



# **BASIC PLAN**

# **LLANO COUNTY**



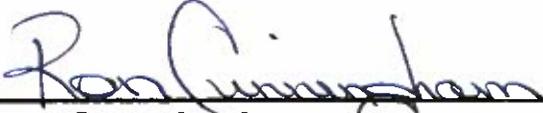
# **LLANO COUNTY EMERGENCY MANAGEMENT PLAN**



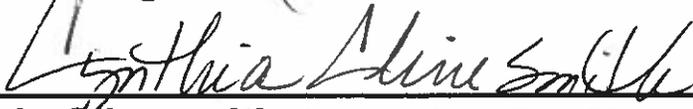
# APPROVAL & IMPLEMENTATION

## LLANO COUNTY, CITIES OF LLANO, HORSESHOE BAY, AND SUNRISE BEACH EMERGENCY MANAGEMENT PLAN

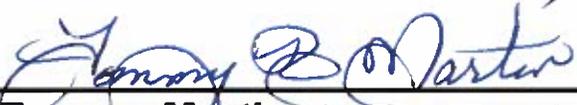
This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

  
\_\_\_\_\_  
Ron Cunningham, Llano County Judge

5-9-2022  
Date

  
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Cynthia Clinesmith, Horseshoe Bay Mayor

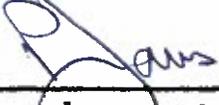
5-12-2022  
Date

  
\_\_\_\_\_  
Tommy Martin, Sunrise Beach Mayor

5-13-2022  
Date

  
\_\_\_\_\_  
Gail Lang, Llano City Mayor

5-12-22  
Date

  
\_\_\_\_\_  
Peter Jones, Llano County Commissioner, Pct. 1

5-9-2022  
Date

  
\_\_\_\_\_  
Linda Raschke, Llano County Commissioner, Pct. 2

5-9-2022  
Date

  
\_\_\_\_\_  
Mike Sandoval, Llano County Commissioner, Pct. 3

5-9-2022  
Date

  
\_\_\_\_\_  
Jerry Don Moss, Llano County Commissioner, Pct. 4

5-9-2022  
Date



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# **BASIC PLAN**

## **I. AUTHORITY**

### **A. FEDERAL**

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 U.S.C. Chapter 116
3. Emergency Management and Assistance, 44CFR
4. Hazardous Waste Operations and Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive, HSPd-3, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework
12. Presidential Policy Directive 8 – National Preparedness

### **B. STATE**

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433, (State of Emergency)
4. Government Code, Chapter 791, (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. The Texas Homeland Security Strategic Plan, Parts 1 and 11, December 15, 2003
10. The Texas Homeland Security Strategic Plan, Part III, February 2004

### **C. LOCAL**

1. Commissioner's Court Order Dated \_\_\_\_\_, (TDEM-10)
2. Joint Resolution between the County of Llano and the Cities of Llano, Horseshoe Bay, and Sunrise Beach, Dated \_\_\_\_\_.
3. Inter-local Agreements and Contracts. See the Summary in Attachment \_\_\_\_\_.

## **II. PURPOSE**

This Basic Plan Outlines our approach to emergency operations and is applicable to Llano County, the Cities of Llano, Horseshoe Bay, and Sunrise Beach. It provides the general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and other who may participate in our mitigation, preparedness, response, and recover efforts to include the whole community.

### **III. EXPLANATION OF TERMS**

#### **A. ACRONYMS**

AAR	After Action Report
ARC	American Red Cross
BM	Building and Maintenance
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
DSHS	Department of State Health Services
EOC	Emergency Operations Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIG	Joint Information Center
LCFCA	Llano County Fire Chief's Association
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
R&B	Road & Bridge
SOP	Standard Operating Procedures
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

#### **B. DEFINITIONS**

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

2. **Disaster District:** Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management

whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.

3. **Disaster District Committee (DDC):** 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.

4. **Emergency Operations Center:** Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.

5. **Public Information:** Information that is distributed to the public via the news media before, during, and/or after an emergency or disaster ensuring the needs of the whole community are addressed.

6. **Emergency Situations:** As used in this plan, this term is intended to describe a range of occurrences, from a minor incident to a catastrophic disaster. It includes the following:

a. **Incident:** An incident is a situation that is limited in scope and potential effects.

Characteristics of an incident include:

- 1.) Involves a limited area and/or limited population.
- 2.) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
- 3.) Warning and public instructions are provided in the immediate area, not community-wide.
- 4.) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
- 5.) May require limited external assistance from other local response agencies or contractors.
- 6.) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.

b. **Emergency:** An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

- 1.) Involves a large area, significant population, or important facilities.

- 2.) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3.) May require community-wide warning and public instructions.
  - 4.) Requires a sizable multi-agency response operating under an incident commander.
  - 5.) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
  - 6.) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
  - 7.) For the purposes of the NRF, an *Emergency* (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and Local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."
- c. Disaster: A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1.) Involves a large area, a sizable population, and/or important facilities.
  - 2.) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3.) Requires community-wide warning and public instructions.
  - 4.) Requires a response by all local response agencies operating under one or more incident commanders.
  - 5.) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 6.) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
  - 7.) For the purposes of the NRF, a *Major Disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the

determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.

d. **Catastrophic Incident:** For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.

7.) **Hazard Analysis:** A document, published separately from this plan, 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.

8.) **Hazardous Material (Hazmat):** A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

9.) **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.

10.) **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.

11.) **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).

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

##### **A. SITUATION**

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

Figure 1

<b>HAZARD SUMMARY</b>	<b>LIKELIHOOD OF OCCURRENCE</b>	<b>ESTIMATED IMPACT ON PUBLIC HEALTH &amp; SAFETY</b>	<b>ESTIMATED IMPACT ON PROPERTY</b>
<b>HAZARD TYPE</b>	<b>*</b>	<b>LIMITED/MODERATE/MAJOR</b>	<b>LIMITED/MODERATE/MAJOR</b>
<i>NATURAL</i>			
Drought	Occasional		
Flash Flooding	Highly Likely		
Flooding	Highly Likely		
Tornado	Highly Likely		
Wildfire	Highly Likely		
Winter Storm	Occasional		
Pandemic	Likely		
<i>TECHNOLOGICAL</i>			
Dam Failure	Unlikely		
Energy/Fuel Shortage	Occasional		
Hazmat/Oil Spill (Fixed site)	Occasional		
Hazmat/Oil Spill (Transport)	Occasional		
Major Structural Fire	Unlikely		
Water System Failure	Occasional		
<i>SECURITY</i>			
Civil Disorder	Unlikely		
Terrorism	Unlikely		
Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely*			

##### **B. ASSUMPTIONS**

1.) Llano County will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.

2.) It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

3.) Outside assistance will be available in most emergency situations, affecting our county. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

4.) Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

## **V. CONCEPT OF OPERATIONS**

### **A. OBJECTIVES**

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

### **B. GENERAL**

1.) It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.

2.) It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

3.) Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communication systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.

4.) To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.

5.) This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.

6.) Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.

7.) This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

8.) We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD-5). Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and non-governmental organizations.

9.) This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an incident of national significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and non-governmental organizations through the use of NRF coordinating structures, processes, and protocols.

## C. OPERATIONAL GUIDANCE

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

1.) Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.

### 2.) Implementation of ICS

- a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
- b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact sites or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

### 3.) Source and Use of Resources

- a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the county should be the first channel through which a municipality request assistance when its resources are exceeded. If additional resources are required, we will:
  - 1.) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-

local agreements and identifies the officials authorized to request those resources.

- 2.) Summon emergency service resources that we have contracted for. See Attachment 6.
- 3.) Request assistance from volunteer groups active in disasters.
- 4.) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.

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

#### D. INCIDENT COMMAND SYSTEM (ICS)

1.) We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.

2.) The incident commander is responsible for carrying out the ICS function of command, managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.

3.) An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.

4.) In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command Structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

## E. ICS – EOC INTERFACE

1.) For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2.) The incident commander is generally responsible for field operations, including:

- a.) Isolating the scene.
- b.) Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
- c.) Warning the population in the area of the incident and providing emergency instructions to them.
- d.) Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
- e.) Implementing traffic control arrangements in and around the incident scene.
- f.) Requesting additional resources from the EOC.

3.) The EOC is generally responsible for:

- a.) Providing resource support for the incident command operations.
- b.) Issuing community-wide warning.
- c.) Issuing instructions and providing information to the general public.
- d.) Organizing and implementing large-scale evacuation.
- e.) Organizing and implementing shelter and mass arrangements for evacuees.
- f.) Coordinating traffic control for large-scale evacuations.
- g.) Requesting assistance from the State and other External Sources.

4.) In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or an Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

## F. STATE, FEDERAL & OTHER ASSISTANCE

### 1.) State & Federal Assistance

- a.) If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.
- b.) Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Austin. See Appendix 3 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the County Judge and may be made by telephone, fax or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of the National Guard resources requires approval of the Governor.
- c.) The Disaster District staff will forward requests for assistance that cannot be satisfied by state resource within the District to the State Operations Center (SOC) in Austin for action.

### 2.) Other Assistance

- a.) If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b.) For major emergencies and disasters from which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The National Response Framework (NRF) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The

Nuclear/Radiological Incident Annex of the NRP addresses the federal response to major incidents involving radioactive materials.

- c.) FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- d.) The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

## G. EMERGENCY AUTHORITIES

1.) Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.

2.) Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:

- a.) Emergency Declaration: In the event of riot or civil disorder, the County Judge may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
- b.) Disaster Declaration: When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the County Judge may by executive order or proclamation declare a local state of disaster. The County Judge may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act on an appropriate local scale in order to cope with the disaster. These powers include:
  - 1.) Suspending procedural laws and rules to facilitate a timely response.

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

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

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

## H. ACTIONS BY PHASES OF EMERGENCY MANAGEMENT

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

- a.) Mitigation: We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.
- b. Preparedness: We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:
  - 1.) Providing emergency equipment and facilities.
  - 2.) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
  - 3.) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
  - 4.) Conducting periodic drills and exercises to test our plans and training.

