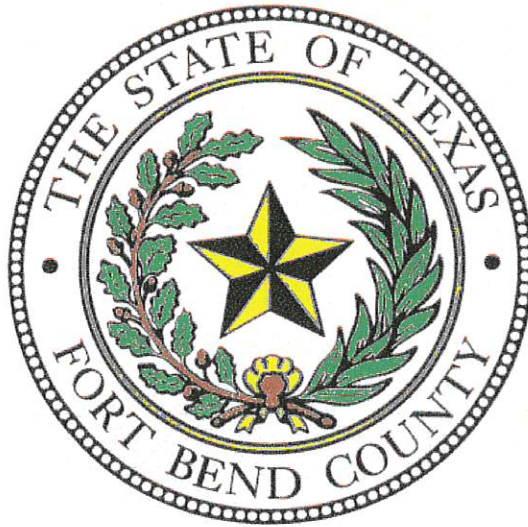


Emergency Management Basic Plan Fort Bend County



Interjurisdictional Emergency Management

Approval and Implementation

Added Once Signed By All

Record of Changes

Change #	Location of Change	Description of Change	Date of Change	Recorded By
1	-	NIMS	-	D. R. Jan
2	Multiple	Removed Assistant and added Deputy	-	Janette Walker
3	Page 20	Added Senior (Sr.) before planning coordinator	-	Janette Walker
4	Multiple	Removed NR Plan and added NR Framework	-	Janette Walker
5	Page 29	Additional businesses added to provide support	-	Janette Walker
6	Page 31	Sr. planning coordinator added to line of succession	-	Janette Walker
7	Attachment 1	Added additional hospitals	-	Janette Walker
8	Attachment 3	Additional organizations	-	Janette Walker
9	Multiple	Major Update of Plan	2/2014	Caroline Egan, Alan Spears
10	Page 11	Updated Hazard Summary	2/2018	Alan Spears

Fort Bend County Emergency Operations Plan
Basic Plan

Change #	Location of Change	Description of Change	Date of Change	Recorded By
11	Multiple	Major Update of Plan	1/2019-3/2019	Caroline Egan, Kristina Francis, Alan Spears, Matthew Grove

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Authority

Federal

1. Disaster Relief Act, U.S. Code 42 (1974), Chapter 68 §§5121 et seq.
2. Emergency Management and Assistance, 44 C.F.R. Chapter I
3. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
4. Hazardous Waste Operations & Emergency Response, 29 C.F.R. § 1910.120.
5. Homeland Security Act of 2002, Pub.L. 107-296, 116 Stat. 2135, enacted November 25, 2002
6. Homeland Security Presidential Directive – 5, Management of Domestic Incidents
7. Homeland Security Presidential Directive – 3, Homeland Security Advisory System
8. Department of Homeland Security. National Incident Management System, Third Edition, October 2017
9. Department of Homeland Security. National Response Framework, Third Edition, June 2016
10. Department of Homeland Security, Homeland Security Council. National Strategy for Homeland Security, October 2007
11. Department of Homeland Security. Nuclear/Radiological Incident Annex to the Response and Recovery Federal Interagency Operational Plans, October 2016
12. Presidential Policy Directive 8 – National Preparedness, March 2011

State

1. Texas Government Code Annotated Chapter 418 (Emergency Management)
2. Texas Government Code Annotated, Chapter 421 (Homeland Security)
3. Texas Government Code Annotated, Chapter 433 (State Of Emergency)
4. Texas Government Code Annotated, Chapter 791 (Inter-Local Cooperation Contracts)
5. Texas Health and Safety Code Annotated, Chapter 778 (Emergency Management Assistance Compact)
6. Texas House Bill 3111, 79th legislature, R.S., 2005

7. State of Texas Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management), 2007
8. The Governor of the State of Tex., Executive Order RP-32 *Relating To Emergency Management and Homeland Security*, 29 tex. Reg. 1276- 1277 (2004)
9. The Governor of The State of Tex., Executive Order RP-40 *Relating To The National Incident Management*, February 23, 2005
10. The Texas Homeland Security Strategic Plan, Parts I And II December 15, 2003
11. The Texas Homeland Security Strategic Plan, Part III, February 2004

Local

1. Fort Bend County Commissioner Court Order of October 3, 1983 (Resolution – Comprehensive Emergency Management)
2. County Regulations and City ordinances
3. Mutual Aid Agreements, Inter-local Agreements, and Contracts.¹

Purpose

This Basic Plan outlines Fort Bend County’s approach to emergency operations and is applicable to Fort Bend County and the Joint Resolution Jurisdictions. It provides general guidance for emergency management activities and an overview of Fort Bend County’s methods of mitigation, preparedness, response, and recovery. The plan describes the 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 this document includes chief elected officials and other elected officials, emergency management staff, department heads and agency directors and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in Fort Bend County’s mitigation, preparedness, response, and recovery efforts.

¹ See Attachment 6 - Summary of Agreements

Explanation of Terms

Acronyms

Acronym	Term
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
DPS	Department of Public Safety
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EMROG	Emergency Management Radio Operators Group
EMS	Emergency Medical Services
EPI	Emergency Public Information
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
Hazmat	Hazardous Material
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Committee
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety and Health & Safety Administration

Acronym	Term
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
SOGs	Standard Operating Guidelines
SOPs	Standard Operating Procedures
SOC	State Operations Center
STAR	State of Texas Assistance Request
TDEM	Texas Division of Emergency Management

Definitions

Area Command (Unified Area Command) – An organization established (1) to oversee the management of multiple incidents that are each being managed by an Incident Command System (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 or multiagency.

Disaster – An occurrence of a natural catastrophe, technological accident, or human-caused incident that has resulted in severe property damage, deaths, and/or multiple injuries. As used in Comprehensive Preparedness Guide 101 v2, a “large-scale disaster” is one that exceeds the response capability of the local jurisdiction and requires state, and potentially federal, involvement. As used in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), a “major disaster” is “any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available

resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby”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 (DPS).

Disaster District Committee (DDC) – The DDC consists of a Chairperson (the local DPS Highway Patrol captain or command lieutenant) and representatives of the state agencies and volunteer groups represented on the State Emergency Management Council with resources in the district. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.

Emergency – Any incident, whether natural or human-caused, that requires responsive action to protect life or property. Under the Stafford Act, an emergency “means 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 a catastrophe in any part of the United States”.

Emergency Operations Center (EOC) – A specially equipped facility from which government officials exercise direction and control and coordinate necessary resources in an incident.

Event (Planned Event) – An incident that is a scheduled non-emergency activity (e.g., sporting event, concert, parade).

Hazard – A natural, technological, or human-caused source or cause of harm or difficulty.

Hazard Mitigation Plan – A document, published separately from this plan, which identifies the natural hazards faced by Fort Bend County that have caused or possess the potential to adversely affect public health and safety, public or private

² Stafford Act, § 102(2), 42 U.S.C. 5122(2)

property, or the environment. The plan also details strategies and actions to mitigate against local natural hazards.

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. Hazmat is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

Incident – An occurrence or event — natural, technological, or human-caused — that requires a response to protect life, property, or the environment. The word “incident” includes planned events as well as emergencies and/or disasters of all kinds and sizes.

Inter-local agreements – Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during incidents where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as a mutual aid agreement.

National Incident Management System (NIMS) – A system that provides a consistent framework for incident management at all jurisdictional levels regardless of the cause, size, or complexity of the incident.

Public Information – Information provided to citizens before, during, and after incidents/incidents specifically including instructions on how to protect personal health, safety, and property or how to obtain assistance.

Stafford Act – The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

Standard Operating Guidelines (SOGs) – Approved guidelines for accomplishing a task or set of tasks in a preferred manner. SOGs are typically prepared at the department or agency level.

Standard Operating Procedures (SOPs) – Approved methods for accomplishing a task or set of tasks in a specific manner. SOPs are typically prepared at the department or agency level.

State of Texas Assistance Request (STAR) – A board and accompanying process in WebEOC that allows users to submit and track resource requests and allows EOCs to deploy and track resources. An individual STAR is an electronic version of the ICS 213 resource request form.

WebEOC – A web-enabled decision-management and crisis information system used to facilitate communication and coordination of emergency operations. The system helps maintain situational awareness through a common operating picture, helps coordinate resources and assets, and provides a communications link between local EOCs, a Multi-Agency Coordination Center, and the State Operations Center (SOC).

Situation and Assumptions

Situation

Fort Bend County and the Joint Resolution Jurisdictions are exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of Fort Bend County's major hazards is provided in Figure 1.³

Hazard Summary Table

Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health & Safety	Estimated Impact on Property
Natural			
Agricultural Disaster	Occasional	Moderate	Moderate
Coastal Storms (Hurricanes and Tropical Storms)	Occasional	Major	Major
Drought	Likely	Limited	Limited
Earthquake	Unlikely	Limited	Limited
Extreme Temperatures (Heat or Cold)	Likely	Limited	Limited
Flash Flooding	Highly Likely	Moderate	Moderate
Flooding (River)	Likely	Limited	Moderate
Severe Weather (Hail, Thunderstorms, High Winds)	Likely	Limited	Moderate
Subsidence	Likely	Limited	Limited

³ More detailed information is provided in the Fort Bend County Hazard Mitigation Plan, published separately.

