

AN ORDINANCE ESTABLISHING A PROGRAM INCLUDING MITIGATION, PREPAREDNESS, RESPONSE AND RECOVERY PHASES OF COMPREHENSIVE EMERGENCY MANAGEMENT; ACKNOWLEDGING THE OFFICE OF EMERGENCY MANAGEMENT DIRECTOR; AUTHORIZING THE APPOINTMENT OF AN EMERGENCY MANAGEMENT COORDINATOR; AND PROVIDING FOR THE DUTIES AND RESPONSIBILITIES OF THOSE OFFICES; IDENTIFYING AN OPERATIONAL ORGANIZATION; GRANTING NECESSARY POWERS TO COPE WITH ALL PHASES OF EMERGENCY MANAGEMENT WHICH THREATEN LIFE AND PROPERTY IN THE CITY OF Anderson; AUTHORIZING COOPERATIVE AND MUTUAL AID AGREEMENTS FOR RELIEF WORK BETWEEN THIS AND OTHER CITIES OR COUNTIES AND FOR RELATED PURPOSES; PROHIBITING UNAUTHORIZED WARNING AND ALL-CLEAR SIGNALS AND MAKING VIOLATIONS A MISDEMEANOR PUNISHABLE BY FINE NOT TO EXCEED \$ 250.

WHEREAS, the City Council of the City of Anderson finds that the identification of potential hazards and the prevention or mitigation of their effects must be an on-going concern of the City if the lives and property of the populace are to be protected; and

WHEREAS, the City Council hereby declares that the preparation of a Comprehensive Emergency Management plan, and the means for its implementation, for the protection of lives and property in the City of Anderson from natural or man-caused disasters or threat thereof is immediately essential; and

WHEREAS, the City Council further finds that in times of disasters which may imperil the safety of the inhabitants of the City, or their property, it becomes necessary to effectuate and place into operation the preconceived plans and preparations with a minimum of delay; and

WHEREAS, the City Council finds, therefore, that the preparation, and implementation of such plans are now imperative; BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF Anderson:

### Section 1. ORGANIZATION

There exists the office of Emergency Management Director of the City of Anderson, which shall be held by the Mayor in accordance with State law.

- (a) An Emergency Management Coordinator may be appointed by and serve at the pleasure of the Director;
- (b) The Director shall be responsible for a program of comprehensive emergency management within the City and for carrying out the duties and responsibilities set forth in this ordinance. He/she may delegate authority for execution of these duties to the Coordinator, but ultimate responsibility for such execution shall remain with the Director.

- (c) The operational Emergency Management organization of the City of Anderson shall consist of the officers and employees of the City so designated by the Director in the emergency management plan, as well as organized volunteer groups. The functions and duties of this organization shall be distributed among such officers and employees in accordance with the terms of the emergency management plan.

## Section 2. EMERGENCY MANAGEMENT DIRECTOR - POWERS AND DUTIES

The duties and responsibilities of the Emergency Management Director shall include the following:

- (a) Conduct an on-going survey of actual or potential hazards which threaten life and property within the City and an on-going program of identifying and requiring or recommending the implementation of measures which would tend to prevent the occurrence or reduce the impact of such hazards if a disaster did occur.
- (b) Supervision of the development and approval of an emergency management plan for the City of Anderson, and shall recommend for adoption by the City Council all mutual aid arrangements deemed necessary for the implementation of such plan.
- (c) Authority to declare a local state of disaster. The declaration may not be continued or renewed for a period in excess of 7 days except by or with the consent of the City Council. Any order or proclamation declaring, continuing, or terminating a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the City Secretary.
- (d) Issuance of necessary proclamations, regulations, or directives which are necessary for carrying out the purposes of this ordinance. Such proclamations, regulations, or directives shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and, unless circumstances attendant on the disaster prevent or impede, promptly filed with the City Secretary.
- (e) Direction and control of the operations of the Anderson Emergency Management organization as well as the training of Emergency Management personnel.
- (f) Determination of all questions of authority and responsibility that may arise within the Emergency Management organization of the City.
- (g) Maintenance of liaison with other municipal, County, District, State, regional or federal Emergency Management organizations.
- (h) Marshaling of all necessary personnel, equipment, or supplies from any department of the City to aid in the carrying out of the provisions of the emergency management plan.

- (i) Supervision of the drafting and execution of mutual aid agreements, in cooperation with the representatives of the State and of other local political subdivisions of the State, and the drafting and execution, if deemed desirable, of an agreement with the county in which said City is located and with other municipalities within the County, for the County-wide coordination of Emergency Management efforts.
- (j) Supervision of, and final authorization for the procurement of all necessary supplies and equipment, including acceptance of private contributions which may be offered for the purpose of improving Emergency Management within the City.
- (k) Authorizing of agreements, after approval by the City Attorney, for use of private property for public shelter and other purposes.
- (l) Survey of the availability of existing personnel, equipment, supplies, and services which could be used during a disaster, as provided for herein.
- (m) Other requirements as specified in the Texas Disaster Act of 1975, Vernon's Texas Codes Annotated, Government Code Chapter 418.