- c.) Response: We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.
- d.) Recovery: If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and to other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

## **VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

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

2.) Executive Group: The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The executive Group includes the County Judge, Mayors, County Commissioners, City Managers, and Emergency Management Coordinator.

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

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

5.) Volunteer and Other Services: This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

## B. ASSIGNMENT OF RESPONSIBILITIES

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

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

### 3.) Executive Group Responsibilities:

a.) The County Judge will:

- 1.) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2.) Monitor the emergency response during disaster situations and provides direction where appropriate.
- 3.) With the assistance of the Public Information Officer, keep the public informed during emergency situations.

- 4.) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
  - 5.) Request assistance from other local governments or the State when necessary.
  - 6.) Direct activation of the EOC.
- b.) The Emergency Management Coordinator will:
- 1.) Implement the policies and decisions of the governing body relating to emergency management.
  - 2.) Organize the emergency management program and identify personnel, equipment, and facility needs.
  - 3.) Assign emergency management program tasks to departments and agencies.
  - 4.) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
  - 5.) Coordinate the operational response of local emergency services.
  - 6.) Coordinate activation of the EOC and supervise its operation.
  - 7.) Serve as the staff advisor to our County Judge on emergency management matters.
  - 8.) Keep the County Judge and governing body apprised of our preparedness status and emergency management needs.
  - 9.) Coordinate local planning and preparedness activities and the maintenance of this plan.
  - 10.) Prepare and maintain a resource inventory.
  - 11.) Arrange appropriate training for local emergency management personnel and emergency responders.
  - 12.) Coordinate periodic emergency exercises to test our plan and training.
  - 13.) Manage the EOC, develop procedures for its operation, and conducting training for those who staff it.
  - 14.) Activate the EOC when required.
  - 15.) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.

- 16.) Coordinate with organized volunteer groups and businesses regarding emergency operations.

4.) Common Responsibilities:

All emergency services and support services will:

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

5.) Emergency Services Responsibilities:

- a.) The Incident Commander will:
  - 1.) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
  - 2.) Determine and implement required protective actions for response personnel and the public at an incident site.
- b.) Warning:
  - 1.) Primary responsibility for this function is assigned to the County Sheriff, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Receive information on emergency situations.
    - b.) Alert key local officials of emergency situations.
    - c.) Disseminate warning information and instructions to the public through available warning systems ensuring the needs of the whole community are addressed.
    - d.) Disseminate warning and instructions to institutional facilities such as schools and hospitals.
- c.) Communications:

- 1.) Primary responsibility for this function is assigned to the County Sheriff, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
    - b.) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
    - c.) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d.) Radiological Protection:
- 1.) Primary responsibility for this function is assigned to the Llano County Fire Chiefs Association, who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Maintain inventory of radiological equipment.
    - b.) Ensure response forces (which will be obtained through Mutual Aid Agreements within the CAPCOG Region) include personnel with current training in radiological monitoring and decontamination.
    - c.) Respond to radiological incidents and terrorist incidents involving radiological materials.
    - d.) Make notification concerning radiological incidents to state and federal authorities.
- e.) Evacuation:
- 1.) Primary responsibility for this function is assigned to the County Sheriff, who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:

- a.) Identify areas where evacuation has been or may in the future and determine of population at risk.
  - b.) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
  - c.) Develop simplified planning procedures for ad hoc evacuations.
  - d.) Determine emergency public information requirements ensuring the needs of the whole community are addressed.
  - e.) Perform evacuation planning for individuals with functional and access needs and institutional facilities (schools, hospitals, nursing homes, and other institutions).
- f.) Firefighting:
- 1.) Primary responsibility for this function is assigned to the Llano County Fire Chiefs Association who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Fire prevention activities.
    - b.) Fire detection and control.
    - c.) Hazardous material and oil spill response.
    - d.) Terrorist incident response.
    - e.) Evacuation support.
    - f.) Post-incident reconnaissance and damage assessment.
    - g.) Fire safety inspection of temporary shelters.
    - h.) Prepare and maintain fire resource inventory.
- g.) Law Enforcement:
- 1.) Primary responsibility for this function is assigned to the County Sheriff, who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Maintenance of law and order.
    - b.) Traffic Control.
    - c.) Terrorist incident response.

- d.) Provision of security for vital facilities, evacuated areas, and shelters.
  - e.) Access control for damaged or contaminated areas.
  - f.) Warning support.
  - g.) Post-incident reconnaissance and damage assessment.
  - h.) Prepare and maintain law enforcement resource inventory.
- h.) Health and Medical Services:
- 1.) Primary responsibility for this function is assigned to the Department of State Health Services Region 7 who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Coordinate health and medical care and EMS supporting during emergency situations.
    - b.) Public Health information and education.
    - c.) Inspection of food and water supplies.
    - d.) Develop emergency public health regulations and orders.
    - e.) Coordinate collection, identification, and interment of deceased victims.
- i.) Direction and Control:
- 1.) Primary responsibility for this function is assigned to the County Judge or EMC, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Direct and control our local operating forces.
    - b.) Maintain coordination with neighboring jurisdictions and the Disaster District in Austin.
    - c.) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
    - d.) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.

- e.) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
- f.) Coordinates the evacuation of areas at risk.
- j.) Hazardous Materials & Oil Spill:
  - 1.) The primary responsibility for this function is assigned to the Llano County Fire Chiefs Association, who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
    - b.) Establish the hazmat incident functional areas (e.g. Hot Zone, Cool Zone, Cold Zone, etc.)
    - c.) Determine and implement requirements for personal protective equipment for emergency responders.
    - d.) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
    - e.) Determine areas at risk and which public protective actions, if any, should be implemented.
    - f.) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
    - g.) Determines when affected areas may be safely reentered.
- k.) Search & Rescue:
  - 1.) The primary responsibility for this function is assigned to the Llano County Fire Chiefs Association, who will prepare and maintain Annex R (Search & Rescue) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Coordinate and conduct search and rescue activities.
    - b.) Identify requirements for specialized resources to support rescue operations.

- c.) Coordinate external technical assistance and equipment support for search and rescue operations.
  - l.) Terrorist Incident Response:
    - 1.) Primary responsibility for this function is assigned to the County Sheriff, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.
    - 2.) Emergency tasks to be performed include:
      - a.) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
      - b.) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
      - c.) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
      - d.) Ensure required notification of terrorist incidents is made to state and federal authorities.
- 6.) Support Services Responsibilities:
  - a.) Shelter and Mass Care:
    - 1.) Primary responsibility for this function is assigned to the County Judge or Emergency Management Coordinator, who will prepare and maintain Annex C (Shelter & Mass Care) to this plan and supporting SOPs.
    - 2.) Emergency tasks to be performed include:
      - a.) Perform emergency shelter and mass care planning.
      - b.) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.
  - b.) Public Information:
    - 1.) Primary responsibility for this function is assigned to the Public Information Office, who will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.
    - 2.) Emergency tasks to be performed include:
      - a.) Establish a Joint Information Center (JIC).

- b.) Conduct on-going hazard awareness and public education programs.
  - c.) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
  - d.) Provide information to the media and the public during emergency situations.
  - e.) Arrange for media briefings.
  - f.) Compiles print and photo documentation of emergency situations.
- c.) Recovery:
- 1.) Primary responsibility for this function is assigned to the County Auditor, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
    - b.) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
    - c.) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
    - d.) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry our authorized recover programs.
- d.) Public Works & Engineering:
- 1.) Primary responsibility for this function is assigned to the County Road and Bridge and Building and Maintenance Directors, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.

- 2.) Emergency tasks to be performed include:
  - a.) Protect government facilities and vital equipment where possible.
  - b.) Assess damage to streets, bridges, traffic control devices, and other public facilities.
  - c.) Direct temporary repair of vital facilities.
  - d.) Restore damaged roads and bridges.
  - e.) Restore waste treatment and disposal systems.
  - f.) Arrange for debris removal.
  - g.) General damage assessment support.
  - h.) Building inspection support.
  - i.) Provide specialized equipment to support emergency operations.
  - j.) Support traffic control and search and rescue operations.
- e.) Utilities:
  - 1.) Primary responsibility for this function is assigned to the respective County Commissioners, who will prepare and maintain Annex L (Energy & Utilities) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Prioritize restoration of utility service to vital facilities and other facilities.
    - b.) Arrange for the provision of emergency power sources where required.
    - c.) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
    - d.) Assess damage to, repair, and restore public utilities.
    - e.) Monitor recovery activities of privately owned utilities.
- f.) Resource Management:
  - 1.) Primary responsibility for this function is assigned to the County Auditor, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Maintain an inventory of emergency resources.
    - b.) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.

- c.) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
  - d.) Establish emergency purchasing procedures and coordinate emergency procurements.
  - e.) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
  - f.) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
  - g.) Establish staging areas for resources, if required.
  - h.) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
  - i.) Maintain records of emergency-related expenditures for purchases and personnel.
- g.) Human Services:
- 1.) Primary responsibility for this function is assigned to the Emergency Management Coordinator. He/She will prepare and maintain Annex O (Human Services) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Identify emergency feeding sites.
    - b.) Identify sources of clothing for disaster victims.
    - c.) Secure emergency food supplies.
    - d.) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
    - e.) Coordinate special care requirements for disaster victims such as the aged, functional and access needs individuals, and others.
    - f.) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

- h.) Hazard Mitigation:
  - 1.) The primary responsibility for this function is assigned to the Emergency Management Coordinator, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Maintain the local Hazard Analysis.
    - b.) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
    - c.) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
    - d.) Coordinate and carry out post-disaster hazard mitigation program.
- i.) Transportation:
  - 1.) The primary responsibility for this function is assigned to the Road and Bridge Supervisor, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Identifies local public and private transportation resources and coordinates their use in emergencies.
    - b.) Coordinates deployment of transportation equipment to support emergency operations.
    - c.) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
    - d.) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.
- j.) Donations Management:
  - 1.) The primary responsibility for this function is assigned to the EMC, who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.
  - 2.) Emergency tasks to be performed include:
    - a.) Compile resource requirements identified by the Resource Management Staff.
    - b.) Solicit donations to meet known needs.

