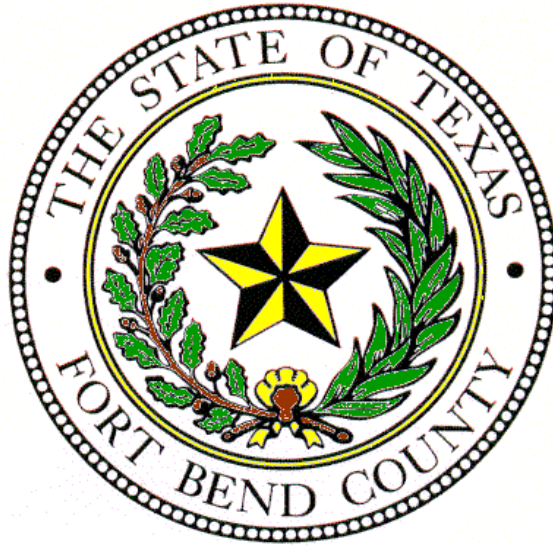# ANNEX N

DIRECTION
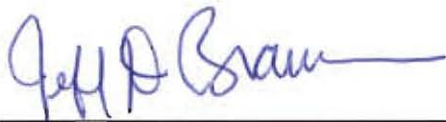# &
CONTROL

Fort Bend County

APPROVAL & IMPLEMENTATION

Annex N

Direction & Control

Jeff D. Braun
Jeff D. Braun
Emergency Management Coordinator
Fort Bend County

10/1/13
Date

Robert E. Hebert
Robert E. Hebert
Fort Bend County Judge

10-8-2013
Date

RECORD OF CHANGES

Annex N

Direction and Control

Change #	Page #	Changes Made	Recorded by/Date of Change
1		NIMS	D. R. Jan / 10-15-05
2	Multiple	National Response Plan (NRP) to National Response Framework (NRF)	Janette Walker/12-11-09
3	21	EOC Staff Roster	Janette Walker/12-15-09
4	Multiple	Assistant to Deputy	Janette Walker/12-15-09
5	Multiple	Removed City Manager	Janette Walker/12-15-09
6	14	Added PIER, WebEOC, i-INFO	Janette Walker/12-15-09
7	Tab D	Added New operations Room Diagram & 2nd Floor Layout	Janette Walker/12-15-09
8	Appendix 4	Animal Issues Committee Plan	Janette Walker/12-15-09
9	Multiple	Add Appendix 4	Alan Spears 09/2013

State Planning Standards Checklist for Annex N, EOC Direction & Control

Jurisdiction(s): Fort Bend County_
Annex Date: 10-08-2013   Date of most recent change, if any: 09-24-2013
(The date which appears on the signature page)

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

This Annex shall:	Section/paragraph
I. Authority	
N-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic plan.	I
II. Purpose	
N-2. Include a purpose statement that describes the reason for development of the annex.	II
III. Explanation of Terms	
N-3 Identify acronyms and abbreviations and explain terms used in the annex.	III
IV. Situation & Assumptions	
N-4. Include a situation statement related to the subject of the annex.	IV.A
N-5. Include a list of assumptions used in planning for direction and control during emergency situations.	IV.B
V. Concept of Operations	
N-6. Outline a general concept for emergency operations that includes NIMS concepts.	V.A.
N-7 Describe how incident command operations will be conducted.	V.B
N-8. Describe the functions performed by the EOC and how they will be carried out.	V.C
N-9. Describe the interface between ICS and the EOC	V.D
N-10. Include a list of actions to be taken during various phases of emergency management to ensure adequate direction and control during emergency situations	V.E
VI. Organization & Assignment of Responsibilities	
N-11. Describe the organization that will carry out direction and control of emergency operations.	VI.A
N-12. Include assignments of direction and control tasks to departments, agencies, or individuals by position.	VI.B
VII. Direction & Control	
N-13. Identify by position the individuals who will provide direction and control for emergency operations and supervise emergency facilities.	VII
VIII. Readiness Levels	
N-14. Describe actions relating to the direction and control function to be taken at various readiness levels.	VIII
IX. Administration & Support	
N-15. Describe local emergency facilities and their capabilities.	IX.A
N-16. Explain policies on record keeping during emergency operations.	IX.B
N-17. Outline requirements for reporting during emergency operations	IX.C

X. Annex Development & Maintenance	
N-18. Specify the individual(s), by position, responsible for developing and maintaining the annex.	X.A
N-19. Make reference to the schedule for review and update of annexes contained in the Basic Plan.	X.B
XI. References	
N-20. Identify references pertinent to the content of the annex.	XI
Other	
N-21. Describe or depict the EOC organization	App. 1, Tab A
N-22. Make provision for maintenance of an EOC Staff Roster	App. 1, Tab B
N-23. Include a checklist for activation/deactivation of the EOC	App. 1, Tab C
N-24. Summarize how the EOC operates when activated.	App. 1, Tab D
N-25. Describe the forms used in the EOC to record operational events.	App. 1, Tab E
N-26. Describe the forms used in the EOC for message traffic.	App. 1, Tabs F, G, H
N-27. Describe and provide the format for reports prepared by the EOC during emergency operations.	App. 2 App. 3

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By		10-11-2013

FOR GDEM USE	Initials	Date
DEM Preparedness Section Processing		

**ANNEX N
DIRECTION AND CONTROL**

I.   AUTHORITY

Refer to Section I of the Basic Plan for general authorities.

II.   PURPOSE

This annex describes our concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

III.   EXPLANATION OF TERMS

AIC   Animal Issues Committee
DDC   Disaster District Committee
DPS   Department of Public Safety
EOC   Emergency Operations or Operating Center
EMC   Emergency Management Coordinator
FEMA   Federal Emergency Management Agency
OSHA   Occupational Safety and Health Administration
IC   Incident Commander
ICP   Incident Command Post
ICS   Incident Command System
NIMS   National Incident Management System
NRF   National Response Framework
SOP   Standard Operating Procedures
TDH   Texas Department of Health
TDEM   Texas Division of Emergency Management
TLETS   Texas Law Enforcement Telecommunications System

IV.   SITUATION & ASSUMPTIONS

A. Situation

1. Fort Bend County and its Joint Resolution Jurisdiction Cities are vulnerable to many hazards, which threaten public health and safety and public or private property. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.

2. The Fort Bend County Office of Emergency Management and/or the Joint Resolution Jurisdiction, the direction and control organization, must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that may begin with a single response discipline and could expand to multi-

discipline requiring effective cross-jurisdictional coordination. These emergency situations include:

a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

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

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

1) Involves a large area, significant population, or important facilities.
2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
3) May require community-wide warning and public instructions.
4) Requires a sizable multi-agency response operating under an Incident Commander. The EOC may be activated.
5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
6) For the purpose of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."

c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

1) Involves a large area, a sizable population, and/or important facilities.
2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
3) Requires community-wide warning and public instructions.
4) Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICPs) may be activated.
5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
6) For the purpose of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the

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

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

B. Assumptions

1. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

2. The Fort Bend County Office of Emergency Management and/or the Joint Resolution Jurisdiction Cities will use their own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to interlocal agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

3. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.

4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.

5. Fort Bend County and its Joint Resolution Jurisdictions have adopted the National Incident Management System (NIMS) and have implemented all the NIMS procedures and protocols, which will allow for effective work with mutual aid partners, and state and federal agencies during any type of incident response.

V. CONCEPT OF OPERATIONS

A. General

1. Our direction and control structure for emergency operations is pursuant to the NIMS, which employs two levels of incident management structures.

   a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.

    b.   Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.

2.   An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.

3.   During major emergencies and disasters, both an ICP and the EOC will generally be activated. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

4.   For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:

    a.   When a threat of hazardous conditions exists but those conditions have not yet impacted the local area.   The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander

    b.   When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.

5.   For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it.   The EOC may also be activated on a graduated basis.

B. Incident Command Operations

1.   The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

2.   The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident.   The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration.   For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions.   For more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff sections charged with those functions.   For these serious emergency situations, it is generally desirable to transition to a Unified Command.

3. If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.

4. A Unified Command structure helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

C. EOC Operations

1. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff, to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.

2. The principal functions of the EOC are to:

   a. Monitor potential threats.

   b. Support on-scene response operations.

   c. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.

   d. Analyze problems and formulate options for solving them.

   e. Coordinate among local agencies and between Fort Bend County and/or Joint Resolution Jurisdiction governmental leaders and Departments, and state and federal agencies, if required.

   f. Develop and disseminate warnings and emergency public information.

   g. Prepare and disseminate periodic reports.

   h. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.

   i. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

D. ICS - EOC INTERFACE

1. When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2. The Incident Commander is generally responsible for field operations, including:

   a. Isolating the scene.

b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.

c. Warning the population in the area of the incident and providing emergency instructions to them.

d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.

e. Implementing traffic control arrangements in and around the incident scene.

f. Requesting additional resources from the EOC.

g. Keeping the EOC informed of the current situation at the incident site.

3. The EOC is generally responsible for:

a. Mobilizing and deploying resources to be employed by the Incident Commander.

b. Issuing community-wide warning.

c. Issuing instructions and providing information to the general public.

d. Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.

e. Organizing and implementing shelter and mass care arrangements for evacuees.

f. Requesting assistance from the State and other external sources.

4. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

a. From EOC to the ICP. In some situations the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the Incident Commander receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.

b. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the Incident Commander brief the EOC on any on-going tasks or operational issues that require follow-on action by the EOC staff.

5. Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess near term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one incident command post may be established. In this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

E. Activities by Phases of Management

1. Mitigation

   a. Establish, equip, and maintain an EOC and an Alternate EOC.

   b. Identify required EOC staffing; see Tab B to Appendix 1.

   c. Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.

   d. Identify and stock supplies needed for ICP and EOC operations.

   e. Develop and maintain procedures for activating, operating, and deactivating the EOC. See Appendix 1 and its tabs.

2. Preparedness

   a. Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.

   b. Pursuant to NIMS protocol, conduct NIMS training for department/agency/volunteer group representatives who will staff the EOC and ICP.

   c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations

   d. Test and maintain EOC equipment to ensure operational readiness.

   e. Exercise the EOC at least once a year.

3. Response

   a. Activate an ICP and the EOC if necessary.

   b. Conduct response operations.

   c. Deactivate ICP and EOC when they are no longer needed.

4. Recovery

   a. If necessary, continue EOC activation to support recovery operations.

   b. Deactivate EOC when situation permits.

   c. Restock ICP and EOC supplies if necessary.

   d. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

VI.   ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Fort Bend County Office of Emergency Management and/or the Joint Resolution Jurisdictions normal emergency organization, described in Section VI.A of the Basic Plan, will carry out the direction and control function during emergency situations.

2. The organization of incident command operations will in accordance with standard ICS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the Incident Commander based on the tasks that must be performed and the resources available for those tasks.

