Resources Director	1	All
County/City Attorney	1	All

**ATTACHMENT 1  
DISTRIBUTION LIST (CONTINUED)**

Radiological Officer	1	All
Baylor Scott and White - Hillcrest Hospital	1	All
Ascension Providence Hospital	1	All
V.A. Hospital	1	All
ISD Transportation Directors	1	All
Each Independent School District	1	All
American Red Cross	1	All
The Salvation Army	1	All
TDEM District Chief	1	All
Any other department per request	1	All
Justices of the Peace	1	All

ATTACHMENT 2  
REFERENCES

1. Texas Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Division of Emergency Management, *Mitigation Handbook*
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*
6. U. S. Department of Homeland Security, *National Response Framework*
7. 79<sup>th</sup> Texas Legislature, *House Bill 3111*

**ATTACHMENT 3  
ORGANIZATION FOR EMERGENCY MANAGEMENT**

**See attached flow charts for respective jurisdictions**

**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**MCLENNAN COUNTY**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
County Judge	S	S	S	S	S	S	S	S	P	S	S	S	S	P	S	S	S	S	S	S	S	S	S
Asst. to Judge										S			S								S		
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	P	S	P							S	S		S	P	P		S			S
Public Works																							
Utilities																							
Health & Medical Services			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S					S		S
Community Services																							
Human Resources													P									S	
Tax Assessor/Finance Dir.										P			S			S					S		
Transportation/ISD			S		S								S		S		S			P			S
County Attorney's (contract)					S								S			S					S	P	S
Salvation Army			S					S		S			S		S								
Red Cross			P					S		S			S		P								
County Commissioner			S				S		S	S	S	P	S	S		S					S		S
County Engineer										S	P	S	S			P							
Donations Mgmt. Coord.													S								P		

P – INDICATES PRIMARY RESPONSIBILITY  
 S – INDICATES SUPPORT RESPONSIBILITY  
 C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF BELLMEAD**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
City Manager	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S
EMC	S	C	C	P	S	C	C	C	C	C	C	C	S	C	C	P	C	C	C	S	C	C	C
Law Enforcement	S	P	S	S	P	S	P			S			S	S	S		S	S		S		P	
Fire Service	P	S	S	S	S	P							S	S		S	P	P		S		S	
Public Works										S	P	P											
Utilities									S	S	S												
Public Health District			S	S	S			P					S	S	S		S	S	S	S		S	
County Welfare Dept			S		S								S		S	S				S		S	
Community Services																							
Human Resources													S								S		
Tax Assessor/Finance Dir.										S			S			S					S		
Transportation/ISD			S		S								P		S		S		P				S
City Attorney/s					S											S					S	P	S
Radiological Officer																							
Salvation Army			S					S		S					S						S		
Red Cross			P					S		S					P								
City Engineer										S	S	S											
Donations Mngt. Coord.																					P		
Building Official										P			S								S		
School Superintendent			S																		S		

P – INDICATES PRIMARY RESPONSIBILITY  
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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF BEVERLY HILLS**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	S	S	S	S	P	S	S	S	S	S	S	S	S	S
City Manager	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Council Member			S																P				
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	P		S		P	
Fire Service	S	S	S	S	S	P							P	S		S	P	S		S		S	
Street Superintendent											S												
Mayor Pro Tem											S												
Public Health District			S	S	S			P					S	S	S		S	S	S	S		S	
County Welfare Dept			S		S								S		S	S				S		S	
Community Services																							
Human Resources													S							S			
Tax Assessor/Finance Dir.										P			S			S				S			
Transportation/ISD																							
City Attorney's					S											S				S	P	S	
Radiological Officer				P																			
Salvation Army			S					S		S					S								
Red Cross			P					S		S					P								
City Engineer										S	P	P				P							
Donations Mngt. Coord.																					P		
School Superintendent																							

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

CITY OF BRUCEVILLE EDDY

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	S	S	P	P	P	S	S	S	S	S	S	S	S	S
City Manager	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
City Secretary										P													
Assistant City Manager																							
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	P	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	P		S			S
Public Works																							
Utilities											P												
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S				S			S
Community Services																							
Human Resources																					S		
Tax Assessor/Finance Dir.										S			S			S					S		
Transportation/ISD			S		S								S		S		S			P			S
City Attorney's					S								S			S					S	P	S
Radiological Officer																							
Salvation Army			S																				
Red Cross			P																				
County Engineer										S	S	S				S							
Donations Mngt. Coord.																					P		
School Superintendent			S																				

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF CRAWFORD**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	S	P	P	S	P	S	S	S	S	S	S	S	S	S
City Manager										S			P							S			
Alderman												S											
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P				S	S		S	S		S	P	P		S			S
Public Works																							
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		S	S				S			S
Community Services																							
Human Resources													S								S		
Tax Assessor/Finance Dir.										P			S			S					S		
Transportation/ISD			S		S								S		S		S			P			S
City Attorney's					S								S			S					S	P	S
Radiological Officer				P																			
Salvation Army			S					S		S					S							S	
Red Cross			P					S		S					P							S	
County Engineer										S	S	S				P							
Donations Mngt. Coord.																					P		
School Superintendent			S																	S			