### **Section 3. EMERGENCY MANAGEMENT PLAN**

A comprehensive Emergency Management Plan shall be developed and maintained in a current state. The plan shall set forth the form of the organization; establish and designate divisions and functions; assign responsibilities, tasks, duties, and powers; and designate officers and employees to carry out the provisions of this ordinance. As provided by State law, the plan shall follow the standards and criteria established by the State Division of Emergency Management of the State of Texas. Insofar as possible, the form of organization, titles, and terminology shall conform to the recommendations of the State Division of Emergency Management. When approved, it shall be the duty of all departments and agencies to perform the functions assigned by the plan and to maintain their portion of the plan in a current state of readiness at all times. The emergency management plan shall be considered supplementary to this ordinance and have the effect of law during the time of a disaster.

### **Section 4. INTERJURISDICTIONAL PROGRAM**

The Mayor is hereby authorized to join with the County Judge of the County of Grimes and the mayors of the other cities in said County in the formation of an interjurisdictional emergency management program for the County of Grimes, and shall have the authority to cooperate in the preparation of an interjurisdictional emergency management plan and in the appointment of a joint Emergency Management Coordinator, as well as all powers necessary to participate in a County-wide program of emergency management insofar as said program may affect the City of Anderson.

## Section 5. OVERRIDE

At all times when the orders, rules, and regulations made and promulgated pursuant to this ordinance shall be in effect, they shall supersede and override all existing ordinances, orders, rules, and regulations insofar as the latter may be inconsistent therewith.

## Section 6. LIABILITY

This ordinance is an exercise by the City of its governmental functions for the protection of the public peace, health, and safety and neither the City of Anderson, the agents and representatives of said City, nor any individual, receiver, firm, partnership, corporation, association, or trustee, nor any of the agents thereof, in good faith carrying out, complying with or attempting to comply with, any order, rule, or regulation promulgated pursuant to the provisions of this ordinance shall be liable for any damage sustained to persons as the result of said activity. Any person owning or controlling real estate or other premises who voluntarily and without compensation grants to the City of Anderson a license of privilege, or otherwise permits the City to inspect, designate, and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual, impending, or practice enemy attack or natural or man-made disaster shall, together with his successors in interest, if any, not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission or for loss of, or damage to, the property of such person.

## Section 7. COMMITMENT OF FUNDS

No person shall have the right to expend any public funds of the City in carrying out any Emergency Management activity authorized by this ordinance without prior approval by the City Council, nor shall any person have any right to bind the City by contract, agreement, or otherwise without prior and specific approval of the City Council unless during a declared disaster. During a declared disaster, the Mayor may expend and/or commit public funds of the City when deemed prudent and necessary for the protection of health, life, or property.

## Section 8. OFFENSES; PENALTIES

- (a) It shall be unlawful for any person willfully to obstruct, hinder, or delay any member of the Emergency Management organization in the enforcement of any rule or regulation issued pursuant to this ordinance.
- (b) It shall likewise be unlawful for any person to wear, carry, or display any emblem, insignia, or any other means of identification as a member of the Emergency Management organization of the City of Anderson, unless authority to do so has been granted to such person by the proper officials.

- (c) Any unauthorized person who shall operate a siren or other device so as to simulate a warning signal, or the termination of a warning, shall be deemed guilty of a violation of this ordinance and shall be subject to the penalties imposed by this ordinance.
- (d) Convictions for violations of the provisions of this ordinance shall be punishable by fine not to exceed 250 dollars (\$ 250 ).

**Section 9. SEVERABILITY**

If any portion of this ordinance shall, for any reason, be declared invalid such, invalidity shall not affect the remaining provisions thereof.

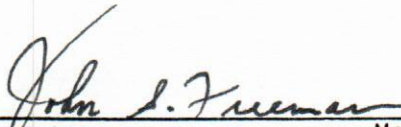
**Section 10. LIMITATIONS**

This ordinance shall not be construed so as to conflict with any State or Federal statute or with any military or naval order, rule, or regulation.


**Section 11. REPEALER**

All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

READ AND APPROVED on first reading this the 10th day of September, 1998.

  
\_\_\_\_\_  
John S. Freeman, Mayor  
City of Anderson, Texas

ATTEST:

  
\_\_\_\_\_  
Norman Blake, City Secretary

## BASIC PLAN

### I. AUTHORITY

This plan applies to and has been approved by the County of Grimes and the Cities of Anderson and Todd Mission.