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Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health & Safety	Estimated Impact on Property
Tornado	Likely	Moderate	Moderate
Wildfire	Occasional	Limited	Limited
Winter Storm	Occasional	Limited	Limited
Highly Infectious Disease	Likely	Major	Limited
Man-Made			
Civil Disorder	Unlikely	Limited	Limited
Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health & Safety	Estimated Impact on Property
Communications System Failure	Unlikely	Moderate	Major
Dam and Levee Failure	Unlikely	Moderate	Major
Energy/Fuel Shortage	Unlikely	Limited	Limited
Hazmat/Oil Spill (fixed site)	Occasional	Limited	Limited
Hazmat/Oil Spill (transport)	Likely	Limited	Limited
Industrial Incident	Occasional	Moderate	Moderate
Nuclear Facility Incident	Unlikely	Moderate	Limited
Pipeline Incident	Occasional	Moderate	Moderate
Power Outage	Occasional	Moderate	Limited
Terrorism: Bioterrorism	Unlikely	Moderate	Limited

Hazard Type	Likelihood of Occurrence	Estimated Impact on Public Health & Safety	Estimated Impact on Property
Terrorism: Cyber	Likely	Limited	Moderate
Terrorism: Ecoterrorism	Unlikely	Moderate	Moderate
Terrorism: IED	Unlikely	Moderate	Moderate
Terrorism: Mass Casualty	Unlikely	Major	Moderate
Transportation Incident: Rail	Occasional	Moderate	Moderate
Transportation Incident: Roadway	Highly Likely	Limited	Limited
Transportation Incident: Air	Unlikely	Moderate	Major
Water System Failure (Portable)	Occasional	Moderate	Limited
Water System Failure (Wastewater)	Occasional	Limited	Limited

Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely

Estimated Impact on Public Health & Safety: Limited, Moderate, or Major

Estimated Impact on Property: Limited, Moderate, or Major

Figure 1

Assumptions

Fort Bend County and the Joint Resolution Jurisdictions will continue to be exposed and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.

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 incidents occur with little or no warning.

Outside assistance will be available in most incidents affecting Fort Bend County. Since it takes time to summon external assistance, it is essential for Fort Bend County and the Joint Resolution Jurisdictions to be prepared to carry out the initial emergency response on an independent basis.

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 readiness to deal with incidents.

Concept of Operations

Objectives

The objectives of Fort Bend County's emergency management program are to protect public health and safety and to preserve public and private property.

General

It is the local government's responsibility to protect public health and safety and to preserve property from the effects of hazardous events. Local government has the primary role in identifying and mitigating hazards and preparing for, responding to, and managing the recovery from incidents that affect the community.

It is impossible for government to do everything that is required to protect lives and property. Fort Bend County residents have the responsibility to prepare themselves and their families to cope with incidents and manage their affairs and property in ways that will aid the government in managing emergencies. The local government will assist its residents in carrying out these responsibilities by providing public information and instructions prior to, and during incidents.

Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal

governments offer programs that provide some assistance with portions of these responsibilities.

To achieve these objectives, Fort Bend County has 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 Fort Bend County's preparedness activities.

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

Departments and agencies tasked in this plan are expected to develop and keep current SOGs/SOPs 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.

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 incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident response may be suspended for the duration of the incident. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

Fort Bend County has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive – 5 (HSPD-5). The adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters. NIMS allows Fort Bend County to integrate response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

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, and to minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event a major disaster we will integrate all operations with all levels of the government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

Operational Guidance

Fort Bend County and its Joint Resolution Jurisdictions will employ the three major components of NIMS (resource management, command and coordination, and communications and information management) in all operations, which will provide a standardized framework that facilitates operations in all phases of emergency management.⁴

Initial Response

Since emergency responders are likely to be the first on the scene of an incident, they will normally take charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. Emergency responders will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

Implementation of ICS

The first local emergency responder to arrive at the scene of an incident will implement the Incident Command System (ICS) 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.

For some types of incidents, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site(s) is identified, an ICP may be established, and command and coordination of the response may be transitioned to the Incident Commander.

⁴ Attachment 7 provides a summary of NIMS

Resource Management

Local resources that meet the requirements for resource management in accordance with NIMS will be used to respond to incidents, purchase supplies and equipment if necessary, and request assistance if local resources are insufficient or inappropriate. **Tex. Gov't Code § 418.102 provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded.** If additional resources are required, Fort Bend County will:

1. Summon those resources available to Fort Bend County and/or the Joint Resolution Jurisdiction pursuant to inter-local agreements⁵;
2. Summon emergency service resources via Fort Bend County's and/or the Joint Resolution Jurisdiction(s)' existing contracts⁶;
3. Request assistance from community-based organizations and volunteer groups active in disasters; and
4. Request assistance from industry and/or individuals with resources needed to deal with the incident.

When external agencies respond to an incident within Fort Bend County, they are expected to conform to the guidance and direction provided by the Incident Commander, in accordance with NIMS.

Incident Command System (ICS)

Fort Bend County and the Joint Resolution Jurisdictions will employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field and/or EOC 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.⁷

The Incident Commander is responsible for carrying out the ICS function of Command — managing the incident. The four other major management activities

⁵ See Attachment 6 - Summary of Agreements to this plan for a summary of the inter-local agreements and identification of officials authorized to request those resources

⁶ See Annex M – Resource Management

⁷ More information about ICS is provided in the NIMS Summary in Attachment 7 of this plan

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 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.

An Incident Commander using response resources from one or two departments or agencies can handle the majority of incidents. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.

In incidents 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 Command structure. This arrangement helps ensure that all participating agencies are involved in developing objectives and strategies to deal with the incident.⁸

⁸ Attachment 7 to this plan provides additional information on Unified and Area Commands

ICP - EOC Interface

For major incidents and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, establishing a division of responsibilities between the Incident Command Post and the EOC is essential. A general division of responsibilities is outlined below. A precise division of responsibilities be determined for specific emergency operations is vital.

Incident Command Post

The Incident Commander at the ICP is responsible for field operations, including:

1. Isolating and securing the scene
2. Directing and controlling the on-scene response to the incident, and managing the emergency resources committed there
3. Warning the population in proximity to the incident and providing emergency instructions to them
4. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene
5. Implementing traffic control arrangements in and around the incident scene; and
6. Requesting additional resources from the EOC.

Emergency Operations Center

The EOC is generally responsible for:

1. Providing resource support for the incident command operations;
2. Issuing community-wide warning;
3. Issuing instructions and providing information to the general public;
4. Organizing and implementing large-scale evacuations;
5. Organizing and implementing shelter and mass care arrangements for residents;
6. Coordinating traffic control of large-scale evacuations; and
7. Requesting assistance from the State and other external sources.

Area Command

In some large-scale incidents 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. In this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the Area Commander. The EOC is responsible for requesting those resources.

State, Federal, and Other Assistance

State and Federal Assistance

If local resources are inadequate to deal with an incident, Fort Bend County will request assistance from the State. State assistance provided to local governments is intended to supplement local resources and is not a substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, jurisdictions must request assistance from their county before requesting state assistance.

Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Headquarters in Rosenberg, Texas, if activated. If not activated, the Houston DDC is the next choice.⁹

State emergency assistance to local governments begins at the DDC level. The DDC Chairperson, or his/her designee, is the key person to validate a request for, obtain, and provide state assistance and support to a requesting jurisdiction.

A request for state assistance must be made by the chief elected official, the County Judge/City Mayor, or his/her designee, and may be made via WebEOC STAR board, email, telephone, fax, or teletype.

⁹ See Appendix 3 to Annex M – Resource Management for a resource request form that can be used to request state assistance.

The DDC Chairperson has the authority to use all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval from the Governor.

The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.

Other Assistance

If resources required to control an incident 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).

For emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The National Response Framework (NRF) describes “the principles, roles and responsibilities, and coordinating structures for delivering the core capabilities required to respond to an incident and further describes how response efforts integrate with those of the other mission areas”. The Nuclear/Radiological Incident Annex of the NRF addresses the federal response to major incidents involving radioactive materials.

FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration. The Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.¹⁰

The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate actual incidents and threat(s) of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

¹⁰ See Annex J – Recovery, for additional information on the assistance that may be available during disaster recovery

Emergency Authorities

Section I of this plan lists key federal, state, and local legal emergency management authorities.

Texas law and Executive Order of the Governor (RP-32), *Relating to Emergency Management and Homeland Security*, provide local government(s), principally the chief elected official, with powers to control incidents. If necessary, Fort Bend County and/or the Joint Resolution Jurisdictions shall use these powers during incidents.

These powers include:

Emergency Declaration

In the event of riot or civil disorder, the County Judge/Mayor may request the Governor to issue an emergency declaration for their jurisdiction and take action to control the situation.¹¹

Disaster Declaration

Through order or proclamation, the County Judge/Mayor may declare a local state of disaster when an incident has caused severe damage, injury, or loss of life, or appears likely to do so. An order or proclamation declaring, continuing, or terminating a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the city secretary or the county clerk. The County Judge/Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers on an appropriate local scale in order to cope with the disaster.¹²

These powers include:

1. Suspending procedural laws and rules to aid a prompt 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; and

¹¹ Use of the emergency declaration is explained in Annex U – Legal

¹² Tex. Gov't Code Ann. § 418.108(d)-(i)

5. Implementing price controls.

A local disaster declaration is required to obtain state and federal disaster response and recovery assistance and may activate aspects of this plan.¹³

Authority for Evacuations

Tex. Gov't Code Ann. § 418.108(f) provides a County Judge/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 if the County Judge/Mayor considers the action necessary for the preservation of life or other disaster mitigation, response, or recovery.

Activities by Phases of Emergency Management

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

Mitigation

Fort Bend County and the Joint Resolution Jurisdictions will conduct mitigation activities as an integral part of the county's emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an incident, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an incident with the intent of avoiding repetition of the situation.¹⁴

Preparedness

Fort Bend County and the Joint Resolution Jurisdictions will conduct preparedness activities to develop response and recovery capabilities needed in a disaster. The preparedness activities of the emergency management program include:

1. Providing appropriate response and recovery equipment and facilities;
2. Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs;

¹³ See Annex U – Legal, for further information on disaster declarations and procedures for invoking emergency powers

¹⁴ Fort Bend County's mitigation program is outlined in Annex P – Mitigation

3. Conducting or arranging appropriate training for emergency responders, emergency management personnel, local officials, and non-profit, faith-based, and community-based organizations who assist during and after disasters; and
4. Conducting periodic drills and exercises to test plans and training.