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF GHOLSON**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	P	S	P	P	P	S	S	S	S	S	S	S	S	S
Council Member										P													
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	P		S			S
Public Works																							
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		S	S					S		S
Community Services																							
Human Resources																							
Tax Assessor/Finance Dir.										S			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney's					S								S			S					S	P	S
Radiological Officer				P																			
Salvation Army			S					S		S					S							S	
Red Cross			P					S		S					P								
County Commissioner									S	S	S		S	S		S					S		S
County Engineer										S	P					P							
Donations Mngt. Coord.																					P		
School Superintendent			S																S				

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF GOLINDA**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	P	S	S	S	S	S	P	S	S	P	P	P	S	S	S	S	S	S	S	S	S
City Secretary										P													
EMC	S	C	C	P	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	S		S			S
Public Works																							
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S				S			S
Community Services																							
Human Resources																							
Tax Assessor/Finance Dir.										S			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney's					S								S			S				S	P		S
Radiological Officer				P																			
Salvation Army			S					S		S											S		S
Red Cross			P					S		S											S		
County Commissioner																S							S
County Engineer										S	P					P							
Donations Mngt. Coord.																					P		
School Superintendent																			S				

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF HALLSBURG**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	P	P	P	P	P	S	S	S	S	S	S	S	S	S
City Manager																							
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	P	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	P		S			S
Public Works																							
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S					S		S
Community Services																							
Human Resources																							
Tax Assessor/Finance Dir.										S			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney's					S								S			S					S	P	S
Radiological Officer				P																			
Salvation Army			S					S		S						S					S		S
Red Cross			P					S		S						S					S		
County Commissioner							S		S	S	S	S	S	S		S					S		S
County Engineer										S	S	S				S							
Donations Mngt. Coord.																					P		
School Superintendent			S																S				

P – INDICATES PRIMARY RESPONSIBILITY  
 S – INDICATES SUPPORT RESPONSIBILITY  
 C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF HEWITT**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S
City Manager										S			P							S			
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	P		S			S
Public Works																							
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S	S		S
County Welfare Dept			S		S								S		S	S				S			S
Chamber of Commerce Dir.									P														
Building Official										P													
Tax Assessor/Finance Dir.										S			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
County Attorney's (contract)					S								S			S				S	P		S
Community Service Dir.											S	S											
Radiological Officer				P																			
Salvation Army			S				S		S						S								
Red Cross			P				S		S						P						S		
County Commissioner																					S		
City Engineer										S	P	P				P							
Donations Mngt. Coord.																					P		
Shelter Director			S																				

P – INDICATES PRIMARY RESPONSIBILITY  
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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF LACY LAKEVIEW**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S
City Manager									P	S			S							S			
EMC	P	C	C	P	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	S	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	P		S			S
Public Works											P	P	S										
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S				S			S
Community Services																							
Human Resources													P								S		
Tax Assessor/Finance Dir.										P			S			S					P		
Transportation/ISD			S		S								S		S		S			P			S
City Attorney's					S								S			S					S	P	S
Hazard Mitigation Team																P							
Salvation Army			S					S		S					S								S
Red Cross			P					S		S					S								S
City Secretary										P													
City Engineer										S	S	S											
Donations Mngt. Coord.																						P	
School Superintendent			S																			S	

P – INDICATES PRIMARY RESPONSIBILITY  
 S – INDICATES SUPPORT RESPONSIBILITY  
 C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF LEROY**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	P	S	P	P	P	S	S	S	S	S	S	S	S	S
City Manager										S			S										
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	P		S			S
Public Works																							
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S					S		S
Community Services																							
Church Annex			P																				
Tax Assessor/Finance Dir.										P			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney's					S								S			S					S	P	S
Radiological Officer				P																			
Salvation Army			S					S		S				S									
Red Cross			P					S		S				S								S	
County Commissioner																							
County Engineer										S	P					P							
Donations Mngt. Coord.																					P		
School Superintendent																			S				

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF LORENA**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	S	P	S	S	P	P	S	S	S	S	S	S	S	S	S
City Manager									P														
EMC	S	P	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	C	S	S	S	P							S	S		S	P	P		S			S
Public Works																							
Utilities											P	P											
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S					S		S
Community Services																							
Human Resources																							
Tax Assessor/Finance Dir.									S	S			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney					S								S			S					S	P	S
Radiological Officer				P																			
Salvation Army			S					S		S												S	
Red Cross			P					S		S												S	
City Secretary										S		P											
City Engineer										S	P	S				P							
Donations Mgmt. Coord.																					P		
School Superintendent			S																S				