3. The organization of the EOC is depicted in Tab A to Appendix 1. The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the Fort Bend County Judge and/or the Joint Resolution Jurisdiction Majors based on the needs of the situation.

B. Assignment of Responsibilities

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

1. The Fort Bend County Judge and/or Joint Resolution Jurisdiction Mayors will:

   a. Establish general policy guidance for emergency operations.
   b. Direct that the EOC be partially or fully activated.
   c. When appropriate terminate EOC operations.

2. The Fort Bend County Emergency Management Coordinator and/or the Joint Resolution Jurisdiction Emergency Management Coordinators will:

   a. Develop and maintain the EOC Staff Roster and EOC operating procedures.
   b. Activate the EOC when requested or when the situation warrants.

    c. Serve as an EOC Supervisor.
    d. Advise the Fort Bend County Judge on emergency management activities.
    e. Coordinate resource and information support for emergency operations.
    f. Coordinate emergency planning and impact assessment.
    g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.

3. The Incident Commander will:

    a. Establish an ICP and direct and control emergency operations at the scene.
    b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
    c. Provide periodic situation updates to the EOC, if that facility is activated.
    d. Identify resource requirements to the EOC, if that facility is activated.

4. Departments/Agencies and Volunteer Groups assigned responsibilities for ICP or EOC operations will:

    a. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.
    b. Provide personnel to staff the ICP and the EOC when those facilities are activated.
    c. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

VII.   DIRECTION & CONTROL

A. **General.** The Fort Bend County Judge and/or the Joint Resolution Jurisdiction Mayors will provide general guidance for the direction and control function, pursuant to NIMS protocols.

B. **Incident Command Operations.** The first responder on the scene will take charge and serve as the Incident Commander until relieved by a more senior or qualified individual or an individual designated by the Fort Bend County Judge and/or the Mayors or City Managers of the cities that are a part of the Joint Resolution Jurisdiction. An ICP will normally be established at the incident scene; the Incident Commander will direct and control response forces from that command post. Attachment 7 to our Basic Plan provides a detailed description of our incident management system, the NIMS.

C. **EOC Operations**

1. The Fort Bend County Judge and/or Joint Resolution Jurisdiction Mayors may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.

2. The Fort Bend County Emergency Management Coordinator and/or the Emergency Management Coordinators of Joint Resolution Jurisdiction Cities and/or their Staff may activate the EOCs. They will normally determine the level of EOC staffing required based upon the situation and also notify appropriate personnel to report to the EOC.

3. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the Fort Bend County Judge or Emergency Management Coordinator and/or the Joint Resolution Jurisdiction Mayors to activate the EOC to provide a suitable facility to work the issue.

4. The Deputy Emergency Management Coordinator for Fort Bend County or the Joint Resolution Jurisdictions Emergency Management Coordinator will serve as the EOC Manager.

VIII.   READINESS LEVELS

A.   Level 4--Normal Conditions

See the mitigation and preparedness activities in sections V.E.1 and V.E.2.

B. Level 3--Increased Readiness

1. Check status of EOC equipment and repair or replace as needed.

2. Check status of EOC supplies and restock as needed.

3. Update EOC resource data.

4. Alert staff, determine personnel availability, and update EOC staff call lists.

5. Consider limited activation of EOC to monitor situation.

6. Consider situation briefings for senior staff.

C. Level 2-- High Readiness

1. Update EOC staffing requirements based on threat.

2. Determine specific EOC staff assignments and alert staff.

3. Monitor potential emergency situation and determine possible impact areas.

4. Update maps, charts, displays and resource data.

5. Consider situation briefings for EOC staff.

6. Consider partial activation of EOC if this has not already been accomplished.

7. Check status of Alternate EOC and Mobile Command Post.

D. Level 1-- Maximum Readiness

1. Summon EOC staff and activate the EOC.

2. Monitor situation.

3. Update maps, charts, displays, and resource lists.

4. Arrange for food service if needed.

5. Determine possible hazard impact areas and potential hazard effects.

6. Conduct briefings for senior staff and EOC staff.

7. Formulate and implement precautionary measures to protect the public.

8. Coordinate with adjacent jurisdictions that may be affected.

IX.   ADMINISTRATION & SUPPORT

A. Facilities & Equipment

1. <u>EOC</u>

   a. The Fort Bend County EOC is located at 307 Fort Street, Richmond, Texas 77469 and is maintained by the Fort Bend County Facilities and Planning Department.

   b. The EOC is equipped with the following communication equipment necessary for conducting emergency operations:

      i. Video Conferencing
      ii. Integrated Voice Response / Conference Calling
      iii. Low Band Transceivers
      iv. High Band Transceivers
      v. VHF Band Transceivers
      vi. 800 Trunking Transceivers
      vii. Internet Access
      viii. Skyfiber
      ix. Fax Machines
      x. Telephones at all functional positions
      xi. PIER Systems (Public Information Emergency Response)
      xii. WebEOC
      xiii. i-INFO
      xiv. Mobile Voice and Data Redundancy Unit

      (See Annex B, Communications, for communications connectivity.)

   c. The EOC is equipped with emergency generator and a 1000 gallon supply of fuel.

   e. Food for the EOC staff will be provided by an on-site kitchen and food supply

2. Alternate EOC

    a. Should the primary EOC become unusable, either of two locations may be used as an alternate EOC.

        Alternate 1 – The first alternative location is in the basement of the Jane Long Building located at 500 Liberty Rd, Richmond, TX 77469

        Alternate 2 – The second alternative location is the Fort Bend County Health and Human Services office located at 4520 Reading Road, Rosenberg Texas 77471

        Alternate 3 - The third alternative location is one of the Fort Bend OEM Mobile Voice and Data Redundancy trailers located at 307 Fort St. Richmond, Texas 77469

    b. Communications available at each facility include

        i.   High Band Transceivers
        ii.   VHF Band Transceivers
        iii. 800 Trunking Transceivers
        iv.   Internet Access
        v.   Fax Machines
        vi.   Telephones
        vii. PIER System
        viii. WebEOC
        ix.   I-INFO

    c. Current limitations at the alternate locations include some levels of technology.

3. Mobile Command Post

    The Incident Commander may request that the Mobile Command Vehicle, operated by The Fort Bend County Sheriff's Office, be deployed for use as an on-scene command post.

    a. Communications capabilities of the Mobile Command Vehicle include:

        i.   VHF Transceivers
        ii.   UHF Band Transceivers
        iii. 800 Trunking Transceivers
        iv.   Internet Access
        v.   Fax Machines
        vi.   Tellular Phone Service
        vii. Full CAD Capabilities

4. Regional Communications Unit

    a. The Incident Commander may request that the Regional Communications Unit, operated by the Fort Bend County Emergency Radio Operators Group, be deployed for use as an on-scene command post.

Communications capabilities of the Regional Communications Unit include:

    i.   VHF Transceivers
    ii. UHF Band Transceivers
    iii. 800 Trunking Transceivers
    iv. Amateur Radio Communications
    v.   Internet Access
    vi. Tellular Phone Service

B. Records

1. Activity Logs

    The ICP and the EOC shall maintain accurate logs recording key response activities, including:

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

    The Fort Bend County Office of Emergency Management shall utilize WebEOC management software in the Emergency Operations Center to record EOC activities. The Emergency Operations Log sheet (Tab F to Appendix 1) will be used as an alternate method of recording EOC activities. ICPs shall use the Unit Log (ICS form 214) or an equivalent. The Joint Resolution Jurisdiction Cities will use similar logs so that the documentation of events, resources utilized and costs incurred may be more easily accumulated.

2. Communications and Message Log

    Communications facilities shall maintain a communications log. The EOC shall utilize electronic means of maintaining a record of messages sent and received. The EOC Message Log (Tab G to Appendix 1) will be used as an alternate method of recording communications and messages.

3. Cost Information

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

b. *Emergency or Disaster Costs* - For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:

1) Personnel costs, especially overtime costs
2) Equipment operation costs
3) Costs for leased or rented equipment
4) Costs for contract services to support emergency operations
5) Costs of specialized supplies expended for emergency operations

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

C. Reports

1. Initial Emergency Report

An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation. See Appendix 2 for the report format.

2. Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations. See Appendix 3 for the report format.

D. Agreements & Contracts

Should Fort Bend County's and/or the Joint Resolution Jurisdiction's local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing interlocal agreements and contracts.

E. EOC Security

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their EOC staff badge.

2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. Visitors with a valid need to enter the EOC will be issued a Visitor badge by the EOC Administrative staff, which will be surrendered upon departure.

F. Media

Media relations will be conducted pursuant to the NIMS. See Annex I, Public Information.

X.   ANNEX DEVELOPMENT & MAINTENANCE

A. Development

1. The Fort Bend Office of Emergency Management Coordinator is responsible for the development and maintenance of this annex.

2. The Fort Bend Office of Emergency Management Deputy Coordinator is responsible for the development and maintenance of EOC Standard Operating Guidelines.

B. Maintenance.

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI.   REFERENCES

A. DEM, *Local Emergency Management Planning Guide* (DEM-10)

B. FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

APPENDICES

EMERGENCY OPERATIONS CENTER

1. **Organization & Staffing**

   A. The general organization of the Fort Bend County Office of Emergency Management EOC during a full activation for emergency operations is depicted in Tab A to this appendix. For a partial activation of the EOC, only those staff members required to deal with a particular emergency situation will be summoned to the EOC.

   B. A sample EOC Staff Roster is provided in Tab B to this appendix. The Emergency Management Coordinator or Deputy Coordinator shall maintain and distribute a current EOC Staff Roster, including the names of EOC team members and contact information (office and home telephone numbers and pager numbers) for those individuals.

2. **Facilities**

   A. Procedures for activation and deactivating the EOC (and alternate EOC) are provided in Tab C.

   B. The floor plan for the EOC (and the Alternate EOC) is provided in Tab D.

3. **EOC Operations**

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

4. **EOC Log**

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

   A. Activation and deactivation of the EOC.
   B. Emergency notifications to other local governments and to state and federal agencies.
   C. Significant changes in the emergency situation.
   D. Major commitments of resources or requests for additional resources from external sources.
   E. Issuance of protective action recommendations to the public.
   F. Evacuations.
   G. Casualties.
   H. Containment or termination of an incident.