The organizational and operational concepts set forth in this plan are promulgated under the following authorities:

#### A. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended
2. Emergency Management and Assistance, Code of Federal Regulations, Title 44
3. Title III, Superfund Amendments and Reauthorization Act of 1986, (SARA), PL 99-499 as amended

#### B. State

1. The Texas Disaster Act of 1975, V.T.C.A. Government Code Title 4, Chapter 418
2. Executive Order of the Governor
3. Texas Hazard Communication Act, Chapter 502, Health and Safety Code
4. Texas Community Right-To-Know Act, Chapters 505, 506, 507, Health and Safety Code
5. Texas Hazardous Substances Spill Prevention and Control Act, Chapter 26, Subchapter G, Texas Water Code
6. Solid Waste Disposal Act, Chapter 361, Health and Safety Code

#### C. Local

1. Commissioners' Court Order dated September 14, 1998.
2. Anderson City Ordinance dated \*\*\*\*\*
3. Todd Mission City Ordinance dated \*\*\*\*\*
4. Joint Resolution between the City of Anderson and the County of Grimes dated August 14, 1995.
5. Joint Resolution between the City of Todd Mission and the County of Grimes dated August 14, 1995.

## II. PURPOSE

This plan seeks to **mitigate** the effects of a hazard, to **prepare** for measures to be taken which will preserve life and minimize damage, to **respond** during emergencies and provide necessary assistance, and to establish a **recovery** system in order to return the community to its normal state of affairs.

This plan attempts to define in a straight forward manner who does what, when, where, and how in order to mitigate, prepare for, respond to, and recover from the effects of war, natural disaster, technological accident and other major incidents.

## III. SITUATION AND ASSUMPTIONS

### A. SITUATION

1. **Grimes County and the Cities of Anderson and Todd Mission** are exposed to many hazards, all of which have the potential for disrupting the community, causing damage and creating casualties. Possible natural hazards include hurricanes, floods, tornadoes, fires, and winter storms. There is also the threat of a war related incident such as nuclear, biochemical, or conventional attack. Other disaster situations could develop from hazardous materials accident, conflagration, major transportation accident, terrorism or civil disorder. Additional detail is provided in the **Grimes County Hazardous Analysis/Identification**.
2. The **County of Grimes (including the Cities of Anderson and Todd Mission)** has an approximate population of 21,000 residents. The **County/Cities** are located in East Central Texas, approximately 35 miles south of Bryan-College Station and 70 miles northwest of Houston.
3. The **County/Cities** are primarily an agrarian area.
4. State Highway 90 and State Highway 105 converge within the **County/Cities**. The area is serviced by the Missouri Pacific, Southern Pacific and the Atchison, Topeka and Santa Fe Railroads. There is a municipally-owned airport with a lighted runway in the City of Navasota, the largest city in Grimes County.
5. **Grimes County** is a local government entity. The **Cities of Anderson and Todd Mission** are incorporated. **County** services include paid sheriff deputies and constables, volunteer fire departments, and county provided solid waste dump sites. There is a police department in the **City of Todd Mission**.
6. The **County/Cities** do not provide water systems. Other utilities are serviced by Entergy, Mid-South Electrical Cooperative, Sprint United Telephone Company and GTE Telephone Company.
7. The **County/Cities** are served by all Houston area radio and television stations and Bryan-College Station area radio and television stations.

8. In the event of nuclear attack, the closest probable high-risk target is the Houston Ship Channel.
9. The **County/Cities** environs have in the past been subjected to hurricanes, tornadoes, flash-flooding, truck and rail-related transportation accidents as well as gas processing plant hazards.

**B. Assumptions**

1. The **County/Cities** will continue to be exposed to the hazards noted above as well as others which may develop in the future.
2. Outside assistance will be available in most emergency situations affecting this county. Although this plan defines procedures for coordinating such assistance, it is essential for the **County/Cities** to be prepared to carry out disaster response and short-term actions on an independent basis.
3. It is possible for a major disaster to occur at any time, and at any place in the in the **County/Cities**. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can, and will, occur with little or no warning.
4. Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of this emergency management plan.
5. Proper implementation of this plan will reduce or prevent disaster related losses.

**IV. CONCEPT OF OPERATIONS**

**A. General**

It is the responsibility of government to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. This plan is based upon the concept that the emergency functions for various agencies/organizations involved in emergency management will generally parallel normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of any emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.

A local state of disaster may be declared by the **Grimes County Judge and/or the Mayors of the Cities of Anderson and Todd Mission**. The effect of the declaration is to activate the recovery and rehabilitation aspects of the plan and to authorize the furnishing of aid and assistance. When the emergency exceeds local government capability to respond, assistance will be requested from neighboring jurisdictions and/or the state government.

**B. Phases of Management**

This plan follows an all-hazard approach and acknowledges that most responsibilities and functions formed during an emergency are not hazard

specific. Likewise, this plan accounts for activities before and after, as well as during emergency operations; consequently, all phases of emergency management are added as shown below.

1. **Mitigation**

Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities which lesson the undesirable effects of unavoidable hazards.

