

# **ANNEX N**

## **DIRECTION & CONTROL**

**City of Burnet**

# **APPROVAL & IMPLEMENTATION**

## **Annex N**

### **Direction & Control**

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **RECORD OF CHANGES**

## **Annex N**

### **Direction and Control**

<b>Change #</b>	<b>Date of Change</b>	<b>Entered By</b>	<b>Date Entered</b>

## ANNEX N

### DIRECTION AND CONTROL

#### I. AUTHORITY

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

#### II. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary to accomplish direction and control for this jurisdiction. 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

DEM	Division of Emergency Management
DDC	Disaster District Committee
DPS	Department of Public Safety
EOC	Emergency Operations or Operating Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
GDEM	Governor's Division of Emergency Management
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRP	National Response Plan
SOP	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System

#### IV. SITUATION & ASSUMPTIONS

##### A. Situation

1. The City of Burnet is 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. Our 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 multidiscipline 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 the purpose of the NRP, incidents include the full range of occurrences that require an 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 purposes of the NRP, 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 (ICP) may be activated.
- 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- 6) For the purposes of the NRP, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.

- d. Catastrophic Incident. For the purposes of the NRP, 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. We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to mutual aid 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. The City of Burnet has adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

<b>V. CONCEPT OF OPERATIONS</b>
---------------------------------

## **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, disasters, or catastrophic incidents, a Multi-agency Coordination System may be advisable. Central to this System is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. 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. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition

from the normal ICS structure to a Unified Area Command structure. This arrangement 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 the city and county and state and federal agencies, if required.
  - f. Develop and disseminate warnings and emergency public information.
  - g. Prepare and disseminate periodic reports.
  - h. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
  - i. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

### **D. ICS - EOC INTERFACE**

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

donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

6. 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. If 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.
- f. Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources.

### **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.

<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>
--

**A. Organization**

1. Our 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 be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC 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 Mayor/City Manager/EMC 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 Mayor/City Manager 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 EMC 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 Mayor/City Manager 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 IC 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.

<b>VII. DIRECTION &amp; CONTROL</b>
-------------------------------------

**A. General.** The Mayor/City Manager 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 IC until relieved by a more senior or qualified individual or an individual designated by the Mayor/City Manager. An ICP will normally be established at the incident scene; the IC 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 Mayor/City Manager/EMC may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.

2. The EMC and staff may activate the EOC, 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 Mayor/City Manager/EMC activate the EOC to provide a suitable facility to work the issue.
4. The City Manager/Assistant City Manager/EMC/Assistant EMC] will serve as the EOC Supervisor/ EOC Supervisors.

<b>VIII. READINESS LEVELS</b>
-------------------------------

**A. Level 4--Normal Conditions**

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

**B. Level 3--Increased Readiness**

1. Check the status of the EOC equipment and repair or replace as needed.
2. Check the status of EOC supplies and restock as needed.
3. Update the EOC resource data.
4. Alert the staff, determine personnel availability, and update the EOC call lists.
5. Consider limited activation of the EOC to monitor the situation.
6. Consider situation briefings for senior staff.

**C. Level 2-- High Readiness**

1. Update the EOC staffing requirements based on threat.
2. Determine the specific EOC staff assignments and alert staff.
3. Monitor the potential emergency and determine the possible impact areas.
4. Update maps, charts, displays and resource data.
5. Consider situation briefings for the EOC staff.
6. Consider a partial activation of the EOC.

7. Check the status of the Alternate EOC.

#### **D. Level 1-- Maximum Readiness**

1. Recall the EOC staff and activate the EOC.
2. Monitor the situation.
3. Update maps, charts, displays, and resource lists.
4. Arrange for food service if needed.
5. Determine the possible hazard impact areas and potential hazard effects.
6. Conduct briefings for senior and EOC staff.
7. Formulate and implement precautionary measures to protect the public.
8. Coordinate with the adjacent jurisdictions that the emergency may affect.