- c.) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
    - d.) In coordination with the Resource Management Staff, establish a facility to receive, sort, and distribute donated goods.
  - k.) Legal:
    - 1.) The primary responsibility for this function is assigned to the County Attorney, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.
    - 2.) Emergency tasks to be performed include:
      - a.) Advise local officials on emergency powers of local government and procedures for invoking those measures.
      - b.) Review and advise our officials on possible legal issues arising from disaster operations.
      - c.) Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
      - d.) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.
  - l.) Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.
- 7.) Volunteer & Other Services:
  - a.) Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:
    - 1.) Austin Chapter, American Red Cross:
 

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

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

3.) Southern Baptist Convention Disaster Relief:

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. Can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

4.) RACES and ARES:

The Radio Amateur Civil Emergency Service (RACES) and Amateur Radio in Emergency Services (ARES) provides amateur radio support for emergency operations, including communications support in the EOC.

b.) Business Support:

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

- 1.) Each county precinct and municipality are working to identify and form agreements with local businesses for support.

## **VII. DIRECTION AND CONTROL**

### **A. General:**

- 1.) The County Judge (in unincorporated areas) or Mayor (within the city limits) is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, he/she may carry out those responsibilities from the EOC.
- 2.) The County Judge/EMC will provide overall direction of the response activities of all our departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.
- 3.) The EMC will manage the EOC.
- 4.) The incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.

- 5.) During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency are responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as common communications protocol, may be adopted to facilitate coordinated effort.

**B. Emergency Facilities:**

- 1.) Incident Command Post: Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
- 2.) Emergency Operating Center: When major emergencies and disaster have occurred or appear imminent, we will activate our EOC, which is located at 2001 N. State Hwy 16, Llano, Texas 78643.
- 3.) The following individuals are authorized to activate the EOC:
  - a.) County Judge/Mayor
  - b.) Sheriff
  - c.) EMC
- 4.) The general responsibilities of the EOC are to:
  - a.) Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
  - b.) Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
  - c.) Provide resource support for emergency operations.
  - d.) Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
  - e.) Organize and activate large-scale evacuation and mass care operations.
  - f.) Provide emergency information to the public.
- 5.) Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and

Control). The interface between the EOC and the incident command post is described in paragraph V.E. above.

- 6.) A mobile command and control vehicle, owned and operated by City of Marble Falls and/or Williamson County, may be called upon as an emergency incident command post.

C. Line of Succession:

- 1.) The line of succession for the County Judge is:
  - a.) Most Senior County Commissioner
  - b.) Second Most Senior County Commissioner
  - c.) Third Most Senior County Commissioner
- 2.) The line of succession for the Mayor(s) is:
  - a.) Most Senior Alderman/Commissioner (City)
  - b.) Second most Senior Alderman/Commissioner (City)
  - c.) Third most Senior Alderman/Commissioner (City)
- 3.) The line of succession for the Emergency Management Coordinator is:
  - a.) AEMC
  - b.) Most Senior County Commissioner
  - c.) Second Most Senior County Commissioner
- 4.) The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

## **VIII. READINESS LEVELS**

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

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

- 1.) Level IV: Normal Conditions:
  - a.) Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.

- b.) The normal operations of government are not affected.
- 2.) Level III: Increased Readiness:
- a.) Increased Readiness refers to a situation that presents a greater potential threat than “Level IV”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
    - 1.) Tropical Weather Threat: A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
    - 2.) Tornado Watch: Indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
    - 3.) Flash Flood Watch: Indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
    - 4.) Wildfire Threat: During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
    - 5.) Mass Gathering: For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
  - b.) Declaration of “Level III” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.
- 3.) Level II: High Readiness:
- a.) High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National weather Service such as:

- 1.) Tropical Weather Threat: A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
  - 2.) Tornado Warning: Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
  - 3.) Flash Flood Warning: Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
  - 4.) Winter Storm Warning: Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
  - 5.) Mass Gathering: Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
- b.) Declaration of a “Level II” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.
- 4.) Level I: Maximum Readiness:
- a.) Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.

- 1.) Tropical Weather Threat: The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, cull activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
  - 2.) Tornado Warning: Tornado has been sited especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
  - 3.) Flash Flood Warning: Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
  - 4.) Mass Gathering: Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
- b.) Declaration of "Level 1" will generally require the initiation of the "Maximum Readiness" activities identified in each annex to this plan.

## **IX. ADMINISTRATION AND SUPPORT:**

### **A. AGREEMENTS AND CONTRACTS:**

- 1.) Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts 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 whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

- 2.) In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are a part of the Texas Regional Response Network (TRRN).
- 3.) The agreements and contracts pertinent to emergency management that we are a party-to are summarized in Attachment 6.

**B. REPORTS:**

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

**C. RECORDS:**

- 1.) Record Keeping for Emergency Operations: Our county is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.
  - a.) Activity Logs: The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
    - 1.) Activation or deactivation of emergency facilities.
    - 2.) Emergency notifications to other local governments and to state and federal agencies.
    - 3.) Significant changes in the emergency situation.

- 4.) Major commitments of resources or requests for additional resources from external sources.
  - 5.) Issuance of protective action recommendations to the public.
  - 6.) Evacuations.
  - 7.) Casualties.
  - 8.) Containment or termination of the incident.
- b.) Incident Costs: All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- c.) Emergency or Disaster Costs: For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
- 1.) Personnel costs, especially overtime costs.
  - 2.) Equipment operations costs.
  - 3.) Costs for leased or rented equipment.
  - 4.) Costs for contract services to support emergency operations.
  - 5.) Costs of specialized supplies expended for emergency operations.
- These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.
- 2.) Preservation of Records:
- a.) In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. the principal causes of damage to records are fire and water, therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
  - b.) If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

**D. TRAINING:**

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

**E. CONSUMER PROTECTION:**

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

**F. POST-INCIDENT AND EXERCISE REVIEW:**

The County Judge is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After-Action Report (AAR) will entail both written and verbal input from all appropriate participants. 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.

**X. PLAN DEVELOPMENT AND MAINTENANCE:**

**A. PLAN DEVELOPMENT:**

The County Judge/Mayor(s) is responsible for approving and promulgating this plan.

**B. DISTRIBUTION OF PLANNING DOCUMENTS:**

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

C. REVIEW:

The Basic Plan and its annexes shall be reviewed annually by local officials. The County Judge/Mayor(s) will establish a schedule for annual review of planning documents by those tasked in them.

D. UPDATE:

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

ATTACHEMENTS:

- 1.) Distribution List
- 2.) References
- 3.) Organization for Emergencies
- 4.) Functional Responsibility Matrix
- 5.) Annex Assignments
- 6.) Summary of Agreements & Contracts
- 7.) National Incident Management System

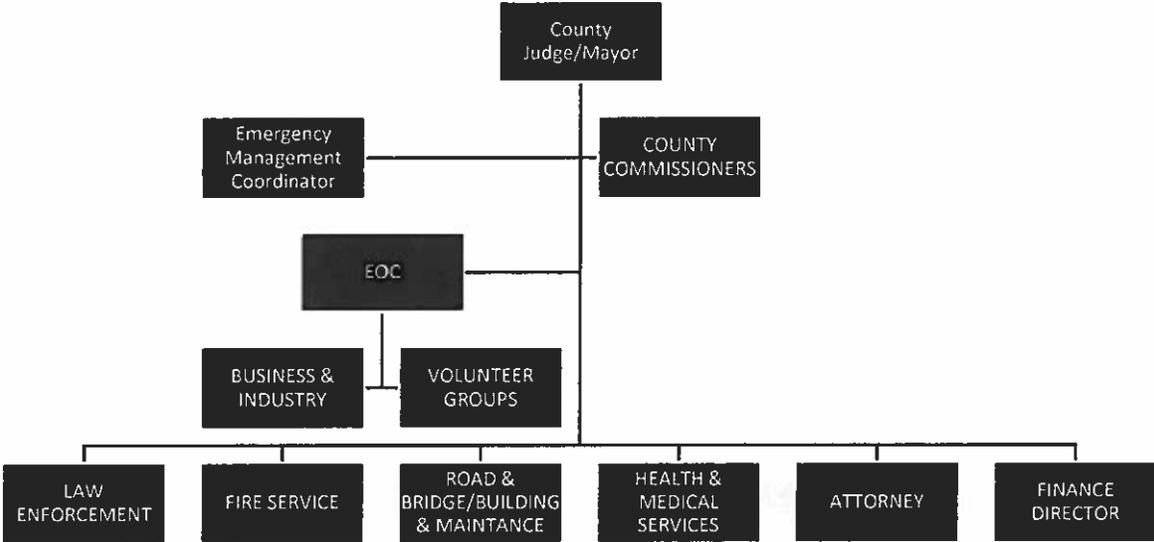
**ATTACHEMENT 1  
DISTRIBUTION LIST**

<b>Jurisdiction/Agency Plan</b>	<b>Basic Plan</b>	<b>Annexes</b>
EOC Reference Library	2	All
County Judge/Mayor	1	All
City Manager	1	All
Each County Commissioner	1	All
EMC	1	All
City Secretary/Asst. to the Judge	1	All
County Sheriff	2	All
Police Chief	1	All
Each Constable	1	All
Fire Chief/Fire Marshall	2	All
Community Services Director	1	C,E,O
County/City Health Officer	1	C,D,H,O,Q
Finance Director/Tax Assessor	1	J,M
City Public Works Director/County Engineer	1	E,G,J,K,L
Public Utilities Director	1	J,K,L
Human Resources Director	1	C,M,O,T
County/City Attorney	1	All
Justices of the Peace	1	G,H,N
Medical Examiner	1	G,H,N
RACES Officer	1	All
Radiological Officer	1	D,E,Q
Llano Hospital	1	C,E,S
County/City Animal Control	1	E,H
ISD Transportation Director	1	C,E,H,O
County/City Independent School District	1	C,E,O,S
Llano County Local Emergency Planning Committee	1	All
American Red Cross	1	C,E,J,O,T
The Salvation Army	1	C,E,J,O,T
Southern Baptist Convention Disaster Relief	1	C,E,J,O,T
Hazard County Rural Transportation Service	1	S
GDEM Regional Liaison Officer	1	All
R.J. Smith Refuse Company	1	J,M,T
ABC Disposal & Demolition	1	J,M,T

**ATTACHEMENT 2  
REFERENCES**

1. Texas Department of Public Safety, Texas Division of Emergency Management, Local Emergency Management Planning Guide, DEM-10.
2. Texas Department of Public Safety, Texas Division of Emergency Management, Disaster Recovery Manual.
3. Texas Department of Public Safety, Texas Division of Emergency Management, Mitigation Handbook.
4. FEMA, Independent Study Course, IS-28: The Role of Voluntary Organizations in Emergency Management.
5. FEMA, Comprehensive Preparedness Guide (CPG-101).
6. U.S. Department of Homeland Security, National Response Plan.
7. 79<sup>th</sup> Texas Legislature, House Bill 3111.