2. **Preparedness**

Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.

3. **Response**

Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

4. **Recovery**

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency.

Examples of recovery would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

V. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. **General**

The County Judge and Mayors are responsible for emergency management planning and operations within Grimes County and the Cities of Anderson and Todd Mission.

B. **Organization**

1. **Executive Group**

The Executive Group is referred to in this plan as a single body but in fact has several components with representation from each local political jurisdiction within the emergency management program. Each group is responsible for the activities conducted within their respective jurisdictions. The members of the group include both

elected and appointed executives with certain legal responsibilities such as: the **Grimes County Judge, Mayors of the Cities of Anderson and Todd Mission, Commissioners' Court Members, City Council Members** and **Emergency Management Coordinator**.

2. **Emergency Services**

These groups include those services required for an effective emergency management program.

C. **Executive Group Responsibilities**

1. The **County Judge/Mayors** are primarily responsible for:
  - a. Directing the overall preparedness program for the **County of Grimes and Cities of Anderson and Todd Mission**
  - b. Making emergency policy decisions
  - c. Declaring a state of emergency when necessary
  - d. Implementing the powers of local government (See Section VI-C, Emergency Authority)
  - e. Keeping the public and the Disaster District informed of the situation with the assistance of the Public Information Officer
  - f. Requesting outside assistance when necessary either from the Disaster District or from other jurisdictions in accordance with existing Mutual Aid Agreements
2. The **Emergency Management Coordinator** is responsible for:
  - a. Assuring that all departments in **Grimes County and the Cities of Anderson and Todd Mission** develop, maintain, and exercise their respective service annexes to this plan
  - b. Supporting the overall preparedness program in terms of its budgetary and organizational requirements
  - c. Serving as controller of the EOC during its activation
  - d. Implementing the policies and decisions of the governing body
  - e. Directing the emergency operational response of services for the **County/Cities**.
  - f. Prepare and maintain Annex N (EOC/Direction and Control) to this plan and supporting Standing Operating Procedures (SOPs)
3. The **EMERGENCY MANAGEMENT COORDINATOR** is responsible for:
  - a. Serving as staff advisor to the **County Judge/Mayors** on emergency matters
  - b. Coordinating the planning and preparedness activities of the government and maintenance of this plan

- c. Analyzing the emergency skills needed by **Grimes County and the Cities of Anderson and Todd Mission** forces and arranging the training necessary to provide those skills
- d. Preparing and maintaining a resource inventory
- e. Ensuring the operational capability of the EOC
- f. EOC activation
- g. Keeping the governing body apprised of the preparedness status and anticipated needs of **Grimes County and the Cities of Anderson and Todd Mission**.
- h. Serving as day-to-day liaison between the **County/Cities** and state emergency management organizations
- i. Maintaining liaison with organized emergency volunteer groups and private agencies
- j. Initiating and monitoring the increased readiness actions among the services of **Grimes County and the Cities of Anderson and Todd Mission** when disaster threatens. (Refer to Section VII, Increased Readiness Conditions.)
- k. Prepare and maintain Annex T (Training) to this plan and supporting Standing Operating Procedures (SOPs)
- l. Maintaining the Crisis Relocation Plan (CRP) and the Community Shelter Plan (CSP) for the **County/Cities**.

**D. EMERGENCY SERVICE RESPONSIBILITIES:**

**Assigned to:**

**1. WARNING**

**Grimes County Sheriff**  
**Todd Mission Police Chief**

- a. Disseminate emergency public information as requested.
- b. Receive and disseminate warning information to public and key **Grimes County, Anderson, and Todd Mission** officials.
- c. Prepare and maintain Annex A (Warning) to this plan and supporting Standing Operating Procedures (SOPs).

**2. COMMUNICATIONS**

**Grimes County Sheriff**

- a. Establish and maintain emergency communication system
- b. Coordinate use of all public and private communication systems necessary during emergencies (including EMS)
- c. Manage and coordinate all emergency communication operations within

the EOC once activated

- d. Prepare and maintain Annex B (Communications) to this plan and supporting Standing Operating Procedures (SOPs)

3. EOC/DIRECTION AND CONTROL

Grimes County Judge  
Mayor, City of Anderson  
Mayor, City of Todd Mission

- a. Direct and control local operating forces
- b. Maintain contact with support EOCs, neighboring jurisdictions, and Disaster District EOC
- c. Maintain EOC in an operating mode at all times or be able to convert EOC space into an operating condition
- d. Assign representatives by title to report to the EOC and develop procedures for crisis training
- e. Develop and identify duties of staff, use of displays and message forms, and procedures for EOC activation
- f. Prepare and maintain Annex N (EOC/Direction and Control) and supporting Standing Operating Procedures (SOPs)

