ORDINANCE NO. <u>3134</u>

AN ORDINANCE AMENDING SECTION 1.07.035 "EMERGENCY MANAGEMENT PLAN ADOPTED" OF THE CITY OF KATY, TEXAS CODE OF ORDINANCES; BY ADOPTING A NEW EMERGENCY OPERATIONS PLAN; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KATY, TEXAS, THAT:

I.

An Emergency Operations Plan in the form of the Plan attached as Exhibit "A" to this Ordinance is adopted. A copy of the Plan signed by the Mayor shall be maintained in the office of the City Secretary and true and correct copies shall be distributed to all City department heads and others assigned responsibilities under the Plan. The Plan hereby adopted replaces all plans previously adopted by the City including the Plan adopted by Ordinance No. 1195, on December 8, 1997; Ordinance No. 2256, on July 26, 2004; Ordinance No. 2735, on February 8, 2016; and by Ordinance No. 2892, on January 28, 2019.

II.

Section 1.07.035 of the City of Katy Code of Ordinances is hereby amended by repealing the existing language and replacing such language with the following:

"§ 1.07.035. **Emergency management plan adopted.**
An emergency operations plan is adopted in the form of the plan attached as Exhibit A to Ordinance 3134 adopted April 8, 2024. A copy of the plan signed by the Mayor shall be maintained in the office of the city secretary and true and correct copies shall be distributed to all city department heads and others assigned responsibilities under the plan."

III.

Each and every provision, paragraph, sentence, and clause of this Ordinance has been separately considered and passed, and each provision would have been separately passed without any other provision; and, if any provision hereof shall be ineffective, invalid, or unconstitutional, for any cause, it shall not impair or affect the remaining portion, or any part thereof, but the valid portion shall be in force just as if it had been passed alone.

Exhibit "A"

Ordinance No. <u>3134</u>

CITY OF KATY EMERGENCY OPERATIONS PLAN

BASIC PLAN

PREPARED BY

CITY OF KATY OFFICE OF EMERGENCY MANAGEMENT

Approval and Implementation

This plan applies to all departments assigned emergency responsibilities in this plan, and to others as designated by the Emergency Manager The Emergency Manager will provide guidance and direction in the conduct of emergency response and disaster recovery activities.

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

Signature _William H Thiele_   Date: 4-8-24

Printed Name: William H. "Dusty" Thiele   **Title:** Mayor

Signature _Byron Hebert_   Date: 4-8-24

Printed Name: Byron Hebert   **Title:** City Administrator
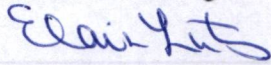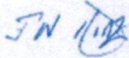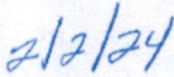
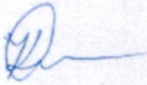Signature _Greg Goedecker_   Date: 2-1-24
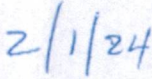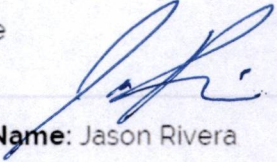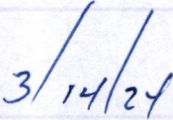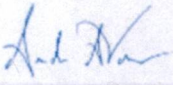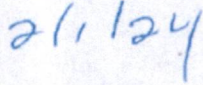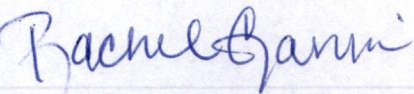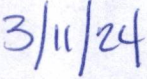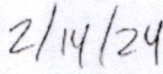
Printed Name: Greg Goedecker   **Title:** EMC

Signatory Departments

Signature		Date:	
Printed Name: Elaine Lutringer		**Title:** Executive Director Public Works & Community Development	
Signature	*JN*	Date: 2/2/24	
Printed Name: Noe Diaz		**Title:** Police Chief	
Signature		Date: 2/1/24	
Printed Name: Kenneth Parker		**Title:** Fire Chief	
Signature		Date: 3/14/24	
Printed Name: Jason Rivera		**Title:** Public Works Director	
Signature		Date: 2/1/24	
Printed Name: Andrew Vasquez		**Title:** Finance Director	
Signature		Date: 3/11/24	
Printed Name: Rachel Garcia		**Title:** Human Resources Director	
Signature		Date: 2/14/24	
Printed Name: Kevin Browne		**Title:** Parks and Recreation Director	

Signatory Departments

Signature _[signature: Becky McGrew]_

Printed Name: Becky McGrew

Date: 2/15/2024

Title: City Secretary

Signature

Printed Name: Amanda Di Dio

Date:

Title: Social Services Director

Signature _[signature: Ian Clowes]_

Printed Name: Ian Clowes

Date: 03/11/2024

Title: Community Development Director

Signature _[signature: Richard Oliva]_

Printed Name: Richard Oliva

Date: 03/11/2024

Title: IT Manager

Record of Changes

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

Date	Description	Initials
07/01/04	Change Entered By: Marc Jordan	
10/28/2010	Change Entered By: Marc Jordan	
9/14/2015	Change Entered By: Maria Galvez	
8/20/18	Reformatted, revised, and updated	
8/10/23	Rewrote entire plan. Reformatted. Addition of ESF's	

Concept of Operations

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

State

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

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Hazardous Waste Operations and Emergency Response, 29 CFR 1910.120
- Homeland Security Act of 2002
- Homeland Security Presidential Directive:
    - HSPD-5, Management of Domestic Incidents
    - HSPD-3, Homeland Security Advisory System
- Nuclear/Radiological Incident Annex of the National Response Framework
- Post-Katrina Emergency Management Reform Act (PKEMRA), 2006
- National Response Framework, January 2008
- Housing and Economic Recovery Act of 2008
- The National Security Strategy, May 2010
- Emergency Management and Assistance, Code of Federal Regulations (CFR) 44

- Price-Anderson Amendments Act of 1988, Public Law 100-408, as amended
- Emergency Management Assistance Compact, Public Law 104-321
- National Incident Management System (NIMS), December 2008

Local

- City Ordinance #2488, dated December 13, 2010 Commissioner's Court Order
- Joint Resolution between Harris County and the City of Katy, dated May 13, 2002
- Interlocal Agreements & Contracts (See the summary in Attachment 5)

Overview

The City of Katy Emergency Operations Plan (EOP) is a multi-disciplined, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the City. The EOP is implemented when it becomes necessary to mobilize the resources identified herein in order to save lives and protect property and infrastructure. The Plan provides guidance to City officials on procedures, organization, and responsibilities, and presents an integrated and coordinated local, State, and Federal response.

This EOP incorporates the FEMA community lifelines construct in planning efforts as a frame of reference to assist responders with:

- Rapidly determining the scale and complexity of a disaster
- Identifying severity, root causes, and interdependencies of impacts to basic, critical lifesaving and life-sustaining services within impacted areas
- Developing operational priorities and objectives that focus response efforts on the delivery of services by the most effective means available
- Communicating disaster-related information across all levels of public, private, and nonprofit sectors using a commonly understood, plain language lexicon
- Guiding response operations to support and facilitate integration across mission areas. Framing an incident around lifelines creates solutions that address root causes and better stabilize the incident impacts.

Purpose

The purpose of the EOP is to establish a framework for an effective, comprehensive system for emergency management. The EOP aims to:

- Reduce vulnerability of individuals, communities, and businesses to prevent loss of life, injury, or property damage resulting from natural, technological, criminal, or hostile acts.
- Prepare prompt and efficient response and recovery activities to protect lives, property, and economic impacts of disasters.
- Respond to emergencies using all systems, plans, and resources as necessary.
- Recover from crises by providing for rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by emergencies.
- Assist in anticipation, recognition, appraisal, prevention, and mitigation of urgent situations that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

Scope

The Emergency Operations Plan (EOP) is an all-hazards emergency operations plan that applies to emergencies and disasters within City of Katy.

The Emergency Operations Plan (EOP) describes the high-level responsibilities of City of Katy agencies and partners who have responsibilities within this plan and within the scope of mitigation, preparedness, response, and recovery.

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

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

Plan Organization

The Emergency Operations Plan (EOP) consists of two parts:
1. Basic Plan
2. Emergency Support Function Annexes

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

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

Definitions and Terms

Acronym	Expansion
AAR	After Action Report
ARC	American Red Cross
BSOC	Border Security Operations Center
CFR	Code of Federal Regulations
CIS	Criminal Intelligence Service
COG	Council of Governments
DDC	Disaster District Committee
DHS	Department of Homeland Security
DSHS	Department of State Health Services
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FAOC	FEMA Alternate Operations Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FOC	FEMA Operations Center

Definitions and Terms

Acronym	Expansion
HazMat	Hazardous Material
HSIN-CI	Homeland Security Information Network – Critical Infrastructure
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive 5
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
JP	Justice of the Peace
JTTF	Joint Terrorism Task Force
ME	Medical Examiner
NOAA	National Oceanographic and Atmospheric Administration
NIMS	National Incident Management System

Definitions and Terms

Acronym	Expansion
NRF	National Response Framework
NWS	National Weather Service
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SAR	Search and Rescue
SOPs	Standard Operating Procedures
SOC	State Operations Center
TAHC	Texas Animal Health Commission
TCEQ	Texas Commission on Environmental Quality
TDEM	Texas Division of Emergency Management
TEEX	Texas A&M Engineering Extension
TFS	Texas A&M Forest Service
TRRN	Texas Regional Resource Network
TSA	The Salvation Army
TxDOT	Texas Department of Transportation

Definitions

- 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.
- 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.
- Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
- Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
- 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.
- Emergency Situations. As used in this plan, this term is intended to describe arange of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
  - Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
    - Involves a limited area and/or limited population.
    - Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
    - Warning and public instructions are provided in the immediate area, not community-wide.
    - 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.
    - May require limited external assistance from other local response agencies or contractors.
    - For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.

- Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
  - Involves a large area, significant population, or important facilities.
  - May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - May require community-wide warning and public instructions.
  - Requires a sizable multi-agency response operating under an incident commander.
  - May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
  - The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
  - 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."
- Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
  - Involves a large area, a sizable population, and/or important facilities.
  - May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - Requires community-wide warning and public instructions.
  - Requires a response by all local response agencies operating under one or more incident commanders.
  - Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 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.
  - 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.
- 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.

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

State and Local Alignment

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

Situation

Location and Geography

The City of Katy is the Hub City of Three Counties. Katy lies in the western portion of Harris County, the far southeastern portion of Waller County, and the northern most portion of Fort Bend County. The actual city limits of Katy are north and south of Interstate 10, and roughly between Katy Fort Bend Road on the east and Woods Road on the west. The historic downtown area is north of Highway 90, near the landmark grain elevators. This is the original Katy from before the 1970s when Houston's Energy Corridor (and the development that came with it) made its way west on I-10. The city's total area is 15.1 square miles.

Climate

Katy is located approximately 50 miles from Trinity Bay and the Southeast Texas coast, making it vulnerable to severe flooding events. This was evident during Hurricane Harvey in 2017. The greatest flood risk in Katy is associated with the numerous creeks and bayous that flow through the city, particularly around Buffalo Bayou. These waterways are prone to overflowing during heavy rain, and the risk may increase with the potential for heavier rainfall due to climate change.

Over the past few decades, Katy and the Texas Upper Coast region have experienced significant increases in temperature and rainfall, which could pose a serious threat to local communities if these trends continue.

Key Details

- Average temperatures in Katy have increased by 3.8°F between 1991 and 2020.
- Higher emissions scenarios could result in temperature increases of 5.8 to 9.0°F by 2100.
- Katy's average annual rainfall has increased by 8.5 inches, although this is partially skewed by Hurricane Harvey.
- Future rainfall trends in Katy are uncertain, but there is a possibility of increased precipitation.
- Creeks, bayous, and small lakes across Katy present a moderate flood risk to the city.