Response

Fort Bend County and the Joint Resolution Jurisdictions will respond to incidents effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to disasters. Response operations are intended to resolve an incident while minimizing casualties and property damage. Response activities include warning, emergency medical services (EMS), firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

Recovery

If a disaster occurs, Fort Bend County and the Joint Resolution Jurisdictions will carry out recovery programs that involve short-term, intermediate, and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Intermediate recovery involves returning the community to a functional – if not pre-disaster state. Long-term recovery focuses on restoring the community to a more resilient state. Pursuant to the Stafford Act, the federal government provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government, other public institutions, and private non-profit organizations. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster-related mental health services, and reconstruction of damaged roads and bridges.¹⁵

¹⁵ Fort Bend County's recovery program is outlined in Annex J – Recovery

Organization and Assignment of Responsibilities

Organization

General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During incidents, Fort Bend County and the Joint Resolution Jurisdictions normal organizational arrangements are modified to facilitate response and recovery operations. Fort Bend County and the Joint Resolution Jurisdictions governmental organization for disasters include an Executive Group, Emergency Services, and Support Services.¹⁶

Executive Group

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

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.

Support Services

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

Volunteer and Other Services

This group includes organized volunteer groups, non-profit, faith-based, and community-based organizations, and businesses who have agreed to provide certain support for emergency and recovery operations.

¹⁶ *Attachment 3 – Emergency Management Organizational Charts*, in this plan, depicts the typical emergency organization charts for the County, Joint Resolution Jurisdictions, and the Incident Command System

Assignment of Responsibilities

General

For most disaster 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 heads, agency directors, and other personnel are assigned primary responsibility for planning and coordinating specific response and recovery 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 has the most knowledge and skills. Support responsibilities for specific emergency functions may be assigned to other officials, departments, and agencies.¹⁷

The individual having primary responsibility for an emergency function is normally responsible for coordinating the preparation of and maintaining the portion of the emergency plan that addresses that function.¹⁸ Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies.

Executive Group Responsibilities

County Judge/Mayor will:

1. Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program;
2. Monitor the emergency response and recovery during and after disaster situations and provide direction where appropriate;
3. In coordination with the -Public Information Officer, keep the public informed during incidents;

¹⁷ *Attachment 4 - Emergency Management Functional Responsibilities* to this plan summarizes the general emergency responsibilities of local officials, department heads, agency directors, and other personnel

¹⁸ Plan and annex assignments are outlined in Attachment 5 - Annex Assignments. Specific responsibilities can be found in the functional annexes to this Basic Plan

4. With the assistance of the legal staff, declare a local state of disaster, request the Governor to 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; and
6. Direct activation of the EOC.

County/City Emergency Management Coordinator will:

1. Serve as the staff advisor to Fort Bend County and/or the Joint Resolution Jurisdiction and the County Judge/Mayor (Emergency Management Director) on emergency matters;
2. Implement the emergency management policies and decisions of the governing body;
3. Serve as a day-to-day liaison between the Joint Resolution Jurisdictions and State emergency management organizations;
4. Organize the emergency management program and resource needs including personnel, equipment, and facility needs;
5. Coordinate the planning and preparedness activities of the county/city government and maintenance of this plan
6. Assign emergency management program tasks to departments and agencies;
7. Ensure that departments and agencies participate in emergency planning, training, and exercise activities;
8. Coordinate periodic emergency exercises to test the plan and staff training;
9. Keep the governing body apprised of the Fort Bend County/Joint Resolution Jurisdiction preparedness status and anticipated needs;
10. Liaison with private agencies, organized emergency volunteer groups, non-profit, faith-based, and community-based organizations;
11. Initiate and monitor the increased readiness actions among Fort Bend County services when disaster threatens;
12. Activate the Emergency Operations Center;
13. Secure appropriate training for local emergency management personnel and responders; and
14. Prepare and maintain a resource inventory.

Deputy Emergency Management Coordinator will:

1. Serve as second-in-command to the Emergency Management Coordinator;
2. Activate the Emergency Management Operations Center (EOC) in the absence of the Emergency Management Coordinator;
3. Serve as EOC Manager/Operations Chief;
4. Develop operational procedures for the EOC;
5. Provide training for EOC staff and volunteers;
6. Maintain a resource inventory;
7. Ensure operational capability of the EOC;
8. Provide support and assistance to Emergency Management Coordinator; and
9. Coordinate the operational response of local emergency services.

Fort Bend County Emergency Management Senior Planning Coordinator will:

1. Serve as the Fort Bend County Emergency Management Mitigation Officer, and maintain the Fort Bend County Hazard Mitigation Plan;
2. Assist in the coordination of planning and preparedness activities of the government and maintenance of this plan;
3. Assist in keeping the governing body apprised of the Fort Bend County preparedness status and anticipated needs;
4. Assist in liaising with private agencies, volunteer groups, non-profit, faith-based, and community-based organizations;
5. Assist in initiating and monitoring the increased readiness actions among Fort Bend County services when disaster threatens (Refer to Increased Readiness Conditions under EOC Readiness Levels in this plan); and
6. Prepare and maintain emergency plans and supporting SOGs and SOPs.

The Incident Commander will:

1. Manage emergency response resources and operations at the Incident Command Post to resolve the incident; and
2. Determine and implement required protective actions for response personnel and the public at an incident site.

Common Responsibilities

All Emergency Services and Support Services will:

1. Provide personnel, equipment, and supplies to support response and recovery operations upon request;
2. Develop and maintain SOGs and SOPs for emergency tasks;
3. Provide trained personnel to staff the ICP and EOC and conduct emergency operations;
4. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to *Annex M – Resource Management*; and
5. Report information about incidents including, but not limited to, damage to facilities and equipment to the ICP and/or the EOC.

Emergency Services Responsibilities

The primary responsibility for emergency service functions and associated emergency tasks performed are described below.

Warning

Primary responsibility for this function is assigned to the County Sheriff/Police Chief, who will prepare and maintain *Annex A – Warning* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Receive information on incidents;
2. Alert key local officials of incidents; and
3. Disseminate warning information and instructions to the public, facilities with unique and/or vulnerable populations including, but not limited to, schools and hospitals, through available warning systems.

Communications

Primary responsibility for this function is assigned to the County Sheriff/Police Chief, who will prepare and maintain *Annex B – Communications* to this plan and supporting SOGs and SOPs.

1. Identify the available communications systems within the local area, and determine the connectivity of those systems;

2. Develop plans and procedures for coordinated use of the various communications systems available in the County and/or Joint Resolution Jurisdiction during incidents; and
3. Determine and implement means of augmenting communications during incidents, including support by volunteer organizations.

Radiological Protection

Primary responsibility for this function is assigned to the County Fire Marshal/Fire Chief, who will prepare and maintain *Annex D – Radiological Protection* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Maintain inventory of radiological equipment;
2. Ensure response assets include personnel with current training in radiological monitoring and decontamination;
3. Respond to radiological incidents and terrorist incidents involving radiological materials; and
4. Notify appropriate state and federal authorities of radiological incidents.

Evacuation

Primary responsibility for this function is assigned to the County Sheriff/Police Chief, who will prepare and maintain *Annex E – Evacuation* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Identify areas where evacuation has occurred or may be required and determine the amount of population at risk;
2. Perform evacuation planning, including route selection and determination of traffic control requirements, for known risk areas;
3. Develop simplified planning procedures for no notice evacuations;
4. Determine emergency public information requirements; and
5. Assist with evacuation planning for facilities who deal with unique and/or vulnerable populations (schools, hospitals, nursing homes, and other institutions).

Fire Fighting

Primary responsibility for this function is assigned to the County Fire Marshal/Fire Chief, who will prepare and maintain *Annex F – Firefighting* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Perform fire prevention activities;
2. Conduct fire detection and control;
3. Manage hazardous material and oil spill response(s);
4. Assist with terrorist incident response(s);
5. Provide evacuation support;
6. Support post-incident reconnaissance and damage assessment(s);
7. Perform fire safety inspections of temporary shelters; and
8. Prepare and maintain fire resource inventory.

Law Enforcement

Primary responsibility for this function is assigned to the County Sheriff/Police Chief, who will prepare and maintain *Annex G – Law Enforcement* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Maintenance of law and order;
2. Manage traffic control;
3. Engage in terrorist incident response;

4. Provision of security for vital facilities, evacuated areas, and shelters;
5. Manage access control for damaged or contaminated areas;
6. Provide warning support;
7. Support post-incident reconnaissance and damage assessment; and
8. Prepare and maintain a law enforcement resource inventory.

Health and Medical Services

Primary responsibility for this function is assigned to the Health and Human Services Director/Health Officer, who will prepare and maintain *Annex H – Health & Medical Services* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Coordinate health and medical care and EMS support during incidents;
2. Provide public health information and education;
3. Inspection of food and water supplies;
4. Develop emergency public health regulations and orders;
5. Coordinate collection, identification, and interment of the deceased; and
6. Manage quarantine and evacuation information.

Direction and Control

Primary responsibility for this function is assigned to the County Judge/Mayor, who will prepare and maintain *Annex N – Direction & Control* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Coordinate local response and recovery activities;
2. Maintain coordination with neighboring jurisdictions and the Disaster District in Rosenberg, Texas;
3. Maintain the EOC in an operating mode (or be able to convert designated facility space into an operable EOC rapidly);
4. Assign representatives, by title, to report to the EOC and develop procedures for crisis training;
5. Develop and identify the duties of the staff, use of displays and message forms, and procedures for EOC activation; and
6. Coordinate the evacuation of areas at risk.