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF MART**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	S	S	S	S	P	S	S	S	S	S	S	S	S	S
City Administrator											S	S	S							S			
Council Member			P																S				
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	P		S			S
Public Works											P	P											
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S				S			S
City Secretary										P													
Human Resources													P								S		
Tax Assessor/Finance Dir.										S			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney's					S								S			S					S	P	S
Radiological Officer				P																			
Salvation Army			S					S			S					S					S		
Red Cross			P					S			S					S					P		
County Commissioner																							
County Engineer										S	P	P				P							
Donations Mgmt. Coord.																					S		

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF MCGREGOR**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	S	S	S	S	P	S	S	S	S	S	S	S	S	S
City Administrator										S	P	P	P							S			
City Comptroller										P													
EMC	S	C	C	P	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	P		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	S		S			S
Public Works																							
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S				S			S
Community Services																							
Human Resources													S								S		
Tax Assessor/Finance Dir.										S			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney's					S								S			S					S	P	S
Radiological Officer				P																			
Salvation Army			S																				
Red Cross			P																				
County Commissioner																							
Building Inspector										S	P	S				P							
Donations Mgmt. Coord.																					P		
School Superintendent			S																S				

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF MOODY**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	S	S	S	S	P	S	S	S	S	S	S	S	S	S
City Administrator										S		P	P								S		
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service/Fire Marshal	S	S	S	S	S	P					P		S	S		S	P	P		S			S
Public Works											P	P											
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S					S		S
Community Services																							
Human Resources													S								S		
Tax Assessor/Finance Dir.										P			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney's					S								S			S					S	P	S
Radiological Officer				P																			
Salvation Army			S					S		S					S						S		
Red Cross			P					S		S					S						S		
County Commissioner																							
City Engineer										S	P	P				P							
Donations Mngt. Coord.																					P		
School Superintendent			S																S				

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF RIESEL**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	S	S	P	P	P	S	S	S	S	S	S	S	S	S
City Manager										S			S							S			
City Secretary										P			S										
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	P		S			S
Public Works											P	P											
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S				S			S
Community Services																							
Human Resources													S								S		
Tax Assessor/Finance Dir.										P			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney's					S								S			S				S	P		S
Radiological Officer				P																			
Salvation Army			S				S								S						S		
Red Cross			P				S								S						S		
County Commissioner																							
County Engineer										S	S	S				P							
Donations Mngt. Coord.																					P		
School Superintendent			S																S				

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF ROBINSON**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	S	P	S	S	P	S	S	S	S	S	S	S	S	S
City Administrator													P										
City Secretary										P			S								S		
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	P		S			S
Public Works /Sanitation											P	P											
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S				S			S
Community Services																							
Human Resources													S								S		
Tax Assessor/Finance Dir.										S			S			S					S		
Transportation/ISD			S		S								S		S		S			P			S
City Attorney's					S								S			S					S	P	S
Building Inspector											S												
Salvation Army			S				S		S						S						S		
Red Cross			P				S		S						S						S		
Radiological Officer				P																			
County Engineer									S	S	S					P							
Donations Mngt. Coord.																					P		
School Superintendent			S																S				

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF ROSS**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	S	S	P	P	P	S	S	S	S	S	S	S	S	S
Alderman										P			S							S			
EMC	S	C	C	P	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	S	S	P							S	S		S	P	P		S			S
Public Works																							
Utilities																							
Public Health District			S	S	S			P			P		S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S				S			S
Community Services																							
Human Resources													P								S		
Tax Assessor/Finance Dir.										P			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney's					S								S			S				S	P		S
Radiological Officer																							
Salvation Army			S				S		S						S						S		
Red Cross			P				S		S						S						S		
County Commissioner			S			S		S	S	S	S	S	S	S		S					S		S
County Engineer										S	S	S				P							
Donations Mngt. Coord.																					P		
School Superintendent			S																S				

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF WACO**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S
Public Information Office									P	S			S										
EMC	P	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	S	S	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service	S	S	S	P	S	P				S			S	S		S	P	P		S			S
Public Works										S	P	P	S										
Utilities										S	P	P	S										
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S				S			S
Radio Shop		P								S			S										
Human Resources													P								S		
Tax Assessor/Finance Dir.										P			S			S					S		
Transportation/ISD/City			S		S					S			S		S		S		P				S
City Attorney's					S					S			S			S					S	P	S
Salvation Army			S					S		S			S		S								
Red Cross			P					S		S			S		S								
City Engineer										S	P		S										
Building Official										P			S										
Donations Mngt. Coord.										S			S								P		
Hazard Mitigation Team													S			P							

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF WEST**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	P	S	S	S	S	P	S	S	S	S	S	S	S	S	S
City Administrator												P											
City Secretary										P			P										
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	P	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P			S			S	S	S		S	S		S			P
Fire Service/Fire Marshal	S	S	S	S	S	P					S		S	S		S	P	P		S			S
Public Works											P	P											
Utilities																							
Public Health District			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S				S			S
Community Services																							
Human Resources																							
Tax Assessor/Finance Dir.										P			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney's					S								S			S				S	P		S
Radiological Officer				P																			
Salvation Army			S					S		S					S						S		
Red Cross			P					S		S					S						S		
County Commissioner																							
County Engineer										S	S	S				S							
Donations Mngt. Coord.																					P		
School Superintendent			S																		S		

