

ANNEX N



DIRECTION & CONTROL

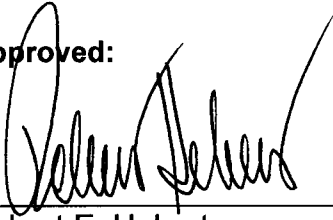
Fort Bend County

APPROVAL & IMPLEMENTATION

Annex N

Direction & Control

Approved:

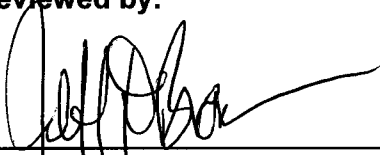


Robert E. Hebert
Fort Bend County Judge

9-4-2018

Date

Reviewed by:



Jeff D. Braun
Emergency Management Coordinator
Fort Bend County

8-23-18

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 & 2 nd 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
10	Tab B to Appendix 1	Added EOC Activation-Deactivation Checklist	Alan Spears 12-01-14
11	Tab K to Appendix 1	Added First Aid Station Plan	Alan Spears 07-09-15
12	Tab C to Appendix 1	Added task to Activation Checklist	Alan Spears 8-2-17
13	Tab B to Appendix 1	Insert ICS 203 in place of Staff Roster	Alan Spears 7-5-18
14	Tab D to Appendix 1	Update EOC floor plan	Alan Spears 7-5-18
15	Tab F to Appendix 1	Update forms	Alan Spears 7-5-18
16	Tab H to Appendix 1	Update General Message for to ICS 213	Alan Spears 7-5-18
17	Appendix 4	Added Appendix 4 Animal Issues Committee	Alan Spears 7-5-18

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**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. Catastrophic Incident. 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 emergency public information and warnings.
 - 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
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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. EOC
 - 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. Fax Machines
 - ix. Telephones at all functional positions
 - x. WebEOC
 - xi. i-INFO
 - xii. Mobile Voice and Data Redundancy Unit (2 units)

(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 the Logistics Section

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 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. WebEOC
- viii. 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. Cellular 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 an 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

Appendix 1 Emergency Operations Center

Tab A	EOC Organization
Tab B	EOC Organizational Assignment List (ICS 203)
Tab C	EOC Activation/Deactivation Checklist
Tab D	EOC Floor Plan
Tab E	EOC Operations
Tab F	EOC Activity Log (ICS 214)
Tab G	EOC Message Form (Internal)
Tab H	EOC General Message Form (ICS 213)
Tab I	EOC Info/Action Record
Tab J	EOC Alternate Locations
Tab K	EOC First Aid Station Plan

Appendix 2 Initial Emergency Report

Appendix 3 Situation Report

Appendix 4 Animal Issues Committee Plan

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.