   The EOC Log, provided in Tab F shall be used to record this information and other pertinent information.
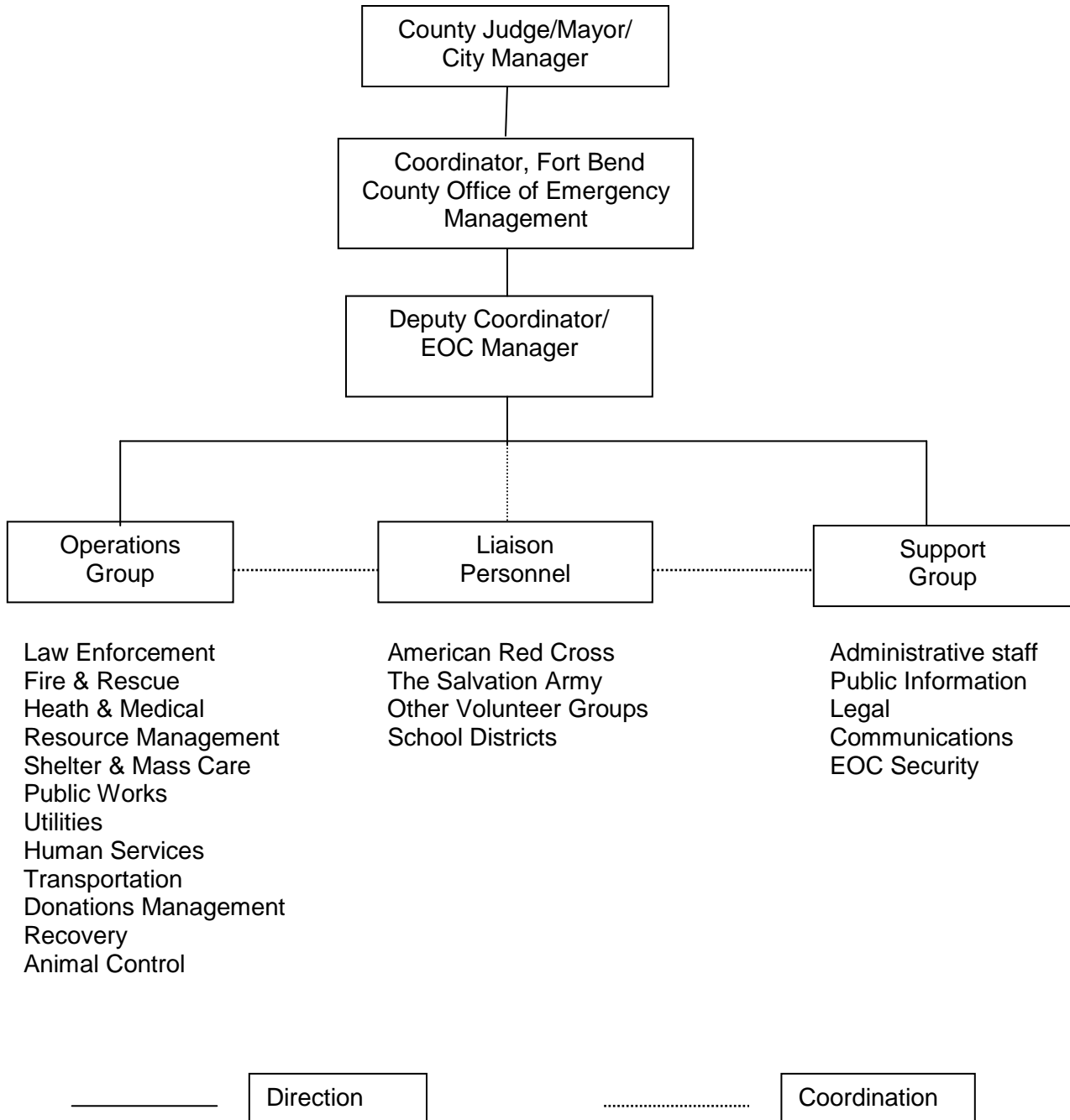
5. **Message Handling**

   A. All messages sent by or received in the Fort Bend County Office of Emergency Management EOC will be recorded in the EOC Message Log, a copy of which is provided in Tab G.

B. Outgoing messages will normally be prepared on an EOC Message Form, which is also used to specify how the message should be sent and record the time of dispatch and message number. A copy of the form is provided in Tab H to this appendix. Typed messages may be simply be attached to the form.

C. Incoming verbal messages will be recorded on an EOC Info/Action Record, a copy of which is provided in Tab I to this appendix. For messages that require action, the form is used to assign responsibility for action to EOC staff members and to record the action taken.

**THE FORT BEND COUNTY
EMERGENCY OPERATIONS CENTER
ORGANIZATION CHART**

```
                    ┌─────────────────────┐
                    │ County Judge/Mayor/ │
                    │    City Manager     │
                    └─────────────────────┘
                               │
                    ┌─────────────────────┐
                    │ Coordinator, Fort Bend │
                    │ County Office of Emergency │
                    │      Management     │
                    └─────────────────────┘
                               │
                    ┌─────────────────────┐
                    │  Deputy Coordinator/ │
                    │     EOC Manager     │
                    └─────────────────────┘
                               │
      ┌────────────────────────┼────────────────────────┐
┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│  Operations  │      │   Liaison    │      │   Support    │
│    Group     │ .... │  Personnel   │ .... │    Group     │
└──────────────┘      └──────────────┘      └──────────────┘
```

Operations Group	Liaison Personnel	Support Group
Law Enforcement	American Red Cross	Administrative staff
Fire & Rescue	The Salvation Army	Public Information
Heath & Medical	Other Volunteer Groups	Legal
Resource Management	School Districts	Communications
Shelter & Mass Care		EOC Security
Public Works		
Utilities		
Human Services		
Transportation		
Donations Management		
Recovery		
Animal Control		

_____ Direction   .... Coordination

EOC STAFF ROSTER

Position	1st Shift			2nd Shift		
	Start	End		Start	End	
	Date: Time:			Date: Time:		
Command:						
Chief						
PIO						
Safety Officer						
Liaison Officer						
Operations:	*Branch Director*	*Position 2*		*Branch Director*	*Position 2*	
Chief						
WebEOC Controller						
Law Enforcement						
Fire / Rescue / HazMat						
Support						
EMS						
Support						
Road and Bridge						
Support						
Red Cross						
Support						
Health & Human Services						
Support						
Utilities						
Logistics:						
Chief						
Ordering Manager						
Supply Unit						
Transportation						
Communications						
Security						
Facilities						
Phone Bank						
EMROG						
CST						
Planning:						
Chief						
Situation Unit						
Documentation Unit						
GIS						
Technical Support						
Finance:						
Chief						
Support						

**EOC ACTIVATION / DEACTIVATION
CHECKLIST**

1. **General**

   A. The Fort Bend County Judge/Emergency Management Coordinator/Deputy Coordinator may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.

   B. The level of EOC staffing will normally be determined by requirements of the situation.

   C. The EMC or Designee is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

2. **Activation Checklist**

	Action
☐	Determine Level of EOC Staffing Required
☐	Determine readiness level
☐	Consider Operation Period
☐	Consider shift Changes
☐	Notify County Judge
☐	Notify Disaster District Chair/District Coordinator
☐	Notify Dispatch
☐	Notify EOC Activation Roster
☐	Notify FBC Jurisdictions/Agencies (E.G. Hospitals, Schools, Etc…)
☐	Notify RHSCC/UACC
☐	Notify American Red Cross
☐	Distribute Information-Web EOC Incident Name
☐	Secure EOC Entrance (Sign-in Sheet, Badges)
☐	Consider Activation of phone bank
☐	Ensure name placards in place
☐	Ensure ICS Vests in place
☐	Activate AM Alert Signs
☐	Confirm AM Alert Signs are flashing
☐	Ensure appropriate PSAs playing on 1670AM
☐	Ensure air conditioning is working
☐	
☐	
☐	
☐	

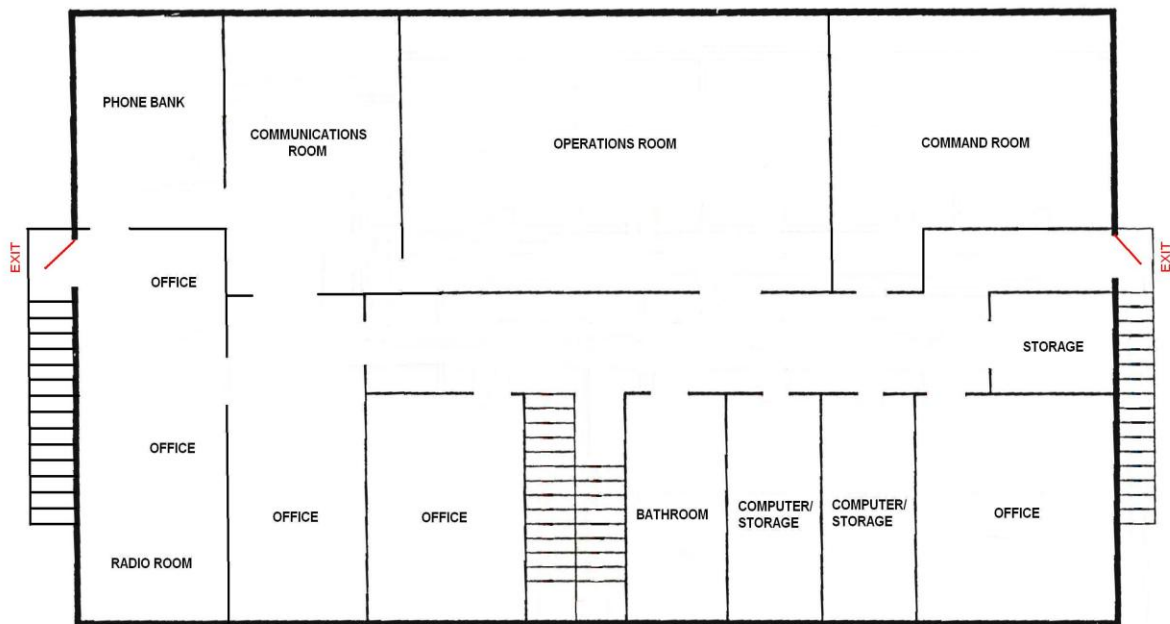| ✓	Action
☐	Clean all marker boards
☐	Test phones
☐	Test radios
☐	Test Fax Machines
☐	Test computers
☐	Test computer printers
☐	Test GIS Plotter
☐	Test Monitors
☐	Test VTC System
☐	Load paper in equipment
☐	Ensure extra paper in stock
☐	Test projectors
☐	Confirm extra projector bulbs in stock
☐	Test copiers
☐	Test PA System
☐	Test Emergency Generator
☐	Ensure adequate generator fuel available
☐	Ensure Job aids placed at equipment
☐	Ensure each console adequately supplied
☐	Ensure all phone lists are up to date
☐	Ensure ICS forms are available
☐	Test cable television
☐	Set up two laptops in command
☐	Complete initial Emergency Report
☐	Complete initial news release
☐	Distribute initial news release (Email, Twitter, PIER, Etc….)
☐	Ensure Ability to monitor all media types
☐	Confirm controller designation
☐	Conduct initial briefing of personnel
☐	Develop situational awareness map
☐	Need to keep 2-1-1 informed
☐	Any info. About fatalities/injuries must be reported to Command
☐	Meeting schedule needs to be developed
☐	Coordinator with County HHS to get Enable Fort Bend data
☐	Determine who will take activation photos in EOC
☐	Determine PIO requirements (JIC Needed?)
☐	Determine requirements for food service
☐	Establish necessary lines with Sheriff's Office (Liaison, Dispatch)
☐	Confirm EOC staffing & possible gaps in staffing