Hazardous Materials & Oil Spill

The primary responsibility for this function is assigned to the County Fire Marshal/Fire Chief/Fort Bend County Local Emergency Planning Committee (LEPC), who will prepare and maintain *Annex Q – Hazardous Material & Oil Spill Response* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Establish an ICS to manage the response to hazardous materials incidents in accordance with Occupational Safety and Health Administration regulations;
2. Establish the hazmat incident functional areas (e.g., hot zone, cool zone, cold zone);
3. Determine and implement requirements for personal protective equipment for emergency responders;
4. Initiate appropriate actions to control and eliminate hazards in accordance with established hazmat response guidance and SOGs and SOPs;
5. Determine areas at risk and if any public protective actions should be implemented;
6. Apply appropriate firefighting techniques if the incident has, or may, result in a fire; and
7. Determine when affected areas may be safely reentered.

Search & Rescue

The primary responsibility for this function is assigned to the County Fire Marshal/Fire Chief, who will prepare and maintain *Annex R – Search & Rescue* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Coordinate and conduct search and rescue activities;
2. Identify requirements for specialized resources to support rescue operations; and
3. Coordinate external technical assistance and equipment support for search and rescue operations.

Terrorist Incident Response

Primary responsibility for this function is assigned to the County Sheriff/Police Chief, who will prepare and maintain *Annex V – Terrorist Incident Response* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities;
2. Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities;
3. Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property; and
4. Ensure required notification of terrorist incidents is made to state and federal authorities.

Support Services Responsibilities

Shelter and Mass Care

Primary responsibility for this function is assigned to the County/City Parks Director/American Red Cross, who will prepare and maintain *Annex C – Shelter and Mass Care* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Plan for emergency shelter and mass care; and
2. Coordinate and conduct shelter and mass care operations with other departments, relief agencies, and volunteer groups

Public Information

Primary responsibility for this function is assigned to the County Judge's/Mayor's designated Public Information Officer, who will prepare and maintain *Annex I – Public Information* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Establish a Joint Information Center (JIC);
2. Conduct on-going hazard awareness and public education programs;

3. Pursuant to the Joint Information System, compile and release information and instructions to the public during incidents, and respond to questions relating to disaster operations;
4. Provide information to the media and the public during incidents;
5. Arrange for media briefings; and
6. Compile print, photo, and video documentation of incidents.

Recovery

Primary responsibility for this function is assigned to the County Tax Assessor/County Road Commissioner/Finance Director, who will prepare and maintain *Annex J – Recovery* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Establish and train damage assessment teams using local personnel;
2. Coordinate damage assessment efforts with other entities, such as the American Red Cross;
3. Assess and compile information on damage to public and private property and the needs of disaster survivors and formulate and carry out programs to meet those needs;
4. Compile information for use by elected officials to requesting state or federal disaster assistance, if damages are beyond Fort Bend County's capability to deal with; and
5. Coordinate with state and federal agencies to carry out authorized recovery programs, if Fort Bend County is determined to be eligible for state or federal disaster assistance.

Public Works & Engineering

Primary responsibility for this function is assigned to the County Road Commissioner/County Engineer/Public Works Director, who will prepare and maintain *Annex K – Public Works & Engineering* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Protect government facilities and vital equipment where possible;

2. Assess damage to streets, bridges, traffic control devices, and other public facilities;
3. Direct temporary repair of vital facilities;
4. Restore damaged roads and bridges;
5. Restore waste treatment and disposal systems;
6. Arrange for debris removal;
7. Provide general damage assessment support;
8. Inspect buildings;
9. Provide specialized equipment to support emergency operations; and
10. Support traffic control, and search and rescue operations.

Utilities

Primary responsibility for this function is assigned to the County Road Commissioner/Public Works Director, who will prepare and maintain *Annex L – Utilities* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Prioritize restoration of utility services to critical infrastructure and facilities;
2. Arrange for the provision of emergency power sources where required;
3. Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care;
4. Assess damage, repair, and restore public utilities; and
5. Monitor recovery activities of privately-owned utilities.

Resource Management

Primary responsibility for this function is assigned to the County Purchasing Agent/Director of Human Resources, who will prepare and maintain *Annex M – Resource Management* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Maintain an inventory of emergency resources inventory;
2. During disaster operations, locate supplies, equipment, and personnel to meet specific needs;

3. Maintain a list of vendors for supplies and equipment needed immediately in the aftermath of a disaster;
4. Establish emergency purchasing procedures and coordinate emergency procurements;
5. Establish and maintain a personnel reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation;
6. Coordinate transportation, sorting, temporary storage, and distribution of resources during incidents;
7. Establish staging areas for resources as needed;
8. Identify goods, services, and personnel that are needed during disaster operations; and
9. Maintain records of disaster-related expenditures for purchases and personnel.

Human Services

Primary responsibility for this function is assigned to the County Health and Human Services Director/Health Officer, who will prepare and maintain *Annex O – Human Services* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Identify emergency feeding sites;
2. Identify sources of clothing for disaster survivors;
3. Secure emergency food supplies;
4. Assist in the coordination and the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross;
5. Coordinate care requirements for disaster survivors such as the elderly and individuals with functional and access needs;
6. Coordinate the provision of disaster mental health services for disaster survivors, emergency workers, and/or others suffering trauma due to the disaster.

Hazard Mitigation

The primary responsibility for this function is assigned to the Fort Bend County Office of Homeland Security & Emergency Management Senior Planning

Coordinator, who will prepare and maintain *Annex P – Hazard Mitigation* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Maintain the local Hazard Mitigation Plan;
2. Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement the projects;
3. In the aftermath of a disaster, determine appropriate actions to mitigate the situation, and coordinate implementation of those actions; and
4. Coordinate and carry out the post-disaster hazard mitigation program.

Transportation

The primary responsibility for this function is assigned to the County/City Public Transportation Director, who will prepare and maintain *Annex S – Transportation* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Identify and coordinate with local public and private transportation entities, e.g. local independent school districts, to use their resources in a disaster;
2. Coordinate deployment of transportation equipment to support response and recovery operations;
3. Establish and maintain a reserve pool of drivers, maintenance personnel, parts, and tools; and
4. Maintain records on use of transportation equipment and personnel for possible reimbursement.

Donations Management

The primary responsibility for this function is assigned to the County Purchasing Agent/Finance Director, who will prepare and maintain *Annex T – Donations Management* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Compile resource requirements identified by response and recovery personnel;

2. 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; and
3. Establish a facility to receive, sort, and distribute donated goods.

Legal

The primary responsibility for this function is assigned to the County Attorney/City Attorney, who will prepare and maintain *Annex U – Legal* to this plan and supporting SOGs and SOPs.

Emergency tasks to be performed include:

1. Advise local officials on emergency powers of local government and procedures for invoking those measures;
2. Review and advise local officials on possible legal issues arising from disaster operations;
3. Recommend and/or prepare orders, declarations, regulations/ordinances, and legislation to implement the emergency powers that may be required during and after a disaster; and
4. Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

Other

Department heads and agency directors not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County Judge/Mayor.

Volunteer & Other Services

Volunteer Groups

The following are local volunteer, non-profit, faith-based, and community-based organizations that can provide disaster relief services and have traditionally coordinated their efforts with local government¹⁹:

¹⁹ See *Annex O – Human Services* for additional services provided by community-based organizations, including behavioral/mental health services

American Red Cross provides:

Shelter management, mobile feeding, feeding at fixed facilities, feeding for emergency workers, first aid, replacement of eyeglasses and medications, limited financial assistance to those affected by incidents, and missing person services.

Texas Baptist Men provides:

Mobile feeding units staffed by volunteers, clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

EMROG/RACES provides:

Support for disaster operations, including communications support in the EOC.

United Way of Greater Houston provides:

Coordination among other United Way organizations and operation of the 2-1-1 Texas/United Way HELPLINE (a referral source for social services across the State). United Way also co-facilitates Fort Bend Recovers, Fort Bend County's long-term recovery group, with the Fort Bend County Office of Homeland Security & Emergency Management.

See Annex O (Human Services) for additional services provided by community-based organizations, including behavioral/mental health services.

Private Sector

The following private sector partners may provide support for disaster operations:

1. CenterPoint Energy (electricity);
2. CenterPoint Energy (natural gas);
3. Greater Fort Bend Economic Development Council
4. Municipal Utility Districts; and
5. Levee Improvement Districts.

Direction and Control

General

The County Judge/Mayor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with NIMS. During disasters, he/she may carry out those responsibilities from the EOC.

The Emergency Management Coordinator will provide overall direction of the response and recovery activities for Fort Bend County or the Joint Resolution Jurisdiction. During disasters, he/she will normally carry out those responsibilities from the EOC.

The Deputy Emergency Management Coordinator will manage the EOC.

The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the incident response at an incident site.

During disaster 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 or Emergency Management Director as applicable. Each department and agency are responsible for having their own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate a coordinated effort.

If resources are insufficient or inappropriate to deal with an incident, assistance may be requested from other jurisdictions, response and recovery partners, organized volunteer groups, and/or the State. External agencies are expected to conform to the general guidance and direction provided by senior decision-makers when providing requested assistance.²⁰

Emergency Facilities

Incident Command Post

Except when an incident threatens but has not yet occurred, Incident Command Post(s) will be established in the vicinity of the incident site(s), and for those situations for which there is no specific disaster impact site e.g. severe winter storm, area-wide utility outage. As noted previously, the Incident Commander is responsible for directing the emergency response and managing the resources at the incident scene.