4. SHELTER/MASS CARE

Emergency Management Coordinator  
American Red Cross

- a. Coordinate and assist in maintenance of the Community Shelter Plan (CSP)
- b. Supervise the Shelter Management Program (stocking, marking, equipping, etc.) for natural disaster and/or fallout shelters
- c. Coordinate support with other departments of **Grimes County and the Cities of Anderson and Todd Mission**, relief agencies, and volunteer groups
- d. Prepare and maintain Annex C (Shelter and Mass Care) and supporting Standing Operating Procedures (SOPs)

5. RADIOLOGICAL PROTECTION

Fire Chief/Fire Marshall

- a. Establish and maintain a radiological monitoring and reporting network
- b. Secure initial and refresher training for instructors and monitors
- c. Provide input to the statewide monitoring and reporting system
- d. Under fallout conditions, provide **Grimes County, Anderson, and Todd Mission** officials and department heads with information on fallout rates, projections, and allowable doses

- e. Coordinate radiological monitoring throughout the **County/Cities**
- f. Provide monitoring services and operational advice at the scene of accidents involving radioactive materials
- g. Prepare and maintain Annex D (Radiological Protection) to this plan and supporting Standing Operating Procedures (SOPs)

6. **EVACUATION**

**Emergency Management Coordinator**

- a. Define responsibilities of departments of the **County/Cities** and private sector groups
- b. Identify high hazard areas and number of potential evacuees
- c. Coordinate evacuation planning to include:
  - (1) Movement control
  - (2) Health/medical requirements
  - (3) Transportation needs
  - (4) Emergency Public Information (EPI) materials
  - (5) Shelter/Reception
- d. Prepare and maintain Annex E (Evacuation) to this plan and supporting Standing Operating Procedures (SOPs)

7. **FIRE**

**Fire Chief/Fire Marshal**

- a. Fire Prevention
- b. Fire Suppression
- c. Inspection of damaged area for fire hazards
- d. Hazardous spills containment and clean-up
- e. Inspection of shelters for fire hazards
- f. Prepare and maintain Annex F (Fire Services) and Annex Q (Hazardous Materials Response) to this plan and supporting Standing Operating Procedures (SOPs)

8. LAW ENFORCEMENT

Grimes County Sheriff  
Todd Mission Police Chief

- a. Law enforcement
- b. Traffic control
- c. Crowd control
- d. Isolation of damaged area
- e. Damage reconnaissance and reporting
- f. Explosive ordinance reconnaissance
- g. Weather reconnaissance
- h. Evacuation of areas at risk
- i. Prepare and maintain Annex G (Law Enforcement) to this plan and supporting Standing Operating Procedures (SOPs)

9. HEALTH & MEDICAL

Grimes County Health Officer

- a. Coordinate planning efforts of hospitals and other health facilities with the planning requirements of the **County/Cities**
- b. Coordinate patient loads of health facilities during emergencies
- c. Coordinate triage, first aid and EMS activities during medical emergencies
- d. Develop emergency health and sanitation standards and procedures
- e. Prepare and maintain Annex H (Health and Medical) to this plan and supporting Standing Operating Procedures (SOPs)

10. EMERGENCY PUBLIC INFORMATION

Administrative Assistant  
Administrative Court Coordinator

- a. Conduct on-going hazard awareness and public education programs
- b. Compile and prepare emergency information for the public in case of emergency
- c. Arrange for media representatives to receive regular briefings on the status of the **County/Cities** during extended emergency situations
- d. Secure printed and photographic documentation of the disaster situation
- e. Handle unscheduled inquiries from the media and the public
- f. Prepare and maintain Annex I (Emergency Public Information) to this plan and supporting Standing Operating Procedures (SOPs)

11. DAMAGE ASSESSMENT

Chief Appraiser of Grimes County

- a. Establish a damage assessment team from among **Grimes County/Cities of Anderson and Todd Mission** departments with assessment capabilities and responsibilities
- b. Train and provide damage plotting team to EOC.
- c. Develop systems for reporting and compiling information on deaths, injuries, dollar damage to tax-supported facilities, and to private property
- d. Assist in determining geographic extent of damaged area
- e. Compile estimates of damage for use by **Grimes County/Cities of Anderson and Todd Mission** officials in requesting disaster assistance
- f. Evaluate effect of damage on the **Grimes County/Cities of Anderson and Todd Mission** economic index, tax base, bond ratings, insurance ratings, etc., for in long-range recovery planning
- g. Prepare and maintain Annex J (Damage assessment) to this plan and supporting Standing Operating Procedures (SOPs)

12. PUBLIC WORKS, ENGINEERING

Grimes County Commissioners

- a. Barricading of hazardous areas
- b. Priority restoration of streets and bridges
- c. Protection and/or restoration of waste treatment and disposal systems
- d. Augmentation of sanitation services
- e. Assessment of damage to streets, bridges, traffic control devices, waste water treatment system, and other public works facilities
- f. Debris removal
- g. Assessment of damage to facilities owned by the **County/Cities**
- h. Condemnation of unsafe structures
- i. Direct temporary repair of essential facilities
- j. Prepare and maintain Annex K (Public Works, Engineering) to this plan and supporting Standing Operation Procedures (SOPs)