Temperature in Katy

Variable	Historical Average: 1991-2020	Historical Change: 1991-2020	Mid-Century Projections: 2041-2070*		End-Century Projections: 2071-2100	
			Min	Max	Min	Max
Annual Avg. Temp.	70.0°F	+3.8°F	73.0°F	75.3°F	75.8°F	79.0°F
Winter Avg. Temp.	55.4°F	+3.2°F	58.8°F	62.2°F	60.5°F	66.0°F
Spring Avg. Temp.	69.8°F	+4.9°F	72.7°F	75.7°F	74.1°F	78.0°F
Summer Avg. Temp.	83.6°F	+2.3°F	86.1°F	89.7°F	89.3°F	92.0°F
Autumn Avg. Temp.	71.1°F	+4.4°F	73.2°F	76.4°F	76.9°F	82.4°F
Annual Avg. High	80.3°F	+3.2°F	83.2°F	85.8°F	86.0°F	89.0°F
Annual Avg. Low	59.1°F	+3.0°F	62.6°F	64.8°F	65.3°F	68.9°F
Hot Days (>95°F) per year	44 days	+24 days	78 days	118 days	119 days	148 days
Warm Nights (>75°F) per year	47 days	+72 days	99 days	126 days	130 days	161 days

Rainfall in Katy

Katy receives a constant amount of rain each season, ranging from 9.8 in per winter to 12.5 in per summer. The annual average increase of +8.5 in since 1990 is consistent with a trend of wetter conditions across the Texas Upper Coast, with dry and wet periods both becoming wetter in recent years. However, recent extreme rainfall events, such as Hurricane Harvey, have slightly skewed this rainfall trend. Climate change's effects on Katy's rainfall are uncertain but lean toward wetter conditions in future.

Historical and Projected Rainfall						
Variable	Historical Average: 1991-2020	Historical Change: 1991-2020	Mid-Century Projections: 2041-2070*		End-Century Projections: 2071-2100	
			Min	Max	Min	Max
Annual Avg Rainfall	46.9 in	+8.5 in	41.4 in	52.0 in	41.1 in	53.8 in
Winter Avg Rainfall	9.8 in	-2.0 in	8.0 in	12.2 in	8.1 in	12.4 in
Spring Avg Rainfall	11.9 in	+4.5 in	12.3 in	15.8 in	11.1 in	15.8 in
Summer Avg Rainfall	12.5 in	+8.7 in	8.8 in	15.9 in	9.0 in	14.3 in
Autumn Avg Rainfall	12.4 in	2.9 in	11.0 in	15.4 in	10.0 in	16.8 in
Avg Heavy Rain Days (>2-in) per yea	4 days	0 days	3 days	5 days	4 days	5 days

Education

Public school enrollment at the following schools within the City boundaries totaled 12,103 students in 2022:

- High Schools:
  - Katy High School: 3,244 students
  - Raines High School: 484 students
- Middle Schools:
  - Katy Junior High: 1,127 students
  - WoodCreek Junior High: 1,556 students
  - Haskett Junior High: 905 students
  - Elementary Schools:
- Katy Elementary School: 690 students
  - Hutsell Elementary School: 607 students
  - WoodCreek Elementary School: 1,328 students
  - Bryant Elementary School: 1,330 students
  - Robertson Elementary School: 832 students

Demographics

Population		Total Population: 25,253	
Age	Persons under 18	7,727	30.6%
	Persons 18 to 64	14,723	58.3%
	Persons age 65 and over	2,803	11.1%
Sex	Female	12,601	49.9%
	Male	12,652	50.1%
Race/Ethnicity	White Alone	14,495	57.4%
	Asian Alone	1,768	7%
	Hispanic	7,601	30.1.%
	Black	3,081	12.2%
	Multiracial	2,727	10.8%

Hazard Analysis

Natural Hazards			
Hazard Type	**Likelihood of Occurrence**	**Estimated Impact on Public Health and Safety**	**Estimated Impact on Property**
Drought	Likely	Limited	Moderate
Earthquake	Unlikely	Limited	Limited
Flash Flooding	Likely	Moderate	Moderate
Flooding (river or tidal)	Likely	Moderate	Major
Hurricane	Likely	Moderate	Moderate
Subsidence	Occasional	Limited	Major
Tornado	Occasional	Limited	Limited
Wildfire	Occasional	Limited	Moderate
Winter Storm	Occasional	Limited	Moderate

Hazard Analysis

Technological Hazards			
Hazard Type	**Likelihood of Occurrence**	**Estimated Impact on Public Health and Safety**	**Estimated Impact on Property**
Dam Failure	Unlikely	Limited	Limited
Energy / Fuel Shortage	Unlikely	Limited	Limited
Hazmat/Oil Spill (fixed site)	Occasional	Moderate	Limited
Hazmat/Oil Spill (transport)	Likely	Moderate	Limited
Major Structural Failure	Unlikely	Moderate	Major
Nuclear Facility Incident	Unlikely	Major	Major
Water System Failure	Likely	Moderate	Limited
Wastewater System Failure	Likely	Moderate	Limited
Dam Failure	Unlikely	Limited	Limited

Hazard Analysis

Technological Hazards			
Hazard Type	**Likelihood of Occurrence**	**Estimated Impact on Public Health and Safety**	**Estimated Impact on Property**
Civil Disorder	Occasional	Limited	Moderate
Enemy Military Attack	Unlikely	Major	Major
Terrorism	Unlikely	Major	Major

Planning Assumptions

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

- The EOP does not alter nor impede the ability of Federal, State, or local departments and agencies to carry out specific authorities or perform responsibilities under all applicable laws, Executive Orders, and directives.
- The government of the City of Katy is responsible for maintaining the EOP and response and recovery capability to protect the lives and property of its residents and visitors from the effects of human-caused and natural disasters. The City will commit all available resources to save lives, minimize property and environmental damage, and conduct emergency response and recovery operations.
- City government must continue to function throughout a disaster or emergency situation. Depending upon the scope and magnitude of an incident, concurrent implementation of Continuity of Operations Plan (COOP)/Continuity of Government (COG) operations may be necessary. All City departments are encouraged to maintain a current COOP.
- This plan has been developed to address "all hazards and impacts" that threaten the City of Katy by providing the response framework and guidance for any emergency or disaster situation that occurs. The organization and concept of operations is designed to allow flexibility and discretion through command and control of the incident, using the concepts of the Incident Command System (ICS). Emergency operations will be managed in accordance with the National Incident Management System (NIMS).
- Immediate response priorities to an emergency or disaster situation of any size and scope are saving lives and protecting property and critical infrastructure, while working to establish and maintain direction and control through the Emergency Operations Center (EOC) when activated, which may operate virtually or in-person, as required.
- Emergencies of various type, size, intensity, and duration may occur within or near jurisdictional boundaries of the City of Katy with or without warning. These emergencies can develop into disasters that affect safety, health, and welfare of the population and cause damage or destruction to private and public property as well as the environment.
- In situations when warning is possible (e.g., severe weather), agencies with emergency roles and responsibilities will conduct appropriate emergency notifications (internal and external) and take preparedness actions.
- Whenever an emergency alert or notification occurs, all City departments with emergency roles are expected to be prepared. Any time an emergency or disaster is deemed to be of major or expanding proportions where serious injury, loss of life, or significant damage is anticipated, ALL City departments are expected to be prepared and respond accordingly.

- City departments may be required to respond on short notice and at any time of day or night to provide effective and timely assistance. To the extent possible, each department and organization will ensure staff are trained, prepared, and available to respond.
- Response operations can last from hours to months with recovery operations lasting years. City departments/organizations providing staff to the EOC must have capabilities to maintain operations 24 hours per day and 7 days a week (24/7) for the duration of the emergency.
- Response personnel and other employees may be impacted by and potentially become a casualty of the emergency, affecting availability for execution of emergency responsibilities.
- During emergencies, capabilities to respond to collateral and unrelated emergency situations must be maintained, further impacting availability of resources for an emergency.
- The lifelines construct will be used to focus response actions on incident stabilization; thus, the expected objective is to stabilize all lifelines. Stabilization occurs when basic lifeline services are provided to survivors, either by rapid reestablishment of lifeline services or through employment of a contingency response solution. Stabilization may occur through employment of contingency response solutions that are intended to restore service, but only for a very limited duration or through a temporary measure.
- Re-establishment of lifeline services, a longer-term stabilization solution, implies normal lifeline service providers are available within community through emergency infrastructure repairs or other means, alleviating the requirement for contingency response solutions.
- An emergency may escalate quickly and require rapid mobilization and reallocation of available resources. The situation may even overwhelm local resources and capabilities.
- In the event an emergency exceeds local emergency response capabilities, outside assistance may be requested, either through mutual aid support agreements with nearby jurisdictions and volunteer emergency organizations or through the Harris County Office of Homeland Security & Emergency Management. However, often a local disaster or emergency must be declared, and local resources must be fully committed before State and Federal assistance is available. Additionally, depending on the size and scope of an incident and/or concurrent incidents across a wide geographic area, resources may not be available in a timely manner. This may result in competition among residents and jurisdictions for scarce resources.
- Widespread power and communications outages may require use of alternate methods of communication to deliver essential services and public information. Communications may be problematic due to demands exceeding capacities.
- Residents or visitors may have medical, access or functional needs and require assistance during an emergency. Each individual will have unique needs and thus require appropriate operational strategies including communication, registration, transportation, and sheltering.

- Emergency preparedness is everyone's responsibility – residents and government employees should be informed of their personal preparedness responsibilities and educated on how to appropriately prepare for maintaining self-sufficiency in an emergency.
- Reimbursement for expenses incurred during disaster operations will be a priority for the City. Therefore, each City department and eligible private, non-profit, and volunteer organizations conducting response and recovery activities within the City will establish and implement procedures for documenting activities and expenses incurred in accordance with City, State, and Federal guidance to maximize opportunities for reimbursement of costs.

Concept of Operations

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

Each City department is responsible for ensuring fulfillment of applicable responsibilities for specific emergency support function for which it is the primary or support department. This obligation includes resources and personnel; each department needs to be cognizant of its available equipment and disposition of other physical resources, as well as ensure that personnel are aware of and trained on the department's responsibilities.

Objectives

The City of Katy must be prepared to respond quickly and effectively on a 24-hour basis to developing events. The primary goal of the City's response operation is to ensure a timely and effective response to the many consequences that may be generated by an emergency/disaster situation. When an incident or potential incident is first detected, a series of actions must take place to ensure an effective and efficient response operation.

When an emergency/disaster incident is detected or is imminent, the first 72 hours before and after constitutes a critical timeline that defines an effective response operation. To ensure effectiveness of the City's response, the following operational objectives and tasks may be initiated along a critical timeline in 24-hour intervals to ensure an effective response operation:

- Characterize an incident and identify root causes of priority issue areas using community lifelines. Distinguish highest priorities and most complex issues from other incident information in order to stabilize lifelines

-72 to 48 hours Before Incident Impact
Activate a functional 24-hour City Warning Point to alert and notify all appropriate City officials and staff of an emergency/disaster situation.
Request Mayor issues an Executive Order proclaiming a Local Emergency/Disaster and/or implementing the City of Katy EOP. The Emergency Management Coordinator should contact the Mayor. The Executive Order process may necessitate a continuing evaluation for the need to draft future Executive Orders.
Activate the City of Katy Public Information Team to ensure appropriate media releases, live media broadcasts, and launch an information line for the citizens of Katy.
Ensure activation and operational readiness of the City EOC. EOC may be activated fully or partially depending on the incident and may be activated, by the Emergency Management Coordinator, before the Mayor issues an Executive Order.
Establish an incident monitoring and reporting process, e.g., technical data, situation and chronology of events reports, weather tracking, and related information.
Assess availability of adequate technical staff to support the Planning Section.