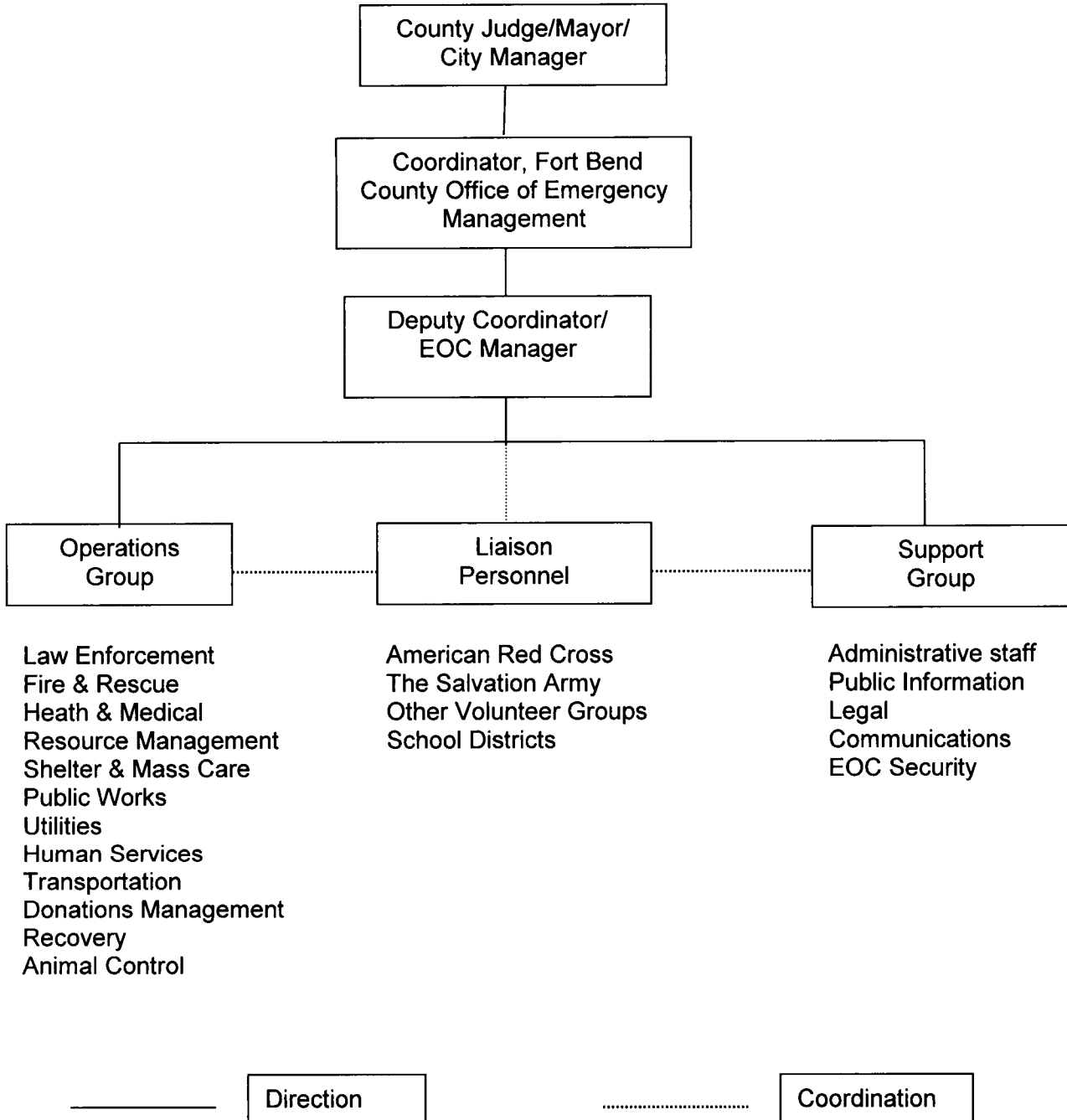
5. Message Handling

- 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**





**FORT BEND COUNTY EMERGENCY OPERATIONS CENTER (FBC EOC)
 FBC EOC ICS 203
 ORGANIZATION ASSIGNMENT LIST**

INCIDENT NAME	DATE PREPARED	TIME PREPARED
OPERATIONAL PERIOD		

Position	Name	Branch II - Communications
Command Staff		Branch Director
Commander		Support
Deputy		a. Phone Bank Unit
Safety Officer		
Information Officer		
Liaison Officer		
Planning Section		b. EMROG Unit
Chief		
Support		
Controller		
Technical Support Unit		
Situation Unit		CST Unit
Documentation Unit		
Resources Unit		
Demobilization Unit		
Technical Specialist		Finance Section
Technical Specialist		Chief
Human Resources		Compensation Claim
Branch I - GIS		Procurement
Branch Director		Time
Support		Cost
Logistics Section		Operations Unit
Chief		Chief/EOC Manager
Support		Deputy
Access Control Unit		Branch I – Fire
Ordering Manager		Branch Director
Supply Unit		Support
Facilities Unit		Division/Group
Communications Unit		Branch II – Law Enforcement
Medical Unit		Branch Director
Security Unit		Support
Branch I - Transportation		Division/Group
Branch Director		Division/Group
Support		Division/Group
Division/Group		Branch III – Road and Bridge

Branch Director		Division/Group	
Support		Branch VII – Health and Human Services	
Division/Group		Branch Director	
Division/Group		Support	
Division/Group		Support	
Branch IV – Utilities		Branch VIII – American Red Cross	
Branch Director		Branch Director	
Support		Support	
Division/Group		Support	
Division/Group		Branch IX – Community Partners in Preparedness (Non-Profits)	
Branch V – CenterPoint		Branch Director	
Branch Director		Support	
Support		Agency	Name
Division/Group			
Division/Group			
Branch VI – EMS			
Branch Director			
Support			
Division/Group			

PREPARED BY:	POSITION/TITLE:
SIGNATURE:	DATE/TIME:

**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
<input type="checkbox"/>	Determine level of EOC staffing required
<input type="checkbox"/>	Determine Readiness Level
<input type="checkbox"/>	Consider Operation Period
<input type="checkbox"/>	Consider Shift Changes
<input type="checkbox"/>	Notify County Judge
<input type="checkbox"/>	Notify Disaster District Chair/District Coordinator
<input type="checkbox"/>	Notify Dispatch
<input type="checkbox"/>	Notify EOC Activation Roster
<input type="checkbox"/>	Activate CST
<input type="checkbox"/>	Forward Phone & Email to EOC Address
<input type="checkbox"/>	Notify FBC Jurisdictions/Agencies (E.G. Hospitals, Schools, Etc...)
<input type="checkbox"/>	Notify RHSCC/UACC
<input type="checkbox"/>	Notify American Red Cross
<input type="checkbox"/>	Distribute Information-Web EOC Incident Name
<input type="checkbox"/>	Secure EOC Entrance (Sign-in Sheet, Badges)
<input type="checkbox"/>	Consider activation of Phone Bank
<input type="checkbox"/>	Ensure name placards in place
<input type="checkbox"/>	Ensure ICS Vests in place
<input type="checkbox"/>	Activate AM Alert Signs
<input type="checkbox"/>	Confirm AM Alert Signs are flashing
<input type="checkbox"/>	Ensure appropriate PSAs playing on AM1670
<input type="checkbox"/>	Ensure air conditioning is working
<input type="checkbox"/>	Send out EOC Contact Info
<input type="checkbox"/>	Clean off desks so offices can be used for break out meetings