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**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**CITY OF WOODWAY**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Energy & Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
City Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S
City Council			P						P										S				
EMC	S	C	C	S	S	C	C	C	S	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Public Safety Department	P	P	S	P	P	P	P			S			S	S	S		P	P		S			P
Fire Service																							
Public Works											P	P											
Utilities																							
Health & Medical Services			S	S	S			P					S	S	S		S	S	S	S			S
County Welfare Dept			S		S								S		P	S					S		S
Community Services																							
Human Resources													P								S		
Tax Assessor/Finance Dir.										P			S			S					S		
Transportation/ISD			S		S								S		S		S		P				S
City Attorney					S								S			S					S	P	S
Radiological Officer				P																			
Salvation Army			S					S		S					S							S	
Red Cross			P					S		S					S							S	
County Commissioner																							
City Engineer										S	S	S				P							
Donations Mgmt. Coord.																					P		

P – INDICATES PRIMARY RESPONSIBILITY  
 S – INDICATES SUPPORT RESPONSIBILITY  
 C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 5  
ANNEX ASSIGNMENTS**

**FOR ALL JURISDICTIONS ADHERING TO THIS PLAN**

<b>ANNEX</b>	<b>ASSIGNED TO:</b>
Annex A: Warning	Police Chief/County Sheriff/Public Safety Dir
Annex B: Communications	Police Chief/County Sheriff/Public Safety Dir
Annex C: Shelter & Mass Care	Red Cross/Salvation Army/School Super/ Elected official/EMC
Annex D: Radiological Protection	Fire Chief/Fire Dept./Emergency Mana./Rad Officer/Public Safety Dir
Annex E: Evacuation	Police Chief/County Sheriff/Public Safety Dir
Annex F: Fire Fighting	Fire Chief/ Fire Official/Public Safety Dir
Annex G: Law Enforcement	Police Chief/County Sheriff/Public Safety Dir
Annex H: Health and Medical Services	Public Health District
Annex I: Public Information	City Secretary/County Judge/Elected official
Annex J: Recovery	Finance Director/Tax Assessor/City Secretary
Annex K: Public Works & Engineering	Public Works Director/County Eng/EMC/City Eng
Annex L: Energy & Utilities	Public Utilities Director/County Eng/City Eng./County Commissioner/Elected official
Annex M: Resource Management	City Secretary/Elected officials/ Fire Dept./ Personnel / Human Resource/City Manager
Annex N: Direction & Control	EMC
Annex O: Human Services	EMC / McLennan County Health Services
Annex P: Hazard Mitigation	Public Works Director/EMC/City or County Eng
Annex Q: Hazardous Materials & Oil Spill Response	Local Fire Department/Public Safety Department
Annex R: Search & Rescue	Local Fire Department/Public Safety Department
Annex S: Transportation	City/ ISD Transportation Director/School Super
Annex T: Donations Management	Donations Management Coordinator
Annex U: Legal	City/County Attorney
Annex V: Terrorist Incident Response	Police Chief/County Sheriff/Public Safety Dept.

**ATTACHMENT 6  
SUMMARY OF AGREEMENTS & CONTRACTS**

**Agreements**

**SUMMARY:**

**MCLENNAN COUNTY**

DESCRIPTION: MUTUAL AID AGREEMENT BETWEEN ALL CITIES THAT ADHERE TO THIS PLAN AND THE COUNTY.

SUMMARY OF PROVISIONS: THE GOVERNING OFFICIALS OF THE PARTIES DESIRE TO SECURE FOR EACH PARTY THE BENEFITS OF MUTUAL AID AND PROTECTION OF LIFE AND PROPERTY IN THE EVENT OF A DISASTER AND/OR CIVIL EMERGENCY.

OFFICIAL(S) AUTHORIZED TO IMPLEMENT: JUDGE/ MAYOR/EMC.

COSTS: NO OPERATING COST REIMBURSEMENT. EACH PARTY IS RESPONSIBLE FOR THEIR OWN EQUIPMENT AND PERSONNEL.

COPIES HELD BY: EMC, EACH CITY PARTICIPATING, COUNTY CLERK, CITY SECRETARY.

DESCRIPTION: SERVICE FOR FIRE PROTECTION BETWEEN THE COUNTY AND 24 VOLUNTEER DEPARTMENTS IN THE COUNTY

SUMMARY OF PROVISION: THE COUNTY PROVIDES FINICAL COMPENSATION FOR PROVIDING FIRE SERVICES WITHIN THE UNINCORPORATED AREAS OF THE COUNTY

COPIES HELD BY: EACH DEPARTMENT AND COUNTY CLERK AS WELL AS THE COUNTY FIRE ASSOCIATION.

**CITY OF WACO**

DESCRIPTION: INTERLOCAL AGREEMENT BETWEEN CITY OF WACO, BEVERLY HILLS, BELLMEAD, AND LACY LAKEVIEW FOR OUTDOOR SIREN WARNING SYSTEM.