<b>IX. ADMINISTRATION &amp; SUPPORT</b>
---

#### **A. Facilities & Equipment**

1. EOC
  - a. The City (County) EOC is located at the City Hall, 1001 Buchanan Dr., Suite 4. The City of Burnet maintains the facility.
  - b. The EOC has the following communication equipment necessary for conducting emergency operations: VHF base radio (2), Landline telephone, Cell Phone
  - c. See Annex B, Communications, for communications connectivity.
  - d. The EOC does not have an emergency generator.
  - e. The EOC has emergency water supplies for 1 days of operation.
  - f. The Parks and Recreation Dept. will provide food for the EOC staff.
2. Alternate EOC
  - a. If the primary EOC becomes unusable, we will use the alternate EOC, located at the Burnet Fire & EMS station, 104 S. Rhomberg St., Burnet to manage emergency operations.

- b. Communications available at this facility include:
  - 1) VHF base radio, landline phone, cell phone, handheld radios
- c. Facility limitations at the Alternate EOC include:
  - 1) No backup power supply.

## **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.
  - 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 EOC will utilize the Emergency Operations Center Log (Tab F to Appendix 1) to record EOC activities. The ICP shall use the Unit Log (ICS form 214) or an equivalent.

### 2. Communications & Message Logs

Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log (Tab G to Appendix 1).

### 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. Use these records to estimate annual emergency response costs for use in preparing future department or agency budgets.

4. 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:
  - a. Personnel costs, especially overtime costs
  - b. Equipment operation costs
  - c. Costs for leased or rented equipment
  - d. Costs for contract services to support emergency operations
  - e. Costs of specialized supplies expended for emergency operations

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

### **C. Reports**

#### 1. Initial Emergency Report

For major emergencies and disasters that may require state assistance, prepare and disseminate an Initial Emergency Report. The purpose of this report is to provide basic information about an emergency. See Appendix 2 for the report format.

#### 2. Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, prepare and disseminate a Situation Report daily. The purpose of this report is to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions possibly affected by the emergency informed about the status of operations. See Appendix 3 for the report format.

### **D. Agreements & Contracts**

If the magnitude of an emergency exceeds local resources, assistance will be requested from other neighboring jurisdictions, other agencies, and industry in accordance with existing inter-jurisdictional agreements and contracts.

### **E. EOC Security**



1. Access to the EOC will be limited during activation. All staff members will sign in upon arrival.
2. The EOC Administrative staff will issue a Visitor badge to visitors with a valid need to enter the EOC. Visitors will surrender the badge 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 EMC is responsible for the development and maintenance of this annex.
2. The EMC is responsible for the development and maintenance of EOC Standard Operating Guidelines.

**B. Maintenance.**

Section X of the Basic Plan outlines the required annual review and updates to this annex.

**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 Staff Roster
Tab C	EOC Activation/Deactivation
Tab D	EOC Operations
Tab E	EOC Log
Tab F	EOC Message Log
Tab G	EOC Message Form
Tab H	EOC Info/Action Record

Appendix 2.....Format for Initial Emergency Report  
Appendix 3.....Format for Situation Report

\* Once the EOC is activated, these tabbed pages should be duplicated as needed and utilized from separate folders.

## **EMERGENCY OPERATIONS CENTER**

### **A. Organization & Staffing**

1. Tab A to this appendix describes the general organization of the EOC during a full activation for emergency operations. For a partial activation of the EOC, only those staff members needed to deal with a particular emergency situation will report to the EOC.
2. Tab B to this appendix provides a sample EOC Staff Roster. The EMC will maintain and distribute a current EOC Staff Roster, including the names of EOC team members and contact information (office, home telephone, and pager numbers).

### **B. Facilities**

1. Tab C provides procedures for activating and deactivating the EOC and the Alternate EOC.
2. Tab D provides the floor plan for the EOC and the Alternate EOC.

### **C. EOC Operations**

Tab E provides general operating guidelines for the EOC.