²⁰ For information on requesting state or federal assistance, refer to the State, Federal, and Other Assistance section under Concept of Operations in this plan and/or the resource request form in Appendix 3 of *Annex M – Resource Management*

Emergency Operating Center

When incidents occur or appear imminent, EOCs will be activated. For incidents that are county-wide or fall within the unincorporated area of Fort Bend County, the County EOC will be activated. The primary County EOC is located at 307 Fort Street, Richmond, Texas 77469. For incidents that occur inside an incorporated Joint Resolution Jurisdiction, that Joint Resolution Jurisdiction may activate their EOC.

The following individuals are authorized to activate the EOC:

1. County Judge/Mayors/City Managers;
2. Emergency Management Coordinator; and/or
3. Deputy Emergency Management Coordinator.

The general responsibilities of the EOC are:

1. Assemble accurate information on the incident and current resource data to allow local officials to make informed decisions on courses of action;
2. Work with response and recovery partners to determine and prioritize required response and recovery actions and coordinate their implementation;
3. Provide resource support for disaster operations;
4. Recommend the suspension or curtailing of government services, closure of schools and businesses, and/or cancellation of public events
5. Organize and activate large-scale evacuation and mass care operations; and/or
6. Provide emergency information to the public.

Representatives of departments and agencies assigned emergency functions as detailed in this plan will staff the EOC. EOC operations are addressed in *Annex N – Direction and Control*. The interface between the EOC and the ICP is described in the [ICP-EOC Interface](#) section of this plan.

The Alternate County EOC is located in the basement of the Jane Long Building located at 500 Liberty Street, Richmond, Texas 77469, and will be used if the primary County EOC becomes unusable. The Fort Bend County Office of Homeland Security & Emergency Management's Mobile Voice Data Redundancy (MVDR) Trailers will be used as a second continuity location if the EOC and Alternate EOC

become unusable. The two MVDR trailers are located in the back-parking lot of the County EOC at 307 Fort Street, Richmond, Texas 77469.

Line of Succession

Fort Bend County Judge

The line of succession for the County Judge is:

1. Fort Bend County Judge; and
2. County Commissioners (in order of seniority as a Commissioner).
3. Joint Resolution Jurisdiction Mayors
4. The line of succession for the Joint Resolution Jurisdiction Mayors is:
5. Mayor;
6. Mayor Pro-Tem; and
7. Council Members in order of seniority on the Council.

Emergency Management Coordinator

The line of succession for the Emergency Management Coordinator is:

1. Emergency Management Coordinator;
2. Deputy Emergency Management Coordinator; and
3. Senior Planning Coordinator.

The line of succession for each department head and agency director shall follow the SOPs established by those departments and agencies.

EOC Readiness Levels

Many incidents follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. Fort Bend County uses a four-tier system to determine readiness. Readiness Levels will be determined by the Emergency Management Coordinator, or by the County Judge/Mayor at the recommendation of 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 SOGs and SOPs.

Readiness Levels are used as a means of increasing Fort Bend County's and/or the Joint Resolution Jurisdictions' alert posture.

Emergency management personnel may perform EOC functions regardless of whether the EOC is activated. When activated, additional personnel may be requested to fill EOC positions and functions.

Level IV: Normal Conditions

Small, local, day-to-day incidents occur, and local officials are notified. One or more departments or agencies respond and are able 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.

The normal operations of government are not affected.

Under this readiness level, the EOC is not activated.

Level III: Increased Readiness

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. Declaration of “Level III” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

Under this readiness level, the EOC may be activated.

Increased readiness actions may be appropriate when situations similar to the following occur:

Tropical Weather Threat – A tropical weather system has developed that has the potential to impact the local area with the onset of tropical force winds within 48 hours, or when the National Weather Service locates a tropical storm/hurricane in the Gulf of Mexico. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability, and placing personnel on-call.

Tornado Watch – Indicates the possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.

Flash Flood Watch – Indicates flash flooding is possible due to heavy rains that are occurring or that are expected to occur. Readiness actions may include increased

situation monitoring, reconnaissance of known trouble spots, and deploying warning signs.

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, and initiating burn bans.

Winter Storm Watch – Indicates freezing precipitation is possible due to freezing temperatures. Readiness actions may include increased situation monitoring, reconnaissance of roadways, bridges, and overpasses, and deploying warning signs.

Terrorism – Warnings for a high terrorist threat will be declared and disseminated by the Department of Homeland Security and the Fusion Center. Readiness actions may include increased situational monitoring and placing select staff on alert.

Mass Gathering – For mass gatherings with a history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.

Level II: High Readiness

High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. Actions could be triggered by watch/warning information, e.g. warnings issued by the National Weather Service. Declaration of a “Level II” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.

Under this readiness level, the EOC will be activated.

Appropriate High Readiness actions include:

Tropical Weather Threat – A tropical weather system (tropical storm or hurricane) may impact the local area with the onset of tropical force winds within 48 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 information to the public for techniques to protect homes and businesses, especially along evacuation routes.

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.

Flash Flood Warning – Issued to alert persons that flash flooding is imminent or occurring on certain creeks, streams, bayous, roads, and/or in particular areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, opening shelters for evacuees, and continuous situation monitoring.

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.

Terrorism – Warnings for a high local terrorist threat will be declared and disseminated by the Department of Homeland Security and the Fusion Center. Readiness actions may include increased situational monitoring, limited activation of the EOC, putting key personnel, law enforcement, hospitals, and fire departments on alert, and maintaining communication with the Fusion Center.

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.

Level I: Maximum Readiness

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 II” incident. Actions can be generated by warning information issued by the National Weather Service and other entities. Declaration of “Level I” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

Under this readiness level, the EOC will be activated.

Maximum Readiness actions are appropriate in the following situations:

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, activation of the EOC, recommending precautionary actions for facilities with vulnerable populations, staging emergency personnel and equipment for response operations, and preparing public transportation resources for evacuation support.

Tornado Warning – Tornado has been sighted especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and putting damage assessment teams on stand-by.

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.

Terrorism – Warnings for a high local terrorist threat will be declared and disseminated by the Department of Homeland Security and the Fusion Center. Readiness actions may include continuous situational monitoring, full activation of the EOC, placing all EMS units on stand-by, having all law enforcement/fire personnel present for duty, notifying the DDC that assistance may be needed and keeping them apprised of the situation, and maintaining communication with the Fusion Center.

Mass Gathering – Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include placing all EMS units on stand-by, having all law enforcement present for duty, notifying the DDC that assistance may be needed and keeping them apprised of the situation, and continuous situation monitoring.

Administration and Support

Agreements and Contracts

When local resources are inadequate during a disaster, requests will be made for assistance from other local jurisdictions, other agencies, and/or industry in accordance with existing mutual-aid agreements and contracts as well as agreements and contracts made during the incident.²¹ Such assistance may include equipment, supplies, or personnel. All agreements will only 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. Avoid discussing contract terms over email or include the following disclaimer in your email:

Disclaimer, Email Does Not Constitute a Binding Agreement. This email does not constitute an agreement to conduct transactions by electronic means and does not create any legally binding contract or enforceable obligation in the absence of a fully signed written contract. Contract terms contained in this email are subject to approval by the Fort Bend County Attorney's Office and are not binding until Fort Bend County Attorney's Office provides such approval in writing, or by written contract to be signed by Fort Bend County and the vendor.

Reports

Hazardous Materials Spill Reporting

If Fort Bend County or the Joint Resolution Jurisdiction is 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.²² If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.

²¹ The agreements and contracts pertinent to emergency management that Fort Bend County and/or the Joint Resolution Jurisdictions are a party to, are identified in Attachment 6 – Summary of Agreements

²² See Annex Q – Hazardous Materials and Oil Spill Response

Initial Emergency Report

This short report should be prepared and transmitted by the EOC to the DDC when an on-going incident appears likely to worsen and Fort Bend County and/or the Joint Resolution Jurisdictions may need assistance from other local governments (beyond normal mutual aid requests) or the State.²³

Situation Report

A daily situation report should be prepared and distributed by the EOC during incidents.²⁴

Other Reports

Several other reports covering specific functions are described in the annexes to this plan.

Records

Record Keeping for Incident Operations

Local government 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 incident operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

Activity Logs

The ICP 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 incident;
4. Major commitments of resources or requests for additional resources from external sources;
5. Issuance of protective action recommendations to the public;

²³ See *Annex N – Direction and Control* for the format and instructions for this report

²⁴ A situation report template and instructions can be found in *Annex N – Direction and Control*.

6. Evacuations;
7. Casualties/fatalities; and
8. Containment or termination of the incident.

Incident Costs

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

Disaster Costs

All departments and agencies participating in response and recovery activities of an incident shall maintain detailed of costs for incident 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 incident operations; and
5. Costs of specialized supplies expended for incident 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.

Retention of Emergency Operations Records Post-Incident

Local government is responsible for establishing the administrative policies necessary to retain and store incident operations records for legal, analytical, and historical purposes post-incident. Incident operations records will be retained according to established record retention timetables.

During an incident, the Planning Section in the EOC is responsible for the maintenance and storage of all documents related to the incident for use after demobilization.

Post-incident, the Emergency Management Coordinator for the County or Joint Resolution Jurisdiction, or his/her designee, is responsible for the preservation and storage of all documents related to the incident.

Preservation of Records

In order to continue normal government operations following an incident, 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.

If records are damaged during an incident, Fort Bend County and/or the Joint Resolution Jurisdictions should seek professional assistance to preserve and restore them, following all protocols and guidelines from the Texas State Library and Archives Commission.