**ATTACHEMENT 3  
ORGANIZATION FOR EMERGENCY MANAGEMENT**



**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

	WARNING	COMMUNICATIONS	SHELTER & MASS CARE	RADIOLOGICAL PROTECTION	EVACUATION	FIREFIGHTING	LAW ENFORCEMENT	HEALTH & MEDICAL	PUBLIC INFORMATION	RECOVERY	PUBLIC WORKS & ENGINEERING	UTILITIES	RESOURCE MANAGEMENT	DIRECTION & CONTROL	HUMAN SERVICES	HAZARD MITIGATION	HAZMAT & OIL SPILL RESPONSE	SEARCH & RESCUE	TRANSPORTATION	DONATIONS MANGEMENT	LEGAL	TERRORIST INCIDENT RESPONSE	
COUNTY JUDGE/MAYOR	S	S	P	S	S	S	S	S	P	P	S	S	S	P	S	S	S	S	S	S	S	S	S
EMC	S	C	P	C	S	C	C	C	S	S	S	C	S	S	P	P	C	C	C	P	C	C	C
LAW ENFORCEMENT	P	P	S	S	P	S	P		C				S	S	S		S	S		S			P
FIRE SERVICE	S	S	S	P	S	P			C				S	S		S	P	P		S			S
R&B/BM		S	S	S	S		S		C	S	P	S	S	S		S	S	S					S
UTILITIES (COMMISSIONERS)		S							C	S		P	S	S		S	S			S			S
HEALTH & MEDICAL SERVICES			S	S	S			P	C				S	S	S		S	S	S	S			S
FINANCE AUDITOR/TREASURER									C	P			P			S				S			
TRANSPORTATION/R&B			S		S				C				S		S		S		P				S
COUNTY ATTORNEY'S OFFICE					S				C				S			S				S	P		S

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

**ATTACHMENT 5  
ANNEX ASSIGNMENTS**

<b>ANNEX</b>	<b>ASSIGNED TO:</b>
Annex A: Warning	County Sheriff
Annex B: Communications	County Sheriff
Annex C: Shelter & Mass Care	Judge/EMC
Annex D: Radiological Protection	LCFCA
Annex E: Evacuation	County Sheriff
Annex F: Firefighting	LCFCA
Annex G: Law Enforcement	County Sheriff
Annex H: Health and Medical Services	DSHS Region 7
Annex I: Public Information	Public Information Officer
Annex J: Recovery	Auditor
Annex K: Public Works & Engineering	Road & Bridge/Building & Maintenance
Annex L: Utilities	Precinct Commissioners
Annex M: Resource Management	Auditor
Annex N: Direction & Control	Judge/EMC
Annex O: Human Resources	EMC
Annex P: Hazard Mitigation	EMC
Annex Q: Hazardous Materials & Oil Spill Response	LCFCA
Annex R: Search & Rescue	LCFCA
Annex S: Transportation	Road & Bridge
Annex T: Donations Management	EMC
Annex U: Legal	County Attorney
Annex V: Terrorist Incident Response	County Sheriff

**ATTACHMENT 6**  
**SUMMARY OF AGREEMENTS & CONTRACTS**

**Agreements:**

Description: Interjurisdictional Mutual Aid Agreement with CAPCOG

Summary of Provisions: See Attached

Officials Authorized to Implement: See Attached

Costs: See Attached

Copies Held By: All Parties

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

**A. BACKGROUND:**

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

**B. COMPONENTS:**

1.) Command and Management

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

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

1.) FEATURES OF ICS:

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

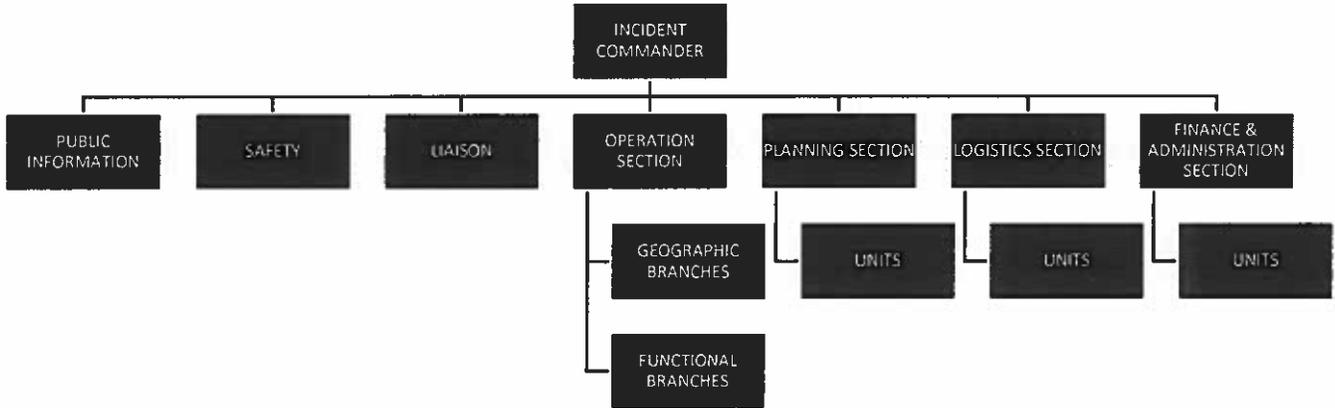
- a.) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b.) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be "typed" with respect to capability. This typing will minimize confusion and enhance interoperability.
- c.) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d.) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
- e.) Use of Position Titles. All ICS positions have distinct titles.
- f.) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

- g.) **Integrated Communications.** Integrated communications include interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
  - h.) **Accountability.** ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.
- 2.) **UNIFIED COMMAND:**
- a.) **Unified Command** is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
  - b.) **ICS Unified Command** is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In an Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.
- 3.) **AREA COMMAND:**
- a.) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
  - b.) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
- b.) **Multiagency Coordination Systems**  
Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
- c.) **Public Information**  
The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs

functions. More information on JICs can be obtained in the DHS National Incident Management System Plan, dated March 2004.

- 2.) **Preparedness**  
Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
- 3.) **Resource Management**  
All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventory, requesting, and tracking resources must also be established.
- 4.) **Communication and Information Management**  
Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
- 5.) **Supporting Technologies**  
This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
- 6.) **Ongoing Management and Maintenance**  
The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

ATTACHMENT 3A





**INTERJURISDICTIONAL  
MUTUAL AID AGREEMENT**

STATE OF TEXAS

§  
§  
§  
§  
§

IN THE COUNTY

OF

LLANO, TEXAS

This Mutual Aid Agreement ("Agreement") is entered into by, between, and among the political subdivisions located wholly or partially within the State of Texas that by their signatures on duplicate original copies of this Agreement have consented to the terms of this Agreement (collectively, "the Parties").

**RECITALS**

The Parties recognize the vulnerability of the people and communities located within the State to damage, injury, and loss of life and property resulting from Disasters and/or civil emergencies and recognize that Disasters and/or civil emergencies may present equipment and manpower requirements beyond the capacity of each individual Party; and

The Parties must confront the threats to public health and safety posed by possible terrorist actions and weapons of mass destruction and other incidents of man-made origin, and the threats to public health and safety from natural Disasters, all capable of causing sever damage to property and danger to life; and

The Parties to this Agreement recognize that Mutual Aid has been provided in the past and have determined that it is in the best interests of themselves and their citizens to create a plan to foster communications and the sharing of resources, personnel, and equipment in the event of such calamities; and

The governing officials of the Parties desire to secure for each Party the benefits of Mutual Aid for the protection of life and property in the event of a Disaster and/or Civil Emergency; and

The Parties wish to make suitable arrangements for furnishing Mutual Aid in coping with Disasters and/or Civil Emergencies and are so authorized and make this Agreement pursuant to Chapter 791, Texas Government Code (Interlocal Cooperation Act); Chapter 418, Texas Government Code (Texas Disaster Act of 1975); Chapter 421, Texas Government Code (Homeland Security); and Chapter 362, Local Government Code; and

The Parties recognize that a formal agreement for Mutual Aid would allow for better coordination of effort, would provide that adequate equipment and manpower is available, and would help ensure that Mutual Aid is accomplished in the minimum time possible in the event of a Disaster of Civil Emergency and thus desire to enter into an agreement to provide Mutual Aid.

It is expressly understood that any Mutual Aid extended under this Agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "Texas Disaster Act of 1975" and other applicable provisions of law.

NOW, THEREFORE, the Parties agree as follows:

1.) **RECITALS:**

The recitals set forth above are true and correct.