### **D. EOC Log**

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

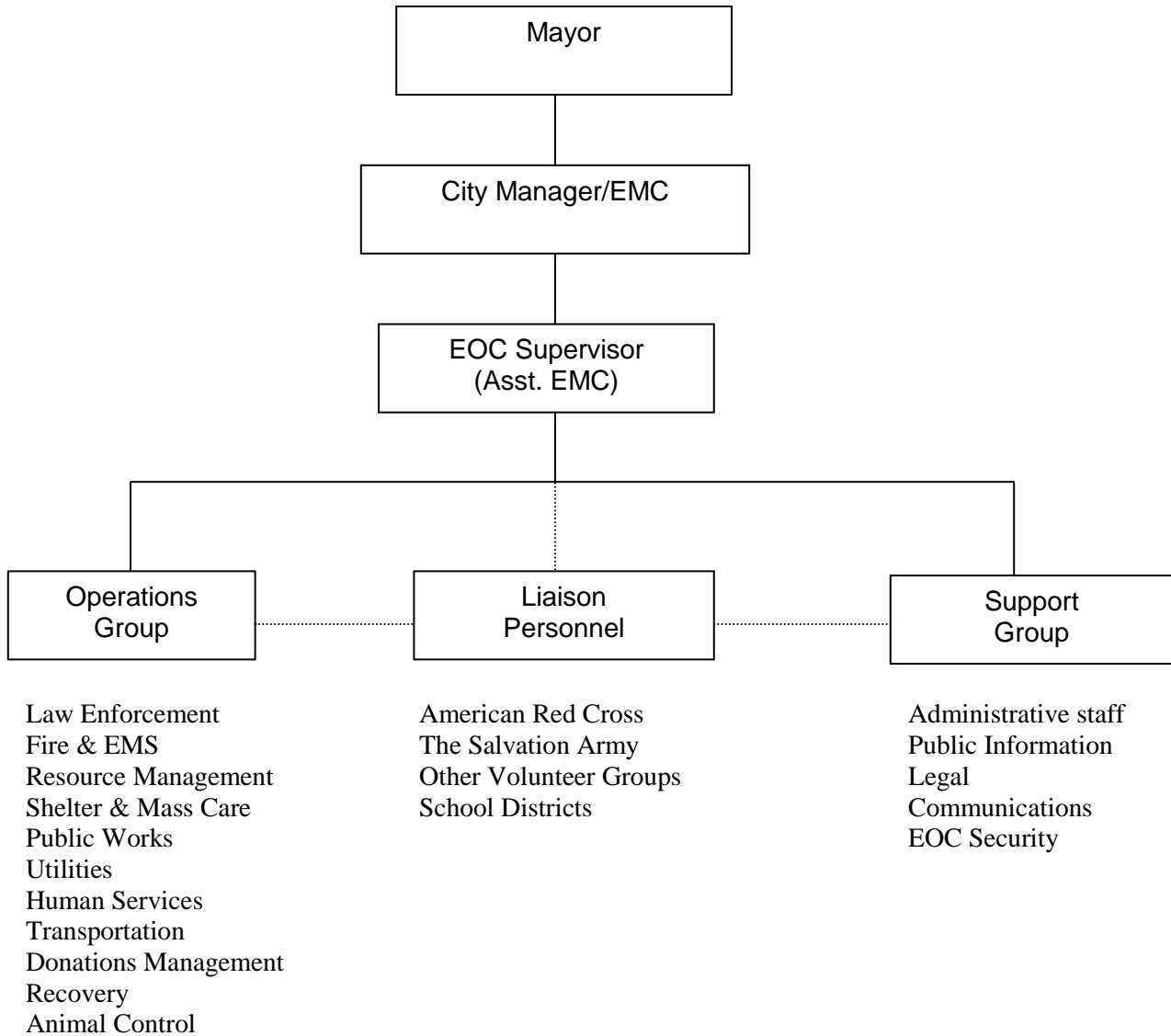
1. Activation and deactivation of the EOC.
2. Emergency notifications to other local governments and to state and federal agencies.
3. Significant changes in the emergency.
4. Major commitments of resources or requests for additional resources from external sources.
5. Issuance of protective action recommendations to the public.
6. Evacuations.
7. Casualties.
8. Containment or termination of an incident.

Use the EOC Log, provided in Tab F, to record this and other pertinent information.