SUMMARY OF PROVISIONS: THE CITY OF WACO WILL ACTIVATE THE SIREN WHEN REQUESTED AND MONITOR THE SYSTEM ON A DAILY BASIS.

OFFICIAL(S) AUTHORIZED TO IMPLEMENT: MAYOR/EMC.

COSTS: NO OPERATING COST REIMBURSEMENT. EACH PARTY IS RESPONSIBLE FOR THEIR OWN EQUIPMENT AND PERSONNEL.

COPIES HELD BY: EMC, EACH CITY PARTICIPATING, CITY SECRETARY.

DESCRIPTION: MUTUAL AID AGREEMENT BETWEEN CITY OF WACO, BELLMEAD, LACY LAKEVIEW, HEWITT, ROBISON, WOODWAY, BEVERLY HILLS, FOR FIRE AND RESCUE SERVICES.

SUMMARY OF PROVISIONS: EVERY CITY INVOLVED IN THIS AGREEMENT IS RESPONSIBLE FOR THEIR OWN EQUIPMENT PERSONNEL AND ALL EXPENSES RELATED TO THE SERVICE.

OFFICIAL(S) AUTHORIZED TO IMPLEMENT: FIRE CHIEF/MAYOR.

COSTS: NO OPERATING COST REIMBURSEMENT. EACH PARTY IS RESPONSIBLE FOR THEIR OWN EQUIPMENT AND PERSONNEL.

COPIES HELD BY: EMC, EACH CITY PARTICIPATING, AND CITY SECRETARY.

**Contracts**

CITY OF WACO CONTRACT SUMMARY:

DESCRIPTION: CONTRACT BETWEEN CITY AND AMR FOR AMBULANCE SERVICE

SUMMARY OF PROVISIONS: PROVIDE EMS SERVICE FOR THE CITY

COSTS: NONE

COPIES HELD BY: CITY SECRETARY AND ATTORNEY

CITY OF BELLMEAD CONTRACT SUMMARY:

DESCRIPTION: CONTRACT BETWEEN CITY AND AMR FOR AMBULANCE SERVICE

SUMMARY OF PROVISIONS: PROVIDE EMS SERVICE FOR THE CITY

COSTS: NONE

COPIES HELD BY: CITY SECRETARY AND ATTORNEY

CITY OF LACY LAKEVIEW CONTRACT SUMMARY:

DESCRIPTION: CONTRACT BETWEEN CITY AND AMR FOR AMBULANCE SERVICE

SUMMARY OF PROVISIONS: PROVIDE EMS SERVICE FOR THE CITY

COSTS: NONE

COPIES HELD BY: CITY SECRETARY AND ATTORNEY

CITY OF WOODWAY CONTRACT SUMMARY:

DESCRIPTION: CONTRACT BETWEEN CITY AND AMR FOR AMBULANCE SERVICE

SUMMARY OF PROVISIONS: PROVIDE EMS SERVICE FOR THE CITY

COSTS: NONE

COPIES HELD BY: CITY SECRETARY AND ATTORNEY

CITY OF HEWITT CONTRACT SUMMARY:

DESCRIPTION: CONTRACT BETWEEN CITY AND AMR FOR AMBULANCE SERVICE

SUMMARY OF PROVISIONS: PROVIDE EMS SERVICE FOR THE CITY

COSTS: NONE

COPIES HELD BY: CITY SECRETARY AND ATTORNEY

CITY OF ROBINSON CONTRACT SUMMARY:

DESCRIPTION: CONTRACT BETWEEN CITY AND AMR FOR AMBULANCE SERVICE

SUMMARY OF PROVISIONS: PROVIDE EMS SERVICE FOR THE CITY

COSTS: NONE

COPIES HELD BY: CITY SECRETARY AND ATTORNEY

CITY OF BEVERLY HILLS CONTRACT SUMMARY:

DESCRIPTION: CONTRACT BETWEEN CITY AND AMR FOR AMBULANCE SERVICE

SUMMARY OF PROVISIONS: PROVIDE EMS SERVICE FOR THE CITY

COSTS: NONE

COPIES HELD BY: CITY SECRETARY AND ATTORNEY

**ATTACHMENT 7  
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY**

**A. BACKGROUND**

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

**B. COMPONENTS**

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

1) FEATURES OF ICS

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

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

- e) Use of Position Titles: All ICS positions have distinct titles.
  - f) Reliance on an Incident Action Plan: The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
  - g) Integrated Communications: Integrated communications include interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
  - h) Accountability: ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.
- 2) UNIFIED COMMAND
- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
  - b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.
- 3) AREA COMMAND
- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
- 
- b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
  - c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
- 
- 2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
  - 3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
  - 4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
  - 5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
  - 6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

**ATTACHMENT 8**  
**Functional Needs & Support Services (FNSS) Guidance**

Functional and Access Needs Individuals/Groups. Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need specially trained health care providers to care for them, special facilities equipped to meet their needs, and require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

The provisions of Chapter 7 of the United States Department of Justice's *ADA Best Practices Tool Kit for State and Local Governments* is incorporated herein and will be used to address ADA obligations of emergency management, including planning, preparedness, evacuation shelters, medical and social services, lodging and housing programs, recovery and rebuilding. The term "FNSS Tool Kit" as used herein shall include Chapter 7 of the United States Department of Justice's *ADA Best Practices Tool Kit for State and Local Governments*, and the state tool kit and USDOJ Tool Kit are collectively Attachment 1. In the event of a conflict, the USDOJ Tool Kit shall be used.