Objectives/Strategies

✓	Action
☐	**Assessment**
	☐ Conditions?
	☐ Actions?
	☐ Needs?
	IAP Development
	☐ Objectives
	☐ Current Priorities
	☐ Strategy to Achieve Objectives
	☐ Assignments to Implement strategies
	☐ Designate Operational Period
	☐ Designate Shift Changes
	☐ Safety Issues
	☐ Keep EOC in loop with Event Log/Sit Rep
	☐ Finance/Purchasing Issues-(213 RRS/Pos)
	☐ Logistical Needs
	☐ Food ☐ Equipment
	☐ Tech Support ☐ NGO Support
	☐ Facility Support ☐ Donations Management
	☐ Volunteers
	☐ Staffing

Deactivation

✓	Action
☐	Determine time for deactivation
☐	Determine readiness level
☐	Notify County Judge of deactivation/readiness level
☐	Notify Disaster District Chair/District Coordinator
☐	Notify Dispatch
☐	Notify EOC Activation Roster
☐	Notify FBC Jurisdictions/Agencies (E.G. Hospitals, Schools, Etc.)
☐	Notify RHSCC/UACC
☐	Notify American Red Cross
☐	Deactivate AM Alert signs
☐	Change AM Alert PSAs if necessary
☐	Turn off all electrical equipment that is no longer needed
☐	Replenish paper in equipment as necessary
☐	Replenish working supplies as necessary
☐	Determine generator fuel status and arrange for refueling (if needed)
☐	Empty trash
☐	Clean up kitchen/staging area
☐	Assemble all messages, reports, documents in file
☐	Distribute final versions of situation report and incident action plan
☐	Complete After action review or schedule date/time for AAR
☐	Clean marker boards
☐	Clean consoles

2nd Floor EOC Layout

2ND FLOOR

Operations Room Layout

OPERATIONS ROOM

TRANSPORTATION	RED CROSS	LOGS	LOGS	PRIVATE COMPANIES	GIS

EOC MANAGER	FIRE	CENTERPOINT UTILITIES	HHS	PLANNING
CONTROLLER	POLICE	R & B	EMS	PLANNING
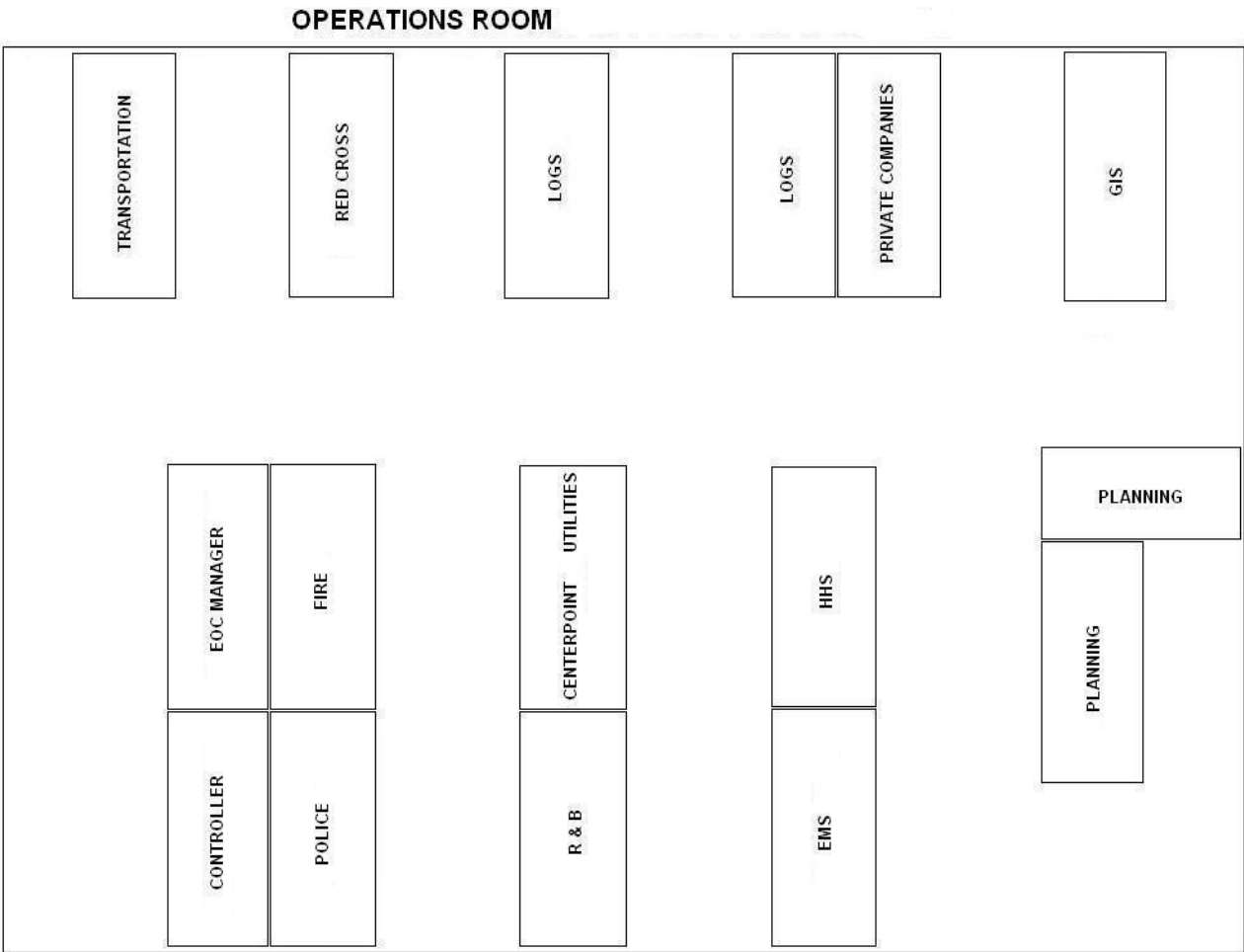
**FORT BEND COUNT OFFICE OF
EMERGENCY MANAGEMENT
EOC OPERATIONS**

SCOPE & RESPONSIBILITIES

I.   EOC MANAGER

A.   This position will be filled by the Deputy Emergency Management Coordinator and will be responsible for all the internal operations of the EOC.

B.   The Manager will coordinate all EOC activities to maintain a high level of efficiency and effectiveness, to minimize confusion while maximizing the exchange of information between all support functions and task groups.

C.   The Assistant EOC Manager will fill this position in the absence of the EOC Manager.

II.   TASK IDENTIFICATION – EOC OPERATIONS

A.   Executive Committee

1.   Activation stages
a)   Scheduling
b)   Call pyramid

2.   Training Sessions
a)   Pre-disaster exercises
b)   Post-disaster critiques
c)   Dynamic alterations in staffing projections

3.   Briefing Sessions
a)   EM Coordinator scheduling
b)   Question and answer session with EOC staff
c)   Morning and evening, each day of activation
d)   PIO information gathering and dissemination
e)   Problem solving and decision making
f)   Activity coordination
g)   Staffing realignments and adjustments

B.   Security

1.   Identify and train a cadre of personnel
a)   Local City Police
b)   Sheriff Department
c)   Precinct Constables
d)   Cross trained fire service representatives

2. Identification system of badges and/or passes
   a) Purple "EOC Staff" badges for CST/CERT Volunteer EOC Support Staff, EMROG, and EOC personnel
   c) Red "V" badge for officials and visitors
   e) Green "M" badges for media personnel

3. Logging-in and logging-out procedures
   a) Log book signature for all people who enter the EOC.
   b) Return of badges and signing-out upon exiting EOC.

4. Identify, mark, and secure all restricted and limited access areas. Develop security and access procedures for these areas:
   a) Communications Room; Liaison area within radio room
   b) Message Center
   c) Phone Bank
   d) EOC Staff Offices
   e) Media and press conference areas

5. Records security and maintenance

6. Equipment and supplies storage areas

7. Personal property room

C. Communications

1. Governmental Frequencies
   a) Sheriff Department and the ECC on 800 mhz
   b) Local police through 800 mhz @ ECC
   c) Local fire departments through Fire Dispatch and 800 mhz @ ECC
   d) County Commissioners radio system
      (1) Road and Bridge Department
      (2) Commissioners' Offices
      (3) Drainage District
      (4) Animal Control
   e) Department of Public Safety on 800 mhz @ ECC
   f) Department of Emergency Management – State Operating Center
   g) Highway Patrol Sub District 2C at Pierce on VHF

2. Emergency Management Frequencies
   a) Amateur Radio Operators
      (1) VHF & UHF Repeaters
      (2) VHF & UHF Simplex
      (3) HF Sideband and AM
      (4) Digital VHF and UHF

b) Simplex
(1)   VHF – 155.265 Mhz
c) EAS/PIES on UHF

3. Civil Air Patrol Frequencies
a) Texas CAP 1307 for EOC coordination on VHF
b) Liaison with FEMA on HF
c) Liaison with FAA

4. Close Jurisdictional Frequencies
a) Houston EOC on VHF Amateur Repeater
b) Brazoria County EOC on Amateur VHF
c) Wharton County EOC on Amateur VHF

5. Radio Room
a) Staffing with shift working radio officers to control activities
b) Staffing with sufficient radio operators
c) Scheduling on and off times for rest periods
d) Standard Operation Procedures (SOP's)
(1)   Operations protocols
(2)   Net Manager
(3)   Net Control Operators
(4)   Traffic handling procedures
(5)   Identification
(a)   NCS
(b)   EOC
(c)   Operators

6. Logging procedures
e) Standardized message forms for both radio and telephone operations
f) Equipment
(1)   Radios
(2)   Antennas
(3)   Computers
(4)   Power supplies
(5)   Emergency power
(6)   Other

7. Shelters
a) Staffing
b) Coordination
c) Communications
d) Scheduling
e) Required equipment and supplies

D. Operations

1. Administrative

a) Preparation of approved information for use by the PIO and other communications media, e.g.: Telephone Bank.

b) Data maintenance, display and compilation for rapid and accurate retrieval for presentation to decision makers.

c) Liaison roles to enable better response to requests for information and assistance from and to outside services.

d) Exposure to communications and routing procedures for a clear understanding of when and where information should be disseminated through the EOC.

e) Act as information distribution coordinator.

f) Runners
   (1) Staffing
   (2) Scheduling

2. Telephone Bank

a) Provide accurate information to concerned citizens.

b) Route complaints and other problems to the proper EOC authorities, for their handling.

c) Maintain a staffing level to allow for breaks and for rotating people in and out of the work environment.

d) Scheduling of operators to maximize telephone coverage.

e) A liaison must be appointed to supply correct, timely and properly approved information releasable to the outside citizens, businesses, etc. This information will be supplied by the PIO and his/her staff.

f) Standard Operating Procedures (SOP's).
   (1) Proper answering techniques.
   (2) Information given in a concise and polite manner.
   (3) Empathize with their problems. Do not argue.
   (4) Answer questions with scope of knowledge. Do not speculate or give misinformation.
   (5) People calling this telephone bank will be very concerned about their health, welfare and the status of their property. Try to relieve their apprehensions by being calm and courteous.
   (6) Refer persistent and difficult callers to EOC management by taking a message. Record full name, telephone number, date and time with a brief description of the problem. The liaison will have instructions on how to bring this information to the attention of the proper EOC personnel.
   (7) All media calls will be handled by the PIO ONLY. They may become difficult, so take a message and let the liaison handle the distribution to the PIO.
   (8) Do not accept ANY collect calls. This is unacceptable procedure.