13. UTILITIES

Public Utilities Companies

- a. Priority restoration of electrical service to vital facilities
- b. Provision of emergency power sources as required
- c. Coordination of private utilities recovery activities
- d. Restoration of water treatment and supply services

- e. Damage assessment and identification of recovery times for affected utility systems
- f. Prepare and maintain Annex L (Utilities) to this plan and supporting Standing Operating Procedures (SOPs)

14. RESOURCE MANAGEMENT

Grimes County Treasurer

- a. Establish procedures for employing temporary personnel for disaster operations
- b. Establish and maintain a manpower reserve
- c. Coordinate deployment of reserve personnel to departments of the **County/Cities** requiring augmentation
- d. Establish emergency purchasing procedures and/or a disaster contingency fund
- e. Maintain records of emergency-related expenditures for purchases and personnel
- f. Prepare and maintain Annex M (Resource Management) to this plan and supporting Standing Operating Procedures (SOPs)

15. HUMAN SERVICES

Emergency Management Coordinator  
Administrative Court Coordinator

- a. Identify emergency feeding sites
- b. Identify sources of clothing and disaster victims
- c. Secure source of emergency food supplies
- d. Coordinate operations of shelter facilities, whether they are operated by the **County of Grimes/Cities of Anderson and Todd Mission**, local volunteers, or organized disaster relief agencies such as American Red Cross
- e. Coordinate special care requirements for sheltered groups such as unaccompanied children, the aged, and others
- f. Prepare and maintain Annex O (Human Services) to this plan and supporting Standing Operating Procedures (SOPs)

16. TRANSPORTATION

Grimes County Independent School Districts  
Administrative Court Coordinator

- a. Identify local transportation resources and arrange for their use in emergencies
- b. Coordinate deployment of transportation equipment to **Grimes County/Cities of Anderson and Todd Mission** services requiring augmentation
- c. Establish and maintain a reserve pool of drivers, maintenance

personnel, parts and tools

- d. Maintain records on use of privately-owned transportation equipment and personnel for purpose of possible reimbursement
- e. Prepare and maintain Annex S (Transportation) to this plan and supporting Standing Operating Procedures (SOPs)

17. LEGAL

County Attorney

- a. Advise the **Grimes County/Cities of Anderson and Todd Mission** officials on emergency powers of local government and necessary procedures for invocation of measures to:
  - (1) implement wage, price and rent controls
  - (2) establish rationing of critical resources
  - (3) establish curfews
  - (4) restrict or deny access
  - (5) specify routes of egress
  - (6) limit or restrict use of water or other utilities
  - (7) use any publicly or privately owned resource with or without payment to the owner
  - (8) remove debris from publicly or privately owned property
- b. Review and advise **Grimes County/Cities of Anderson and Todd Mission** officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers
- c. Prepare and/or recommend legislation to implement the emergency powers which may be required during an emergency
- d. Advise **Grimes County/Cities of Anderson and Todd Mission** officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers
- e. Prepare and maintain Annex U (Legal) to this plan and supporting Standing Operating Procedures (SOPs)

18. RESCUE

Fire Chief/Fire Marshall

- a. Coordinate search and rescue activities
- b. Maintain a reserve pool of manpower and equipment for rescue purposes
- c. Prepare and maintain Annex R (Rescue) to this plan and supporting Standing Operating Procedures (SOPs)

19. HAZARD MITIGATION

Grimes County Commissioners

- a. Overall management of the hazard mitigation program
- b. Prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting Standing Operating Procedures (SOPs)

E. **Other Agencies' Responsibilities**

All department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the **Grimes County Judge/Mayors of Anderson and Todd Mission**.

VI. **DIRECTION AND CONTROL**

A. **General**

The **County Judge/Mayors** as Emergency Management Directors for the **County of Grimes, and Cities of Anderson and Todd Mission** are responsible for assuring that coordinated and effective emergency response systems are developed and maintained. Existing agencies of government will perform emergency activities closely related to those they perform routinely. Specific positions and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and individual annexes. As EOC controller, the Emergency Management Coordinator will provide overall direction of the response activities of all departments of the **County/Cities**. Department heads will retain control over their employees and equipment unless directed otherwise by the Emergency Management Director. Each agency will be responsible for having its own standing operating procedures to be followed during response operations.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing **Grimes County/Cities of Anderson and Todd Mission** services, and only when the emergency situation threatens to expand beyond the **County/Cities** response capabilities. Requests for state or federal assistance are covered in SECTION IX.