**I. IDENTIFICATION**

- A. Voluntary Registry - It is important to attempt to identify persons with disabilities who may need more individualized notification or assistance. Creation and maintenance of a voluntary, confidential registry of persons with disabilities who may need more individualized notification or assistance is a step that can aid significantly in planning and service delivery.
1. This jurisdiction participates in the State of Texas Emergency Assistance Registry ("STEAR System") (2-1-1 System). The STEAR System allows persons who may need more individualized notification or assistance to provide information to be included in a confidential registry. Persons can register on-line, by dialing 2-1-1, by using a video phone or relay option to contact 2-1-1, or by submitting certain forms. The system provides operators who are trained in communication with persons needing additional assistance.
  2. A person requesting to be placed on the registry provides identification information and information as to:
    - a. Emergency Contact Information
    - b. Caregiver Information
    - c. Pets
    - d. Transportation assistance for home evacuation
    - e. Communication Barriers
    - f. Disability, Functional or Medical Needs

Note: There is no way to assure that every person having individualized needs will in fact be able to be specifically accommodated in an emergency. However, identifying the population and the special needs of individuals will allow for better advance planning to increase the odds that special needs can be reasonably met.

3. The Waco-McLennan County Office of Emergency Management is able to access this information. Information from the registry will be reviewed and taken into consideration in planning for notification and response. Examples of areas where the registry may be used to improve planning for notification and response are:
  - a. Developing, if practicable, specialized, automated or manned telephone, text, or e-mail notification;
  - b. Establishing designated pick-ups and protocols for transport;
  - c. Allocating accessible transportation resources and establishing routes;
  - d. Allocating available response resources having specialized training or skills;
  - e. Allocating medical supplies;
  - f. Directing disabled persons to the most accessible evacuation shelter near them; and
  - g. Prioritizing extraction operations

**II. WARNING**

- A. Special facilities and functional and access needs populations will be warned of emergency situations by the following methods to include:
  1. Visually-impaired: McLennan County Emergency Notification System (a reverse telephone number system), EAS messages on radio, outdoor warning sirens (in certain incorporated cities), NOAA Weather Radio
  2. Hearing-impaired: McLennan County Emergency Notification System, captioned EAS messages on television
  3. Non-English speaking: Language messages on radio and/or TV, NOAA Weather Radio, other
  4. Special facilities: McLennan County Emergency Notification System, EAS messages on radio, outdoor warning sirens, NOAA Weather Radio

\*Note- When possible, route alerting and door-to-door warning may be utilized by first-responders to warn all segments of our local population. This will not be possible under all circumstances, due to the possible inundation of first-responders during an emergency situation.

- B. If practicable, attempts will be made to set up specialized, automated or manned telephone, text, or e-mail notification.
- C. The County does not have outdoor warning sirens. Certain incorporated cities have outdoor warning sirens. However, residents in unincorporated areas receive warning through the other alternatives provided.

### III. COMMUNICATIONS

- A. Communications methods for those with functional and access needs will be made available in sheltering and transportation situations by the following:
  - 1. When possible, the use of sign language and interpreters is the preferred method for those who are hearing impaired or who do not use English as a first language. These resources however will not typically be available in an emergency situation.
  - 2. Pen and Paper – Shelter staff and transportation officials will be equipped with a pen and paper in order to write direct messages.
  - 3. Signage and pictograms, which are included in the FNSS toolkit (Attachment 1), will be posted within shelters and shelter transportation vehicles to facilitate communications with those who are hearing impaired or do not speak English as their primary language.

### IV. SHELTER AND MASS CARE

- A. Sheltering and Mass Care of Groups and Individuals with Access and Functional Needs
  - 1. Shelters will be staffed and managed by the American Red Cross, per local agreement.
  - 2. Institutional facilities include hospitals, nursing homes, group homes, and correctional institutions. Such facilities are responsible for the welfare and safety of their clients, who may need specially trained staff to care for them and specialized equipment and facilities to meet their needs. Institutions supporting individuals with access and functional needs are required by state and federal regulations to have disaster preparedness plans that provide for evacuation and relocation of the institution's population to comparable facilities in an emergency.
  - 3. Mass care shelters for the general population are generally staffed and equipped to handle individuals with access and functional needs. Other individuals, particularly medical patients and prisoners, should not be relocated to shelters used by the general public. In the event that institutional facilities encounter difficulty in evacuating and relocating their clients, local officials may need to assist those facilities in arranging transportation and in locating suitable reception

facilities. It may also be necessary to assist in relocating some medical patients who are living at home.