3. Message Center
a) Incoming traffic
b) Outgoing traffic

        c)   Priorities
            (1)   Emergency traffic – handling and routing procedures.
            (2)   Health and welfare – handling and distribution.
        d)   Staffing
        e)   Scheduling
        f)   Rotation procedures
        g)   Standardized message forms

4.   Executive Conference Room (Command)
        a)   A private, secure and quiet room to be used by the county Disaster Committee for data analysis and decision making.
        b)   Map plotting and status board updating.
            (1)   A liaison person responsible for the maintenance and updating of all pertinent maps, charts, etc. with current information communicated to the EOC from the field.
            (2)   This data will be displayed and reviewed by the County Committee and other designated personnel from appropriate jurisdictions.
            (3)   Since this information will be the basis for present and future planning and action decisions, it must be accurately posted and displayed.

E.   Logistics

1.   Boarding of staff, reservists and volunteers.
        a)   Food preparation area
        b)   Dining area
        c)   Refuse disposal
        d)   Cleanup and sanitation
        e)   Ordering of supplies
        f)   Pickup and delivery
        g)   Staffing
        h)   Scheduling

2.   Sleeping and resting
        a)   Bunks and/or pallets
        b)   Blankets
        c)   User supplied pillows and sheets
        d)   Gender separation
        e)   Staffing
        f)   Security
        d)   Scheduling

3.   Bathing, cleanup and sanitation
        a)   Bathrooms
        b)   User supplied toiletries

4.   Recreation
        a)   Separate areas

    b) Scheduling

F. Liaison

  1. Flood control specialist – Engineering
  2. Drainage District representative
  3. Road & Bridge representative
  4. Other designated county personnel

G. Resources Management

  1. Coordinate all incoming resources, from staging areas external to the county, to staging areas within the county.
  2. Develop resource lists form all appropriate suppliers.
  3. Coordinate the delivery of supplies, food, water, clothes, dry goods, etc., to the proper staging areas throughout the county.
  4. Procure resources from private and public businesses.
  5. Coordinate with the Red Cross and other providers of emergency goods for the effective distribution to the citizens.
  6. Maintain an accurate database of all resources for a post-disaster analysis.
  7. Coordinate with the PIO for communicating the locations of the staging areas throughout the county.
  8. Coordinate with adjoining jurisdictions on resource management issues.
  9. Develop lists of all available county resources that could be utilized.

III. PUBLIC INFORMATION OFFICER (PIO)

A. In charge of and responsible for the release of accurate, timely, and instructional information. This position is absolutely <u>KEY</u> to any disaster operations. It takes a "special" individual to properly handle this job. An assistant with similar characteristics is also very important.

B. A "low keyed" person who is "slow to boil". Must have the ability to empathize, yet be firm.

C. Must convey credibility with conciseness and portray a positive attitude.

D. Attempt to maintain a schedule of press conferences that allow for the PIO rest periods. A staff would prepare the necessary "releasable" information.

E. Staff briefing sessions with the PIO would negate the release of misinformation as well as to open channels for a free exchange of information.

F. Information sources must remain credible. Dubious, questionable and speculative information must be recognized and filtered out.

G. Develop a cadre of reliable information sources prior to emergencies and call upon them for assistance.

H. Develop specific SOP's for the PIO operations.

I. Exercise personnel to a disaster level that will allow for useful critique and the implementation of beneficial changes.

			EMERGENCY OPERATIONS CENTER LOG		*Page*		*of Pages*

EMERGENCY OPERATIONS CENTER LOG
FORT BEND COUNTY

		From			**To**		
		Date		*Hour*	*Date*		*Hour*

No.	*Time* In	Out	*Incidents, Activities, Reports, & Actions Taken*	*Initials*

Msg #	Msg Date/Time	Received From	Sent To	Message Subject
EOC MESSAGE LOG Date: _____				

EOC MESSAGE FORM

From	
To	
Subject	

Message Text

Send By

☐ Radio	☐ Teletype	☐ Fax	☐ E-mail

Date:	**Time:**	**Message #:**

DISTRIBUTION:

EOC INFO/ACTION RECORD		
Date:	**Time:**	**Message #**

Received By	
Message From	
Contact Number/ Location	

Message, Issue, Problem or Information:

☐ **Info Only**   ☐ **Post on Display Board**   ☐ **Plot on Map**
☐ **Action Required.   Action Assigned To:**

Action Taken

DISTRIBUTION:

ALTERNATE EOC LOCATIONS

Primary Location	County Emergency Operations Center (EOC) 307 Fort Street Richmond, TX 77469
Continuity Location 1	Alternate EOC Jane Long Building - Basement 500 Liberty Richmond, TX 77469
Continuity Location 2	Mobile Voice Data Redundancy Trailers (2) County Emergency Operations Center (EOC) – Back Parking Lot 307 Fort Street Richmond, TX 77469

INITIAL EMERGENCY REPORT

1.   PURPOSE

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

2.   FORMAT

DATE/ TIME:
FROM   Fort Bend County
TO: DPS Pierce, Sub District Commander
                     [Adjacent affected jurisdictions, jurisdictions from which resources
                     may be requested pursuant to interlocal agreements]

SUBJECT: **INITIAL EMERGENCY REPORT**

A.   TYPE OF INCIDENT:
B.   DATE & TIME OF OCCURRENCE:
C.   DESCRIPTION: (a short description of what happened or is occurring)
D.   AREA AFFECTED:
E.   RESPONSE ACTIONS UNDERWAY
F.   ASSISTANCE REQUIRED, IF ANY:
G.   POINT OF CONTACT INFORMATION:

SITUATION REPORT

1. PURPOSE

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

2. FORMAT

DATE/ TIME:	02-10-04/1820
FROM	Fort Bend County EOC
TO:	DPS Pierce, Sub District Commander
	Fort Bend County SO
	Sugar Land PD

SUBJECT: **SITUATION REPORT # 1**
         FOR [Explosion] Covering the Period
         From   02-10-04 / 1820 To   02-10-04 / 2100

A. CURRENT SITUATION:
   [What is being done about the emergency situation and by whom? Are there any problems hampering the emergency response? Is the situation getting worse, remaining stable, or winding down?]
B. AREAS AFFECTED:
C. RESPONDING AGENCIES/ORGANIZATIONS:
   [Include local, state, and federal responders plus volunteer groups]
D. CASUALTIES (cumulative):
   1.   Fatalities
   2.   Injured:
   3.   Missing:
E. ESTIMATED DAMAGES (cumulative):
   1.   Homes Destroyed/Damaged:
   2.   Businesses Destroyed/Damaged:
   3.   Govt Facilities Destroyed/Damaged:
   4.   Other:
F. EVACUATIONS (cumulative)*:   [Estimated number of evacuees]*
G. SHELTERS (cumulative):
   1.   Number of Shelters Open:
   2.   Estimated Occupants:
H. ROAD CLOSURES:
I. UTILITY OUTAGES:
J. COMMENTS:

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

DATE/ TIME:
FROM   Fort Bend County
TO: DPS Pierce, DDC Chairperson
                  DPS Pierce, DPS Regional 2C Headquarters
                  [Adjacent affected jurisdictions]
                  [Jurisdictions providing mutual aid resources]

SUBJECT: **SITUATION REPORT # 1**
                  FOR NALCO CHEMICAL FACILITY EXPLOSION
                  Covering the Period from 10-02-04 to 02-11-04

A. CURRENT SITUATION: The fire at the Nalco Chemical Facility has been extinguished. Chemical plant continues to burn. Search & rescue team has recovered 3 bodies in collapsed buildings.   Firefighters recovered another body. Spilled hazmat in temporary dikes and berms being recovered by contractor Hazwaste, Inc. Evacuees at shelter at Wharton School operated by the Sugar Land ISD. Pesticide residue may have contaminated 2 residential blocks south of plant; assessment underway by TNRCC and EPA.
B. AREAS AFFECTED: 1 business block, 8 residential blocks
C. RESPONDING AGENCIES/ORGANIZATIONS:
Local: Sugar Land Fire Department, Richmond Volunteer Fire Department
State: TNRCC, TxDOT, Dept of Ag, TEEX Search & Rescue Team, DEM RLO
Federal: US EPA
Volunteers: Salvation Army
D. CASUALTIES (cumulative):
    1.   Fatalities: 4
    2.   Injured: 11
    3.   Missing: 2
E. ESTIMATED DAMAGES (cumulative):
    1.   Homes Destroyed/Damaged: 8//12
    2.   Businesses Destroyed/Damaged: 6/2
    3.   Govt. Facilities Destroyed/Damaged: 1/0
    4.   Other:
F. EVACUATIONS (cumulative)*:* Estimated 260
G. SHELTERS (cumulative):
    1.   Number of Shelters Open: 1
    2.   Estimated Occupants: 120
H. ROAD CLOSURES:
    1.   Highway 90a between Highway 6 and Highway 59
    2.   County Road 359 between city limits and Co. 527.
I. UTILITY OUTAGES:Electrical and water service shut off to four blocks area surrounding the Nalco Chemical Facility.
J. COMMENTS:
    1.   Some fire units will remain at the site to assure reignition does not take place.
    2.   TNRCC believes it will take another 24 hours to fully map contaminated areas of downtown.
    3.   Search and rescue team believes it will complete search of collapsed buildings this evening.

APPENDIX 4
to
ANNEX N

ANIMAL ISSUES COMMITTEE PLAN

Fort Bend County

Record of Changes

APPENDIX 4
to
ANNEX N

ANIMAL ISSUES COMMITTEE PLAN

Change #	Date of Change	Entered By	Date Entered
1		Joe W. Mask	03-31-09
2	May 2013	Kathy Renfrow and Caroline Egan	5-7-2013
3	July 2013	Kathy Renfrow and Caroline Egan	7-3-2013

ANIMAL ISSUES COMMITTEE PLAN

I. AUTHORITY

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

II. PURPOSE

A. Emergencies and disasters frequently involve animals as well as people. Consequently, preparation for, response to, recovery from, and mitigation of animal situations related to disasters should be an integral part of any emergency management activity.