**E. Message Handling**

1. Record all messages sent by or received in the EOC in the EOC Message Log provided in Tab G.
2. Outgoing messages will be prepared on an EOC Message Form. The form allows the sender to specify how to send the message and record the time of dispatch and message number. Tab H provides a copy of the form. Attach typed messages to the form.
3. Record incoming verbal messages in an EOC Info/Action Record, provided in Tab I. For messages that require action, use the form to assign responsibility for the action to EOC staff members and to record the action taken.

### EMERGENCY OPERATIONS CENTER ORGANIZATION CHART



————— Direction

..... Coordination

**EOC STAFF ROSTER**

<i>Position</i>	<i>1<sup>st</sup> Shift Midnight to Noon</i>	<i>2<sup>nd</sup> Shift Noon to Midnight</i>
<b>EOC Supervisor</b>		
Deputy		
<b>Operations Group:</b>		
Law Enforcement		
Fire & Rescue		
Health & Medical		
Resource Management		
Shelter & Mass Care		
Public Works		
Utilities		
Human Services		
Transportation		
Animal Control		
<b>Support Group:</b>		
Administration #1		
#2		
Communications		
Legal		
Security		
<b>Liaison:</b>		
American Red Cross		
VFW Volunteers		

**EOC ACTIVATION/DEACTIVATION**

**A. General**

1. The Mayor/City manager/EMC requests activation of the EOC. A decision to activate the EOC typically occurs based on staff recommendations.
2. The EMC may activate the EOC and will determine the level of EOC staffing required based upon the situation.
3. The EMC will maintain the EOC Staffing Roster and ensure notification of appropriate EOC staff members to report to the EOC when activated.

**B. Activation Checklist**

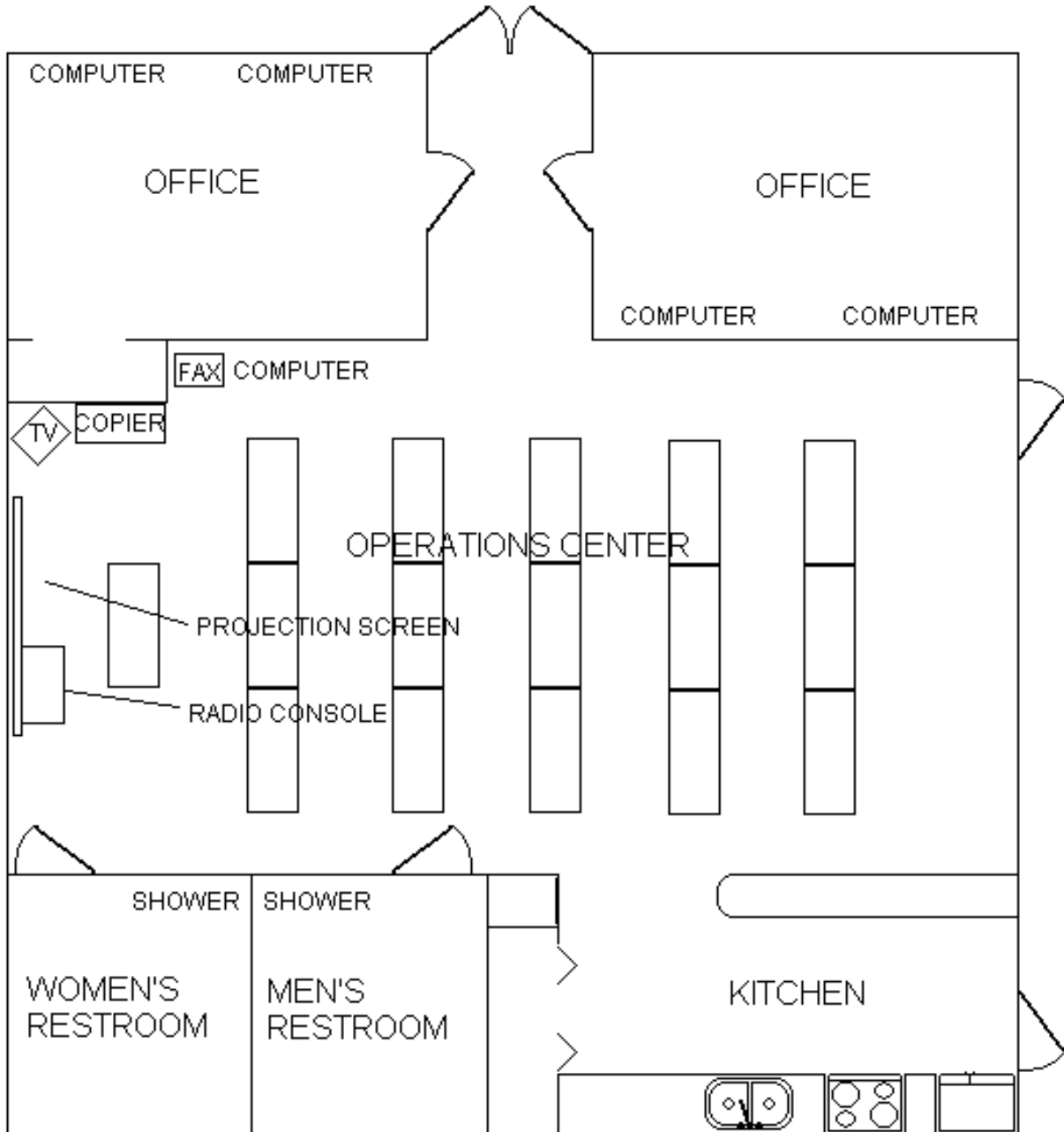
✓	<b>Action</b>
<input type="checkbox"/>	Determine level of EOC staffing required.
<input type="checkbox"/>	Make notifications to the appropriate EOC staff and liaison personnel
<input type="checkbox"/>	Advise the County switchboard and Dispatch Center when the EOC is activated.
<input type="checkbox"/>	
<input type="checkbox"/>	Activate and test radios in communications room. (Qualified communications operator only)
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Test emergency generator and determine fuel status. Arrange for fuel delivery if required.
<input type="checkbox"/>	Secure EOC entrance and set out EOC sign-in roster.
<input type="checkbox"/>	Clear out Conference Room for use as workroom.
<input type="checkbox"/>	Determine requirements for food service.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**C. Deactivation Checklist**