✓	Action
<input type="checkbox"/>	Clean all marker boards
<input type="checkbox"/>	Test phones
<input type="checkbox"/>	Test radios
<input type="checkbox"/>	Test fax machines
<input type="checkbox"/>	Test computers
<input type="checkbox"/>	Test computer printers
<input type="checkbox"/>	Test GIS plotter
<input type="checkbox"/>	Test monitors
<input type="checkbox"/>	Test VTC system
<input type="checkbox"/>	Load paper in equipment
<input type="checkbox"/>	Ensure extra paper in stock
<input type="checkbox"/>	Test projectors
<input type="checkbox"/>	Confirm extra projector bulbs in stock
<input type="checkbox"/>	Test copiers
<input type="checkbox"/>	Test PA System
<input type="checkbox"/>	Test Emergency Generator
<input type="checkbox"/>	Ensure adequate generator fuel available
<input type="checkbox"/>	Ensure job aids placed at equipment
<input type="checkbox"/>	Ensure each console adequately supplied
<input type="checkbox"/>	Ensure all phone lists are up to date
<input type="checkbox"/>	Ensure ICS forms are available
<input type="checkbox"/>	Test cable television
<input type="checkbox"/>	Set up two laptops in Command
<input type="checkbox"/>	Set up two laptops in Finance
<input type="checkbox"/>	

Initial Activation Tasks

✓	Action
<input type="checkbox"/>	Complete initial Emergency Report
<input type="checkbox"/>	Complete initial news release
<input type="checkbox"/>	Distribute initial news release (Email, Twitter, Etc....)
<input type="checkbox"/>	Ensure ability to monitor all media types
<input type="checkbox"/>	Confirm Controller designation
<input type="checkbox"/>	Conduct initial briefing of personnel
<input type="checkbox"/>	Develop situational awareness map
<input type="checkbox"/>	Need to keep 2-1-1 informed
<input type="checkbox"/>	Any info. about fatalities/injuries must be reported to Command
<input type="checkbox"/>	Meeting schedule needs to be developed
<input type="checkbox"/>	Coordinator with County HHS to get Enable Fort Bend data
<input type="checkbox"/>	Determine who will take activation photos in EOC
<input type="checkbox"/>	Determine PIO requirements (JIC Needed?)
<input type="checkbox"/>	Determine requirements for food service
<input type="checkbox"/>	Establish necessary lines with Sheriff's Office (Liaison, Dispatch)

Confirm EOC staffing & possible gaps in staffing

Objectives/Strategies

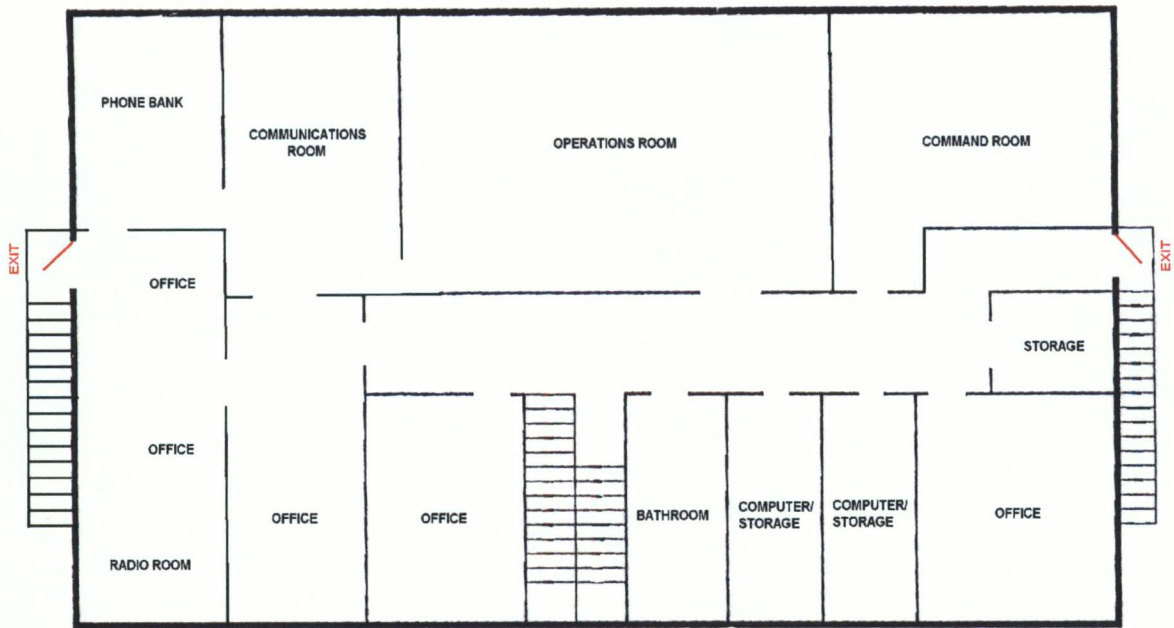
<input checked="" type="checkbox"/>	Action
<input type="checkbox"/>	Assessment
	<input type="checkbox"/> Conditions?
	<input type="checkbox"/> Actions?
	<input type="checkbox"/> Needs?
	IAP Development
	<input type="checkbox"/> Objectives
	<input type="checkbox"/> Current Priorities
	<input type="checkbox"/>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