4. Shelter guests fill out the American Red Cross Initial Intake and Assessment form (Attachment 2) upon arriving at shelter reception centers to facilitate and assess the functional and access needs of shelter guests. Once functional and access needs are identified, reasonable accommodation will be made to the greatest extent possible. Functional needs which will be assessed by this form include:
  - a. The need for any Durable Medical Equipment (DME) such as walkers and wheelchairs.
  - b. The need for Consumable Medical Supplies (CMS) such as medications and diapers.
  - c. Personal Assistance Services (PAS) such as language needs, dietary needs, and the need for dialysis or medical/mental health assistance, or other specific considerations.
5. Attempts will be made to assure that shelters are accessible. However, basic accessibility may not address the specialized needs of an individual. If the shelter at which the person arrives is not equipped or staffed to handle an individual's specific needs, the individual will be directed or moved to a shelter that is better set up for the individual's special needs. In some cases, an individual's special needs may exceed what can be provided at any of the shelters, which may require assignment to a medical institution or institutional shelter.
6. Portable generators are available and will be rushed to the shelter locations, pre-disaster where there is advance warning, or immediately after the disaster, and before sheltering begins if no warning, to provide electricity for medical devices, refrigeration of medications, and charging mobility equipment. Each shelter shall have at least one refrigerator.
7. The FNSS toolkit (Attachment 1) will be kept at shelter locations, in order to best facilitate FNSS considerations.

## **V. EVACUATION**

### **A. Evacuation Decisions**

1. The Incident Commander or, for large-scale evacuations, the Emergency Operations Center (EOC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
  - a. What areas or facilities are at risk and should be evacuated?
  - b. How will the public be advised of what to do?
  - c. What do evacuees need to take with them?

- d. What travel routes should be used by evacuees?
- e. What transportation support is needed?
- f. What assistance will populations with access and functional needs require?
- g. What traffic control is needed?
- h. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
- i. How will evacuated areas be secured?

B. Advance Notice of Possible Evacuation

- 1. Advance warning should be made to Institutional facilities in a threatened evacuation area as early as possible. During notification, request facility staff review and prepare to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the EOC.
- 2. Populations with access and functional needs should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any unique circumstances or requests for assistance should be reported to on-scene authorities or EOC.

C. Institutional Facilities and Populations with Access and Functional Needs

- 1. Institutional facilities are responsible for the welfare and safety of their students, clients, patients, and inmates. Virtually all of these facilities are required to maintain an emergency plan that includes provisions for an emergency evacuation; however, in order to effectively implement those plans, they must be warned of emergency situations.
- 2. Schools & Day Care Centers
  - a. If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where they can be picked up by their parents. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, schools will generally be closed and students returned to their homes so they can evacuate with their families.
  - b. Private schools and day care centers, including adult day care facilities, typically maintain limited transportation resources and may require government assistance in evacuating.
- 3. Hospitals, Nursing Homes, & Correctional Facilities.
  - a. If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is

responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.

- b. Medical patients, registered sex offenders, and prisoners should not be housed in shelter and mass care facilities with the general public.
- 4. Citizens with Access and Functional Needs may require additional evacuation assistance, transportation, shelter facilities, and medical care during disaster situations (See Annex H – Health and Medical). Our County emergency management plans will identify by type and estimated number of citizens with Access and Functional Needs and address their needs before, during, and immediately after a major disaster or catastrophic incident (Attachment 3).
- 5. Service dogs will be allowed to accompany their owners at all shelters

D. Return of Evacuees

- 1. Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, the decision will normally be made by the County Judge/local Mayor and disseminated through the media.
- 2. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be required.

**VI. TRANSPORTATION**

- A. Institutional Facilities and Populations with Access and Functional Needs. Public schools normally maintain transportation resources; private schools and day care centers may also have limited transportation assets. Most other Institutional facilities rely on commercial or contract transportation companies for their accessible transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Hence, local government may be requested to assist in providing transport.
- B. Emergency transportation may be provided by school buses, city buses, rural transportation system buses, ambulances, and other vehicles. See Annex S, Transportation, for transportation guidance. In the case of large-scale evacuations with advance warning, pickup points may be designated or a telephone bank established to receive and process requests for transportation.
- C. Sources of disabled-assistance equipped vehicles available for use in an emergency include: Waco Transportation System buses, McLennan County Rural Transit District buses, certain City program

vans, certain County program vans, and HOTCOG Rural Transportation buses. Local school districts will be contacted regarding the availability of their disabled-assistance equipped vehicles. Efforts will be made to plan for and provide ADA compliant transportation to and from shelter facilities to individuals with functional and access needs. This includes transportation to/from medical, pharmaceutical, and dialysis facilities when necessary.