✓	<b>Action</b>
<input type="checkbox"/>	The EMC shall collect the EOC Log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference.
<input type="checkbox"/>	Advise County switchboard and Dispatch Center when the EOC is deactivated.
<input type="checkbox"/>	Replenish working supplies and forms from storage closet.
<input type="checkbox"/>	Determine generator fuel status and arrange for refueling if necessary.
<input type="checkbox"/>	Clean up Conference Room if we used it as a workroom.
<input type="checkbox"/>	Arrange for cleaning of EOC and removal of trash, if necessary,
<input type="checkbox"/>	
<input type="checkbox"/>	



**City of Burnet**  
**EOC Floor Plan**  
**104 S. Rhomberg St.**



## **EMERGENCY OPERATIONS - Sample**

### **A. EOC Staff Responsibilities**

1. The EOC Supervisor & Assistant
  - a. Monitor emergency operations and directs EOC operations.
  - b. Screen incoming messages, determines disposition and distribution.
  - c. Assign responsibility for responding to requests for resources or information or formulating options for solving problems to Staff Officers.
  - d. Review proposed options for solving problems and select and implement an appropriate course of action.
  - e. Approve outgoing messages and reports for release.
  - f. Make requests for external assistance or approve requests made by other members of the EOC staff.
  - g. Conduct periodic update briefings for the EOC staff and elected officials.
2. Administrative Staff
  - a. Logger
    - 1) Numbers incoming & outgoing messages.
    - 2) Records all messages in the EOC Message Log (Tab G to Appendix 1).
  - b. Distribution Clerk
    - 1) Picks up incoming messages from Communications and delivers to the EOC Supervisor.
    - 2) Delivers outgoing message traffic to Communications.
    - 3) Reproduces and distributes messages and other materials within the EOC.
    - 4) Maintains a file of original incoming and outgoing messages.
  - c. Poster/Plotter(s)
    - 1) Posts incident information on EOC display boards, other than those maintained by Action Officers.