B. An important goal for direction and control activities related to any emergency or disaster situation is to know who to contact and having the confidence that the individuals identified are fully prepared to provide advice for handling the situation.

C. An animal issues committee is an integral part of the local emergency management team and is an essential asset to the community. This plan outlines the types of individuals that make up the Fort Bend County Animal Issues Team as well as some of the responsibilities they would have and the situations they may encounter.

D. The mission of the Fort Bend County Animal Issues Committee is to serve as an advisory group for local animal and government authorities as well as animal owners by providing support for the protection and care of animals prior to, during and after an emergency incident.

III. EXPLANATION OF TERMS

A. Acronyms and Abbreviations

AHT	Animal Health Technician (Federal Government)
AIC	Animal Issues Committee
APHIS	Animal and Plant Health Inspection Service (USDA)
ARC	American Red Cross
AgriLife	Texas AgriLife Extension Service
ASO	Animal Services Officer
CAFO	Concentration Animal Feeding Operation
CARP	Community Animal Response Plan
DSHS	Texas Department of State Health Services
DPS	Texas Department of Public Safety
EAD	Emerging Animal Disease
EPA	Environmental Protection Agency (Federal Government)
FAD	Foreign Animal Disease
FEAD	Foreign and Emerging Animal Disease
FSA	Farm Service Agency (USDA)
HSUS	Humane Society of the United States
ICP	Incident Command Post

NIMS	National Incident Management System
NPS	National Park Service
NRCS	Natural Resources Conservation Service (USDA)
NRF	National Response Framework
SITREP	Situation Report
SPCA	Society for the Prevention of Cruelty to Animals
TACA	Texas Animal Control Association
TAHC	Texas Animal Health Commission
TAMUS	Texas A&M University System
TCEQ	Texas Commission on Environmental Quality
TDA	Texas Department of Agriculture
TDCJ	Texas Department of Criminal Justice
TDEM	Texas Division of Emergency Management
TPWD	Texas Parks and Wildlife Department
TRACE	Texas Rural Awareness, Compliance, and Education (Program)
TSSWCB	Texas State Soil and Water Conservation Board (see also NRCS)
TVMA	Texas Veterinary Medical Association
TXDOT	Texas Department of Transportation
USDA	United States Department of Agriculture
USFWS	United States Fish and Wildlife Service
VMAT	Veterinary Medical Assistance Team
VMO	Veterinary Medical Officer (Federal)
VS	Veterinary Services (APHIS)
WS	Texas Wildlife Services

B. Definitions

1. Animal Health Inspector (Livestock Inspector) - An animal health technician assigned to the Texas Animal Health Commission (TAHC) who may work with Fort Bend County and Joint Resolution Jurisdictions in his or her TRACE capacity to assist us in solving animal health and welfare issues (similar to a Federal AHT)

2. Animal Health Technician (AHT) - An individual, assigned to the federal government, who may work with Fort Bend County and Joint Resolution Jurisdictions in his or her TRACE capacity to assist us in solving animal health and welfare issues animal health inspector (TAHC).

3. Animal Services Officer (ASO) - The person who has the overall responsibility for animal-related issues within Fort Bend County and Joint Resolution Jurisdictions during an incident.

4. Congregate Household Pet Shelters – Any private or public facility that provides refuge to rescued household pets and the household pets of shelters in response to a declared disaster or emergency.

5. Depopulation – A term used in the animal industry of the United States for the humane destruction of both sick and exposed or non-exposed animals in a certain area to prevent the spread of a contagious animal or zoonotic disease

6. Diagnosis – In regards to this appendix, a determination as to why animals are affected by disease, trauma, poisoning, drowning, etc.

7. <u>Diagnostician</u> – For this appendix, a veterinarian, toxicologist, pathologist, or other medically-trained person who examines animals and collects diagnostic specimens to determine why animals have died

8. <u>Emerging Animal Disease (EAD)</u> - A new animal disease or a new form of an old disease

9. <u>Epidemiologist</u> – For the purposes of this appendix, a veterinarian who is trained in identifying diseases of animals and can assist in determining why animals have died, how an animal disease was introduced into an animal population, how the disease spreads within the animal population, and what actions will be necessary to contain and eliminate the disease

10. <u>Field Veterinarian</u> – A veterinarian assigned to the TAHC

11. <u>Foreign Animal Disease (FAD)</u> – A disease that does not currently exist within the borders of the United States. Once a disease become endemic to the U.S. (i.e., with little chance of it ever being totally eradicated), it no longer is considered a FAD

12. <u>Foreign and Emerging Animal Diseases (FEADs):</u>

    a. Are usually, but not always, highly infectious and contagious and have the potential for rapid spread, irrespective of national borders

    b. Can have serious socio-economic or public health consequence and a major impact on the international trade of animals, animal products, and animal by-products

13. <u>Holding Facility</u> – A designated facility within our community that may be used temporarily to house and feed animals during disaster evacuations or following the aftermath of a disaster event

14. <u>Household Pet</u> - A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

15. <u>Pathologist</u> - For this appendix, a scientist who interprets and diagnoses the changes caused by a disease in animal tissues and thereby assists in determining why an animal or group of animals may have died

16. <u>Premises</u> – The property where the animal is located

17. <u>Service Animal</u> - Any dog or other animal individually trained to do work or perform tasks for people with disabilities. Service animals' jobs include, but are not limited to: guiding individuals with impaired vision; alerting individuals with impaired hearing (to intruders or sounds such as a baby's cry, the doorbell, and fire alarms); pulling a wheelchair; retrieving dropped items; alerting people of impending seizures; and assisting people who have mobility disabilities with balance or stability

18. <u>Texas Animal Health Commission (TAHC)</u> – A state agency, separate from the Texas Department of Agriculture (TDA), which was created in 1893. Its mission and role is to assure the marketability and mobility of Texas livestock and to sustain and continue to make a vital contribution to wholesome and abundant supply of meat, eggs, and dairy products. TAHC makes and enforces

regulations to prevent, control, and eradicate specific infectious and/or contagious animal diseases that endanger livestock.

19. TAHC-APHIS/VS/TX Memorandum of Understanding – The agreement by which Federal TAHC veterinarians and inspectors work in a "seamless" relationship with APHIS-VS-TX veterinarians and inspectors (i.e., requests for animal health assistance to our jurisdiction may come from either state or federal personnel).

20. Toxicologist – For the purposes of this appendix, a scientist who assists in determining why animals have died, especially if a hazardous substance is suspected

21. TRACE Representative – A TAHC or USDA/APHIS/VS/TX veterinarian, animal health technician, or animal livestock inspector assigned to Fort Bend County to provide assistance for animal emergency management, public information, and educational purposes

22. Veterinary Medical Officer (VMO) – A veterinarian employed by the federal government

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

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Companion animals (i.e., household pets), livestock, and non-domesticated (i.e., wild) animals may be affected by all types of natural and man-made emergencies and disasters.

   a. Natural disasters that could affect animals in Texas include disease, floods, fires, lightning strikes, wind storms, tornadoes, hurricanes, drought, toxic forage, excessive heat, severe weather and winter storms.

   b. Man-made disasters affecting animals result from a myriad of causes such as traffic and other accidents, poisoning, power outages, bioterrorism, hazardous material spills, explosions, radiation incidents, and other biological or chemical events.

2. Animals may be injured, lost, abandoned, or die during or after an emergency or disaster situation.

3. To enhance the welfare of animals during disaster situations, activities may involve many functions such as evacuation, search and rescue, capture, identification, sheltering, feeding, transporting, and medical assistance.

4. In other cases, the diagnosis and control of an animal disease, as well as the proper disposal of diseased animal carcasses, could be a significant issue.

B. Assumptions

1. There are individuals in Fort Bend County who are knowledgeable and skilled in understanding and working with animals and responding to animal-related emergency situations.

2. These individuals may not know the government personnel in Fort Bend County and Joint Resolution Jurisdictions who respond to emergency events involving animals, or they may not understand their responsibilities.

3. Fort Bend County and Joint Resolution Jurisdictions elected officials, emergency management personnel, and emergency responders may not be fully aware of how to handle certain situations involving animals, and they also may not be aware of the existence of various types of animal experts in the community.

4. Fort Bend County would benefit significantly by having a viable animal issues committee or team that could help Fort Bend County and Joint Resolution Jurisdictions prepare for, respond to, recover from, and/or mitigate animal-related emergency situations.

V. CONCEPT OF OPERATIONS

A. General

1. An Animal Issues Committee (AIC) will be created to plan for, respond to, recover from, and mitigate against emergency or disaster situations involving animals.

2. The AIC will consist of government officials as well as private citizens who have an interest or skill in working with animals.

3. The AIC will have an animal-related mission which will vary depending on the needs of the community.

4. The AIC will prepare animal-related planning appendices to selected functional annexes of the Fort Bend County Emergency Operations Plan.

5. If appropriate, the AIC will ensure adequate training is provided for personnel who may respond to animal-related emergency or disaster situations as well as assisting during exercises related to animal issues involving disasters.

B. Animal Issues Committee Composition

1. The AIC will consist of a group of individuals with varied backgrounds, experience, skills, and interests that are generally related to the care and/or welfare of companion animals, livestock, or wildlife.