Training

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

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 County/City Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

Post-Incident and Exercise Review

The County Judge/Mayor/Emergency Management Coordinator is responsible for organizing and conducting a critique following the conclusion of a significant event, incident, or exercise. The After-Action Report will entail written and/or 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.

Plan Development and Maintenance

Plan Development

The Fort Bend County Office of Homeland Security and Emergency Management is responsible for developing and maintaining this plan. Commissioners Court and the County Judge are responsible for approving and promulgating this plan. City Councils and City Mayors are responsible for approving and promulgating their plans.

Distribution of Planning Documents

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

The Basic Plan includes a distribution list²⁵ that indicates which partners receive copies of the Basic Plan and the various annexes to it. In general, individuals who receive copies of annexes to the Emergency Operations Plan also receive a copy of this basic plan because the Basic Plan describes the local emergency management organization and basic operational concepts. The plan will be distributed via email paper copy, or via other electronic methods. The plan is also posted to the Fort Bend County OEM website: www.fbcoem.org.

Review

The Basic Plan and its annexes shall be reviewed by local officials annually or after an incident or exercise that results in corrective actions. The County Judge/Mayor/Emergency Management Coordinator will establish a staggered schedule for reviewing planning documents by those tasked in them.

Update

This plan will be updated based upon deficiencies identified during actual incidents, exercises, and when changes in hazards, resources, capabilities, or governmental structure occur.

²⁵ See Attachment 1 – EOP Distribution List

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 Fort Bend County Emergency Management Coordinator. Responsibility for revising or updating the annexes to this plan is outlined in the Assignment of Responsibilities section of this plan, as well as in each annex.

Revised or updated planning documents will be made available to all departments, agencies, and individuals tasked in those documents.

Tex. Gov't Code Ann. § 418.043(4) provides that TDEM shall review local emergency management plans. The process for submitting new or updated planning documents to TDEM is described in Chapter 6 of the DEM-10. The Emergency Management Coordinator is responsible for submitting copies of planning documents to TDEM for review.

Attachments

Attachment 1: Emergency Operations Plan (EOP) Distribution List

Attachment 2: References

Attachment 3: Emergency Management Organizational Charts

Attachment 4: Functional Responsibility Matrix

Attachment 5: Annex Assignments

Attachment 6: Summary of Agreements

Attachment 7: National Incident Management System (NIMS) Summary

Attachment 1 – Emergency Operations Plan (EOP) Distribution List

Each individual, agency, department, or jurisdiction within Fort Bend County (that is listed below) will receive or have access to all updated annexes and Basic Plan.

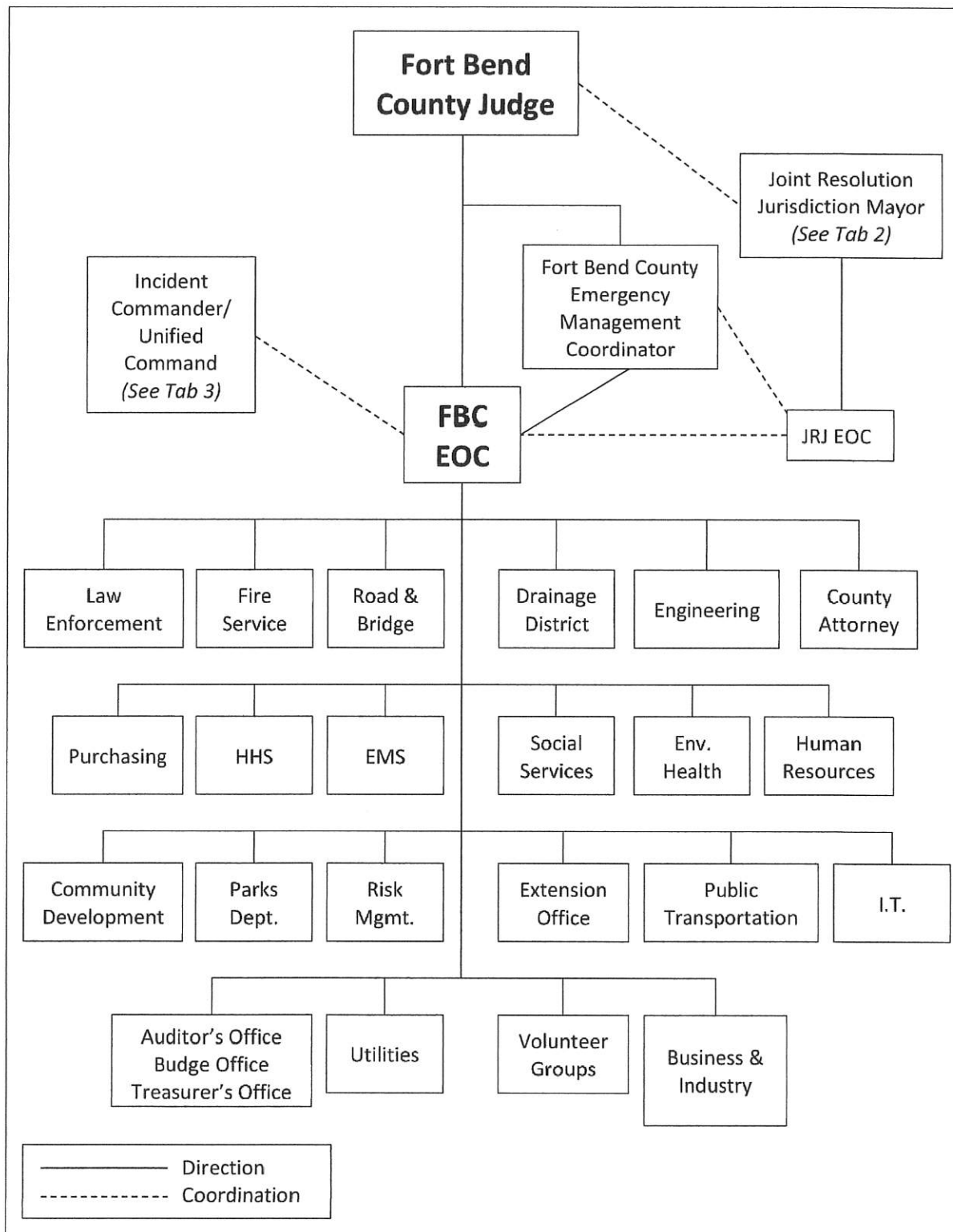
1. EOC Reference Library
2. County Judge
3. Each JRJ Mayor
4. Each JRJ City Manager
5. Each County Commissioner
6. Each Emergency Management Coordinator
7. County Judge Chief of Staff
8. County Sheriff
9. Each JRJ Police Chief
10. Each Constable
11. County Fire Marshal
12. Each Fire Chief
13. Each County Department Head
14. Each Justice of the Peace
15. EMROG Officer
16. Each Independent School District
17. Fort Bend County Local Emergency Planning Committee
18. American Red Cross
19. TDEM District Coordinator
20. Area Hospitals

Attachment 2 – References

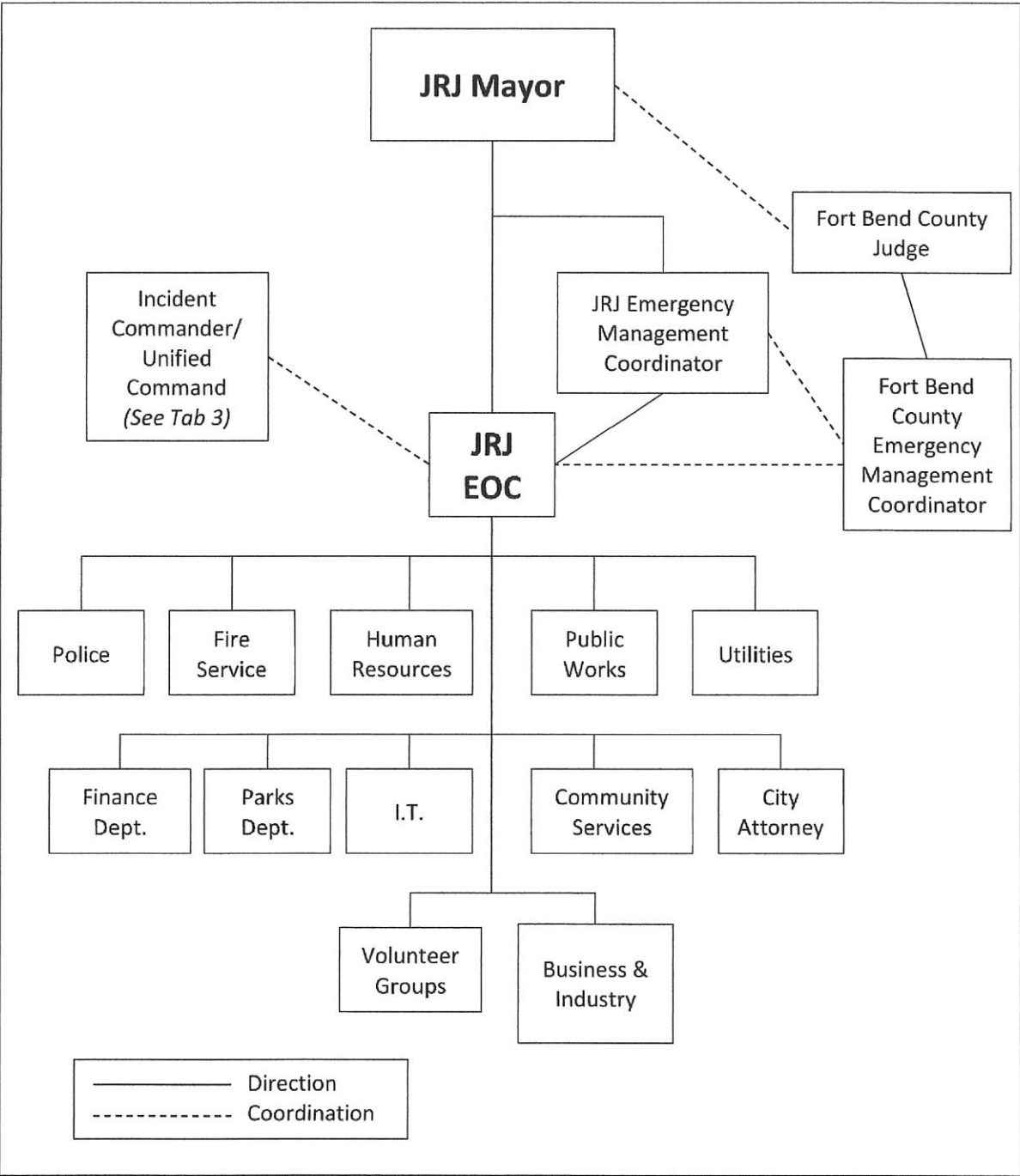
1. Texas Department of Public Safety, Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, Division of Emergency Management, *Mitigation Handbook*
4. FEMA, *Independent Study Course, IS-288: The Role of Voluntary Organizations in Emergency Management*
5. U.S. Department of Homeland Security, *National Response Framework*
6. FEMA, *Comprehensive Preparedness Guide (CPG) 101, Version 2.0: Developing and Maintaining Emergency Operations Plans*
7. FEMA, *National Incident Management System (third edition)*, October 2017