- 2) Plots incident information on EOC maps.
  - 3) Assists the Distribution Clerk.
- d. Writer
- 1) At the direction of the EOC Supervisor, records key events in the EOC Log (Tab F to Appendix 1).
  - 2) Prepares EOC reports.
  - 3) Prepares outgoing messages that require typing.
  - 4) Assists the Distribution Clerk and the Logger.
3. Staff Officers
- Staff Officers include representatives of departments and agencies that compose the Operations Group and the Support Group, as well as liaison personnel from volunteer groups.
- a. Have knowledge of their organizational resources and expertise in their use.
  - b. Forward and respond to requests for emergency resources or information from their department, agency, or group, coordinating as necessary with their parent organization.
  - c. Receive emergency information and enter it into the EOC information system.
  - d. Work with other Staff Officers to resolve problems that require multi-agency action.
  - e. Maintain pertinent display boards and maps.
4. Public Information Staff
- a. Develops and disseminates appropriate emergency public information through news releases, briefings, and, where appropriate, emergency information systems.
  - b. Handles media inquiries.
5. Communications Staff
- a. Receives incoming EOC message and transmits outgoing EOC message
  - b. Maintain the required communications log.

## **B. Information Flow**

### 1. Incoming Messages

- a. Record Traffic. Incoming messages and faxes will receive a message number assigned by the Logger before going to the EOC Supervisor or Deputy for review. The Logger will number incoming messages sequentially with an R prefix and outgoing messages sequentially with an S prefix.
- b. Verbal Messages. Anyone on the EOC staff may receive incoming verbal messages. The individual receiving the verbal message will record the substance of calls which request resources or information, provide information relating to the emergency situation, or are otherwise pertinent to EOC operations on an Emergency Action Record (Tab I to Appendix 1.) The individual will deliver the Emergency Action Record to the Logger for assignment of a message number and then to the EOC Supervisor or Deputy for review.

### 2. Screening Messages.

- a. The EOC Supervisor or Deputy shall screen incoming traffic and determine how to handle it. Messages typically fall into two categories: (a) those that provide information about an emergency and (b) those that request resource support or information or identify problems and thus require action.
- b. For messages that provide information only, the EOC Supervisor or Deputy will indicate whether to post the information on display boards or plot it on map boards by checking the appropriate block on EOC forms or hand stamping a Disposition box on other types of messages. The EOC Supervisor or Deputy shall also indicate the distribution of each message in the approximate block. The EOC Supervisor or Deputy may also highlight information in messages to include in the periodic Situation Report. We will log all messages received, but distribute only messages pertinent to the emergency situation.

- c. The Distribution Clerk will retain originals of all messages.

### 3. Outgoing Messages

- a. Any member of the staff may draft outgoing messages. The EOC Supervisor or Deputy must review all outgoing messages. If necessary, the Writer will type the final copy of an outgoing message and provide it to the EOC Supervisor for approval. The EOC Supervisor or Deputy will provide the approved message to the Distribution Clerk for dispatch.
- b. Summarize any outgoing calls by any staff member that concerns matters of interest to other members of the EOC staff on an Emergency Action Record (Tab I to

Appendix 1.) Provide a copy to the EOC Supervisor or Deputy, who will determine further distribution requirements.

4. Exchange of Information

- a. All Staff Officers must keep the EOC Supervisor or Deputy advised, either verbally or by a note, of important information relating to emergency operations they receive and significant response or recovery issues they identify.
- b. Staff Officers receiving information that may affect the conduct of other emergency functions must provide that information in a timely manner to the Staff Officers responsible for those functions.