2. Members of the AIC will consist of the following types of individuals:

a. Animal Control Officer (ACO) and ACO personnel *(a key committee member)*

b. Veterinarian(s) from private practice, industry, government, public health, the military, and/or the local or regional TVMA organization *(a veterinarian is being identified to assist the Committee in each jurisdiction)*

c. Veterinary technician(s) from local veterinary offices

d. TAHC or USDA/APHIS/VS "TRACE" *representative (to represent state animal health; one state or federal person assigned to each county)*

e. Public works representative *(for traffic control and carcass disposal issues)*

f. County Extension Agent for Agriculture (AgriLife) *(for animal disease and non-disease issues)*

g. Animal humane association or organization representative(s) [e.g., HSUS, SPCA, TACA, Noah's Wish, etc.] *(for companion animal rescue and sheltering issues)*

h. Emergency management coordinator and personnel

i. Elected Officials *(as appropriate to the mission of the Committee)*

j. Farm Bureau representative *(if available; useful for animal disease issues)*

k. Local animal industry representative(s) from concentrated animal feeding operations (CAFOs) *(as appropriate to the Committee's mission)*

l. Allied agriculture industry representatives (e.g., feed stores, pet stores, feed mills, livestock markets, food production/processing facilities, slaughter and rendering plants, fuel outlets, equipment stores, animal boarding facilities such as kennels and stables, etc.) *(as appropriate to the Committee's mission)*

m. Animal association representatives (e.g., cattlemen's, breeders, dairy, and exotic/alternative livestock groups to kennel clubs, horse clubs, and game bird fanciers) *(as appropriate to the Committee's mission)*

n. Correctional facility representative (if the local prison(s) has an agriculture component) (TDCJ*) (as appropriate to the Committee's mission; can be useful for all aspects of handling livestock in an emergency)*

o. Environmental representative (TCEQ, TSSWCB, NRCS, and/or EPA) *(for carcass disposal, disinfection issues and for disease issues involving cleaning, disinfection, and carcass disposal)*

p. USDA FSA representative *(if available and appropriate for the mission of the Committee; can be useful for obtaining agriculture funds and other agricultural-related assistance)*

q. Vocational agriculture science teacher(s) *(as appropriate)*

r. County fair representative *(as appropriate)*

s. Law enforcement representatives including Fort Bend County Sheriff's Office and Texas Department of Public Safety (DPS) *(important for traffic control and quarantine enforcement in an animal disease situation)*

t. Private and/or public landfill representative *(important for carcass disposal issues)*

u. Public Information Officer *(as appropriate)*

v. Local media representative *(as appropriate)*

w. Public health representative (veterinarian, epidemiologist, sanitarian, etc. from the local health department or TDH) *(as appropriate to the mission of the Committee)*

x. Tribal representative *(if available and as appropriate to the mission of the Committee)*

y. Animal research or laboratory representative *(if available, and as appropriate to the mission of the Committee)*

z. Higher education representative who is associated with animals or animal husbandry (community college, university, etc.) *(if available, and as appropriate to the mission of the Committee)*

aa. Zoo representative *(if available, and as appropriate to the mission of the Committee)*

bb. TPWD and/or NPS wildlife representative (e.g., fish and game wardens) *(if available, and as appropriate to the mission of the Committee)*

cc. AgriLife-WS representative (for predator and scavenger control) *(if available, and as appropriate to the mission of the committee)*

dd. Volunteers interested in animal care and welfare (individuals and/or groups) *(as appropriate to the mission of the Committee)*

ee. "Public at Large" representative *(as appropriate to the mission of the Committee)*

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Animal Issues Committee (AIC) will meet as often as necessary at a time and place prescribed by the committee members or by the Fort Bend County Office of Emergency Management.

2. The Committee will be an "advisory" group to help solve animal-related emergency or disaster issues within the community. It will not be a tasking (i.e., direction and control) organization.

3. Committee members may, however, in their own capacity or through their daily employment, supervise or participate in activities involving animals to include medical assistance, search and rescue, capture, evacuation, transportation, sheltering, donations management, carcass disposal, and disease eradication.

B. Assignment of Responsibilities

1. The Animal Issues Committee will consider both non-disease and disease topics.

a. "Non-disease issues" to be considered are:

(1) Evacuation and transport of animals from actual disaster locations or affected areas

(2) Sheltering and caring for animals during and after emergencies and disasters in holding facilities or other types of shelters

(3) Search and rescue capabilities or teams

(4) Capture and holding of stray or lost animals affected by a disaster

(5) Animal identification and relocation activities

(6) Medical care or humane euthanasia for animals injured in an emergency or disaster

(7) Disposal of animal carcasses affected by an emergency or disaster situation to eliminate any disease spread from decaying animals and to eradicate any foul odors and unsightly views

(8) Wildfire nuisance situations

(9) Administration and logistical support for animal-related emergency or disaster activities (e.g., overturned livestock truck, hazardous materials accident in proximity to animals, etc.)

(10) Development of county profiles (locations, types, sizes, and other agricultural demographics) of animal-related production, processing, marketing, and carcass disposal facilities/operations

(11) Dissemination of public information regarding animal-related issues

b. "Disease issues," in which the AIC can lend support to state and federal authorities in a disease response situation will include:

(1) Quarantining and containment activities for disease situations

(2) Coordination of cleaning and disinfection activities for disease eradication

(3) Traffic control activities to include determination of traffic flow within and in proximity to the quarantine area; setting up signage and traffic barriers; establishment and operation of inspection, cleaning, and disinfection stations

(4) Obtaining and using appropriate communications capabilities and equipment

(5) Operations and communications of the local ICP for animal disease response activities

(6) Obtaining appropriate equipment and vehicles for transportation of diseased animals and animal products from one location to another for slaughter and/or disposal

(7) Zoonotic public health issues (e.g., rabies vaccinations, West Nile Virus prevention, etc.)

(8) Identification of an appropriate labor force pool

(9) Working depopulation and indemnification issues

(10) Determination of the number and location of disposal sites in the local area that could be used in an emergency to dispose of diseased carcasses while minimizing the spread of disease

(11) Dissemination of public information

(12) Vector and scavenger control activities

(13) Local economic impact issues

(14) Developing county profiles (locations, types, sizes, and other agricultural demographics) of animal-related production, processing, marketing, and carcass disposal facilities/operations

(15) Obtaining appropriate equipment, chemicals, and drugs for the capture, transportation, confinement, euthanasia, disposal, cleaning and disinfection, traffic control, and other operations related to disease control and eradication operations

(16) Providing administration and logistical support for animal disease response and eradication activities

VII.   DIRECTION & CONTROL

A. The Animal Issues Committee will provide support to and work under the auspices of the Fort Bend County Office of Emergency Management.

B. When an emergency or disaster situation arises, the AIC will respond as outlined in their individual agency plans and the Fort Bend County Community Animal Response Plan. This would depend upon the situation and could include a meeting of all or only selected group members, either at a designated location or simply by phone or email.

C. Generally the AIC will not perform as a response organization. It will function as an advisement group to assist government authorities in their decision-making process associated with animal-related emergency and disaster situations. In many cases, the success of the AIC will depend on the soundness of their pre-disaster planning and support activities provided to local government officials.

D. All animal response efforts will be performed as specified in the Fort Bend County Community Animal Response Plan (CARP).

VIII.   READINESS LEVELS FOR THE ANIMAL ISSUES COMMITTEE

A. Readiness Level IV – Normal Conditions

1. Meet on an annual basis

2. Develop appropriate plans, or maintain and periodically revise those already written

3. Develop animal-related "injects" for use during exercises and drills, and promote the use of these injects as well as the employment of the jurisdiction's Animal Issues Committee in these events

4. Develop a contact list of committee members and local authorities

5. Develop equipment lists and maintain equipment readiness

6. Participate in local training and exercises

7. Participate in critiques of the jurisdiction's exercises and drills where animal issues were involved

8. In conjunction with local environmental agencies and producer organizations, plan for the disposal of large numbers of diseased animals and animal products

9. Identify appropriate disposal site(s) in the local area that will accept diseased and non-diseased animals and their products (e.g., eggs, milk, etc.)

B. Readiness Level III – Increased Readiness

1. Review the personnel contact list for accuracy

2. Review animal-related response, traffic control, and carcass disposal plans

3. Check on availability of key committee personnel

4. Review the designated equipment list, know the whereabouts of the needed items, and ensure they are operable

5. Ensure appropriate medical information is available for care of animals

C. Readiness Level II – High Readiness

1. Test communications among committee members and key committee personnel

2. Check on availability and readiness of needed equipment and information

D. Readiness Level I – Maximum Readiness

1. Notify the appropriate emergency management coordinator that Animal Issues Committee personnel are available and how they can be reached

2. Report, if needed, to the Fort Bend County or Joint Resolution Jurisdictions Emergency Operations Centers (EOC) or other designated facility

3. Assemble the full committee, as needed

IX. ADMINISTRATION & SUPPORT

A. Resource Support and Readiness

1. Any resources (equipment, materials and supplies) needed by the Animal Issues Committee or its members will be identified and listed.

2. Needed resources will be checked for availability and operability on a periodic basis to include at Readiness Level III (see para. VIII.B. above).

B. Communications

1. The Animal Issues Committee should decide what type of real-time communications method(s) would be most appropriate among the members for various situations such as alerting, emergency responses, exercises, and disaster situations (e.g., should it be via telephone or cell phone, radio broadcast announcement, via email, etc.).

2. Once the most appropriate type(s) of communications are established for each situation, the Animal Issues Committee should keep an up-to-date listing of their members; the individual animal-related expertise of each member; and the most appropriate method of contact during working hours, after-hours, weekends, holidays; etc. (see Attachments 1 and 2).

C. Key Facilities

1. The Animal Issues Committee has established the Fort Bend County Office of Emergency Management as the meeting location at which the group can convene on a periodic basis to consider the myriad of animal issues affecting Fort Bend County and/or Joint Resolution Jurisdictions.

2. During exercises, as well as actual emergencies, the Animal Issues Committee should decide how they will respond to each and from which location [e.g., by simply using phone contact among the members, convening at the regular meeting facility, operating from another designated emergency location, staffing the jurisdiction's emergency operating center (EOC), etc.].

E. Reporting

1. During response operations (exercises or actual emergencies), if appropriate, situation reports (SITREPs) will be provided to the jurisdiction's emergency operating center (EOC) and/or incident commander (IC), as requested.

2. If appropriate, a SITREP format will be developed that either meets the jurisdiction's requirements or, if no specific format is required, than one that most appropriately reports the Animal Issues Committee's activities, challenges, and achievements during a variety of situations.

F. Records

1. Meeting minutes – The Animal Issues Committee should keep a written record of each meeting in order to maintain an accurate accounting of items discussed and actions taken.

2. Activity logs – During exercises/drills and actual response events, the Committee should maintain a log of the various issues considered and actions taken (see Attachment 3).

3. Documentation of costs – If the animal issues committee responds as a separate entity, then expenses incurred in carrying out the response operations for certain events may be recoverable from the responsible party, or from the state or federal governments depending upon the situation. Therefore, records of supplies and equipment used/consumed as well as regular and overtime hours of committee members during a response or exercise operation should be recorded.

4. Written and cost documentation records, maintained by the Committee, should be protected and "duplicated/backed-up" to the maximum extent feasible to preclude them from being destroyed in an emergency or disaster situation.

G. Post Incident Review

1. Animal Issues Committee representative(s) should participate in after-action reviews of any emergency event response by the jurisdiction in which a member(s) from the Committee was involved.

2. A committee member(s) should also participate in any exercise critique where animal issues were a part of the scenario.

X. ATTACHMENT DEVELOPMENT & MAINTENANCE

A. The Fort Bend County Office of Emergency Management is responsible for developing and maintaining this appendix. Recommended changes to this appendix should be forwarded as needs become apparent.

B. The AIC will meet annually to review and update this appendix, contact information and the Fort Bend County Community Animal Response Plan.