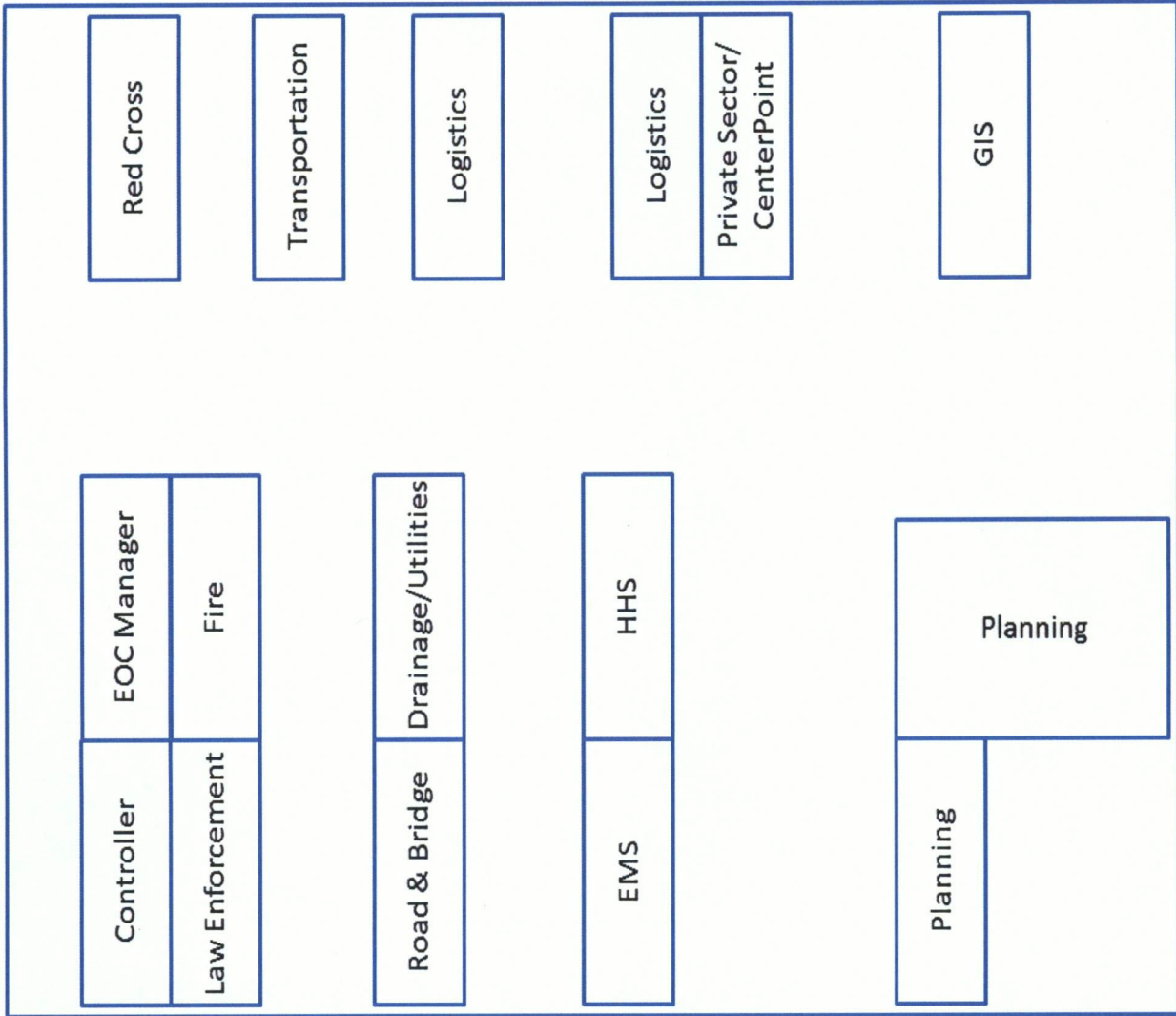
Deactivation

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

2nd Floor EOC Layout

2ND FLOOR





EOC Operations Room

**FORT BEND COUNTY OFFICE OF
EMERGENCY MANAGEMENT
EOC OPERATIONS**

SCOPE & RESPONSIBILITIES

I. EOC MANAGER

- A. This position will be filled by the Deputy Emergency Management Coordinator or his designee 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 EOC on 800 mhz
 - b) Local police through 800 mhz @ EOC
 - c) Local fire departments through Fire Dispatch and 800 mhz @ EOC
 - 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 @ EOC
 - 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 from 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 KEY 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.