-48 to 24 hours Before Event Impact

Activate a protective action planning process to develop Incident Action Plans to guide response operations.

Implement plan to brief the Policy/Admin Group and other appropriate officials on status of the situation.

Join regional conference calls to share information among appropriate regional and State agencies and organizations to address protective action measures.

Begin monitoring protective action measures taken by regional jurisdictions, such as evacuation and sheltering.

Activate a protective action planning process to develop Incident Action Plans to guide response operations.

-24 hours to Event Impact

Organize, if applicable, an "Impact-Area Tour" process for the Mayor and other appropriate officials.

Plan a process to establish re-entry procedures.

Implement Damage Assessment process.

+24 hours to +48 hours After Event Impact

Initiation of Response / Recovery transition.

Implementation of processes to provide disaster assistance.

These objectives apply to all hazards and may be used to assist with any type of disaster that requires state-level emergency management response support.

Emergency Operations Plan/Emergency Operations Center Activation

- Implementation of EOP and activation of EOC may occur simultaneously. Activation of the will be based on severity/scope of an incident. ESF established by this plan and the Hazard Specific Annexes may be selectively activated based on initial or anticipated requirements.
- EOP may be implemented by the Mayor, Emergency Management Coordinator/designee. Activation may be based on weather warnings issued through the National Weather Service (NWS), incidents/threats reported by other sources such as the Regional Incident Communications and Coordination System (RICCS), or through incidents reported through 911 communications.
- Any department head may request that the EOC be activated to support emergencies being managed by their organization.
- All departments and partner organizations are expected to provide a trained representative to the EOC with authority to make decisions and commit resources when requested.
- Coordination of emergency management activities typically take place in a couple fixed structures, if not locations. The immediate incident is managed at the Incident Command Post (ICP), which may be established ad hoc, or may be a dedicated structure or unit.
- During an emergency, departments will retain administrative and policy control over their employees and equipment, though personnel and equipment will carry out mission assignments as directed by the IC.

- Each department is responsible for maintaining their own procedures to be followed during such operations, which incorporate interagency procedures to facilitate coordinated effort.
- Note that the state and its jurisdictions rely on the National Incident Management System (NIMS) in planning, training, exercising for, and responding to emergencies and disasters.
- In Texas, the initial response to emergencies and disasters is conducted by local jurisdictions working with city or county emergency management officials. A local government is expected to use its own resources and the resources available to it through mutual aid agreements before requesting assistance from the state. However, early communication and coordination is encouraged when additional resources needs can be anticipated.
- If a jurisdiction's response resources are overwhelmed, imminently threatened or a local jurisdiction is anticipating a resource need, the jurisdiction may request aid from its local Disaster District Committee (DDC) (Tex. Adm. Code § 7.24). The DDC serves as clearinghouse for local emergency response support from state agencies and entities. The DDC, when it is activated, is also the liaison between the local jurisdictions and the State Operations Center (SOC).

Internal Notification and Warning

- All department point of contacts will be notified of EOC activation by Emergency Management Coordinator, or designee, through electronic messaging, email, City website, social media and/or available resources. City departments and organizations will notify their EOC representative(s) and staff as appropriate though their internal notification process.
- The Mayor, or designee, will notify the City Council of the activation of the EOC.
- Each ESF will be responsible for notifications necessary for emergency operations.
- Upon notification, identified EOC representatives shall report to the EOC at an appointed time and be prepared to carry out their assigned roles and responsibilities. Departments will provide appropriate representation to the EOC based upon level of activation. Department representatives will be prepared to staff the EOC until they are relieved by other department personnel, or the incident is terminated.
- The Emergency Management Coordinator or designee will advise Harris County, Fort Bend County, Waller County, and TDEM of EOP implementation and EOC activation.

Community Lifelines

According to FEMA, a lifeline enables continuous operation of critical government and business functions and is essential to human health and safety or economic security. Lifelines are considered the most fundamental services in a community that, when stabilized, enable all other aspects of society to function. When disrupted, decisive intervention (e.g., rapid service reestablishment or employment of contingency response solutions) is required to stabilize an incident. Community Lifelines consist of:

- Safety and Security
- Food, Hydration, Shelter
- Water Systems
- Health and Medical
- Energy
- Communications
- Transportation
- Hazardous Materials

Not every incident will impact all lifelines or components. Lifelines and components are fixed, but subcomponents may be adjusted as necessary. Component level assessment is required to determine the health of each lifeline

Lifeline Component Level Assessment

Assessment	
Status	"What?"
Impact	"So what?"
Actions	"Now What?"
Limiting Factors	"What's the Gap?"
ETA to Green	"When?"

Lines of Effort (LOEs) are the specific mission-sets required to stabilize the lifelines. For FEMA Operations, LOEs are activities that a state, tribe, or territory can ask FEMA and the interagency to manage the consequences of an incident. Planning for the delivery of each LOE allows the development of strategy across all required ESFs to mobilize, employ, and demobilize resources applicable to that mission, including identification of key intermediate objectives or milestones in the execution of that mission.

Emergency Support Functions

The Federal Government, the State of Texas, and local governments organize much of their resources and capabilities – as well as those of certain private-sector and nongovernmental organizations – under ESFs, which align categories of resources and provide strategic objectives for their use. During a response, ESFs are a critical mechanism to coordinate functional capabilities and resources provided by local, State, and Federal departments and agencies, along with certain private-sector and NGOs.

ESFs may be selectively activated for incidents depending on size, scope, and needs of a response determined by the emergency or disaster in order to respond to incidents in collaborative and cross-cutting manner. Federal, State of Texas, and many local government ESFs are numerically ordered. The City of Katy continues to organize an emergency response functionally using ESFs similar to the State if Texas and Federal governments ESFs.

Emergency Operations Center

The EOC will serve as the direction and coordination facility for the City of Katy government during major emergencies and disasters for assignment of resources, establishing policies, and coordination and approval of all requests for assistance outside the City. The City of Katy maintains an alternate EOC site in the event the EOC is inaccessible or otherwise not operational.

Major functions of the EOC:

- **Situation Assessment.** Collection, processing, and display of all information needed. This may take the form of consolidating situation reports, obtaining supplemental information, and preparing maps and status boards.

- **Situation Assessment.** Collection, processing, and display of all information needed. This may take the form of consolidating situation reports, obtaining supplemental information, and preparing maps and status boards.
- **Incident Priority Determination.** Establish priorities among ongoing incidents within the City. Processes and procedures will be established to coordinate with Area or Incident Commands to prioritize incident demands for critical resources. Additional considerations for determining priorities will include:
  - Life-threatening situations
  - Threat to property
  - High damage potential
  - Incident complexity
  - Environmental impact
  - Economic environment impacts
  - Natural environment impacts
  - Social environment impacts
  - Built environment impacts and other criteria established by the EOC
- **Critical Resource Acquisition and Allocation.** Critical resources will be acquired, when possible, from City departments. Resources may need to be shifted to match an incident needs as a result of incident priority decisions. Resources available from incidents in the process of demobilization may be shifted, for example, to higher priority incidents. Resources may also be acquired from outside the affected area.
  - The City of Katy resource list is housed at The City of Katy Office of Emergency Management and available as needed. This list may or may not be added to this basic plan as an addendum.
  - In Texas, the initial response to emergencies and disasters is conducted by local jurisdictions working with city or county emergency management officials. A local government is expected to use its own resources and the resources available to it through mutual aid agreements before requesting assistance from the state. However, early communication and coordination is encouraged when additional resources needs can be anticipated.
  - If a jurisdiction's response resources are overwhelmed, imminently threatened or a local jurisdiction is anticipating a resource need, the jurisdiction may request aid from its local Disaster District Committee (DDC) (Tex. Adm. Code § 7.24). The DDC serves as clearinghouse for local emergency response support from state agencies and entities. The DDC, when it is activated, is also the liaison between the local jurisdictions and the State Operations Center (SOC).

- **Support for Relevant Incident Management Policies and Interagency Activities.** Coordinate, support, and assist with policy-level decisions and interagency activities relevant to incident management activities, policies, priorities, and strategies.
- **Coordination with Others.** Establish communication and coordination with surrounding jurisdictions, State and Federal governments, partner organizations, and public and private sector resources.
- **Coordination with Elected and Appointed Officials.** Establish policies and procedures for information and intelligence sharing with elected and appointed officials at all levels of government.
- **Coordination of Data.** Through situation assessment department personnel implementing the multiagency coordination procedures may collect, collate, and disseminate incident and operational related information within their area of responsibility as well as provide agency/jurisdictional contacts for media and other interested agencies.

Information Collection, Analysis, and Dissemination

- The Planning Section in the EOC will be responsible for collection, analysis, and dissemination of incident-specific information through a variety of mechanisms including situation status reports, briefings, email communication, maps, graphics, Microsoft Teams and WebEOC.
- Information and Planning will establish essential elements of information/reporting schedule.
- All ESFs will be responsible for maintaining current situational awareness and reporting requested information accurately and in a timely manner. Critical information will be disseminated in a timely manner independent of reporting schedules.
- Each ESF will be responsible for establishing the necessary communication and coordination mechanisms with supporting and partner organizations for information sharing and situational awareness.
- Information related to the incident and other information such as personal protective actions or recovery activities will be coordinated with the PIO (External Affairs) for release to public.

Communications

- The communications infrastructure may be impacted by an emergency. Additionally, communications may be problematic due to demands exceeding capacities. It can be anticipated that normal means of communication in the affected areas will either be disrupted or incapacitated. This will require the use of alternate methods of communication to deliver essential services and public information.
- The Communications function in the EOC will be responsible for establishing and maintaining internal City communications systems.
- The EOC Manager and Office of Emergency Management will be responsible for establishing communications with surrounding jurisdictions, counties, the Texas SOC, and Federal agencies.

Organization and Assignment of Responsibilities

Each department and organization with a role in implementation of the EOP must be familiar with the EOP to ensure efficient and effective execution of emergency responsibilities. Each must develop and maintain departmental emergency plans, procedures, guidelines, and job aids to effectively meet their assigned emergency responsibilities.

Primary and support agencies for ESFs are responsible for maintaining and updating annexes in which they have roles and responsibilities with assistance from the Office of Emergency Management. Annexes should be reviewed annually, no later than June 1 of every year, and proposed updates to annexes coordinated with all support agencies prior to submission to the Emergency Management Coordinator.

General

Officials at all levels of government share responsibility for the planning needed to minimize losses and provide relief from possible disasters. This shared responsibility includes the disaster preparedness/response capabilities of the City of Katy government, districts and independent authorities, regions, volunteer agencies, and State and Federal governments.

Operational plans shall be developed for accomplishment of various emergency management program goals and objectives designed to effectively reduce hazards and to bring long-range recovery to distressed areas.

In the event of a significant emergency incident, the City of Katy government will make every effort to continue to function and provide emergency and essential services. Emergency operations will mirror day-to-day government operations to the extent possible. A COOP is in place to establish procedures for continuity of operations.