Attachment 3 – Organization for Emergency Management

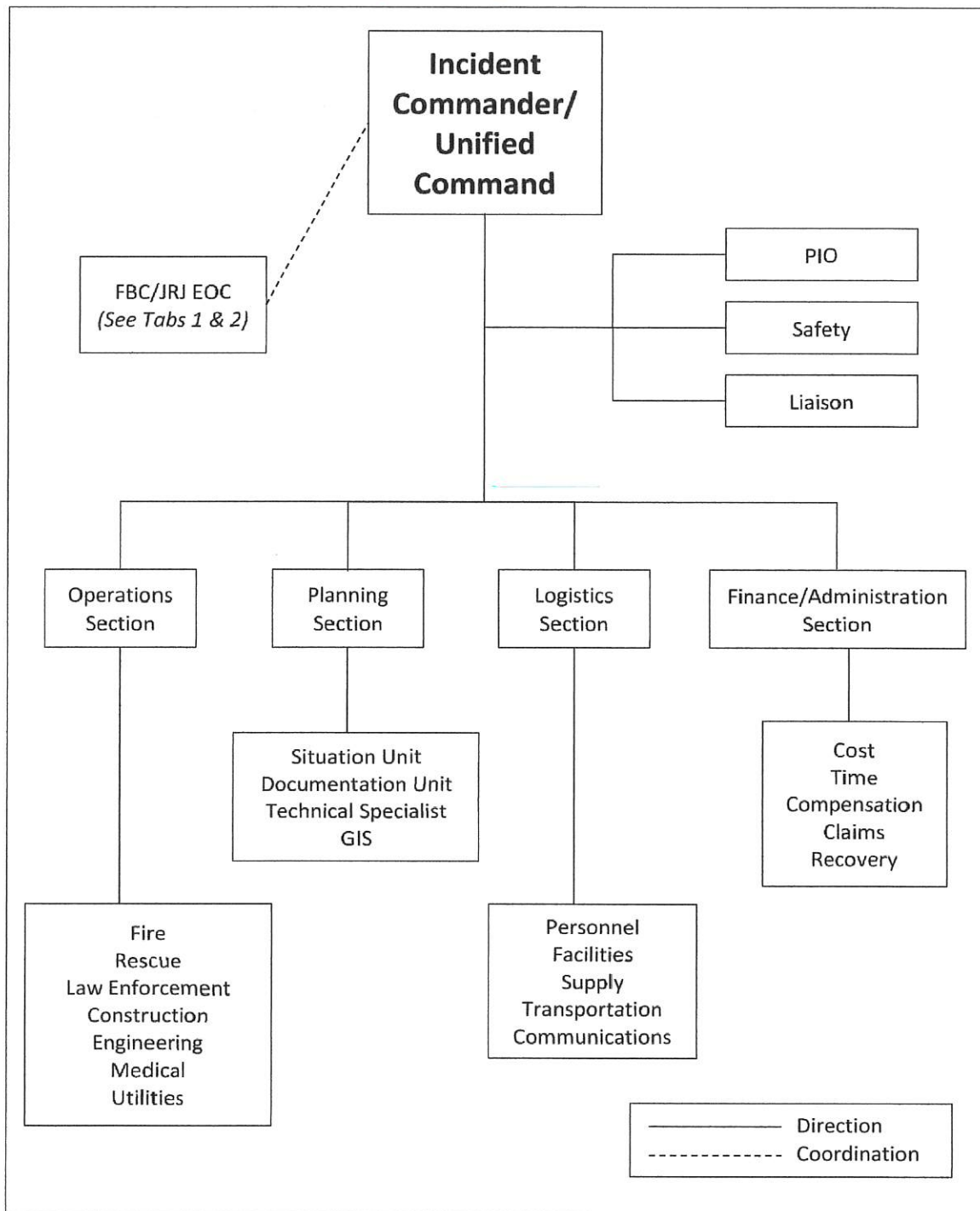
Tab 1 – Fort Bend County Emergency Management Organizational Chart



Tab 2 – Typical Joint Resolution Jurisdiction Emergency Management Organizational Chart



Tab 3 – Incident Command System Organizational Chart



Attachment 4 – Emergency Management Functional Responsibilities

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Emergency Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response
County Judge/Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S
County Judge Appointed Public Information									P	S			S							S		
Emergency Management Coordinator	S	C	C	C	S	C	C	C	C	C	C	C	S	C	C	S	C	C	C	S	C	C
Law Enforcement	P	P	S	S	P	S	P						S	S	S		S	S		S		P
Fire Service	S	S	S	P	S	P							S	S		S	P	P		S		S
Public Works/Road &		S	S	S	S		S			S	P	P	S	S		S	S	S				S
Health & Human Services			S	S	S			P					S	S	P		S	S	S	S		S
Human Resources													S							S		
Tax Assessor/Finance										P			S			S				S		
City/County Attorney's					S								S			S				S	P	S
Parks Director			P																S			
Purchasing													P							P		
Senior Planning	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P	C	C	C	C	C	C
Transportation			S		S														P			

P – Indicates primary responsibility

S – Indicates support responsibility

C – Indicates coordination responsibility

Attachment 5 – Annex Assignments

Annex	Responsibility
Annex A – Warning	County Sheriff/Police Chief
Annex B – Communications	County Sheriff/Police Chief
Annex C – Shelter & Mass Care	County/City Parks Director/American Red Cross
Annex D – Radiological Protection	County Fire Marshal/Fire Chief
Annex E – Evacuation	County Sheriff/Police Chief
Annex F – Firefighting	County Fire Marshal/Fire Chief
Annex G – Law Enforcement	County Sheriff/Police Chief
Annex H – Health and Medical Services	County Director Health & Human Services/Health Officer
Annex I – Emergency Public Information	County Judge Appointed Public Information Officer/City Secretary
Annex J – Recovery	County Tax Assessor/County Road Commissioner/ Finance Director
Annex K – Public Works & Engineering	County Road Commissioner/County Engineer/ Public Works Director
Annex L – Utilities	County Road Commissioner/ Public Works Director
Annex M – Resource Management	County Purchasing Agent/ Human Resources Director
Annex N – Direction & Control	County Judge/Mayor
Annex O – Human Services	County Director Health & Human Services/ City Health Officer
Annex P – Hazard Mitigation	County Senior Planning Coordinator

Annex	Responsibility
Annex Q – Hazardous Materials & Oil Spill Response	County Fire Marshal/Fire Chief/ Fort Bend County LEPC
Annex R – Search & Rescue	County Fire Marshal/Fire Chief
Annex S – Transportation	County/City Transportation Department
Annex T – Donations Management	County Purchasing Agent/Finance Director
Annex U – Legal	County/City Attorney
Annex V – Terrorist Incident Response	County Sheriff/Police Chief

Attachment 6 – Summary of Agreements

Gulf Coast State Planning Region Mutual Aid Agreement – H-GAC Region

Summary of Provisions: County-wide and region-wide (with the exception of Harris County) legal agreement for mutual aid assistance

Officials Authorized to Implement: County Judge/City Mayor, Emergency Management Coordinator

Expiration Date:

Costs: Reimbursement cost associated with response and recovery issues beyond local assets

Copies Held By: All Joint Resolution Jurisdictions and Political Subdivisions within Fort Bend County, Fort Bend County Clerk, Fort Bend County Office of Homeland Security & Emergency Management, All counties (with the exception of Harris County) within the H-GAC Region

Inter-local Mutual Aid Agreements – County-wide

Summary of Provisions: County-wide legal agreements for mutual aid assistance (includes fire departments, structural collapse teams, hazardous materials response program, radio communications system license, etc.)

Officials Authorized to Implement: Fort Bend County Office of Homeland Security & Emergency Management

Expiration Date: Varies

Costs: Reimbursement cost associated with response and recovery issues beyond local assets

Copies Held By: All Joint Resolution Jurisdictions within Fort Bend County, County Clerk, Fort Bend County Office of Homeland Security & Emergency Management

Inter-local Mutual Aid Agreement between Harris County and Fort Bend County

Summary of Provisions: County-wide legal agreement with Harris County for mutual aid assistance

Officials Authorized to Implement: Emergency Management Coordinator

Expiration Date: Last day of February of any year if termination notice is received by the preceding December 1

Costs: Reimbursement cost associated with response and recovery issues beyond local assets

Copies Held By: Fort Bend County Judge's Office, Fort Bend County Office of Homeland Security and Emergency Management, Harris County

Statement of Understanding between Fort Bend County and the American Red Cross

Summary of Provisions: County-wide cooperation for disaster services including shelter and mass feeding arrangements.