2.) **DEFINITIONS:**

For purposes of this Agreement, the terms listed below will have the following meanings:

A.) **AGREEMENT:**

This Interjurisdictional Mutual Aid Agreement, duly executed.

B.) **ADMINISTRATIVE AGENCY:**

The entity designated by the Parties to be responsible for maintaining and distribution Point of Contact Information and for maintaining the original signature pages of the Parties to this Agreement.

C.) **ASSISTING PARTY:**

The Party furnishing equipment, supplies, facilities, services, and/or manpower to the Requesting Party.

D.) **CIVIL EMERGENCY:**

An unforeseen combination of circumstances or the resulting consequences thereof within the geographic limits of a given jurisdiction that calls for immediate action or for which there is an urgent need for assistance or relief to protect the general citizenry.

E.) **DISASTER:**

The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, flood, earthquake, wind, storm, wave action, oil spill, or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, energy emergency (as that term is defined in Chapter 418 of the Texas Government Code), acts of terrorism, and other public calamity requiring Emergency action or requiring homeland security activity (as that term is defined in Chapter 421 of the Texas Government Code).

F.) **EMERGENCY:**

Any occurrence, or threat thereof, whether natural or caused by man, in war or in peace, which results in substantial injury or harm to the population, or substantial damage to or loss of property.

G.) **MUTUAL AID:**

Includes, but is not limited to, such resources as facilities, equipment, services, supplies, and personnel.

H.) **THE PLAN:**

CAPCOG Regional Mutual Aid Plan or any plan that supersedes it.

I.) **POINT OF CONTACT:**

The individual or office authorized by the governing body of each Party to request or respond to a request for Mutual Aid on behalf of the Party. A Party's Emergency Management Director or Chief Executive Officer is always a Point of Contact.

J.) **REQUESTING PARTY:**

The Party requesting aid in the event of a Disaster or a Civil Emergency.

3.) **ADMINISTRATIVE AGENCY:**

The Parties hereby designate the Capital Area Council of Governments ("CAPCOG") to be the Administrative Agency under this Agreement. CAPCOG is responsible for maintaining and

distributing current Point of Contact information to all Parties. CAPCOG is also responsible for maintaining the original signature pages of the Parties to this Agreement.

4.) **POINT OF CONTACT DESIGNATION:**

Each party shall provide the Administrative Agency with a written protocol by which its designated Points of Contact may be contacted twenty-four hours a day, seven days a week. This protocol will designate, by name or position, the person or persons authorized to request or respond to a request for Mutual Aid on behalf of a Party under terms of this Agreement and will include at least two alternate means of contacting the Party's Point(s) of Contact. Each Party must notify the Administrative Agency of any change in its Point of Contact protocol as soon as practicable by submitting it in writing to: Executive Director, Capital Area Council of Governments, 2512 S. IH-35, Suite 200, Austin, Texas 78704 or by fax to the Executive Director of CAPCOG at 512.916.6001.

5.) **PARTY'S EMERGENCY MANAGEMENT PLAN:**

Each Party shall prepare and keep current an Emergency Management Plan for its jurisdiction to provide for emergency and/or disaster mitigation, preparedness, response and recovery, in accordance with Chapter 418 of the Texas Government Code. The emergency management plan shall incorporate the use of available resources, including personnel, equipment and supplies, necessary to provide and/or receive Mutual Aid. The emergency management plan shall be submitted to the Governor's Division of Emergency Management.

6.) **IMPLEMENTATION OF AGREEMENT:**

A Point of Contact for his/her respective jurisdiction shall take all steps necessary for the implementation of this Agreement.

7.) **INITIATION OF REQUEST:**

A request under this Agreement may be made by a Point of Contact after one of the following occurs:

- A.) A declaration of a local state of Disaster pursuant to Chapter 418 of the Texas Government Code;
- B.) A finding of a state of Civil Emergency; or
- C.) The occurrence or imminent threat of an emergency such that local capabilities are predicted to be exceeded.

The provision of Mutual Aid under this Agreement shall continue, whether or not the local Disaster declaration or state of Civil Emergency is still active, until the services of the Assisting Party are no longer required.

8.) **PROCEDURES FOR REQUESTS AND PROVISION OF MUTUAL AID:**

A Point of Contact may request Mutual Aid assistance by:

- 1.) Submitting a written request for assistance to a point of contact of an assisting party.
- 2.) Orally communicating a request for Mutual Aid assistance to a point of contact of an assist party, which shall be followed by a written request, or
- 3.) By submitting a request in accordance with the plan.

The written request shall reference that the request is made pursuant to this agreement. Mutual Aid shall not be requested by a party unless it is directly related to the disaster or emergency and resources available from the normal responding agencies to the stricken area are deemed to be inadequate, or are predicted to be expended or prior to resolution of the situation. All request for Mutual Aid must be transmitted by a point of contact of the requesting party to a point of contact of the assisting party or in accordance with the terms of the plan.

A.) **REQUESTS DIRECTLY TO ASSITING PARTY:**

The requesting party's point of contact may directly contact a point of contact of the assisting party and provide the necessary information as prescribed in Section 8.B. hereto.

**B.) REQUIRED INFORMATION BY REQUESTING PARTY:**

Each request for assistance shall be accompanied by the following information, to the extent known:

- 1.) A general description of the damage or injury sustained or threatened;
- 2.) Identification of the emergency service function or functions for which assistance is needed (e.g. fire, law enforcement, emergency medical, search and rescue, transportation, communications, public works and engineering, building, inspection, planning and information assistance, mass care, resource support, health and other medical services, etc.), and the particular type of assistance needed;
- 3.) The amount and type of personnel, equipment, materials, supplies, and/or facilities needed and a reasonable estimate of the length of time that each will be needed; and
- 4.) The location or locations to which the resources are to be dispatched and the specific time by which the resources are needed; and
- 5.) the name and contact information of a representative of the requesting party to meet the personnel and equipment of any assisting party at each location to which resources are dispatched.

This information may be provided on a form designed for this purpose or by any other available means.

**C.) ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE:**

When contacted by a requesting party, a point of contact of the party from which aid is requested agrees to assess local resources to determine availability of personnel, equipment and other assistance based on current or anticipated needs. All parties shall render assistance to the extent personnel, equipment and resources are deemed available. No party shall be required to provide Mutual Aid unless it determines in its sole discretion that it has sufficient resources to do so based on current or anticipated events within its own jurisdiction.

**D.) INFORMATION REQUIRED OF THE ASSISTING PARTY:**

A point of contact who determines that the assisting party has available personnel, equipment, or other resources, shall so notify the requesting party and provide the following information, to the extent known:

- 1.) A complete description of the personnel and their expertise and capabilities, equipment, and other resources to be furnished to the requesting party;
- 2.) The estimated length of time that the personnel, equipment, and other resources will be available;
- 3.) The name of the person or persons to be designated as supervisory personnel; and
- 4.) The estimated time of arrival for the assistance to be provided to arrive at the designated location.

This information may be provided on a form designed for this purpose or by any other available means.

**E.) SUPERVISION AND CONTROL:**

When providing assistance under the terms of this agreement, the personnel, equipment, and resources of any assisting party will be under the operational control of the requesting party, the response effort to which shall be organized and functioning in accordance with the guidelines outlined in the National Incident Management System. Direct supervision and control of personnel, equipment and resources and personnel accountability shall remain with the designated supervisory personnel of the assisting

party. Emergency Medical Services organizations providing assistance under this agreement will utilize the medical protocols authorized by their medical director. The designated supervisory personnel of the assisting party shall: maintain daily personnel time records, material records, and a log of equipment hours; be responsible for the operation and maintenance of the equipment and other resources furnished by the assisting party; and shall report work progress to the requesting party. The assisting party's personnel and other resources shall remain subject to recall by the assisting party at any time, subject to reasonable notice to the requesting party.

F.) **CAPCOG Regional Mutual Aid Plan:**

By their signatures below, each party hereto certifies that it will provide Mutual Aid assistance under this agreement in accordance with the plan.

G.) **FOOD, HOUSING, AND SELF-SUFFICIENCY:**

Subject to Paragraph 9 of this agreement the requesting party shall have the responsibility of providing food and housing for the personnel of the assisting party from the time of their arrival at the designated location to the time of their departure. However, assisting party personnel and equipment should be, to the greatest extent possible, self-sufficient while working in the emergency or disaster area. The requesting party may specify only self-sufficient personnel and resources in its request for assistance.

H.) **COMMUNICATIONS:**

Unless specifically instructed otherwise, the requesting party shall have the responsibility for coordinating communications between the personnel of the assisting party and the requesting party. Assisting party personnel should be prepared to furnish their own communications equipment sufficient only to maintain communications among their respective operating units, if such is practicable.

I.) **RIGHTS AND PRIVILEGES:**

Personnel who are assigned, designated or ordered by their organization's governing body to perform duties pursuant to this agreement shall continue to receive the same wages, salary, pension, and other compensation and benefits for the performance of such duties, including injury or death benefits, disability payments, and workers' compensation benefits, as though the service had been rendered within the limits of the jurisdiction where the personnel are regularly employed.

J.) **TERM OF DEPLOYMENT:**

The initial duration of a request for assistance will be specified by the requesting party, to the extent possible by the situation.

K.) **SUMMARY REPORT:**

Within ten working days of the return of all personnel deployed under this agreement, the requesting party will prepare a summary report of the event, and provide copies to each assisting party. The report shall, at a minimum, include a chronology of events and description of personnel, equipment and materials provided by one party to the other.