Mayor/Emergency Management Director

- In Texas, mayors and county judges serve as emergency management directors and bear the responsibility for maintaining an emergency management program within their jurisdictions (Tex. Gov. Code § 418.1015).
- This chief elected official is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. A mayor or county judge may appoint an emergency management coordinator (EMC) to help discharge these duties.
- The Mayor may declare a local disaster, when there is an immediate threat, without the consent of either the city council or county commissioners, respectively. However, the declaration may last no longer then seven days unless continued by the city council or county commissioners.
- The Mayor and City Administrator will receive regular situation status updates from the EMC and is briefed as appropriate on policy issues related to response and recovery operations.
- The Mayor will coordinate with elected officials at the local, regional, and State level, including the Congressional Delegation

Emergency Management Coordinator

- The Emergency Management Coordinator is appointed by the Mayor.
- Develops and coordinates emergency management plans governing the immediate use of all facilities, equipment, staff, and other resources of the City for the purposes of minimizing or preventing damage to persons and property, and for restoring government services and public utilities necessary for public health, safety, and welfare.
- Ensures a timely activation, staffing, and management of the EOC.

- The Emergency Management Coordinator is appointed by the Mayor.
- Coordinates with County, State and Federal authorities and other political subdivisions as necessary to ensure effective disaster preparedness and response capabilities.
- Coordinates recruitment of volunteer personnel to aid during emergencies.
- Coordinates with public and private agencies engaged in emergency management activities.
- Develops and maintains the City of Katy Continuity of Operations Plan in cooperation with all city departments.
- Develops/maintains Hazard Mitigation Plan for the City in cooperation with all Departments.
- Develops and maintains the City's Emergency Operations Plan and ensures it establishes a chain of command and delineates responsibilities of City departments.
- Coordinates damage assessment activities within the City and submission of required reports to County OEMs and TDEM and the submission of all requests for statewide mutual aid.
- Coordinates with County, State and Federal authorities in the aftermath of an emergency/disaster to ensure maximum available support for recovery and assistance for persons and businesses.
- Negotiates and enters, in coordination with the Mayor, mutual aid agreements dealing with adjacent jurisdictions and relief organizations, such as the American Red Cross.
- Facilitates an after-action assessment of the disaster/emergency incident and/or exercises to determine what actions can be taken to mitigate future disaster effects and to identify areas for improvement. Maintains a corrective action program preapproved by the Mayor or designee that records and monitors "lessons learned" and "corrective actions."
- Develops and coordinates a schedule for and conducts training to ensure that all persons with specific responsibilities under the EOP understand their duties and can perform assigned duties.
- Coordinates resources for the Mayor and performs all other duties assigned by the Director in response to an emergency or disaster.
- Works with Administration to ensure requirements for infrastructure replacement are consistent with current best practices ensuring maximum assistance from the Federal Government in reconstruction or replacement of public facilities.
- Provides an annually updated emergency management assessment to the Mayor and City Administrator on or before May 1 of each year.

City Department and Organizations

- City department heads are responsible for managing their departments and organizations on a day-to-day basis in accordance with the authority granted to them by the City Council, Mayor, City Administrator, or State law. In the event of a significant emergency, they will be expected, to the extent possible, to carry out their day-to-day assigned duties as well as those outlined in the EOP Base Plan and ESF and Hazard Specific Annexes.
- The general emergency preparedness responsibilities of all City government organizations and non-government organizations include:
  - Perform assigned roles and responsibilities identified in this plan.
  - Implement the EOP concepts, processes, and structures when carrying out assigned roles and functional responsibilities.
  - Conduct operations in accordance with the National Incident Management System (NIMS), applicable Homeland Security Directives (HSD), and the National Response Framework (NRF).
  - Conduct planning and preparedness activities designed to prepare department staff to accomplish assigned emergency preparedness, response, and recovery responsibilities.
  - Drive lifeline resilience through preparedness activities.
  - Familiarize and coordinate training all personnel with their emergency responsibilities and procedures on a regular basis.
  - Develop and maintain supporting plans, operational procedures, functional annexes, and checklists to accomplish assigned responsibilities.
  - Conduct and participate in planning and training in cooperation with identified primary and support agencies and Emergency Management.
  - Maintain financial records in accordance with guidance from the Finance and Administration Department, Emergency Management, and other applicable City procedures, and establish, maintain, and exercise emergency notification procedures.
  - Develop and maintain an inventory of department resources applicable to accomplishing assigned emergency functions.
  - Provide representatives to the Emergency Operations Center, command post, or other identified emergency locations when activated and requested with appropriate authority to commit personnel and resources on behalf of the department.
  - Participate in approved and coordinated drills, tests, and exercises.
  - Maintain an approved department-specific Continuity of Operations Plan in accordance with guidelines and standards, including identifying and preparing an alternate site(s) for efficient relocation of operations.
  - Maintain a three-tier (or greater) line of succession for the department's senior position(s) with authority to make decisions for committing organizational resources.

- Always safeguard vital records including computer digital data.
- May establish stand-by contracts for services, equipment, and other resources with private industry in consultation with the Finance and Administration Department as needed.
- Establish mutual aid agreements to maintain liaison with surrounding municipal, county, nonprofit, and private sector counterparts as appropriate.
- Periodically review and update all emergency plans, policies, and procedures.
- The roles of each department are identified in ESF annexes to this Plan. In addition, other responsibilities for departments during emergency operations in the City of Katy may be assigned depending on type, scope, and needs of an incident.

Councils of Governments

- Regional Councils of Governments (COGs) are voluntary associations of local governments formed under Texas law (Tex. Gov. Code Ch. 391). COGs guide the unified development of a region, eliminate duplication and promote regional economies and efficiency. Specific to emergency management, COGs deal with preparedness planning needs that cross the boundaries of individual local governments or that require regional attention. Regional services offered by COGs may include the following:
  - Planning and implementing regional homeland security strategies
  - Operating law enforcement training academies
  - Maintaining and improving 911 systems.

Regional Advisory Councils

- Regional Advisory Councils (RAC) serve to develop, implement and monitor regional emergency medical services (EMS) trauma system and to facilitate trauma system networking within and among Trauma Service Areas (TSA). Membership in a RAC may include hospitals, physicians, nurses, EMS providers, rehabilitation facilities, dispatchers and community groups. RACs primary functions are to:
  - Develop and implement a regional EMS/trauma system plan
  - Provide public information and education about prevention of trauma and a trauma system
  - Provide a forum for EMS providers and hospitals to address TSA issues
  - Network with other RACs
  - Document and report trauma system data

Voluntary Organizations Active in Disasters

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

Business and Industry Partnerships

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

Federal Emergency Management Agency

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

Readiness Levels

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

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

Readiness Level 4: Normal Conditions

Situation Overview

Signifies an increased state of preparedness and readiness within the Emergency Operations Center (EOC). This level is activated in response to an escalation of potential risks or an approaching emergency event that requires enhanced coordination and response capabilities. The purpose of this briefing is to provide an update on the current status and actions required at this readiness level.

Key Actions and Responsibilities:

- EOC Staffing: Ensure appropriate staff are able to report to the EOC if it becomes activated.
- Communication and Coordination: Maintain strong communication channels with external agencies, partners, and stakeholders to share critical information.
- Situational Awareness: Continuously monitor the situation and gather real-time information through reliable sources, including meteorological updates, intelligence reports, and field observations.
- Resource Management: Ensure your available resources, including personnel, equipment, supplies, and facilities, are ready to meet response needs efficiently and effectively.
- Briefings and Reporting: OEM will provide regular emails and teams updates to Administration and EOC staff, keeping them informed about the evolving situation, response actions, and resource requirements. Virtual EOC briefings will only be scheduled if the threat level increases.
- Public Information and Education: OEM and the PIO team will coordinate to ensure accurate and timely dissemination of information to the public, including safety guidelines, and updates on the situation.

Additional Considerations:

- All departments should continuously assess the situation and anticipate potential changes in conditions or response requirements.
- OEM will stay in close coordination with local, state, and federal agencies.
- Regular communication and information sharing is a must between operational departments.

Situation Overview

Signifies an increased state of preparedness and readiness within the Emergency Operations Center (EOC). This level is activated in response to an escalation of potential risks or an approaching emergency event that requires enhanced coordination and response capabilities. The purpose of this briefing is to provide an update on the current status and actions required at this readiness level.

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- Situational Awareness: Continuously monitor the situation and gather real-time information through reliable sources, including meteorological updates, intelligence reports, and field observations.
- Resource Management: Ensure your available resources, including personnel, equipment, supplies, and facilities, are ready to meet response needs efficiently and effectively.
- Briefings and Reporting: OEM will provide regular emails and teams updates to Administration and EOC staff, keeping them informed about the evolving situation, response actions, and resource requirements. Virtual EOC briefings will only be scheduled if the threat level increases.
- Public Information and Education: OEM and the PIO team will coordinate to ensure accurate and timely dissemination of information to the public, including safety guidelines, and updates on the situation.

Potential Triggers

- Storm Prediction Center's Severe Thunderstorm Risk Category: 2 (Slight) 3 (Enhanced)
- Severe Thunderstorm Watch
- Tropical Storm Watch
- A tropical weather system has developed that may impact the local area.
- Winter Storm Watch
- Tornado Watch
- Flood Watch   Red Flag Warning or Fire Weather
- Energy and Fuel Shortages:
    - Local gas stations reporting fuel shortages, but no widespread panic or disruptions.
    - Minor interruptions in power, but not affecting critical infrastructure.
- Water System Failure:
    - Reports of low water pressure in isolated parts of the city, but not affecting critical services or hospitals.

Potential Triggers

- Civil Disorder:
  - Small protests or demonstrations, but not close to critical infrastructure or causing disruptions to traffic or businesses.

Additional Considerations:

- All departments should continuously assess the situation and anticipate potential changes in conditions or response requirements.
- OEM will stay in close coordination with local, state, and federal agencies.
- Regular communication and information sharing is a must between operational departments.

Situation Overview

Indicates a significantly heightened state of preparedness and readiness within the Emergency Operations Center (EOC). This level is activated when there is a substantial increase in potential risks or an imminent emergency event that demands enhanced coordination and response capabilities. The purpose of this briefing is to provide an update on the current status and actions required at this readiness level.

Key Actions and Responsibilities:

- EOC Staffing: Ensure that designated staff members are prepared to report to the EOC immediately upon activation. Maintain a staffing roster and establish mechanisms for timely communication and mobilization of personnel to ensure adequate coverage and response capabilities.
- Communication and Coordination: Establish and maintain robust communication channels with external agencies, partners, and stakeholders. Share critical information, coordinate response efforts, and facilitate collaborative decision-making. Regularly update all parties involved with the latest situational developments and response actions.
- Situational Awareness: Continuously monitor the evolving situation through reliable sources, including meteorological updates, intelligence reports, and field observations. Maintain a comprehensive situational awareness system that enables real-time data collection, analysis, and sharing among key stakeholders.
- Resource Management: Assess and manage available resources, including personnel, equipment, supplies, and facilities. Conduct regular inventories, establish resource tracking mechanisms, and develop contingency plans to ensure readiness for efficient and effective response operations. Coordinate resource sharing and request additional resources as necessary.
- Briefings and Reporting: The Office of Emergency Management (OEM) will provide regular updates via email and team communications to the Administration and EOC staff. These updates will cover the evolving situation, ongoing response actions, and resource requirements. Virtual EOC briefings will be scheduled if the threat level escalates, ensuring timely and comprehensive information dissemination.
- Public Information and Education: Coordinate with the Public Information Officer (PIO) team to develop accurate and timely public information. Disseminate safety guidelines, evacuation procedures, and updates on the situation through various communication channels, including media releases, social media platforms, and public briefings. Ensure public education efforts align with the evolving situation and prioritize community safety.