No. _____

Message Form

Urgent?

Date: _____
To: _____
From: _____
Local Time: _____ AM PM
Circle One

Memo: _____
Telephone: _____
Radio: _____
Fax: _____
Email: _____

Nature of Emergency:

Location:

Phone:

Area Code Number

Information:

Action Taken:

Initials

Time

Initials	Time

Message Center
Completion: _____
Initials Time

Input Completion: _____
Initials Time

GENERAL MESSAGE		
TO:		POSITION:
FROM:		POSITION:
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:		POSITION:
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

ICS 215

NFES 1336

EOC INFO/ACTION RECORD		
Date:	Time:	Message #
Received By		
Message From		
Contact Number/ Location		
Message, Issue, Problem or Information:		
<input type="checkbox"/> Info Only <input type="checkbox"/> Post on Display Board <input type="checkbox"/> Plot on Map <input type="checkbox"/> 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

First Aid Station Plan

I. EXPLANATION OF TERMS

A. Acronyms

EOC	Emergency Operations Center
EMC	Emergency Management Coordinator
EMS	Emergency Medical Service
FBC	Fort Bend County
HHS	Fort Bend County Health and Human Services
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
OEM	Office of Emergency Management

B. Definitions

1. First Aid: Emergency aid or treatment given to someone injured, suddenly ill, etc., before regular medical care can be secured.
2. Emergency Medical Care: This includes critical, life-saving medical intervention performed by certified and licensed personnel, such as EMS, this includes treating of someone injured or suddenly ill beyond basic first aid care. This can also be known as *short-term medical care* in this plan.
3. Non-Emergency Medical Care: This includes *long-term medical care* that is part of a person's regular, pre-arranged health insurance plan with their employer or their spouse's employer. Prescription drugs, hospital stays and doctor office visits are included under long-term care and are beyond the scope of this plan.
4. Long-Term Medical Care: Refers to pre-arranged health insurance plan with their employer or their spouse's employer. See Non-Emergency Medical Care.
5. Short-Term Medical Care: Refers to critical, life-saving medical intervention performed by certified and licensed personnel. See Emergency Medical Care.

II. PURPOSE

The purpose of this the First Aid Station Plan (FASP) is to provide a basic framework for the organization, operation, responsibilities of First Aid Station personnel, procedures and

parameters to operate a first aid station for the Emergency Operations Center (EOC) personnel during an activation.

III. SITUATION & ASSUMPTIONS

A. Scope

1. The EOC First Aid Station will be activated and deactivated at the discretion of the Incident Commander.

B. Situation

1. This plan defines an emergency that affects public safety, public health, public and private property and necessitates the need for activation of the EOC.
2. The procedures are intended to provide critical intervention, basic short-term care to EOC personnel in the event of an injury.
 - a. Short-term intervention care refers to during the operational shift of the injured EOC staff member.
 - b. Long-term medical care is beyond the scope of this plan.
3. Stress of working in the EOC during night and irregular hours can put mental and physical stress on any individual beyond their normal capacity. This is why training of EOC personnel in mental health first aid and CPR is critical to prevention of illness and injury.
4. This plan also outlines situations where the injury of the EOC personnel may demand extra resources or knowledge that may be out of the scope of the EOC medics and may require proper transfer of injured EOC personnel to the County Clinic or hospital.

C. Assumptions

1. Majority of injuries occur without warning. The EMC and the EOC Manager will take the appropriate preventative steps to ensure that EOC personnel are reasonably safe from experiencing an injury in the EOC and OEM building.

2. All EOC personnel, including volunteers, are made aware of certain risks that are inherent to working in an EOC during times of activation; and are willing to accept some of those risks that are inherent to being employed or contracted by Fort Bend County.
3. This plan refers specifically to EOC personnel, including volunteers, that work during partial and full-scale activations in the EOC located at Fort Bend County Office of Emergency Management, 307 Fort Street, Richmond, Texas 77469.
 - a. This plan does not refer to first response personnel in the field that are under the command of the Operation Section Chief and Incident Commander.
4. All EOC personnel, both FBC employees and EOC volunteers, will take reasonable preventative measures to ensure that their personal health and well-being is not affected by working during an EOC activation.
5. If any pre-existing health conditions prevent any EOC personnel from performing their duty to the fullest of their ability, it is the responsibility of that EOC employee to discuss concerns with their immediate supervisor in the event that a replacement or substitute is needed.
6. All EOC personnel are employees with Fort Bend County or volunteers with Fort Bend County, and have undergone appropriate training that qualifies them to work in the EOC during the onset of an incident.
7. All medics staffing the EOC First Aid Station will have undergone appropriate training that permits them to treat and triage EOC personnel.