9.) **COSTS:**

All Costs associated with the provision of Mutual Aid, including but not limited to compensation for personnel; operation and maintenance of equipment; damage to equipment; medical expenses; and food, lodging and transportation expenses shall be paid for by the assisting party and reimbursed by the requesting party at actual cost. Requests for reimbursement must be submitted as soon as practicable but in no event later than sixty (60) days after the return of all personnel deployed under this agreement. Failure to submit a request for reimbursement within the specified time frame will result in the assisting party not being reimbursed for the Mutual Aid provided unless Federal or State Government extends the deadline for filing requests for reimbursement. Such request shall identify with specificity each service, labor, or

equipment provided and the unit and total costs associated with each. The assisting party shall be responsible for creating and maintaining for a period of three years a record of all costs incurred, both reimbursed and unreimbursed costs, in providing aid under this agreement. Such costs and reimbursements shall be paid from current funds of the respective party. In the event federal funds are available for costs associated with the provision of Mutual Aid, the parties agree that the requesting party must make the claim for the eligible costs of the assisting party on its subgrant application and will disburse the federal share of funds to the assisting party. Reimbursement under this section will be made by the requesting party no later than:

- 1.) one-hundred eighty (180) days after receipt of the request for reimbursement; or
- 2.) ninety (90) days after the requesting party receives reimbursement from the federal or state government, whichever is sooner.

The parties hereto recognize that each benefit from the existence of this Mutual Aid Agreement and expect that each will both provide and receive critical aid over the life of the agreement. The assisting party may assume in whole or in part any costs associated with the provision of Mutual Aid or may loan or donate equipment or services to the requesting party without charge or cost.

10.) **INSURANCE:**

A.) **WORKERS' COMPENSATION COVERAGE:**

Each party shall be responsible for its own actions and those of its employees and is responsible for complying with the Texas Workers' Compensation Act.

B.) **AUTOMOBILE LIABILITY COVERAGE:**

Each party shall be responsible for its own actions and is responsible for complying with the Texas Motor Vehicle Financial Responsibility Laws.

C.) **GENERAL LIABILITY, PUBLIC OFFICIALS' LIABILITY, AND LAW ENFORCEMENT LIABILITY:**

Each party agrees to obtain or continue its general liability, public officials' liability and law enforcement liability insurance, if applicable, or maintain a comparable self-insurance program.

D.) **OTHER COVERAGE:**

The assisting party shall provide and maintain its standard packages of medical and death benefit insurance coverage while its personnel are assisting the requesting party.

11.) **WAIVER OF CLAIMS AGAINST PARTIES: IMMUNITY RETAINED:**

Pursuant to §421.062, Liability under Interlocal Contract and §791.006-Liability in Fire Protection Contract or Provision of Law Enforcement Services, Texas Government Code, the Party furnishing services under this Agreement is not responsible for any civil liability that arises from the furnishing of those services.

A.) It is expressly agreed that the furnishing of assistance under this Agreement by a Party owning a public power utility and involving the use of public power utility personnel or equipment ("Utility Assisting Party") shall be deemed to be the furnishing of a service "related to a homeland security activity" within the ambit of §421.062, Texas Government Code. A requesting party shall make no claim of any kind against a utility assisting party based on an assertion that services were rendered in a proprietary capacity or that the actions of a utility assisting party constituted proprietary activities. If the furnishing of services by a utility assisting party ever is held not "related to a homeland security activity" within the ambit of §421.062, the requesting party assumes all risk of and responsibility for any claims against the utility assisting party that arise out of the utility assisting party's furnishing of assistance under this agreement.

B.) No party waives or relinquishes any immunity or defense on behalf of itself, its governing body, officers, employees, and agents as a result of the foregoing sentence

or its execution of this agreement and the performance of the covenants contained herein.

12.) **EXPENDING FUNDS:**

Each party that performs services or furnishes aid pursuant to this agreement shall do so with funds available from current revenues of the party. No party shall have any liability for the failure to expend funds to provide aid hereunder.

13.) **TERM:**

This agreement shall become effective as to each party on the date signed and shall continue in force and remain binding on each and every party through December 31<sup>st</sup> of the year signed. This agreement shall renew automatically for a period of one year upon the completion of the initial term and each subsequent term unless and until such time as the governing body of a party terminates its participation in this agreement pursuant to Section 22 of this agreement. Termination of participation in this agreement by a party or parties shall not affect the continued operation of this agreement between and among the remaining parties.

14.) **ENTIRETY:**

This agreement contains all commitments and agreements of the parties with respect to the Mutual Aid to be rendered hereunder during or in connection with a Disaster and/or Civil Emergency. No other oral or written commitments of the parties with respect to Mutual Aid under this agreement shall have any force or effect if not contained herein, except as provided in Sections 16 and 17 below.

15.) **RATIFICATION:**

Each party hereby ratifies the actions of its personnel and the rendering and/or receiving of Mutual Aid taken prior to the date of this agreement.

16.) **OTHER MUTUAL AID AGREEMENTS:**

It is understood that certain parties may have heretofore contracted or may hereafter contract with each other for Mutual Aid in Civil Emergency and/or Disaster situations, and it is agreed that, to the extent there is a conflict between this agreement and any other such Mutual Aid agreement, the provisions of this agreement shall be superior to any such individual contract; provided, however, that the assisting and requesting parties may agree to use expense reimbursement provisions of another existing Mutual Aid agreement between them.

17.) **INTERLOCAL COOPERATION ACT:**

The parties agree that Mutual Aid in the context contemplated herein is a "governmental function and service", including aid rendered by a municipally-owned public power utility, and that the parties are "local governments" as that term is defined herein and in the Interlocal Cooperation Act, Texas Government Code Chapter 791.

18.) **CONFIDENTIALITY:**

The parties recognize that the provision of Mutual Aid under this agreement may result in the transfer of confidential medical information between them. The parties recognize and agree to guard the confidentiality of such information as required by the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Texas Medical Practice Act, and other state privacy laws pertaining to the confidentiality of medical records.

19.) **SEVERABILITY:**

If a provision contained in this agreement is held invalid for any reason, the invalidity does not affect other provisions of the agreement that can be given effect without the invalid provision, and to this end the provisions of this agreement are severable.

20.) **VALIDITY AND ENFORCEABILITY:**

If any current or future legal limitations affect the validity or enforceability of a provision of this agreement, then the legal limitations are made a part of this agreement and shall operate to amend this agreement to the minimum extent necessary to bring this agreement into

conformity with the requirements of the limitations, and so modified, this agreement shall continue in full force and effect.

21.) **AMENDMENT:**

This agreement may be amended only by the mutual written consent of the parties.

22.) **TERMINATION:**

Any party may at any time by resolution or notice given to the administrative agency decline to participate in the provision of Mutual Aid. The governing body of a party which is a signatory hereto shall, by resolution, give notice of termination of participation in this agreement and submit a certified copy of such resolution to the administrative agency. Such termination shall become effective not earlier than 30 days after the filing of such notice. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties hereto.

23.) **THIRD PARTIES:**

This agreement is intended to insure only to the benefit of the parties hereto. This agreement is not intended to create, nor shall be deemed or construed to create any rights in third parties.

24.) **NOTICE:**

Any notice required or permitted between the parties must be in writing, addressed to the attention of each respective point of contact, and shall be delivered in person, or mailed certified mail, return receipt requested, or may be transmitted by facsimile transmission as follows.

25.) **WARRANTY:**

The agreement has been officially authorized by the governing or controlling body or agency of each party hereto by order, ordinance or resolution and each signatory to this agreement guarantees and warrants that the signatory has full authority to execute this agreement and to legally bind the respective party to this agreement.

26.) **GOVERNING LAW AND VENUE:**

The laws of the State of Texas shall govern this Agreement. In the event of an Emergency or Disaster physically occurring within the geographical limits of only one county that is a party hereto, venue shall lie in the county in which the Emergency or Disaster occurred. In the event of an Emergency or Disaster physically occurring in more than one county that is a party hereto, venue shall be determined in accordance with the Texas Rules of Civil Procedure.

27.) **HEADINGS:**

The headings at the beginning of the various provisions of this agreement have been included only in order to make it easier to locate the subject covered by each provision and are not to be used in construing this agreement.

**\*\*The Rest of this Page is Intentionally Left Blank\*\***

EXECUTED by the parties hereto, each respective entity acting by and through its duly authorized official as required by law, on multiple counterparts each of which shall be deemed to be an original, on the date specified on the multiple counterparts executed by such entity.

NAME OF ENTITY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME OF ENTITY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME OF ENTITY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME OF ENTITY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## State Planning Standards Checklist for the Basic Plan

Jurisdiction(s): **Llano County**  
 Plan Date: **06-12-2017**  
 Date of Most Recent Change, if any: **03-20-2020**

Note: The Basic Plan will be considered Deficient if the *italicized* standards are not met.

<b>This Basic Plan Shall:</b>	<b>Section/Paragraph</b>
<b>PLAN FORMAT</b>	
<i>BP-1</i> - Include an Approval & Implementation Page signed by the chief elected official(s) of the jurisdiction(s) party to the plan.	BP-3
<i>BP-2</i> – Include a Record of Changes	BP-2
<i>BP-3</i> – Include a Table of Contents	BP-4-6
<b>I. AUTHORITY</b>	
<i>BP-4</i> – Identify local, state, and federal legal authorities that established the legal basis for planning and carrying out emergency responsibilities.	BP-7 S.1 A,B,C
<b>II. PURPOSE</b>	
<i>BP-5</i> – Include a purpose statement that describes the reason for development of the plan and its annexes and identifies who the plan applies to.	BP-7,8 S.2
<b>III. EXPLANATION OF TERMS</b>	
<i>BP-6</i> – Explain and/or define terms, acronyms, and abbreviations used in the document.	BP-8-11 S. A,B (1-11)
<b>IV. SITUATION &amp; ASSUMPTIONS</b>	
<i>BP-7</i> – Include a situation statement that summarizes the potential hazards facing the jurisdiction(s), including likelihood of occurrence and estimated impact on public health and safety, and property.	BP-11 A
<i>BP-8</i> – Include a list of planning assumptions on which the plan and its annexes are based.	BP-12 B
<b>V. CONCEPT OF OPERATIONS</b>	
<i>BP-9</i> – Describe the jurisdiction's overall approach to emergency management.	BP-12-19 A-H
<i>BP-10</i> – Include a statement acknowledging the adoption of the National Incident Management System (NIMS).	BP-13 B-8
<i>BP-11</i> – Describe its incident command arrangements and the interface between field operations and the Emergency Operating Center.	BP-15, 16 E 1-4
<i>BP-12</i> – Outline the process that will be used to obtain state or federal assistance.	BP-16 F-1
<i>BP-13</i> – Summarize emergency authorities of local officials.	BP-17 G
<i>BP-14</i> – List actions to be taken by local officials during various phases of emergency management.	BP-18 H
<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>	
<i>BP-15</i> – Describe the local emergency organization.	BP-19-31
<i>BP-16</i> – Describe the emergency responsibilities of the chief elected official and other members of the executive staff.	BP-19 A-2
<i>BP-17</i> – Describe the common emergency management responsibilities of all government departments and agencies.	BP-19-21 A,B