Potential Triggers

- Storm Prediction Center's Severe Thunderstorm Risk Categories: 4 (Moderate) 5 (High)
- Excessive Rainfall Forecast: High
- Severe Weather Impacting the City

Potential Triggers

- Energy and Fuel Shortages:
  - Over 25% of gas stations in the city reporting no fuel, with long lines at others.
  - Power outages affecting up to 25% of the city, especially if during extreme weather conditions.
- Major Structural Failure:
  - A significant building or bridge has been compromised but hasn't yet collapsed.
- Storm Prediction Center's Severe Thunderstorm Risk Categories: 4 (Moderate) 5 (High)
- Excessive Rainfall Forecast: High
- Severe Weather Impacting the City
- Energy and Fuel Shortages:
  - Over 25% of gas stations in the city reporting no fuel, with long lines at others.
  - Power outages affecting up to 25% of the city, especially if during extreme weather conditions.
- Major Structural Failure:
  - A significant building or bridge has been compromised but hasn't yet collapsed.
- Water System Failure:
  - Widespread reports of no water or significant contamination risks, potentially affecting a large segment of the population.
- Civil Disorder:
  - Large-scale protests or demonstrations that are disrupting major roads, businesses, or near critical infrastructure.
- Hazmat Incidents:
  - A minor industrial spill requiring cleanup but not posing an immediate health threat.
  - Residential gas leak causing a neighborhood to be evacuated, especially if the evacuation could last over 8 hours or overnight.
- Terrorism:
  - Unconfirmed reports or threats, or situations where there's a potential risk but no direct evidence.

Additional Considerations:

- Continuous Assessment: All departments must maintain ongoing situational assessment to monitor the evolving conditions and anticipate potential changes in response requirements. Regularly review and update response plans to align with the current situation and ensure preparedness for emerging needs.
- Coordination with External Agencies: The Office of Emergency Management (OEM) will establish and maintain close coordination with local, state, and federal agencies. Foster collaborative relationships, share information, and coordinate resources and support to ensure a comprehensive and coordinated response effort.
- Interdepartmental Communication: Regular communication and information sharing among operational departments are critical for effective response coordination. Establish clear communication protocols, utilize reliable communication channels, and foster a culture of collaboration and knowledge exchange to enhance operational effectiveness.

Situation Overview

Represents the highest level of preparedness and readiness within the Emergency Operations Center (EOC). This level is activated when there is an extremely critical and imminent emergency event that necessitates the utmost level of coordination and response capabilities. The purpose of this briefing is to provide an update on the current status and actions required at this readiness level.

Key Actions and Responsibilities:

- EOC Staffing: Activate all designated EOC staff members immediately. Ensure that staff members are prepared to report to the EOC promptly and can sustain operations during extended shifts. Develop a rotation plan to manage personnel fatigue effectively.
- Communication and Coordination: Establish and maintain an extensive communication network with local, state, and federal agencies, as well as key partners and stakeholders. Facilitate real-time information sharing, coordinate response efforts, and synchronize actions across all entities involved. Implement a unified command structure if required.
- Situational Awareness: Maintain constant vigilance over the evolving emergency situation. Continuously gather real-time information from reliable sources, such as meteorological updates, intelligence reports, and field observations. Conduct regular risk assessments and situational briefings to inform decision-making and response strategies.
- Resource Management: Optimize the allocation and utilization of available resources, including personnel, equipment, supplies, and facilities. Establish protocols for rapid resource mobilization, coordination, and mutual aid agreements with external entities. Monitor resource inventories, anticipate potential shortages, and implement strategies for resource conservation and prioritization.
- Briefings and Reporting: Provide frequent and comprehensive briefings to the Administration, EOC staff, and relevant stakeholders. Communicate the latest situation updates, response actions, resource requirements, and critical developments. Conduct in-person and virtual EOC briefings as necessary to ensure timely and accurate information dissemination.
- Public Information and Education: Collaborate closely with the PIO team to deliver accurate, consistent, and timely public information. Prioritize the dissemination of safety guidelines, evacuation procedures, and essential updates. Utilize multiple communication channels to reach the widest possible audience and provide clear instructions to the public. Continuously assess public needs and adjust public education efforts accordingly.

Potential Triggers

- Excessive Rainfall Forecast: High
- Tornado Impacting the City
- Winter Storm Impacting the City
- Energy and Fuel Shortages:
    - Widespread panic buying, with over 50% of gas stations in the city out of fuel.
    - Power outages affecting over 50% of the city for more than 24 hours, especially during extreme weather conditions or affecting at-risk populations.
- Major Structural Failure:
    - A critical infrastructure like a bridge, or building collapsing or at imminent risk of collapsing.
- Water System Failure:
    - Complete failure of the city's water supply or confirmed contamination that poses a direct health threat.
- Civil Disorder:
    - Violent protests, looting, or situations where law enforcement is overwhelmed and requires additional support.
- Hazmat Incidents:
    - A significant toxic spill, explosion, or release of harmful substances that poses an immediate health threat to the population.
    - Situations requiring widespread and immediate evacuations due to a hazmat threat.
- Terrorism:
    - Confirmed terrorist attack, especially if involving explosives, biohazards, or other weapons of mass destruction.

Additional Considerations:

- Continuous Assessment and Adaptation: All departments must maintain a high level of vigilance and continuously assess the rapidly evolving emergency situation. Anticipate and respond proactively to potential changes in conditions or response requirements. Regularly review and update response plans to ensure they remain effective and align with the dynamic nature of the emergency.
- Intensified Coordination with External Agencies: The Office of Emergency Management (OEM) will strengthen coordination efforts with local, state, and federal agencies. Maintain frequent and timely communication, share critical information, and engage in joint planning and resource coordination to maximize the effectiveness of the overall response.
- Enhanced Interdepartmental Communication: Given the criticality of the situation, seamless communication and information sharing among operational departments become even more crucial. Establish robust communication channels, including regular briefings, virtual meetings, and real-time information sharing platforms. Foster a culture of collaboration, teamwork, and swift decision-making to optimize response efforts and resource utilization.

Administration, Finance and Logistics

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

City of Katy maintains line of succession documentation within its component agencies' SOPs. Parties responsible for ESFs will have a line of succession drawn up for the primary responsible party attached within each ESF.
The line of succession for our is as follows:
1. Mayor Pro-Tem
2. City Administrator
3. City Secretary

Agreements and Contracts

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

In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are located/summarized at Agreements and contracts pertinent to emergency management that we are party to are summarized in.

Reports

If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See ESF 10, Oil Spill and Hazardous Materials Response, for more information. If the party for a reportable spill cannot be located, the Incident Commander shall ensure that the required reports are made.

An initial emergency report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from peer governments or the State. A format for the construction for such a report can be obtained through the Texas Division of Emergency Management. The agency/official responsible for the initial report shall be designated as City of Katy Office of Emergency Management Situation reports should be prepared and distributed daily by the EOC during disasters or major emergencies. A format for the construction for such a report can be obtained through the Texas Division of Emergency Management. The agency responsible for the development and distribution of the situation report shall be designated as City of Katy Office of Emergency Management.

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

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

Records

City of Katy is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard costs accounting procedures.
The ICP and EOC shall maintain accurate logs recording key response activities. These may include, but are not limited to:

- Activation or deactivation of emergency facilities
- Emergency notifications to other local governments and to state and federal agencies
- Significant changes to the emergent situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to the public
- Evacuations
- Casualties
- Containment or termination of the incident

All departments and agencies shall maintain records summarizing the use of personnel, equipment and supplies during the response as compared to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.

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

- Personnel costs, especially overtime
- Equipment operations costs
- Costs for leased or rented equipment
- Costs for contract services to support emergency operations
- Costs of specialized supplies expended for emergency operations

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

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

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

Training

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

Consumer Protection

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

Post Incident and Exercise Review

After-action reviews are essential for identifying issues that impeded operations or innovative approaches that were introduced during response and recovery that may be applicable to future incidents. Issues to be addressed must be identified/documented.

All departments and partner organizations will participate in the after-action review process and submit issues and recommended solutions to the Emergency Management Coordinator for review and consolidation.

The Emergency Management Coordinator or designee may schedule and facilitate an after-action review meeting to verify/document issues for further review/corrective action. Primary ESF agencies should conduct after-action reviews with their support agencies to identify ESF-specific issues/concerns to be monitored through the corrective actions process.

A formal after-action report may be developed for significant incidents, planned events, or exercises for review and approval by the Mayor or designee. Corrective actions for identified deficiencies or for improvement will be developed.

A formal after-action report may be developed for significant incidents, planned events, or exercises for review and approval by the Mayor or designee. Corrective actions for identified deficiencies or for improvement will be developed.

The After-Action Report will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

Departments will be assigned responsibility for developing recommended solutions, identifying a timeline for completion, and implementing corrective actions.

Disaster Assistance Requests

The governor is granted the authority, by Tex. Gov. Code Ch. 418, to declare a state-level disaster. The presiding officer of the governing body of an incorporated city or a county or the chief administrative officer of a joint board is designated as the emergency management director for the officer's political subdivision and serves as the Governor's designated agent in the administration and supervision of duties under Chapter 418 (Tex. Gov. Code §418.1015). A local emergency management director may exercise the powers granted to the governor under this chapter on an appropriate local scale and may declare a local state of disaster.

Local Disaster Declaration

- The chief elected official of a jurisdiction may declare a local state of disaster for the following reasons:
    - To exercise extraordinary powers
    - To activate preparedness, response and recovery aspects of any and all applicable local emergency management plans
    - To provide additional liability protection to government agencies and special or volunteer emergency workers
    - To formally request general assistance from the state and federal governments
- According to Tex. Gov. Code Ch. 418, a declaration of local disaster may not be continued or renewed for a period of more than seven days except with the consent of the governing body of the political subdivision.

Requests for Response Assistance - Coordination and Control

- Texas Administrative Code Title 37. Chapter 7 outlines the following in relation to coordination and control:
    - A local government is expected to use its own resources and the resources available to it through mutual aid agreements before requesting assistance from the state (Rule §7.23). · Municipalities must request assistance from their county before requesting assistance from the state (Rule §7.23).
    - If local and mutual aid resources prove inadequate for coping with a disaster, the local government may request assistance from the state by contacting the local District Coordinator and/or the local Disaster District Committee (DDC) chairperson, who is the commanding officer of the Texas Highway Patrol district or sub-district in which the jurisdiction is located (Rule §7.24).
    - Requests for recovery assistance must be made by the local chief elected official in writing to the governor of Texas through TDEM (submit request to the State Operations Center). The request must indicate that the disaster is of such magnitude that local resources are inadequate to deal with it and the affected locality cannot recover without state and/or federal assistance (Rule §7.41 and Rule §7.42).
    - All local disaster operations will be directed by officials of local government (Rule §7.26).

Worker Safety and Health

Human Resources will work with City departments to coordinate the consolidation of responder safety and health-related guidance documents, regulations, and resources in one location. This information is provided to other agencies, responders, public health departments and emergency management agencies.

City Departments and Human Resources will coordinate with partner organizations to develop/disseminate information on likely hazards associated with potential incidents and preventive actions that could reduce or eliminate illnesses/injuries that may result from hazardous exposure.