IV. CONCEPT OF OPERATIONS

A. General

1. A basic first aid station consists of appropriate medical equipment, medical supplies and staffs one or more medics

2. To operate an effective first aid station, FBC OEM will:
 - a. Work with FBC EMS to allocate trained personnel to staff the EOC
 - b. Maintain upkeep of all medical equipment, replenish medical supplies and maintain staffing agreements with FBC EMS
 - c. Follow EMS plans, procedures, and guidelines for treatment, triage, stabilization and transfer of injured EOC personnel.
 - i. This can include a wide spectrum of injuries from minor injuries (e.g. paper cuts on fingers) to major injuries (e.g. breaking a leg or hip by tripping and falling down the stairs) or contracting of communicable diseases (e.g. pandemic flu)
 - ii. Appropriate guidelines and procedures will be outlined in this plan.

V. RESPONSIBILITIES

A. Responsibilities

1. EMS

a. EOC Medic

- i. *Inventory*: At the beginning of their shift, and at the beginning of each operational period, the EOC Medic needs to check all first aid supplies are fully stocked.
- ii. *Replenishment*: If supplies are low, it is the duty of the EOC Medic to either restock those supplies or to request replenishment from the Deputy EMC or EOC Manager.
- iii. *Stabilization*: It is the responsibility, and under the EOC Medics' discretion, to treat, triage and stabilize any injured EOC personnel who may experience an injury that exceeds basic first aid care. It is also under the EOC Medics' discretion to determine

whether an injured EOC staff member is fit for duty after the onset of an injury.

- iv. *Demobilization*: At the end of the incident (wrap-up), it is the duty of the EOC Medic stationed for the operational period to check the status of all supplies and equipment and review the checklist of all first aid supplies that are stocked or running low.

2. OEM

a. EMC

- i. Oversee practices, procedures and policies that encourage a safe workplace environment.

b. Deputy EMC

- i. EOC Readiness Checklist.
 - Any items that are not completed, need follow up or assign EOC personnel to perform incomplete tasks.
- ii. Restock and replenish supplies for first aid kits, medical kits, and make sure all medical equipment is in working order.
- iii. Contacts Director of EMS to request medics to staff the First Aid Station.

VI. LOCATION

A. The First Aid Station will be set up in the Storage Room D, located at the end of the Media Room.

- 1. It will have clear access to the men's and women's bathrooms, sink and loading dock.

2. Any storage items, equipment, or vehicles that may block the entrance and exit of the First Aid Station and interferes with its' operation will be removed from the area.
- B.** The EOC will contain a designated Medicine Cabinet for anyone that may need basic first aid care.
1. It will be clearly marked and located in the Phone Bank room.
 2. Which EOC position? Will be responsible for holding the key to the cabinet and for granting access to EOC personnel in order to keep track of basic first aid supplies.

VII. EMERGENCY PREPAREDNESS & PREVENTION

A. General

1. Preparedness actions are to be taken both before and following the development of emergency conditions and should identify ways of preparing for an emergency, increasing response readiness in a uniform and coordinated manner, and helping reduce incidents of employee injuries at the workplace during the times of EOC activation.
2. The Safety Officer will make appropriate recommendations to ensure safety of all EOC personnel at the beginning of each operational period as needed.

B. Preventative Actions

1. All EOC personnel are encouraged to complete CPR training offered by Fort Bend County or by a certified CPR trainer.

VIII. RESOURCE READINESS

1. Should the designated personnel and resources of Fort Bend County prove to be inadequate during an emergency; requests will be made for assistance from other County departments.
 - a. Assistance may include equipment, supplies or personnel.
2. In the event that the County lacks sufficient resources for the First Aid Station, other arrangements shall be made with outside jurisdictions, agencies or industry, as deemed necessary, and at the discretion of the EMC.
3. It is highly encouraged to enter all agreements, pre-existing or otherwise, in writing and signed by the designated appropriate personnel at FBC OEM.

B. Equipment and Supplies

1. FBC OEM has equipment available for in-house use that can be allocated for the First Aid Station. This includes:
2. Other equipment can be contracted to provide equipment during an emergency event, [refer to Annex M, Resource Management.]

IX. TRAINING & EXERCISES

- A. There will be training and exercises on First Aid Station Plan.
- B. CPR training for OEM personnel and all EOC personnel.
- C. Mental Health First Aid
 1. Potential EOC staff - Psychological First Aid training – Dr. Connie Almeida, Ph.D., FBC Behavioral Health Services
 2. Risk Management and Mental Health America offers the class in the County
 3. Mental First Aid training?

X. EMERGENCY ACTION PLAN DEVELOPMENT & MAINTAINENCE

- A. FBC OEM is responsible for reviewing and maintaining this plan.
 - 1. The recommended cycle for review is every 3 years.
 - 2. To keep track of changes see page 5, Record of Changes.
 - 3. To maintain up-to-date on training see page [X].

XI. AUTHORITIES AND REFERENCES

FEDERAL

- 1. National Terror Alert Resource Center (NTARC). "National Terror Alert: Terrorism Survival Guide: First Aid: Checklist."
www.nationalterroralert.com/readyguide/firstaidchecklist.html [Accessed January 2015].