<b>BP-18</b> – Outline responsibilities for various emergency service functions, summarize the tasks involved, and indicate by title or position who has primary responsibility for each function.	BP-21 B 5 a-c
<b>BP-19</b> – Outline responsibilities for various emergency support functions, summarize the tasks involved, and indicate by title or position who has primary responsibility for each function.	BP-26 B-6 A-L
<b>BP-20</b> – Outline the emergency services that organized volunteer groups and businesses have agreed to provide.	BP-30 7 A,B
<b>VII. DIRECTION &amp; CONTROL</b>	
<b>BP-21</b> – Indicate by title or position who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities.	BP-31 A 1-6
<b>BP-22</b> – Describe local emergency facilities and summarize the functions performed by each.	BP-31-32 B 1-6
<b>BP-23</b> – Summarize the line of succession for key personnel.	BP-32-33 C 1-4
<b>VIII. READINESS LEVELS</b>	
<b>BP-24</b> – Explain readiness levels, indicate who determines them, and describe general actions to be taken at various readiness levels	BP-33-35
<b>IX. ADMINISTRATION &amp; SUPPORT</b>	
<b>BP-25</b> – Outline policies on agreements & contracts and refer to summary of current emergency service agreements and contracts in appendices.	BP-35-38 A-F
<b>BP-26</b> – Establish requirements for reports required during emergency operations.	BP-36 B 1-4
<b>BP-27</b> – Outline requirements for record-keeping related to emergencies and for preservation of government records.	BP-36-37 C 1,2
<b>BP-28</b> – Describe the policies on training for personnel to ensure compliance with NIMS requirements.	DP-37-D
<b>DP-29</b> – Establish requirements for a post-event review of emergency operations following major emergencies and disasters.	BP-38 F
<b>X. DEVELOPMENT &amp; MAINTENANCE</b>	
<b>BP-30</b> – Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed.	BP-38 A,B
<b>BP-31</b> – Outline the process and schedule for review and update the plan and its annexes.	BP-38-39 C,D
<b>ATTACHMENTS</b>	
<b>BP-32</b> – Include a Distribution List for the plan and its annexes.	40 BP-1-1
<b>BP-33</b> – Include a list of references pertinent to the plan.	41 BP-2-1
<b>BP-34</b> – Include a graphic depicting the local emergency organization.	42 BP-3-1
<b>BP-35</b> – Include a graphic depicting emergency management functional responsibility.	43 BP-4-1
<b>BP-36</b> – Include a summary of assignments for developing and maintaining the annexes to the plan.	44 BP-5-1
<b>BP-37</b> – include a summary of emergency-related agreements and contracts.	45 BP-6-1
<b>BP-38</b> – Include a summary of the Incident Command System.	46-48

FOR LOCAL GOVERNMENT USE ONLY	SIGNATURE	PRINT NAME	DATE
This Checklist Completed By:			

FOR DEM USE	SIGNATURE/INITIALS	DATE
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		



STATE OF TEXAS  
COUNTY OF LLANO

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KNOWN ALL MEN BY THESE PRESENTS

**INTERLOCAL AGREEMENT  
EMERGENCY MANAGEMENT**

This Interlocal Agreement is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Sunrise Beach, Texas, a Type A general-law municipal corporation situated in Llano County, Texas (hereinafter "City"), and Llano County, Texas, a political subdivision of the State of Texas (hereinafter "County").

WHEREAS, Chapter 791 of the Texas Government Code, V.T.C.A., authorizes local governments to enter into agreements with one another to perform governmental functions and services; and

WHEREAS, Governmental functions and services include all or part of a function or service regarding public safety, and

WHEREAS, The City and County desire to enter into an agreement regarding an emergency management plan for the City of Sunrise Beach, and

WHEREAS, Entering into such an agreement will allow the parties to efficiently and effectively utilize their respective resources, and

WHEREAS, The governing body of each party finds that these undertakings are necessary for the benefit of the public and that the responsibilities provide for hereunder are in the common interest of both parties hereto. Now,

FOR AND IN consideration of the mutual undertakings hereafter set forth and for adequate consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The City will adopt and follow the County Emergency Management regulations.
2. The City will assist the County whenever possible in planning, executing, and maintaining the plan.
3. The County Judge as the Emergency Management Director will become the overall authority for both jurisdictions as prescribed by state law during an emergency. City officials will assist the County Judge during a declared emergency.
4. This Agreement shall commence on the 1<sup>st</sup> day of October, 20\_\_\_\_, and shall remain in full force and effect until September 30, 20\_\_\_\_, and may be renewed annually upon the mutual agreement of the City and the County.
5. By entering into this Agreement, the parties do not create any obligations, express or implied, other than those set forth herein and this Agreement shall not create any rights in any third parties not signatories hereto.

6. Either the City or County may terminate the Agreement at any time, for any reason, by thirty (30) days written notice delivered by either party to the other advising the other party of its intent to terminate the Agreement. This Agreement shall also be subject to termination upon the failure of either party to cure a default.
7. All notices shall be in writing and delivered to the parties at the addresses listed below either in person or by mail.

City of Sunrise Beach  
Attention: City Mayor  
124 Sunrise Beach Drive  
Sunrise Beach, Texas 78643

Llano County  
Attention: County Judge  
801 Ford Street, Ste 101  
Llano, Texas 78643

EXECUTED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF SUNRISE BEACH, TEXAS

LLANO COUNTY, LLANO, TEXAS

\_\_\_\_\_  
Tommy Martin, City Mayor

\_\_\_\_\_  
Ron Cunningham, County Judge

ATTEST:

ATTEST:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Maci Hadelor, County Clerk



STATE OF TEXAS  
COUNTY OF LLANO

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KNOWN ALL MEN BY THESE PRESENTS

**INTERLOCAL AGREEMENT  
EMERGENCY MANAGEMENT**

This Interlocal Agreement is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Llano, Texas, a Type A general-law municipal corporation situated in Llano County, Texas (hereinafter "City"), and Llano County, Texas, a political subdivision of the State of Texas (hereinafter "County").

WHEREAS, Chapter 791 of the Texas Government Code, V.T.C.A., authorizes local governments to enter into agreements with one another to perform governmental functions and services; and

WHEREAS, Governmental functions and services include all or part of a function or service regarding public safety, and

WHEREAS, The City and County desire to enter into an agreement regarding an emergency management plan for the City of Llano, and

WHEREAS, Entering into such an agreement will allow the parties to efficiently and effectively utilize their respective resources, and

WHEREAS, The governing body of each party finds that these undertakings are necessary for the benefit of the public and that the responsibilities provide for hereunder are in the common interest of both parties hereto. Now,

FOR AND IN consideration of the mutual undertakings hereafter set forth and for adequate consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The City will adopt and follow the County Emergency Management regulations.
2. The City will assist the County whenever possible in planning, executing, and maintaining the plan.
3. The County Judge as the Emergency Management Director will become the overall authority for both jurisdictions as prescribed by state law during an emergency. City officials will assist the County Judge during a declared emergency.
4. This Agreement shall commence on the 1<sup>st</sup> day of October, 20\_\_\_\_, and shall remain in full force and effect until September 30, 20\_\_\_\_, and may be renewed annually upon the mutual agreement of the City and the County.
5. By entering into this Agreement, the parties do not create any obligations, express or implied, other than those set forth herein and this Agreement shall not create any rights in any third parties not signatories hereto.

6. Either the City or County may terminate the Agreement at any time, for any reason, by thirty (30) days written notice delivered by either party to the other advising the other party of its intent to terminate the Agreement. This Agreement shall also be subject to termination upon the failure of either party to cure a default.
7. All notices shall be in writing and delivered to the parties at the addresses listed below either in person or by mail.

City of Llano  
Attention: City Mayor  
301 West Main  
Llano, Texas 78643

Llano County  
Attention: County Judge  
801 Ford Street, Ste 101  
Llano, Texas 78643

EXECUTED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF LLANO, TEXAS

LLANO COUNTY, LLANO, TEXAS

\_\_\_\_\_  
Gail Lang, City Mayor

\_\_\_\_\_  
Ron Cunningham, County Judge

ATTEST:

ATTEST:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Maci Hadel, County Clerk



STATE OF TEXAS  
COUNTY OF LLANO

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KNOWN ALL MEN BY THESE PRESENTS

**INTERLOCAL AGREEMENT  
EMERGENCY MANAGEMENT**

This Interlocal Agreement is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Horseshoe Bay, Texas, a Type A general-law municipal corporation situated in Llano County, Texas (hereinafter "City"), and Llano County, Texas, a political subdivision of the State of Texas (hereinafter "County").