Department specific Safety Officers will support worker safety by:

- Providing occupational safety/health technical advice and support.
- Identifying/assessing health/safety hazards and analysis of the incident environment.
- Managing, monitoring, and providing support and assistance in monitoring of response and recovery worker safety and health hazards. Scope of actions include providing onsite identification, analysis, and mitigation of safety hazards; identification and analysis of response and recovery worker health hazards by personal exposure monitoring, as needed, including task-specific exposure monitoring for chemical and biological contaminants and physical stressors (e.g., noise, heat, cold, ionizing radiation); and evaluation of risks from prevalent and emergent hazards.
- Assessing responder safety/health resource needs and identifying sources for assets
- Coordinating/providing technical assistance to include industrial hygiene expertise, occupational safety/health expertise, engineering expertise, and occupational medicine
- Managing the development and implementation of a site-specific health and safety plan and ensuring that plans are coordinated and consistent among multiple sites, as appropriate. The health and safety plan outlines basic safety and health requirements for workers integrated into the IAP and other plans used by response and recovery organizations.
- Managing, monitoring, and/or providing technical advice and support in developing incident personal protective equipment (PPE) program, including the selection, use, and decontamination of PPE and implementation of a respiratory protection fit-test program.
- Coordinating and providing incident-specific responder training.
- Collecting and managing data (exposure data, accident/injury documentation, etc.) to facilitate consistent data-formatting and data-sharing among response organizations.
- Providing psychological first aid during/after incident response and recovery activities.
- Providing responder medical surveillance and medical monitoring and, in conjunction with the Health Department evaluating need for longer term epidemiological medical monitoring and surveillance of responders.
- Providing technical assistance and support in development and distribution of materials for the prevention, awareness, and abatement of safety and health hazards.
- Providing technical assistance and support for maintenance of psychological resiliency of response and recovery workers.

Private Sector Coordination

Active public-private sector coordination/cooperation through the emergency management cycle, beginning with planning, is a best practice recommendation common to the National Incident Management System (NIMS), the Standard of the Emergency Management Accreditation Program (EMAP), and for the private sector, the National Fire Prevention Association (NFPA) 1600 Standard for Disaster/Emergency Management/Business Continuity Programs. The City encourages cooperative relationships between City departments and private-sector organizations related to emergency prevention, preparedness, mitigation, response, and recovery activities.

The Federal Government encourages processes that support informed cooperative decision making. It takes actions that engage the private sector at the strategic and operational levels to ensure:

- Effective and efficient use of private-sector and government resources.
- Timely exchange of information.
- Public and market confidence in times of crisis or catastrophe.

The Federal Government encourages extensive two-way and multidirectional sharing between the public and private sectors of operational information and situational awareness relative to potential or actual incidents.

Emergency Management, and others as appropriate, will engage the private sector to develop/apply processes, procedures, and communications protocols that support sharing of operational information and situational awareness relative to potential or actual incidents.

Critical Infrastructure/Key Resources organizations will be encouraged to organize sector coordinating/information-sharing mechanisms suitable for their sectors/areas of concern.

Owners and Operators of Lifelines will be encouraged to share information and coordinate to meet the needs of the community and enable all aspects of society to function. Decisive intervention will need to be taken to stabilized incidents when there are disruptions.

The City of Katy will encourage, and when possible, provide support to, owners and operators of critical infrastructure whose disruption may have local or regional impact to develop appropriate emergency response plans and information-sharing processes and protocols tailored to the unique requirements of their respective sectors including integration with local, state, and federal government operations. These entities should validate, exercise, and implement security and business continuity plans to enhance their capability to maintain services.

Private-sector involvement with the City during an incident is determined by the nature, scope, and magnitude. In some circumstances, priorities of incident management actions are developed through a partnership of local, State, and private-sector entities.

Private-sector entities are responsible for repair, restoration, and security of their property, and will first seek reimbursement for disaster losses from insurance or other sources. Federal disaster assistance may be available, primarily in the form of low-interest loans.

The role of government is to convene and coordinate private sector stakeholders to ensure continuity of operations and service delivery.

Continuity of Operations (COOP)

A major incident or emergency could include death or injury of key City officials, partial or complete destruction of established facilities, and destruction of vital public records essential to the continued operations of government. It is essential that law and order be preserved, and government services maintained.

Continuity of leadership and government services is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under the State of Texas concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided from other local, State, or Federal sources. A key aspect of this control is the continued capability to communicate official requests, situation reports, and other emergency information throughout an event.

Each City Department Director will maintain a department-specific Continuity of Operations Plan (COOP), according to standards issued by the Emergency Management Coordinator and the overall City of Katy COOP.

To ensure continuity of government, the following elements need to be addressed:

- Line of succession (minimum of three backups/ successors or preferred three qualified individuals trained for essential department positions.
- Pre-delegation (in writing) of emergency authorities to key officials.
- Provision for safeguarding of vital records and systems.
- Protection of facilities and personnel.
- Provision for relocation to an alternate operating facility.

Public Information, Notifications, and Warnings (External Communications)

During an emergency, it is essential that the public be provided with timely, accurate, and easily understood information on any protective measures that need to be taken to save lives and protect property. An emergency may occur with little or no warning.

Upon activation of the EOC, the City of Katy City Secretary will serve as the Public Information Officer (PIO). The PIO will be the primary point for distribution of information to the media.

Any request for information by the media shall be referred to the PIO. This does not preclude public safety PIOs from responding to media inquiries on the scene.

Technical expertise will be provided to the PIO in preparation of protective action guidance and other emergency related information.

To the extent possible, the PIO will coordinate the release of information through appropriate outlets and schedule media briefings as needed.

IPAWS is a modernization and integration of the nation's alert and warning infrastructure that will save time when time matters, protecting life and property. It provides an internet-based capability for Federal, State, territorial, tribal, and local authorities to use in order to issue critical public alerts and warnings. It improves alert and warning capabilities by allowing alerting authorities to deliver their message from a single portal to multiple communication pathways including the Emergency Alert System (EAS), the Commercial Mobile Alert System (CMAS), National Weather Service Dissemination Systems (including NOAA Weather Radio) and other unique and future communication systems. IPAWS is not mandatory and does not replace existing alert methods, but instead offers new capabilities

The EAS is a national system jointly administered by the Federal Communications Commission, the Federal Emergency Management Agency, and the National Weather Service. It is designed to provide the President of the United States automatic access to U.S. broadcast and cable systems to speak directly to the nation in times of national disaster. The EAS system will be used as necessary within the City of Katy to disseminate appropriate emergency information.

The National Weather Service issues watches and warnings regarding weather related threats that are disseminated through a variety of sources.

The City website/social media will be used to provide emergency information to residents. The City of Katy maintains an electronic messaging alert system that provides the capability to distribute notifications and emergency alerts to residents that have registered with the system via electronic mail, cellular phone, or pager using a text messaging system as well as through reverse 9-1-1 phone calls.

The City uses media available to the public (including social media) for public notification.

Special Considerations

The Stafford Act and Post-Katrina Emergency Management Reform Act, along with Federal civil rights laws, mandate integration, and equal opportunity for people with disabilities.

The City of Katy recognizes the varying and special requirements of individuals that require and utilize the assistance of family members, personal assistants, and/or service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and assistance providers remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated as required by law (e.g., the Americans with Disabilities Act of 1990).

This plan is developed on the premise of non-discrimination and recognizes the need for reasonable modifications of policies, practices, and procedures to ensure nondiscrimination, with reasonableness judged considering nondiscrimination principles applied in emergent circumstances. The following hallmark tenets of nondiscrimination laws are observed in all phases of emergency management:

- Self-Determination – People with disabilities are most knowledgeable about their needs
- No "One-Size-Fits-All" Policy – People with disabilities do not all require the same assistance and do not all have the same needs. Many different types of disabilities affect people in different ways. Preparations should be made for people with a variety of functional needs, including people who use mobility aids, require medication or portable medical equipment, use service animals, need information in alternate formats, or rely on a caregiver.
- Equal Opportunity – People with disabilities must have the same opportunities to benefit from emergency programs, services, and activities as people without disabilities. Emergency recovery services and programs should be designed to provide equivalent choices for people with disabilities as they do for people without disabilities. This includes choices relating to short-term housing or other short- and long-term disaster support services.
- Inclusion – People with disabilities and traditionally underrepresented groups have the right to participate in and receive the benefits of emergency programs, services, and activities provided by governments, private businesses, and nonprofit organizations. Inclusion of people with various types of disabilities in planning, training, and evaluation of programs and services will ensure that all people are given appropriate consideration.
- Integration – Emergency programs, services, and activities typically must be provided in an integrated setting. The provision of services such as sheltering, information intake for disaster services, and short-term housing in integrated settings keeps people connected to their support system and caregivers and avoids the need for disparate service facilities.
- Physical Access – Emergency programs, services, and activities must be provided at locations that all people can access, including people with disabilities. People with disabilities should be able to enter and use emergency facilities and access the programs, services, and activities that are provided. Facilities typically required to be accessible include: parking, drop-off areas, entrances and exits, security screening areas, bathrooms, bathing facilities, sleeping areas, dining facilities, areas where medical care or human services are provided, and paths of travel to and from and between these areas.

- Equal Access – People with disabilities and traditionally underrepresented groups must be able to access and benefit from emergency programs, services, and activities equal to the general population. Equal access applies to emergency preparedness, notification of emergencies, evacuation, transportation, communication, shelter, distribution of supplies, food, first aid, medical care, housing, and application for and distribution of benefits.
- Effective Communication – People with disabilities must be given information that is comparable in content and detail to that given to the general public. It must also be accessible, understandable, and timely. Auxiliary aids and services may be needed to ensure effective communication. These resources may include pen and paper; sign language interpreters through on-site or video; and interpretation aids for people who are deaf, deaf-blind, hard of hearing or have speech impairments. People who are blind, deaf-blind, or have low vision or cognitive disabilities may need large print information or people to assist with reading and filling out forms.
- Program Modifications – People with disabilities must have equal access to emergency programs and services, which may entail modifications to rules, policies, practices, and procedures. Service staff may need to change the way questions are asked, provide reader assistance to complete forms, or provide assistance in a more accessible location.
- No Charge – People with disabilities may not be charged to cover the costs of measures necessary to ensure equal access and nondiscriminatory treatment. Examples of accommodations provided without charge to the individual may include ramps; cots modified to address disability-related needs; a visual alarm; grab bars; additional storage space for medical equipment; lowered counters or shelves; Braille and raised letter signage; a sign language interpreter; a message board; assistance in completing forms or documents in Braille, large print or audio recording.

Medical, Functional, and Access Needs

Residents or visitors with medical, access and functional needs may include the elderly, children, people with disabilities, as well as those who live in institutional settings, are from diverse cultures, have limited or no English proficiency, or are transportation disadvantaged.

People with medical, access and functional needs may require assistance in one or more functions including, but not limited to, maintaining independence, communications, transportation, supervision, and medical care.

The City will develop and maintain policies and procedures to serve these populations to facilitate the delivery of service during an emergency or disaster.

The Office of Emergency Management, as the primary agency for Transportation, will be responsible for coordinating transportation to and from shelters for individuals with medical and access needs.

Parks and Recreation, as the primary agency for Mass Care, Emergency Assistance, Housing, and Human Services will develop and maintain plans and procedures to ensure shelter accommodations are suitable for people with access, functional and medical needs.

The Emergency Management Coordinator, in coordination with the Public Information Officer, will be responsible for ensuring information is communicated using an array of technologies.

The Fire Department, as the primary agency for Firefighting and Emergency Medical Services, as the primary agency for Public Health and Behavioral Health Services, will be responsible for establishing procedures to address the needs of those with medical conditions.

Children

The City of Katy recognizes varying and special requirements of children and is committed to ensuring that their physical and mental health needs will be addressed. Children will stay with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or delivery of other services in emergency situations.

Companion Animals

The Pets Evacuation and Transportation Standards Act of 2006 (PETS Act) amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency preparedness operational plans address needs of individuals with household pets/service animals following a major disaster or emergency.