B. **Emergency Operating Center (EOC)**

Response activities will be coordinated from the Emergency Operating Center, which is located at Grimes County Law Enforcement Center in Anderson, Texas. The EOC will be activated upon notification of a possible or actual emergency. EOC responsibilities and activation procedures are addressed in Annex N (EOC/Direction and Control). During emergency situations certain agencies will be required to relocate to the EOC. During large scale emergencies the EOC will in fact become the seat of government for the duration of the crisis.

C. **Emergency Authority**

1. A compilation of primary state and local legal documents pertaining to emergency management is shown in Attachment 2.

2. In accordance with the Texas Disaster Act of 1975, as amended (Section 418.106 and 418.108) the County Judge may take extraordinary measures in the interest of effective emergency management. Procedures associated with emergency powers are contained in Annex U (Legal). These powers include but are not limited to:
  - a. Declaration of a local state of disaster
  - b. Wage, price, and rent controls and other economic stabilization measures
  - c. Curfews, blockades, and limitations on utility use
  - d. Rules governing entrance and exit from the affected area
  - e. Other security measures
3. All physical resources within the **County/Cities**, whether publicly or privately owned, may be utilized when deemed necessary by the **County Judge/Mayors**. The **County/Cities** assume no financial or civil liability for the use of such resources; however, accurate records of such use will be maintained in case reimbursement becomes possible.
4. As provided in the Texas Disaster Act of 1975, as amended and the Executive Order of the Governor, the **County Judge/Mayors** may exercise the same powers, or on an appropriate local scale, granted to the Governor.

#### **INCREASED READINESS CONDITIONS**

- A. Most emergencies follow some recognizable build-up period during which actions can be taken to achieve a state of maximum readiness. General departmental actions are outlined in the appropriate annexes while more specific actions will be detailed in the SOPs.
- B. The following INCREASED READINESS CONDITIONS will be used as a means of increasing the alert posture of **Grimes County and the Cities Anderson and Todd Mission**.
  1. **CONDITION 4**: The term "**Condition 4**" will be used by the **County/Cities** to denote a situation that causes a higher degree of readiness than is normally present.
    - a. "**CONDITION 4**" actions could be triggered by the onset of a particular hazard vulnerability season such as: hurricane season, tornado season, flash flood season, fire threats due to severe drought, etc.
    - b. An increase in international tensions could also trigger a "**CONDITION 4**".
    - c. The potential for local civil unrest could also trigger a "**CONDITION 4**".
    - d. Declaration of "**CONDITION 4**" by the Emergency Management Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.

2. **CONDITION 3:** The term "Condition 3" will be used by the County/Cities to refer to a situation which presents a greater potential threat than "Condition 4", but poses no immediate threat to life and/or property. This condition includes situations that could develop into a hazardous condition.
- a. "CONDITION 3" actions could be generated by severe weather watch information issued by the National Weather Services such as:
- (1) Hurricane Watch: Issued whenever a hurricane becomes a possible threat, and evacuation of coastal areas may be required.
  - (2) Tornado Watch: Issued to alert persons to the possibility of tornado development in a specified area, for a specified period of time. Persons in watch areas should maintain their daily routine but be prepared to respond to a tornado warning.
  - (3) Flash Flood Watch: Issued to alert persons to the possibility of flash flooding in a designated area due to heavy rains occurring or expected to occur. Persons should remain alert and be prepared to take immediate action.
  - (4) Winter Storm Watch: Issued when there is a threat of severe winter weather in a particular area.
- b. "CONDITION 3" actions could be generated when the international situation has deteriorated to the point that enemy attack is a possibility. This condition probably would allow sufficient time for an orderly evacuation and/or preparation of shelters.
- c. "CONDITION 3" actions could also be generated when small-scale, localized civil unrest is present.
- d. Declaration of "Condition 3" by the Emergency Management Director/Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.
3. **CONDITION 2:** The term "Condition 2" will be used by the County/Cities to signify that a hazardous situation with a significant potential probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public.
- a. "CONDITION 2" actions could be triggered by severe weather warning information issued by the National Weather Services such as:
- (1) Hurricane Warning: Issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include:
    - (a) Sustained winds of 74 mph or higher and/or