XIII. TABS

Tabs	1	Equipment Checklist
	2	Supply Checklist

**Tab 2
 SUPPLY CHECKLIST**

Amount	Unit	Item	Specifications	Yes: ✓ No: ✗
1	Each	Basic First Aid Book	Plain language	
2	Each	Bandages	Ace, elastic, 4"	
4	Each	Bandages	Gauze, 2"x2"	
2	Each	Bandages	Gauze, 3"x3"	
3	Each	Bandages	Gauze, 4"x4"	
3	Each	Triangular Bandages	--	
1	Box	Band-Aids, Assorted	Flexible, moisture resistant	
1	Box	Bicarbonate of Soda	--	
1	Box	Butterfly sutures or Leukostrips	--	
1	Each	Cold/Heat Pack	Reusable	
1	Box	Cotton Swabs		
1	Box	Dental Floss		
1	Box	Epsom Salts		
1	Each	Eyedropper		
2	Rolls	First Aid Tape	1/2"x 10 yards and 1"x 5yards	
4	Pair	Gloves	Lightweight, rubber for medical and hygiene purposes	
1	Tube	Insect Repellent		
1	Bottle	Isopropyl Alcohol		
1	Box	Moistened Towelettes		
1	Each	Nail Clipper		
1	Box	Razor Blades	Single edge	
1	Box	Safety Pins	Assorted sizes	
1	Each	SAM splint		
2	Each	Scalpel		
1	Each	Scissors	Surgical pointed	
1	Each	Snake bite kit		
Amount	Unit	Item	Specifications	Yes: ✓ No: ✗

1	Bottle	Soap	Liquid, antibacterial	
6	Each	Tongue Depressors	Disposables	
2	Each	Thermometers	Disposal OR 1 digital, no breakables with mercury	
1	Each	Tweezers		
1	Tube	Analgesic Cream	Camphophenique, Paraderm Plus	
1	Box	Antacid	Mylanta, Tums, Pepto-Bismol	
1	Series	Antibiotic	Tetracycline for general infections	
1	Box	Anti-Diarrheal	Imodium, Diasorb, Lomotil	
1	Box	Anti-fungal	Desenex, Micatin, Tinactin, Lotrimin	
1	Box	Antihistamine	Benadryl, Claritin	
1	Tube	Antiseptic Ointment	Neosporin, Dettol	
1	Each	Anti-Toxin	DMSO	
1	Tube	Burns	Hydrocortisone, Derm-Aid	
1	Box	Cold/Flu Tablets	Nyquil, Repetabs	
1	Box	Constipation	Ex-Lax, Dulcolax, Durolax	
1	Bottle	Cough Syrup	Robitussen, Dimetapp	
1	Bottle	Eye Drops	Visine	
1	Tube	Hemorrhoid Relief	Preparation H, Anusol	
1	Box	Ibuprofen	Advil, Nurofen, Paracetamol	
1	Tube	Itching	Dibucaine, Paraderm, Lanacane	
1	Tube	Lip Balm	ChapStick, Blistex	
1	Tube	Lubricant, Water Soluble	K-Y Jelly	

Amount	Unit	Item	Specifications	Yes: ✓ No: ✗
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Annex N – Direction and Control
 Tab K to Appendix 1

1	Bottle	Nasal Decongestant	Sinex, Ornex	
1	Box	Nausea, Motion Sickness	Kwells, Dramamine, Travacalm, Meclizine	
1	Box	Non-Aspirin Pain Reliever	Tylenol	
1	Box	Pain, Fever Reducer	Panadeine, Mobigesic	
1	Jar	Petroleum Jelly	Vaseline	
1	Bottle	Poison Ivy/Oak Ointment		
1	Packet	Poison Absorber	Activated charcoal	
1	Bottle	Radiation Protection	Potassium Iodide-[KI], Potassium Iodate-[KIO3]	
1	Bottle	Sunburn Relief	Solarcaine, Paxyl	
1	Bottle	Sunscreen	SPF 15 at least	
1	Bottle	Vomit Inducer	Ipecac, Activated charcoal	
1	Tube	Yeast Infection Treatment	Gyne-Lotrimin, Monistat	

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 Rosenberg) 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 Rosenberg, 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 District Office in Rosenberg) 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 Rosenberg, 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:

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

DATE/ TIME:

FROM Fort Bend County
TO: DPS Rosenberg, DDC Chairperson
DPS Rosenberg, 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