Any disaster that threatens humans, threatens animals. Whether it is a natural or human caused, caring for animals, domesticated or wild, will pose special challenges. Depending on the circumstances and nature of the emergency, it may be necessary to provide water, shelter, food, and first aid for more animals than anticipated facilities can house or handle.

A companion animal is generally defined as "any dog, cat, or other domesticated animal normally residing and cared for in or near the household of the owner of that animal."

Animal protection planning will ensure proper care and recovery for animals and people during emergencies. In compliance with the PETS Act, these plans will include measures to identify housing and shelter; communicate information to the public; and proper animal care, reunification, fostering, adoption, or in the case of wildlife, release.

Animal evacuation and sheltering will be conducted in conjunction with human evacuation and sheltering efforts. Animals should be sheltered near their owners to the extent possible; owners should be expected to provide food, water, husbandry, and exercise for their pets during the time they are in emergency shelters when it is determined safe to do so.

Recovery Operations

Although there is no clear line between response and recovery phases, command and control, coordination, and resources to serve disaster survivors transitions from immediate needs to a more deliberate process of program delivery. Recovery activities may include coordination with State/Federal Government for administering State and Federal assistance.

The Office of Emergency Management (OEM)is the lead for coordinating recovery operations and developing a plan for long-term recovery and will assume incident command upon the approval of the Mayor, or designee.

The formal transition from response and recovery and the transfer of incident command to OEM will be announced to all departments and organizations using existing notification protocols and procedures.

Short-term recovery is generally any activity to return vital life-support systems and critical infrastructure to minimum operating standards. Short-term recovery operations will begin during the response phase and will focus on rapid debris removal and cleanup, and a coordinated restoration of essential services such as electricity, water, and sanitary systems. Generally, the existing command and ESF structures established by this plan will be used to manage short-term recovery.

Long-term recovery includes any activity designed to return life to normal or an improved state such as business resumption, employment, and rebuilding efforts. The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and recovery of disaster response costs. The major objectives of long-term recovery include:

- Coordinating delivery of social and health services
- Improving land use planning
- Restoring local economy to pre-disaster levels
- Recovering disaster response costs
- Effectively integrating mitigation strategies into recovery planning and operations

The City of Katy may be eligible to apply for reimbursement of disaster-related expenses either through the State of Texas or the Federal government. Recovery assistance that will be available will depend upon whether the City is included in a State and/or Federal emergency or disaster declaration. In the event there is no State or Federal declaration, recovery assistance will include what is provided through City departments and various voluntary organizations.

In the event of a Federal disaster or emergency declaration, Federal and State officials will establish and co-locate at a JFO that will serve as the hub for the coordination of disaster assistance and recovery programs throughout the Commonwealth for all declared jurisdictions. OEM as the lead for Long Term Recovery will provide coordination with TDEM on implementation and management of the recovery programs. Other City departments will provide support as appropriate.

The disaster recovery process may continue for an extended period depending upon scope and magnitude of an incident and complexity of the recovery process. The Mayor/designee may establish a Recovery/Restoration Task Force to serve as an advisory group on long-term recovery/restoration issues, policies, and activities.

Damage Assessment

Damage assessment is a critical element of recovery operations; it determines the impact of the disaster, identifies resource needs, and, as appropriate, justifies requests for State and Federal assistance. The damage assessment also provides a basis for determining priorities for repair and restoration of essential facilities.

The Damage Assessment Coordinator, with assistance from other City departments, is responsible for damage assessment. Department Directors are responsible for assessing damage to their resources and in their area of expertise.

Damage assessment includes collection of information on the status of critical infrastructure, such as electric power generation and distribution, telecommunications, transportation, medical services, water supply and distribution, sanitary services, and information on the number and types of residential, commercial, and/or industrial structures that have been damaged or destroyed. The collection of this information requires the support of multiple City departments and ESFs.

The damage assessment process begins with the on-scene public safety personnel. Responders will immediately begin collecting damage information on the numbers and types of injuries and fatalities, environmental hazards, street and bridge access, damage to buildings, downed power lines, and damage to critical infrastructure. This information will be provided to the Incident Commander or his/her designee for use in managing the incident, establishing priorities, and determining the need to request additional resources.

There are three types of damage assessments that will be conducted as needed throughout an incident: rapid assessment, initial damage assessment, and preliminary damage assessment.

- Rapid Assessment (RA), also referred to as Windshield Survey: A quick survey of the area impacted by a disaster or emergency to ascertain the scope of the event and to determine immediate life-threatening situations and imminent hazards. The RA is conducted by Fire and Police Departments, supported by other on-scene public safety personnel. A Rapid Assessment is normally accomplished within 24 hours of an incident.
- City facility and systems assessment: : Departments will be responsible for assessing and providing a consistent and comprehensive survey of City facilities to identify current status of buildings and their components, and report on building systems and major damage that has occurred, if any. The systems that will need to be assessed include, but are not limited to:
  - Civil/site systems
  - Architectural/general building systems
  - Mechanical/electrical systems and structural systems
- Initial Damage Assessment (IDA): An initial and/or detailed evaluation and inspection of residential and commercial structures damaged by an incident. IDAs are conducted by City departments for their respective areas of responsibilities and by the Damage Assessment Team if mobilized. An IDA normally will commence within 12 to 24 hours following an incident.

- Preliminary Damage Assessment (PDA): A survey of an affected area(s) by Federal and State officials to assess scope and magnitude of damage to determine if Federal assistance may be required. A PDA is initiated by a request from the State to FEMA. Generally, a PDA is conducted prior to an official request by the Governor for the declaration of an emergency or major disaster by the President. Depending upon the types of damages, PDA teams will be organized to assess damage to private property The City, through the EOC, will provide administrative and logistical support for the PDA process. Data collected by the City damage assessment process will be provided as appropriate to the joint State and Federal PDA teams.

Objectives of damage assessments are as follows:

- Determine immediate needs and priorities of disaster survivors.
- Evaluate damage to housing, businesses, lifelines, and critical facilities.
- Develop initial cost estimates of damage to housing, businesses, lifelines, and critical facilities
- Identify obstacles or interruptions to emergency operations or impediments to relief efforts.
- Identify secondary threats such as unsafe buildings still occupied or areas at risk to rising floodwaters.
- Estimate economic impact of a disaster including damages to commerce and industry.
- Monitor public health.
- Determine resources needed to respond to a disaster and identify gaps that need to be filled from outside sources.

City Departments with assigned damage assessment responsibilities will develop appropriate internal procedures to accomplish their assigned tasks. City departments will work together at the EOC to gather and share information regarding the status of critical infrastructure to maximize use of specialized resources and to provide a basis for requesting assistance. Information will be provided to the damage assessment coordinator for consolidation and analysis.

Disaster Assistance Programs

Types of disaster assistance will vary depending upon the level of emergency and/or disaster declarations. Disaster assistance programs are designed to meet the needs of four distinct groups: individuals and families, businesses, government, and NGOs.

Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending upon the extent of the damage. The State Recovery Task Force program assists local governments ensure disaster survivors are provided assistance.

The Small Business Administration (SBA) provides low-interest loans and can provide assistance with both physical and economic losses as a result of a disaster or emergency.

Funds/grants are available to government and certain NGOs to repair, reconstruct, and mitigate risk of future damage. The Commonwealth Emergency Relief for Localities program is designed to assist local governments that suffer uninsured damages to public property.

Under a Presidential Major Disaster Declaration, individuals, businesses, and the City may be eligible for a variety of Federal disaster assistance programs.

A wide variety of voluntary relief organizations also provide assistance for individuals and families including, among others, the American Red Cross, and the Salvation Army.

FEMA's Public Assistance (PA) Program requires a state of emergency proclamation, and a Federal declaration of major disaster that specifically authorizes public assistance for the city.

This program provides public assistance to state agencies, local governments, political subdivisions of local governments, and certain private nonprofit organizations. This assistance can cover debris removal and/or emergency protective measures taken during the response phase, as well as repair and restoration of damaged facilities. It also includes certain mitigation actions.

Mitigation activities can reduce lifeline vulnerability. A pre-disaster mitigation program to reduce recovery costs and loss of human life is the FEMA Building Resilient Infrastructure and Communities (BRIC) program. Projects must be cost effective and must reduce or eliminate risk and damage from future natural hazards to be eligible for BRIC funding.

The Individual Assistance (IA) Program is jointly administered by TDEM and FEMA, and serves individuals and families affected by a disaster. This program requires that a Federal major disaster declaration is in effect, and IA Program has been authorized for the City.

Unmet Needs

Unmet needs are disaster-related losses experienced by a survivor who does not qualify for assistance available from the City, State, or Federal agencies due to survivor's ineligibility.

During the recovery phase, a collaborative effort is established between the government and the private nonprofit community to address unmet needs.

During the recovery phase, Long Term Recovery may establish an Unmet Needs Coordination Committee to address this issue. The purpose of this committee will be to identify and resolve emergency and long-term disaster-related unmet needs that cannot be met through traditional programs or resources.

Training and Exercises

A comprehensive training and exercise program is essential for the effective implementation of the EOP. The Emergency Management Coordinator is responsible for the overall coordination of disaster- related training and exercises within the City.

A Training/Exercise Plan Workshop should be conducted annually to develop or update the City Training and Exercise Plan. The Training and Exercise Plan will include priorities, the target capabilities that the City will train and exercise, and a multi-year schedule.

The Emergency Operations Plan should be exercised in some capacity on an annual basis. The Emergency Management Coordinator is responsible for establishing and presenting for approval a Training and Exercise Plan that will include scheduled training and exercise activities for the City.

Exercises will be evaluated so that shortcomings in the plans, training, coordination, and operational procedures can be identified/corrected through a an approved Corrective Action Program.

Each department with assigned roles and responsibilities in this Plan will ensure that staff members are trained for their emergency roles and responsibilities and provided the opportunity to participate in exercises. Departments will maintain a roster of trained staff.

Plan Development and Maintenance

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

Development

Mayor is responsible for approving and promulgating this plan.

Distribution of Planning Documents

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

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

Review & Update

This plan shall be considered a "living plan," and with each use, either by exercise, incident, or anticipated event, this EOP shall be reviewed and updated as necessary by the Emergency Management Coordinator. Additional periodic reviews may be triggered by:

- A change in operational resources (e.g., policy, personnel, organizational structures, management processes, facilities, and equipment); or
- A formal update of planning guidance or standards; or
- A change in elected officials; or
- Significant changes to the City's demographics or hazard or threat profile.

Examination and review will be conducted annually by the Office of Emergency Management with assistance and input from City Departments and partner organizations and will reflect changes in implementing procedures, improved emergency preparedness capabilities, and deficiencies identified for corrective action. The plan will be reviewed to incorporate new State, Federal, and regional guidelines, or directives and/or to address significant operational changes. Revisions will include additions of new or supplementary material or deletions of outdated information.

At a minimum, the EOP is comprehensively reviewed and updated (as necessary), adopted by the City Council, and promulgated by the Mayor in accordance with State of Texas requirements every five years or upon significant revisions to the document. For details on the methods of updating planning documents, refer to the Comprehensive Planning Guide or to the Texas Division of Emergency Management.