WHEREAS, Chapter 791 of the Texas Government Code, V.T.C.A., authorizes local governments to enter into agreements with one another to perform governmental functions and services; and

WHEREAS, Governmental functions and services include all or part of a function or service regarding public safety, and

WHEREAS, The City and County desire to enter into an agreement regarding an emergency management plan for the City of Horseshoe Bay, and

WHEREAS, Entering into such an agreement will allow the parties to efficiently and effectively utilize their respective resources, and

WHEREAS, The governing body of each party finds that these undertakings are necessary for the benefit of the public and that the responsibilities provide for hereunder are in the common interest of both parties hereto. Now,

FOR AND IN consideration of the mutual undertakings hereafter set forth and for adequate consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The City will adopt and follow the County Emergency Management regulations.
2. The City will assist the County whenever possible in planning, executing, and maintaining the plan.
3. The County Judge as the Emergency Management Director will become the overall authority for both jurisdictions as prescribed by state law during an emergency. City officials will assist the County Judge during a declared emergency.
4. This Agreement shall commence on the 1<sup>st</sup> day of October, 20\_\_\_\_, and shall remain in full force and effect until September 30, 20\_\_\_\_, and may be renewed annually upon the mutual agreement of the City and the County.
5. By entering into this Agreement, the parties do not create any obligations, express or implied, other than those set forth herein and this Agreement shall not create any rights in any third parties not signatories hereto.

6. Either the City or County may terminate the Agreement at any time, for any reason, by thirty (30) days written notice delivered by either party to the other advising the other party of its intent to terminate the Agreement. This Agreement shall also be subject to termination upon the failure of either party to cure a default.
7. All notices shall be in writing and delivered to the parties at the addresses listed below either in person or by mail.

City of Horseshoe Bay  
Attention: City Mayor  
PO Box 7765  
Horseshoe Bay, Texas 78643

Llano County  
Attention: County Judge  
801 Ford Street, Ste 101  
Llano, Texas 78643

EXECUTED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF HORSESHOE BAY, TEXAS

LLANO COUNTY, LLANO, TEXAS

\_\_\_\_\_  
Cynthia Clinesmith, City Mayor

\_\_\_\_\_  
Ron Cunningham, County Judge

ATTEST:

ATTEST:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Maci Hadel, County Clerk



**JOINT RESOLUTION ESTABLISHING AN  
INTERJURISDICTIONAL EMERGENCY MANAGEMENT PROGRAM**

WHEREAS, Llano County and the Cities of Llano, Horseshoe Bay, and Sunrise Beach by Interlocal Agreements (see attached documents signed and dated 20\_\_) have established similar programs of comprehensive emergency management which includes the mitigation, preparedness, response, and recovery phases of emergency management; and

WHEREAS, The County and Cities find that vulnerability to many potential hazards is shared by residents of Cities of Llano, Horseshoe Bay, and Sunrise Beach and the unincorporated portions of Llano County; and

WHEREAS, The County and Cities further finds that the common goal of emergency management can best be achieved through an organization which shares the combined resources of the County and the Cities; and

WHEREAS, The contemplated action is specifically authorized by the aforementioned agreements;

THEREFORE BE IT RESOLVED, That there is hereby established the Llano County Emergency Management Program which shall consist of the officers and employees of the County and the Cities as designated in an inter-jurisdictional emergency management plan, together with such organized volunteer groups as that plan may specify; and

BE IT FURTHER RESOLVED, That as the Llano County Judge and the Mayors of Llano, Horseshoe Bay, and Sunrise Beach have mutually appointed an Emergency Management Coordinator (TDEM-147, signed \_\_\_/\_\_\_/\_\_\_ attached) to coordinate all aspects of the Llano County program of comprehensive emergency management, including the preparation and maintenance of an inter-jurisdictional emergency management plan for Llano County and the Cities of Llano, Horseshoe Bay, and Sunrise Beach in accordance with this resolution.

RESOLVED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City of Llano Mayor

\_\_\_\_\_  
Llano County Judge

\_\_\_\_\_  
City of Horseshoe Bay Mayor

\_\_\_\_\_  
Emergency Management Coordinator

\_\_\_\_\_  
City of Sunrise Beach Mayor

\_\_\_\_\_  
Llano County Clerk

**LOCAL EMERGENCY MANAGEMENT DOCUMENT TRANSMITTAL FORM**

<b>Jurisdiction:</b>	<b>Date:</b>
----------------------	--------------

**Enclosed are the Following Documents:**

**Legal Documents:**

- Initial or Updated city ordinance establishing a city emergency management program.
- Initial or Updated commissioners court order establishing a county emergency management program.
- Initial or Updated joint resolution establishing an inter-jurisdictional emergency management program.

**New Planning Documents:**

- New Basic Plan dated \_\_\_\_\_ and a completed planning standards checklist. The Basic Plan must be signed and dated by the Mayor for a city plan or the County Judge for a county plan. For an inter-jurisdictional plan, the County Judge and the Mayors of those jurisdictions that are parties to the plan should sign it.
- New Annex dated \_\_\_\_\_ with a completed planning standards checklist. New annexes must be signed by one or more officials in accordance with local practice.

**Revised Planning Documents:** [See TDEM-10, Chapter 3, Section III.B.3.b(1)]

- Revised Basic Plan dated \_\_\_\_\_ and a completed planning standards checklist. The basic plan must be signed and dated by the Mayor for a city plan or the County Judge for a county plan. For an inter-jurisdictional plan, the County Judge and the Mayors of those jurisdictions that are parties to the plan should sign it.
- Revised Annex dated \_\_\_\_\_ and a completed planning standards checklist. Revised annexes must be signed by one or more officials in accordance with local practice.

**Documents Updated by Changes** [See TDEM-10, Chapter 3, Section III.B.3.b(2)]

- Update to the Basic Plan dated \_\_\_\_\_ incorporating change that is dated and an updated planning standards checklist.
- Update to annex dated \_\_\_\_\_ incorporating change that is dated and an updated planning standards checklist.

**Submitted By:**

<b>Printed Name:</b>	<b>Signature:</b>
<b>Title:</b>	<b>Phone Number:</b>

Mail Completed Documents to:  
Texas Division of Emergency Management  
ATTN: Preparedness Section  
5805 North Lamar Blvd.  
Austin, Texas 78773

## EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR NOTIFICATION

Section §418.101 of the Texas Government Code state: "The presiding officer of the governing body of each political subdivision will notify the Division of Emergency Management of the manner in which the political subdivision is providing or securing and emergency management program, identify the person who heads the agency responsible for the program, and furnish additional pertinent information." This form is used to make the required notification to TDEM.

The information on this form may be released to those inquiring about local emergency management programs pursuant to the Texas Open Records Act. Hence, TDEM recommends that you provide business addresses and telephone numbers rather than home addresses and telephone numbers.

<b>COUNTY:</b>	Llano	<i>(Required)</i>
<b>Jurisdiction:</b>	Llano County	<i>(City or County Name)</i>
<b>Official's Title:</b>	Llano County Judge	<i>(Mayor/Judge)</i>
<b>Name:</b>	Ron Cunningham	
<b>Mailing Address:</b>	801 Ford Street, Ste 101	<i>(The best address to receive mail)</i>
<b>City, State, Zip:</b>	Llano, Texas 78643	
<b>Office Number:</b>	325.247.7730	
<b>Cell Number:</b>	254.760.8259	
<b>Fax Number:</b>	325.247.7732	
<b>E-Mail:</b>	rcunningham@co.llano.tx.us	<i>(Please include-this is a backup for mailing)</i>

### EMERGENCY MANAGEMENT PROGRAM APPOINTMENT STATUS

I HAVE NOT appointed an Emergency Management Coordinator and will personally direct the local emergency management program.

I HAVE appointed/re-appointed the Emergency Management Coordinator identified below to conduct the emergency management program for this jurisdiction. The effective date of the appointment is October 1<sup>st</sup>, of each year.

We share our EMC with City of Llano and City of Sunrise Beach.

*If the COUNTY Emergency Management Coordinator has been appointed to other jurisdictions within the county, the County Judge and the participating City Mayors must sign this form. (See second page for additional signature blocks)*

### EMERGENCY MANAGEMENT COORDINATOR

Coordinator	
<b>Name:</b>	Gilbert Bennett
<b>Mailing Address:</b>	100 W Sandstone, Ste 200A
<b>City, State, Zip:</b>	Llano, Texas 78643
<b>Office Phone:</b>	325.247.2039
<b>Cell Phone:</b>	713.299.1311
<b>Fax Number:</b>	325.247.3785
<b>E-Mail:</b>	gbennett@co.llano.tx.us
<b>Emergency Operations Center Number:</b>	325.247.2039

\_\_\_\_\_  
County Judge or City Mayor's Signature

\_\_\_\_\_  
Date

PLEASE RETURN TO:  
Texas Division of Emergency Management  
Operations Section  
PO Box 4087  
Austin, Texas 78773-0220  
Phone: 512.424.2208  
Email: soc@dps.texas.gov

**FOR SHARED EMC USE ONLY**

By signing this for, you agree the appointed Emergency Management Coordinator (EMC) listed on the first page is also your EMC. If you have a separate EMC, you must submit the first page for your jurisdiction.

<b>CITY MAYOR</b>	
City:	City of Llano
Name:	Gail Lang
Mailing Address:	301 W. Main
City, State, Zip:	Llano, Texas 78643
Office Phone:	325.247.4158
Cell Phone:	
Fax Number:	325.247.4150
E-Mail:	glang@cityofllano.com
Signature:	
Printed Name:	
Date:	

<b>CITY MAYOR</b>	
City:	Sunrise Beach
Name:	Tommy Martin
Mailing Address:	124 Sunrise Dr.
City, State, Zip:	Sunrise Beach, Texas 78643
Office Phone:	325.388.6438
Cell Phone:	
Fax Number:	325.388.6973
E-Mail:	srbv@cityofsunrisebeach.org
Signature:	
Printed Name:	
Date:	

<b>CITY MAYOR</b>	
City:	Horseshoe Bay
Name:	Cynthia Clinesmith
Mailing Address:	PO Box 7765
City, State, Zip:	Horseshoe Bay, Texas 78657
Office Phone:	830.598.8741
Cell Phone:	
Fax Number:	830.598.8744
E-Mail:	cclinesmith@horseshoe-bay-tx.gov
Signature:	
Printed Name:	
Date:	