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 Department 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. Diagnostician – 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. Emerging Animal Disease (EAD) - A new animal disease or a new form of an old disease
9. Epidemiologist – 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. Field Veterinarian – A veterinarian assigned to the TAHC
11. Foreign Animal Disease (FAD) – 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. Foreign and Emerging Animal Diseases (FEADs):
 - 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. Holding Facility – 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. Household Pet - 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. Pathologist - 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. Premises – The property where the animal is located
17. Service Animal - 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. Texas Animal Health Commission (TAHC) – 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, windstorms, 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
Beasley	Kenneth Reid	979- 387-2775	832-398-6879	chsecretary@consolidated.net	Mayor/EMC	City of Beasley
Fort Bend County	*Charity Dominguez	281-238-3413	281-202-9573	charity.dominguez@fortbendcountytx.gov	Planning Coordinator	Fort Bend County
Fort Bend County	*Rodney Garcia	281-633-7590		rodney.garcia@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	Jeff Braun	281-342-6185	832-473-1068	Jeff.Braun@fortbendcountytx.gov	EMC	Fort Bend County
Fort Bend County	*Kaye Reynolds	281-238-3519	832-407-7385	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	832-471-2590	281-642-3664	Mary.Staff@fortbendcountytx.gov	Fairgrounds Manager	Fort Bend County
Fort Bend County	Jeff Stewart	281-342-9480	713-203-5216	Jeffrey.Stewart2@redcross.org	Disaster Program Manager	Red Cross
Fort Bend County	*Andrea Muegge	281-342-1512		Andrea.muegge@fortbendcountytx.gov	Veterinarian	Fort Bend County

Jurisdiction	Contact	Office Phone	Mobile Phone	Email Address	Service / Title	Managing Agency
Fort Bend County	*Rene Vasquez	281-633-7589	281-344-7614	Rene.Vasquez@fortbendcountytx.gov	Director Animal Services	Fort Bend County
Fort Bend County	*Justin Saenz	281-342-3034	832-344-8290	Justin.saenz@ag.tamu.edu	County Extension Agent	Texas A&M
Fort Bend County	*John Gordy	281-633-7006	832-344-8075	john.gordy@ag.tamu.edu	County Extension Agent	Texas A&M
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	281-509-5121		Tanner.Eddleblute@fortbendcountytx.gov	Livestock Deputy	Fort Bend County
Fort Bend County	Vince Mannino	281-633-7038	713-501-0618	Vmannino@ag.tamu.edu	County Extension Director	Texas A&M
Fort Bend County	*William Jenkins		832-473-7852	William.Jenkins@fortbendcountytx.gov	Livestock Deputy	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	Barbara Vass	281-238-2277		barbara.vass@fortbendcountytx.gov	Animal Services	Fort Bend County
Fulshear	Felix Vargas	281-346-2202		fvargas@fulsheartexas.gov	EMC	Fulshear
Missouri City	Dakota Duncan	281-403-4370	765-432-5284	Dakota.Duncan@Missouricitytx.gov	EMC	Missouri City
Needville	Dr. John Stern	979-793-6262		drsternnah@yahoo.com	Veterinarian (FBC SO Contract Vet)	Needville Animal Hospital

Jurisdiction	Contact	Office Phone	Mobile Phone	Email Address	Service / Title	Managing Agency
Orchard	Al Petry	979-478-7575	281-750-1085	ovfd504@gmail.com	EMC	City of Orchard
Pleak	Jordan Blegen	281-342-3692	832-483-2269	pleakvfd@yahoo.com	EMC	Pleak
Richmond	Don Brehm	281-341-9005		Brehm1981@gmail.com	Animal Supplies	Brehm's Feed Co.
Richmond	Terri Vela	281-342-5456		tvela@richmond	EMC	City of Fulshear
Richmond	Brad Hines	281-344-4298		Brad.Hines@hhsc.state.tx.us	EMC	Richmond State Supportive Living Center
Rosenberg	Kevin Vick	832-595-3709		kvick@rosenbergtx.gov	EMC	City of Rosenberg
Rosenberg	Renee McAnally*	832-595-3490		rmcanally@rosenbergtx.gov	Director Animal Control	City of Rosenberg
Rosenberg	Veronica Crum	281-232-6898 x2		veronica.crum @tx.usda.gov	USDA	
Simonton	Stephan Sear		281-643-2207	eoc@simontontexas.gov	Assistant Coordinator	Simonton OEM
Stafford	Dr. Heather Puksta	281-499-3538	225-270-3581	hpuksta@staffordoaks.com	Veterinarian	Stafford Oaks Veterinary
Stafford	Pete Ramirez	281-261-5950		PRamirez@staffordtx.gov	Animal Control	City of Stafford
Sugar Land	Dr. Doug Hendrix	281-491-5533		receptionist@sugarlandpethospital.com	Veterinarian	Sugar Land Pet Hospital

Jurisdiction	Contact	Office Phone	Mobile Phone	Email Address	Service / Title	Managing Agency
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	Assistant Fire Chief/EMC	City of Sugar Land
Sugar Land	*Frank Garza	281-275-2805	832-731-0194	fgarza@sugarlandtx.gov	Emergency Management Specialist	City of Sugar Land
Sugar Land	Sabrina Abdulla	281-275-2364		sabdulla@sugarlandtx.gov	Shelter Coordinator	City of Sugar Land
Thompsons	James Pirie	281 343-9929	832-656-5844	jamesamber88@gmail.com	Chief	Town of Thompsons
Weston Lakes	Barrett Shepherd	281-533-0907	713-907-8394	cbs6575@gmail.com	EMC	City of Weston Lakes

*Active AIC Member

Annex N – Direction and Control
Attachment 3 to Appendix 4

TYPED NAME OF OFFICIAL ON DUTY	SIGNATURE
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