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

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

Attachment 1: Distribution Lists

Department/Jurisdiction/Agency	# of Digital Copies	# of Hard Copies
Mayor & City Council	1	2
City Secretary Office	1	1
City Administration	3	3
City Attorney	1	1
Police Department & Dispatch Office	4	1
Fire Department	4	2
Public Works	3	3
Community Development	1	1
Finance Department	2	2
Human Resources	3	1
Municipal Courts	1	
Social Services	1	1
Parks & Recreation	1	1

Attachment 1: Distribution Lists

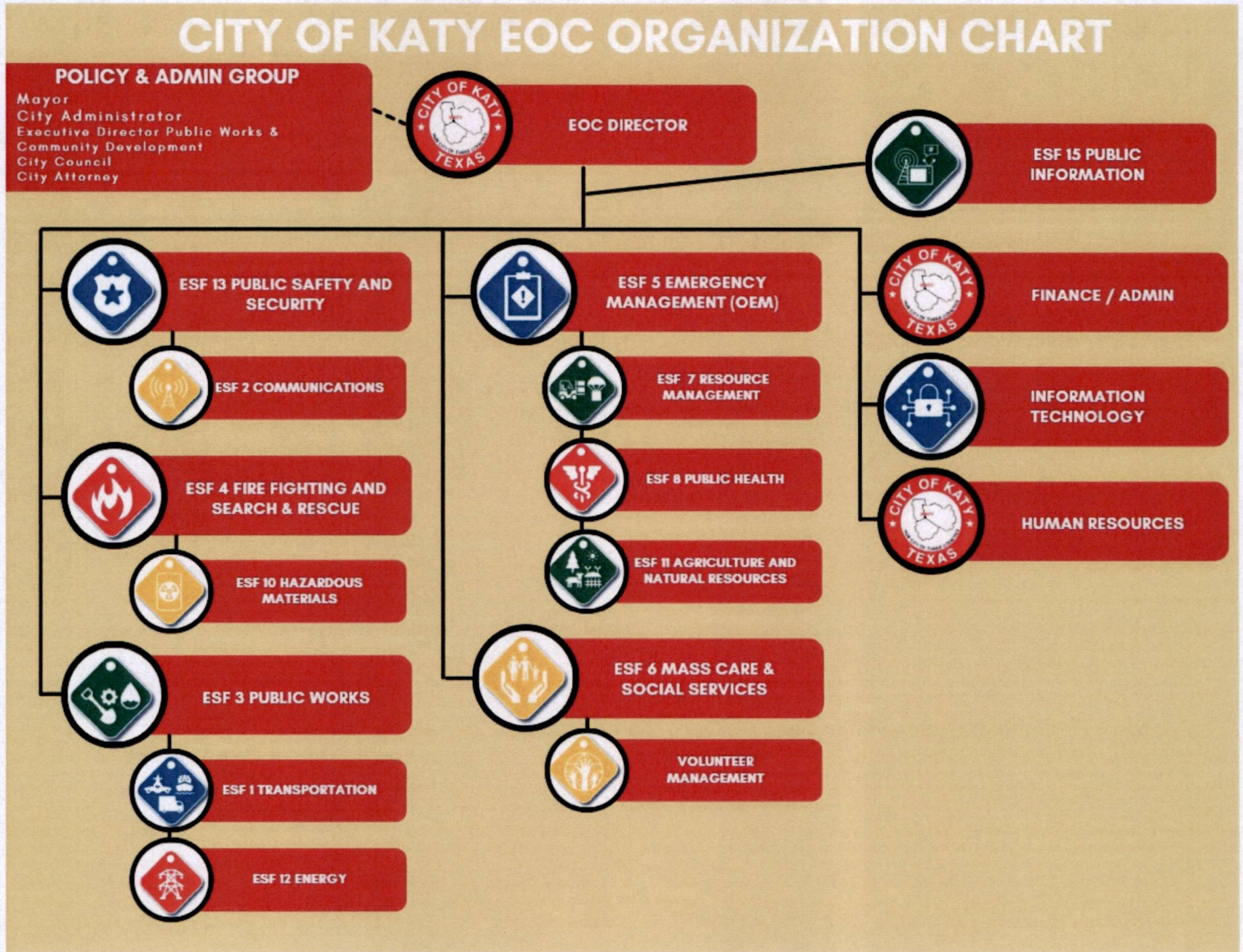| Department/Jurisdiction/Agency	# of Digital Copies	# of Hard Copies
Harris County Office of Homeland Security & Emergency Management	1	
Fort Bend County Office of Homeland Security & Emergency Management	1	
Waller County Office of Homeland Security and Emergency Management	1	
Katy ISD Police Department	1	

Attachment 2: References

- US Department of Homeland Security, National Response Framework
- FEMA, Comprehensive Planning Guide 101
- National Incident Management Systems (NIMS)
- National Priorities List
- Target Capabilities List
- National Infrastructure Protection Plan
- Texas Department of Public Safety, Texas Division of Emergency Management, Local Emergency Management Planning Guide, TDEM-10
- Texas Department of Public Safety, Texas Division of Emergency Management, Disaster Recovery Manual TDEM-62
- Texas Department of Public Safety, Texas Division of Emergency Management, Mitigation Handbook TDEM-21
- Preparedness Standards for Texas Emergency Management TDEM-100
- Texas Planning Standards Checklist for the Basic Plan, May 2005
- 79th Texas Legislature, House Bill 3111
- Fiscal Year Local Emergency Management Program Guide
- Standard on Disaster/Emergency Management and Business Continuity Programs: NFPA 1600
- Standard on Emergency Services Incident Management System NFPA 1561

Attachment 3: Organization Chart for Emergencies

CITY OF KATY EOC ORGANIZATION CHART

POLICY & ADMIN GROUP
Mayor
City Administrator
Executive Director Public Works &
Community Development
City Council
City Attorney

EOC DIRECTOR

ESF 15 PUBLIC INFORMATION

ESF 13 PUBLIC SAFETY AND SECURITY

ESF 2 COMMUNICATIONS

ESF 4 FIRE FIGHTING AND SEARCH & RESCUE

ESF 10 HAZARDOUS MATERIALS

ESF 3 PUBLIC WORKS

ESF 1 TRANSPORTATION

ESF 12 ENERGY

ESF 5 EMERGENCY MANAGEMENT (OEM)

ESF 7 RESOURCE MANAGEMENT

ESF 8 PUBLIC HEALTH

ESF 11 AGRICULTURE AND NATURAL RESOURCES

ESF 6 MASS CARE & SOCIAL SERVICES

VOLUNTEER MANAGEMENT

FINANCE / ADMIN

INFORMATION TECHNOLOGY

HUMAN RESOURCES

Attachment 4: Emergency Support Function Responsibilities

City of Katy Emergency Support Functions	Primary and Support Agencies	
	Primary	Support
ESF 1 Transportation	City of Katy OEM	Katy Police; Katy Fire; Parks & Rec; Senior Services
ESF 2 Communications	City of Katy Police Dept	Katy OEM; Information Technology
ESF 3 Public Works	City of Katy Public Works Department	TXDOT- Houston District; Harris County TXDOT; Waller County TXDOT; Fort Bend County TXDOT; Brookshire - Katy Drainage District; Fort Bend Drainage; Harris County Drainage District; Fort Bend County Road & Bridge; Waller County Road and Bridge; Harris County Precinct 4 Road & Bridge; Katy OEM; Katy Police; Katy Fire; Local Contractors
ESF 4 Firefighting + Search & Rescue	City of Katy Fire Department	Katy Police; Katy Fire; Harris County ESD 48; Westlake Fire Department; Willowfork Fire Department; Fulshear Fire Department; Waller Harris ESD 200; Community Fire Department; Cy-Fair Fire Department; Houston Fire Department

Attachment 4: Emergency Support Function Responsibilities

City of Katy Emergency Support Functions	Primary and Support Agencies	
	Primary	**Support**
ESF 5 Information & Planning	City of Katy OEM	Katy Police; Katy Fire; Katy Public Works; Katy ISD OEM; Harris County Office of Homeland Security & Emergency Management; Fort Bend County Office of Homeland Security & Emergency Management; Waller County Emergency Management; Texas Division of Emergency Management
ESF 6 Mass Care	City of Katy Parks & Recreation Department	Katy Police; Katy OEM; Katy Public Works; Katy Fire
ESF 7 Logistics & Resource Management	City of Katy OEM	City of Katy Finance Department; Katy Public Works
ESF 8 Health & Medical Services	City of Katy Fire Department	Katy OEM
ESF 10 Hazardous Materials	City of Katy Fire Department	Katy Police; Katy OEM; Katy Public Works; Harris County Hazardous Materials Response Team; Fort Bend County Hazardous Material Response Team; Fort Bend County Fire Marshal; Harris County Fire Marshal

Attachment 4: Emergency Support Function Responsibilities

City of Katy Emergency Support Functions	Primary and Support Agencies	
	Primary	Support
ESF 11 Agriculture and Natural Resources	City of Katy OEM	Katy Police
ESF 12 Energy	City of Katy Public Works Department	Katy Police; Katy OEM; Katy Fire; CenterPoint Energy – Power; CenterPoint Energy Gas; Local Contractors
ESF 13 Public Safety and Security Annex	City of Katy Police Dept.	Katy OEM; Katy Fire; Katy Public Works; Harris County Sheriff's Office; Fort Bend County Sheriff's Office; Waller County Sheriff; Texas Department of Public Safety; Harris County Constable Precinct 5; Fort Bend County Constable Precinct 3
ESF 15 Public Information	City of Katy City Secretary	Katy OEM

Attachment 5: Summary of Agreements and Contracts

Summary of Agreements and Contracts

The City Secretary Office keeps copies of all City Agreements and Contracts.

Attachment 6: Annex Assignments

ANNEX	ASSIGNED TO:
ESF 1 Transportation	Emergency Management Coordinator
ESF 2 Communication	Police Chief & Emergency Management Coordinator
ESF 3 Public Works	Public Works Director
ESF 4 Fire & SAR	Fire Chief
ESF 5 Information and Planning	Emergency Management Coordinator
ESF 6 Mass Care	Parks Director & Social Services Director
ESF 7 Logistics	Emergency Management Coordinator
ESF 8 Public Health	Fire Chief & Emergency Management Coordinator
ESF 10 Oil and Hazardous Materials	Fire Chief
ESF 11 Agriculture and Natural Resources	Emergency Management Coordinator
ESF 12 Energy	Public Works Director
ESF 13 Public Safety and Security	Police Chief
ESF 15 Public Information	City Secretary

Attachment 6: Annex Assignments

ANNEX	ASSIGNED TO:
Support Annex 1 Cybersecurity	Information Technology Manager
Support Annex 2 Recovery	Emergency Management Coordinator
Support Annex 3 Legal	Emergency Management Coordinator
Support Annex 4 Evacuation	Emergency Management Coordinator
Support Annex 5 Hazard Mitigation	Emergency Management Coordinator
Support Annex 6 Volunteer Management	Parks Director & Social Services Director
Support Annex 7 Financial Management	Finance Director
Support Annex 8 Damage Assessment	Executive Director Public Works & Community Development
Hazard Annex Hurricane	Emergency Management Coordinator
Hazard Annex Severe Weather	Emergency Management Coordinator
Hazard Annex Flood	Emergency Management Coordinator
Hazard Annex Drought & Heat	Emergency Management Coordinator
Hazard Annex Winter Weather	Emergency Management Coordinator

Attachment 7: National Incident Management Summary

BACKGROUND

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.

NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

COMPONENTS

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.

Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

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:

- 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.

Attachment 7: National Incident Management Summary

- 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.
- Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
- Use of Position Titles. All ICS positions have distinct titles.
- 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.
- Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

UNIFIED COMMAND

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.

Attachment 7: National Incident Management Summary

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 (IAP); 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 IAP.

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AREA COMMAND

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.

Attachment 7: National Incident Management Summary

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Attachment 7: National Incident Management Summary

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.

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