XI. ATTACHMENTS

1)   Animal Issues Committee Members
2)   Animal Issues Committee Contact List - Activation
3)   Animal Issues Committee Activity Log

Attachment 1
MEMBERS – FORT BEND COUNTY ANIMAL ISSUES COMMITTEE

Jurisdiction	Contact	Office Phone	Mobile Phone	Email Address	Service / Title	Managing Agency
Arcola	Evelyn Jones	281-431-0606	832-272-4499	ejones@arcola-tx.org	Mayor	City of Arcola
Beasley	Kenneth Reid	979-387-2775	832-398-0086	chsecretary@consolidated.net	Mayor	City of Beasley
Beasley	Kenneth Reid	979-387-2775	832-398-0086	chsecretary@consolidated.net	Mayor/EMC	City of Beasley
Fairchilds	Bob Haenel	281-341-4638	832-563-8109	Bob.Haenel@fortbendcountytx.gov	PIO/Mayor/ EMC	Village of Fairchilds
Fairchilds	Richard Vacek	281-633-1477		rgvacek@cityofneedville.com		Village of Fairchilds
Fort Bend County	Caroline Egan	281-238-3419	832-405-8229	Caroline.Egan@fortbendcountytx.gov	Planning Coordinator	Fort Bend County
Fort Bend County	Danny Jan	281-341-3837	832-594-1088	Danny.Jan@fortbendcountytx.gov	Captain	Fort Bend County
Fort Bend County	Debbi Horrocks	281-633-7590	832-215-4380	Debbi.Horrocks@fortbendcountytx.gov	Assistant Director	Fort Bend County
Fort Bend County	Doug Barnes	281-238-3417	713-298-7490	Doug.Barnes@fortbendcountytx.gov	Senior Planning Coordinator	Fort Bend County
Fort Bend County	Edward Norman	281-238-3428	832-473-1248	Edward.Norman@fortbendcountytx.gov	Planning Coordinator	Fort Bend County

Jurisdiction	Contact	Office Phone	Mobile Phone	Email Address	Service / Title	Managing Agency
Fort Bend County	Jeff Braun	281-342-6185	832-473-1068	Jeff.Braun@fortbendcountytx.gov	EMC	Fort Bend County
Fort Bend County	Kathy Renfrow	281-238-3401	832-473-0288	Kathy.Renfrow@fortbendcountytx.gov	Planning Coordinator	Fort Bend County
Fort Bend County	Kaye Reynolds	281-238-3519	832-473-3061	Kaye.Reynolds@fortbendcountytx.gov	Deputy Director	Fort Bend County
Fort Bend County	Marc Grant	281-238-3604	832-473-2730	Marc.Grant@fortbendcountytx.gov	Road and Bridge Commissioner	Fort Bend County
Fort Bend County	Mark Vogler	281-342-2863		Mark.Vogler@fortbendcountytx.gov	Chief Engineer	Fort Bend County
Fort Bend County	Mary Staff	281-762-8818		Mary.Staff@fortbendcountytx.gov	Fairgrounds Manager	Fort Bend County
Fort Bend County	Melanie Manville	281-238-3551	832-473-2444	Melanie.Manville@co.fort-bend.tx.us	Health & Human Services	Fort Bend County
Fort Bend County	Michel Davis	281-431-0131	281-642-3716	Michel.Davis@fortbendcountytx.gov	Parks Director	Fort Bend County
Fort Bend County	Mike Reyes	281-835-9419		Mike.Reyes@fortbendcountytx.gov	Parks	Fort Bend County
Fort Bend County	Rene Vasquez	281-342-1512	281-633-7589	Rene.Vasquez@fortbendcountytx.gov	Animal Services	Fort Bend County
Fort Bend County	Ricky Thompson	281-342-3034 X 7006		r-thompson@tamu.edu		TX A&M
Fort Bend County	Ronald Otto			Ronald.Otto@fortbendcountytx.gov	Sheriff's Office	Fort Bend County

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Jurisdiction	Contact	Office Phone	Mobile Phone	Email Address	Service / Title	Managing Agency
Fort Bend County	Sam Rader	281-341-8702	832-473-7881	Sam.Rader@fortbendcountytx.gov	Sheriff's Office	Fort Bend County
Fort Bend County	Scott Wieghat	281-238-3607	832-473-2961	Scott.Wieghat@fortbendcountytx.gov	Special Projects Coordinator	Fort Bend County
Fort Bend County	Tanner Eddleblute			Tanner.Eddleblute@fortbendcountytx.gov		Fort Bend County
Fort Bend County	Vince Mannino	281-633-7038	713-501-0618	Vmannino@ag.tamu.edu	County Extension Director	TX A&M
Fort Bend County	William Jenkins		832-473-7852	William.Jenkins@fortbendcountytx.gov	Sheriff's Office	Fort Bend County
Fort Bend County	Jackie Brady	281-633-7370	281-725-1177	Jackie.brady@co.fort-bend.tx.us	Canine Leadership	Fort Bend County
Fort Bend County	Ray Wilson	281-342-1512		ray.wilson@co.fort-bend.tx.us	Animal Services	Fort Bend County
Fulshear	Stephen Gill	979-885-4787	281-748-6551	sngill@wildblue.net	EMC	City of Fulshear
Katy	Brenda Porter	281-387-7385		brendalporter@yahoo.com	Fire Dept	City of Katy
Katy	Maria Galvez	281-574-8633	281-799-0600	emgalvez@katyfire.com	Fire Dept/OEM	City of Katy
Katy	Sharon Mosher	281-392-0927		staar_pals@yahoo.com	Nonprofit Animal Adoption	
Kendleton	Al Smallwood	832-439-1524	832-439-1524	ajsmall12@aol.com	EMC	City of Kendleton

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Jurisdiction	Contact	Office Phone	Mobile Phone	Email Address	Service / Title	Managing Agency
Meadows Place	Larry Eissler	281-983-2929	832-439-4899	eissler@cityof meadowsplace.org	Police Dept	City of Meadows Place
Missouri City	Jennifer Jennings	281-403-8707		jjennings@missouricitytx.gov	Animal Control	Missouri City
Missouri City	Judy Lefevers	281-403-4305	281-870-3341	jlefevers@missouricitytx.gov	EMC	City of Missouri City
Missouri City	Walter Darr	281-778-5574	713-315-1788	wdarr@threelabsholdings.com	Certified Pet Care	Lone Star Pet Lodges
Needville	Delbert Wendt	979 793-4253	281-239-1810	BrendaTeykl@cityofneedville.com	Mayor	City of Needville
Needville	Dr. John Stern	979-793-6262		drsternnah@yahoo.com	Veterinarian	Needville Animal Hospital
Orchard	Rod Pavlock	979-478-6893	832-868-6647	Rod.Pavlock@realmpro.com	Mayor	City of Orchard
Pleak	Gloria Hussl	832-595-5678		Gloriapawshoofsandclaws@gmail.com	Nonprofit Animal Service	
Pleak	Jimmie Dean	281-342-3692	713-705-4949	PleakVFD@yahoo.com	Fire Chief/EMC	Village of Pleak
Richmond	Bob Hall	281-344-4443		Robert.Hall@dads.state.tx.us	Safety Officer	DADS
Richmond	Don Brehm	281-341-9005			Animal Supplies	Brehm's Feed Co.
Richmond	Gabriel Herrara	281-344-4403	281-914-9685	Gabriel.herrera@dads.state.tx.us	Risk Management	DADS

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Jurisdiction	Contact	Office Phone	Mobile Phone	Email Address	Service / Title	Managing Agency
Richmond	Mike Hafer	281-238-1213	832-347-5604	mikehafer@richmondfd.com	Fire Dept	City of Richmond
Richmond	Stephen Gill	979-885-4787	281-748-6551	sngill@wildblue.net	EMC	City of Fulshear
Richmond	Tim Weatherby	281-344-4749	281-232-2075	tim.weatherby@dads.state.tx.us	Assistant Director	DADS
Rosenberg	Dallis Warren	832-595-3710	281-725-8019	dallisw@ci.rosenberg.tx.us	EMC	City of Rosenberg
Rosenberg	Dr. Bill Hester	281-342-6618		sklar.198@gmail.com	Veterinarian	Rosenberg Veterinary Clinic
Rosenberg	Dr. Sharon Moore	281-342-3727		clinic@roserichvet.com	Veterinarian	Rose-Rich Veterinary Clinic
Rosenberg	Gary Allred	281-342-0787		rti@rosenbergtractor.com	Heavy Equipment	Rosenberg Tractor
Rosenberg	Jackie Jurasek	832-595-3490		jackiej@ci.rosenberg.tx.us	Animal Control	Rosenberg
Rosenberg	Renee McAnnally	832-595-3490		reneem@ci.rosenberg.tx.us	Animal Control	City of Rosenberg
Rosenberg	John Schoenomann	281-232-6898 x2		john.schoenemann@tx.usd.gov	County ED	
Stafford	Dr. Heather Puksta	281-499-3538	225-270-3581	hpuksta@staffordoaks.com	Veterinarian	Stafford Oaks Veterinary
Stafford	Jennifer Taylor	281-261-3993	281-914-3922	jtaylor@cityofstafford.com	EMC	City of Stafford

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Jurisdiction	Contact	Office Phone	Mobile Phone	Email Address	Service / Title	Managing Agency
Stafford	Pete Ramirez	281-261-3950		stf_sr@yahoo.com	Animal Control	City of Stafford
Sugar Land	Dr. Doug Hendrix	281-491-5533		receptionist@sugarlandpethospital.com	Veterinarian	Sugar Land Pet Hospital
Sugar Land	Kathryn Ketchum	281-275-2364		KKETCHUM@sugarlandtx.gov	Animal Services Manager	City of Sugar Land
Sugar Land	Pat Hughes	281-275-2860	281-757-2526	phughes@sugarlandtx.gov	EMC	City of Sugar Land
Sugar Land	Shay Faulkner			sfaulkner@sugartx.gov	Animal Services	City of Sugar Land
Thompsons	Freddie Newsome	281-343-9929	832-656-5883	mamanna56@yahoo.com	Mayor	Town of Thompsons
Weston Lakes	Steve Reichardt					City of Weston Lakes
	Dana Sterry	713-594-3262		danas@earthlink.net	Nonprofit Animal Service	
	Joe Land	281-342-9480	832-741-6707	Joe.Land@redcross.org		American Red Cross
	Susan Haraway	314-920-7297		imak9mom@aol.com	Disaster Response for Animals	

Attachment 2
ANIMAL ISSUES COMMITTEE CONTACT LIST - ACTIVATION

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

Attachment 3
ANIMAL ISSUES COMMITTEE ACTIVITY LOG

Animal Issues Committee Activity Log				Page No.		No. of Pages	
Activity		**Location**		**Period Covered**			
(Weekday Duty - After Hours)		(Location of Committee)		FROM		TO	
				Hour	Date	Hour	Date
Item No.	Time						
	In	Out	Incidents, Messages, and Action Taken				Initials
TYPED NAME OF OFFICIAL ON DUTY		SIGNATURE					