- (b) Dangerously high water or a combination of dangerously high water and exceptionally high waves, even though expected winds may be less than hurricane force.
    - (2) Tornado Warning: Issued when a tornado has actually been sighted in the vicinity or indicated by radar, and may strike in the local area.
    - (3) Flash Flood Warning: Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken.
    - (4) Winter Storm Warning: Issued when heavy snow (4 inches or more in a 12-hour period or 6 inches or more in a 24-hour period), sleet, or freezing rain are forecast to occur separately or in combination.
  - b. "CONDITION 2" actions could be generated when the international situation has deteriorated to the point that enemy attack is probable. This condition may/may not allow sufficient time for an orderly evacuation.
  - c. "CONDITION 2" actions could also be triggered by civil disorder with relatively large-scale localized violence.
  - d. "CONDITION 2" actions could most likely be generated by any condition that will probably require large scale evacuation of the general public such as hurricanes, dam failures, nuclear power plant accidents and/or major HAZMAT incidents. Large scale evacuations require sufficient decision, warning, and execution time to be successful.
  - e. Declaration of "Condition 2" by the Emergency Management Director/Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.
4. CONDITION 1: The term "Condition 1" will be used by the County/Cities to signify that a hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "Condition 2" event.
- a. "CONDITION 1" actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent, such as:
    - (1) Hurricane landfall predicted in 12 hours or less
    - (2) Tornado sighted especially close to a populated area or moving in the path of a populated area.
    - (3) Flooding is imminent or occurring at specific locations.
  - b. "CONDITION 1" actions could be generated when an enemy attack is imminent based upon the evaluation of intelligence data. This warning (ATTACK WARNING) is declared and disseminated by the FEMA National Warning Center over the FEMA National Warning System (NAWAS).
  - c. "CONDITION 1" actions could also be implemented when civil

disorder precipitates large-scale and wide-spread violence.

- d. Declaration of **"Condition 1"** by the Emergency Management Director/Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.

## VIII. CONTINUITY OF GOVERNMENT

### A. Line of Succession

1. The line of succession to the **County Judge** will be the members of the Grimes County Commissioners' Court in order of their seniority to the Court. The line of succession to the **Mayors of Anderson and Todd Mission** will be the members of the respective city councils in order of their seniority to the councils.
2. The line of succession to the Emergency Management Coordinator will be the Administrative Assistant to the Grimes County Judge.
3. Line of Succession to each department head is according to the SOPs established by each department.

### B. Preservation of Records

In order to provide normal government operations following a disaster, vital records must be protected. These would include legal documents, as well as personal documents such as property deeds and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency assigned the preparation of any annex will develop SOPs to insure the protection of vital records.

## IX. ADMINISTRATION AND SUPPORT

### A. SUPPORT

Requests for federal assistance, including the Texas National Guard or other military services, will be made to the Disaster District Committee 7A (Department of Public Safety District Headquarters in Houston). All requests will be made by the **County Judge/Mayors** or by another official duly authorized by the **County Judge/Mayors**.

### B. Agreements And Understanding

Should local resources prove to be inadequate during an emergency,

requests will be made for assistance from other local jurisdictions and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible.

**C. Reports And Records**

Required reports will be submitted to the appropriate authorities in accordance with individual annexes.

**D. Relief Assistance**

All individual relief assistance will be provided in accordance with the policies set forth in state and federal provisions.

**E. Consumer Protection**

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the State Attorney General's Consumer Protection Division.

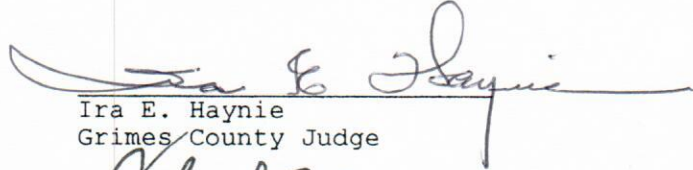
**PLAN DEVELOPMENT, MAINTENANCE, AND IMPLEMENTATION**

- A. If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Emergency Management Coordinator will brief the appropriate public/private officials concerning their role in emergency management and ensure proper distribution of the plan and changes.
- B. All agencies will be responsible for the development and maintenance of their respective annexes and SOPs identified in SECTION V, Organization and Assignment of Responsibilities.
- C. The Emergency Management Coordinator will be responsible for insuring that an annual review of the plan is conducted by all officials involved and that the plan re-certified biennially by the **Grimes County Judge/Mayors of the Cities of Anderson and Todd Mission**.
- D. The plan will be updated, as necessary, based upon deficiencies identified by drills and exercises, changes in local government structure, technological changes, etc. The Emergency Management Coordinator will incorporate approved changes to the plan and will forward changes to all organizations and individuals identified as having responsibility for implementation. Revised pages will be dated and marked to show where changes have been made. The plan will be activated at least once a year in the form of a simulated emergency in order to provide practical experience to those having EOC responsibilities.
- E. This plan supersedes and rescinds all previous editions of the **Grimes County/Cities of Anderson and Todd Mission** Emergency Management Plan and is effective upon signing by the **County Judge/Mayors**. If any portion of

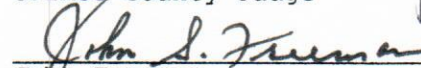
this plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of the plan.

- F. Failure to comply with the provisions of this plan, or with a rule, order or ordinance adopted under this plan, may be punishable by a fine not to exceed \$1,000.

Date September 10, 1998



Ira E. Haynie  
Grimes County Judge

  
John Freeman  
Mayor, City of Anderson

\_\_\_\_\_  
George Coulam  
Mayor, City of Todd Mission