- D. Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

## VII. PLANNING CONSIDERATIONS

- A. Planning efforts will be made by the local jurisdiction to incorporate individuals with functional and access needs into the local planning process by:
  - 1. Providing public education to those with functional and access needs through the Waco-McLennan County Office of Emergency Management.
  - 2. Actively seeking and using input from persons with a variety of disabilities and organizations with expertise in disability issues in all phases of emergency planning, such as those addressing preparation, notification, evacuation, transportation, sheltering, medical and social services, temporary lodging and/or housing, clean-up, and remediation (Attachment 4).
  - 3. Recruiting of persons with a variety of access and functional needs to serve on local emergency management volunteer organizations, where they can assist in providing public education to local citizens and advice to local officials.
- B. The guidelines and technical assistance provided in the Functional and Support Services Tool Kit Chapter 7 of the United States Department of Justice's *ADA Best Practices Tool Kit for State and Local Governments* (collectively Attachment 1) are incorporated herein. Chapter 7 of the United States Department of Justice's *ADA Best Practices Tool Kit for State and Local Governments* shall control in the event of conflict between the state and federal tool kits.
- C. Generally, post-emergency temporary housing options and opportunities are handled locally by the American Red Cross. The County will work with the American Red Cross to ensure that information made available regarding temporary housing includes information on any accessible housing options

**APPROVAL & IMPLEMENTATION**

**MCLENNAN COUNTY AND ALL  
CITIES ADHERING TO THIS PLAN**

**EMERGENCY MANAGEMENT PLAN**

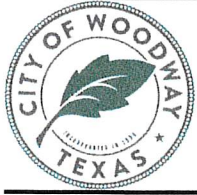
This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

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City of Woodway

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Date



# CITY COUNCIL AGENDA ITEM FORM

**Meeting Date:** May 18, 2026

**Prepared By:** Kasia Redden

**Approved By:** \_\_\_\_\_

- Presentation, Report and/or Discussion Only
- Public Hearing/Related Action
- Individual Discussion/Action
- Consent
- Executive Session

**Caption:** Discussion and consider action on consent agenda

### Background Information:

The following items are included on the consent agenda:

- A. Discussion and consider action on minutes of the regular City Council meeting held May 11, 2026, at 5:30 p.m.
- B. Discussion and consider action on approval of McLennan County Basic Emergency Management Plan

**Financial Impact:** Please see individual items on consent agenda.

**Staff Recommendation:** Approve all items on the consent agenda, as presented.



## **MISCELLANEOUS ITEMS FOR COUNCIL**

Distributed with May 18, 2026, City Council Meeting Packet

➤ Tentative list of agenda items for future meetings

### **Upcoming Calendar Items of Interest**

- |                     |  |
|---------------------|--|
| - Monday, May 18    | Regular City Council meeting – 5:30 p.m.             |
| - Monday, May 25    | Memorial Day (city offices closed)                   |
| - Saturday, May 30  | Arbo Fest 2026 – 10:00 a.m. – 4:00 p.m.              |
| - Monday, June 8    | Budget Workshop #1 – 4:30 p.m. – 5:30 p.m.           |
| - Monday, June 8    | Regular City Council meeting – 5:30 p.m.             |
| - Tuesday, June 9   | Regular Planning & Zoning meeting – 5:00 p.m.        |
| - Thursday, June 11 | Boards & Commissions Appreciation Dinner – 6:00 p.m. |
| - Tuesday, June 16  | Budget Workshop #2 – 10:00 a.m. – 12:00 p.m.         |
| - Friday, June 19   | Juneteenth (city offices closed)                     |

**P E N D I N G   A G E N D A   I T E M S**

**WOODWAY CITY COUNCIL AND PLANNING/ZONING COMMISSION**  
 (Updated 05/12/26)

*This is a tentative planning calendar utilized to assist the City Secretary to compile draft meeting agendas.*

DATE	CITY COUNCIL ITEMS	DATE	PLANNING & ZONING ITEMS
6/8/26	-D&CA award of Bid #26-02 for 2026 Microseal project -Disposal of excess property -Amendment to Master Fee Schedule – Pavilion - Introduction of new Public Safety Officer -Adoption of City of Woodway Purchasing Policy	6/9/26	- Oaths of office - Organization of P&Z (selection of officers) - Semiannual PUD report
7/13/26	-Quarterly presentation – Public Safety - Quarterly presentation – Community Services - Semi-annual presentation – Pavilion & Arboretum - Semi-annual presentation – Woodway Family Center - Preliminary Budget - Finance	7/14/26	

**RECURRING COUNCIL ITEMS:**

- January/April/July/October (first meeting of the month) - Quarterly presentations - Public Safety & Community Services
- January/April/July/October (second meeting of the month) - Quarterly presentation - Finance
- January/July (second Council meeting of the month) - Semi-annual presentations - Carleen Bright Arboretum & WFC
- Woodway Public Safety Association Day proclamation - Annually at the meeting prior to the annual cook-out
- Appointment of Judges to Municipal Court of Record every two years (Next – 09/2026)

**RECURRING P&Z ITEMS:** Every six months - Update to P&Z from Building Official regarding current PUD projects (Next 06/2026)