Officials Authorized to Implement: County Judge, Emergency Management Coordinator, American Red Cross officials

Expiration Date: February 5, 2022

Costs:

Copies Held By: Fort Bend County, American Red Cross, TDEM Plans Unit

**Statement of Understanding between Fort Bend County and CenterPoint Energy
Houston Electric, LLC**

Summary of Provisions: Staging Site Agreement for CenterPoint to use the Fort Bend County Fairgrounds as a staging area during emergency/disaster electrical restoration.

Officials Authorized to Implement: County Judge, Emergency Management Coordinator, CenterPoint Energy officials

Expiration Date: December 31, 2020

Costs: Reimbursement costs related to damages to the Fairgrounds facilities and any supplies that may be used by CenterPoint during the conduct of its relief activities in a disaster.

Copies Held By: Fort Bend County, CenterPoint Energy Houston Electric, LLC

Statement of Understanding between Fort Bend County and the City of Clute

Summary of Provisions: Staging Site Agreement for the City of Clute to use the Fort Bend County Fairgrounds as a vehicle storage area during an emergency or disaster.

Officials Authorized to Implement: County Judge, Emergency Management Coordinator, City of Clute officials

Expiration Date: August 1, 2020

Costs: Reimbursement costs related to damages to the Fairgrounds facilities and any supplies that may be used by the City of Clute during the conduct of its relief activities in a disaster.

Copies Held By: Fort Bend County, City of Clute

**Memorandum of Understanding between Fort Bend County and Code 3 Associates
Inc.**

Summary of Provisions: County-wide cooperation for animal services in a disaster including animal rescue, assistance with animal sheltering, veterinary assistance, etc.

Officials Authorized to Implement: County Judge, Emergency Management Coordinator

Expiration Date: April 10, 2021

Costs: Reimbursement costs related to response and recovery operations as performed by Code 3 Associates Inc.

Copies Held By: Fort Bend County, Code 3 Associates, Inc.

Attachment 7 – National Incident Management System (NIMS) Summary

Background

NIMS guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents.

NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System.

NIMS is applicable to all stakeholders with incident management and support responsibilities. The audience for NIMS includes emergency responders and other emergency management personnel, NGOs, e.g., faith-based and community-based groups, the private sector, and elected and appointed officials responsible for making decisions regarding incidents.

The scope of NIMS includes all incidents, regardless of size, complexity, or scope, and planned events, e.g., sporting events.

Guiding Principles

Flexibility

NIMS components are adaptable to any situation, from planned special events to routine local incidents to incidents involving interstate mutual aid or Federal assistance. Some incidents need multiagency, multijurisdictional, and/or multidisciplinary coordination. Flexibility allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.

Standardization

Standardization is essential to interoperability among multiple organizations in incident response. NIMS defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations. NIMS defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved. NIMS also includes common terminology, which enables effective communication.

Unity of Effort

Unity of effort means coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

Components

Resource Management

Resource Management describes standard mechanisms to systematically manage resources, including personnel, equipment, supplies, teams, and facilities, both before and during incidents in order to allow organizations to more effectively share resources when needed. Some key elements of resource management are identified below.

- Resource management preparedness involves identifying and typing resources; qualifying, certifying, and credentialing personnel; planning for resources; and acquiring, storing, and inventorying resources.
- Resource management process during an incident includes standard methods to identify, order, mobilize, and track resources.
- Mutual aid involves sharing resources and services between jurisdictions or organizations.

Command and Coordination

Command and Coordination describes leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels and explains how these structures interact to manage incidents effectively and efficiently.

NIMS Management Characteristics

These are the foundation of incident command and coordination and contribute to the strength and efficiency of the overall system. The NIMS Management Characteristics include:

Common Terminology – NIMS establishes common terminology that allows diverse incident management and support organizations to work together across a wide variety of functions and hazard scenarios. This common terminology covers organizational functions, resource descriptions, and incident facilities.

Modular Organization – ICS and EOC organizational structures develop in a modular fashion based on an incident's size, complexity, and hazard environment.

Management by Objectives – The Incident Commander or Unified Command establishes objectives that drive incident operations. Management by objectives includes establishing specific, measurable objectives; identifying strategies, tactics, tasks, and activities to achieve the objectives; developing and issuing assignments, plans, procedures, and protocols for various incident management functional elements to accomplish the identified tasks; and documenting results against the objectives to measure performance, facilitate corrective actions, and inform development of incident objectives for the subsequent operational period.

Incident Action Planning – Coordinated incident action planning guides incident management activities. Incident action plans represent concise, coherent means of capturing and communicating incident objectives, tactics, and assignments for operational and support activities.

Manageable Span of Control – An appropriate span of control helps ensure an effective and efficient incident management operation. It enables management to direct and supervise subordinates and to communicate with and manage all resources under their control. The type of incident, nature of the task, hazards and safety factors, experience of the supervisor and subordinates, and communication access between the subordinates and the supervisor are all factors that influence manageable span of control.

Incident Facilities and Locations – Depending on the incident size and complexity, the Incident Commander, Unified Command, and/or EOC director establish support facilities for a variety of purposes and direct their identification and location based on the incident. Typical facilities include the Incident Command Post, incident base, staging areas, camps, mass casualty triage areas, points-of distribution, and emergency shelters.

Comprehensive Resource Management – Resources include personnel, equipment, teams, supplies, and facilities available or potentially available for assignment or allocation. Maintaining an accurate and up-to-date inventory of resources is an essential component of incident management.

Integrated Communications – Leadership at the incident level and in EOCs facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between incident resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing.

Establishment and Transfer of Command – The Incident Commander or Unified Command should clearly establish the command function at the beginning of an incident. The jurisdiction or organization with primary responsibility for the incident designates the individual at the scene responsible for establishing command and protocol for transferring command. When command transfers, the transfer process includes a briefing that captures essential information for continuing safe and effective operations, and notifying all personnel involved in the incident.

Unified Command – Unified Command manages the incident by jointly approved objectives and allows participating organizations to set aside issues such as overlapping and competing authorities, jurisdictional boundaries, and resource ownership to focus on setting clear priorities and objectives for the incident. Unified Command does not affect individual agency authority, responsibility, or accountability.

Chain of Command and Unity of Command – Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that each individual only reports to one person.

Accountability – Effective accountability for resources during an incident is essential. Incident personnel should adhere to principles of accountability, including check-in/check-out, incident action planning, unity of command, personal responsibility, span of control, and resource tracking.

Dispatch/Deployment – Resources should deploy only when appropriate authorities request and dispatch them through established resource management systems.

Information and Intelligence Management – The incident management organization establishes a process for gathering, analyzing, assessing, sharing, and managing incident-related information and intelligence. Information and intelligence

management includes identifying Essential Elements of Information (EEI) to ensure personnel gather the most accurate and appropriate data, translate it into useful information, and communicate it with appropriate personnel.

Incident Command System (ICS)

ICS is a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective. ICS specifies an organizational structure for incident management that integrates and coordinates a combination of procedures, personnel, equipment, facilities, and communications.

Emergency Operations Centers (EOC)

EOCs are locations where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOCs. EOCs may be fixed locations, temporary facilities, or virtual structures with staff participating remotely.

Multiagency Coordination Group (MAC Group)

MAC Groups, sometimes called policy groups, are part of the off-site incident management structure of NIMS. They are established and organized to make cooperative multiagency decisions. MAC Groups act as policy-level bodies during incidents, supporting resource prioritization and allocation, and enabling decision making among elected and appointed officials and those responsible for managing the incident (e.g., the Incident Commander). In some instances, EOC staff also carry out this activity.

Joint Information System (JIS)

JISs consist of the processes, procedures, and tools to enable communication to the public, incident personnel, the media, and other stakeholders. JISs integrate incident information and public affairs into a cohesive organization to provide coordinated and complete information before, during, and after incidents.

Interconnectivity of NIMS Command and Coordination Structures

The interconnectivity of NIMS structures allows personnel in diverse geographic areas with differing roles and responsibilities and operating within various functions of ICS and/or EOCs to integrate their efforts through a common set of structures, terminology, and processes.

Communication and Information Management

Communications and Information Management describes systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions.

The principles of communications and information management that support incident managers in maintaining a constant flow of information during an incident are (1) Interoperability; (2) Reliability, Scalability, and Portability; (3) Resilience and Redundancy; and (4) Security.

Interoperability – Interoperable communications systems enable personnel and organizations to communicate within and across jurisdictions and organizations via voice, data, and video systems in real time. Interoperability plans address governance, standard operating procedures (SOP), technology, training and exercises, and usage during routine operations, as well as major incidents.

Reliability, Scalability, and Portability – Communications and information systems should be suitable for use within a single jurisdiction or agency, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement. Scalability means that systems can be expanded to support any situation and that the number of users on a system can be readily increased. Portability includes the standardized assignment of radio channels across jurisdictions, which allows incident personnel to participate in an incident outside their jurisdiction and still use familiar equipment.

Resilience and Redundancy – Resilience is the ability of systems to withstand and continue to perform after damage or loss of infrastructure. Redundancy is achieved through the duplication of services.

Security – Some information communicated from, among, and to incident personnel is sensitive. Incident personnel should work with IT and security experts to incorporate data, network, and systems protection best practices into incident communications and data sharing. Incident communications and information sharing should comply with data protection and privacy laws.