**C. Task Response & Problem Solving**

1. The EOC Supervisor or Deputy will assign responsibility to specific Staff Officers for responding to requests for resources or information or for formulating solutions to emergency response and recovery problems. He or she will normally assign tasks using the Emergency Info/Action Record form; attaching pertinent messages or information to the form.
2. Task Response
  - a. Staff Officers assigned tasks to provide resources or information must complete the required action and close out the task by completing the Action Taken block at the bottom of the Emergency Info/Action Records and returning the form to the EOC Supervisor or Deputy.
  - b. Staff Officers will complete the specific task assigned as well as any other tasks implied in the original tasking. For example, if the Shelter & Mass Care Staff Officer receives the task of obtaining 400 cots for a shelter, the task includes the explicit task of locating the cots and the implicit task of getting them transported from wherever they are to the shelter. To complete the implicit task, the Shelter and Mass Care Staff Officer may have to coordinate with the Transportation Staff Officer to arrange transportation if the supplier of the cots cannot do so.
  - c. If local sources cannot satisfy requests for resources or information, the Staff Officer will advise the EOC Supervisor or Deputy immediately and identify possible external sources for the resources or information.
  - d. When responding to requests for resources, Staff Officers will coordinate with the requestor to confirm specific requirements and coordinate the delivery time and location. Always advise requestors of the disposition of their requests.
  - e. For tasks that will take some time to complete, Staff Officers will provide interim progress reports to the EOC Supervisor or Deputy.

3. Problem Solving

- a. The EOC Supervisor or Deputy may refer specific response or recovery problems or issues to a Staff Officer or a group of Staff Officers for consideration. The EOC Supervisor or Deputy will normally indicate whether he wants either a preferred solution or a range of options to consider.
- b. In developing a preferred solution or range of options to solve a problem, Staff Officers assigned primary responsibility for the task should coordinate with other Staff Officers who have pertinent expertise and, where appropriate, with external agencies, organizations and groups for assistance. If the request is for a range of options, prioritize the options.

**D. Status Boards & Maps**

1. The indicated staff members will maintain the following EOC status boards:

- a. Current Situation board: Poster/Plotter
- b. Evacuation Status board: Law Enforcement
- c. Shelter & Mass Care Status board: Shelter & Mass Care
- d. Resource Commitments board: Resource Manager
- e. Points of Contact board: Deputy EOC Supervisor
- f. Route Status board: Law Enforcement
- g. Damage Summary board: EMC or Asst. EMC

2. The indicated staff members will maintain the following EOC maps:

- a. Current Situation map: Poster/Plotter
- b. Traffic Control map: Law Enforcement
- c. Hazmat Facilities/Risk Areas map: Fire Service
- d. Special Facilities map: Fire Service
- e. Hurricane/Flood Risk map: EMC or Asst. EMC

## **E. Reports**

1. When the EOC is activated for a major emergency or disaster that may require external assistance, the EOC Supervisor or Deputy will instruct the Writer to prepare an Initial Emergency Report. See Appendix 2 for the format of and addresses for this report.
2. The Writer will prepare the periodic Situation Report, with guidance on report content provided by the EOC Supervisor or Deputy. See Appendix 3 for the format of and addressees for this report. Issue the report daily or more frequently, particularly when circumstances change dramatically. The target time for release of daily reports is 11:00 AM.

## **F. Briefings**

1. Situation Update Briefings. The EOC Supervisor or Deputy will conduct periodic informal situation update briefings for the EOC staff, recapping the current situation and highlighting ongoing actions and issues to be resolved. Keep briefings short so they will not disrupt ongoing EOC operations.
2. Shift Change Briefing. Outgoing EOC team members shall conduct an individual face-to-face turnover briefing to update their replacement on recent and ongoing emergency operations. Such briefings shall always include a detailed review of any tasks in progress or awaiting action that arriving personnel must monitor or complete.
3. Media Briefings. The Public Information staff shall schedule and conduct briefings for the media as needed. To preclude disruption of EOC operations, do not conduct media briefings in the primary EOC work area.

## **G. EOC Security**

1. When the EOC is activated, security procedures will be enacted.
2. Security personnel will identify visitors to the EOC and determine their business before admitting them. Visitors with a valid need to enter the EOC will sign in on the EOC Visitor Log. Security will provide each visitor with an EOC Visitor badge.

EMERGENCY OPERATIONS CENTER LOG					Page	of Pages
City of Burnet						
	<i>From</i>			<i>To</i>		
	<i>Date</i>	<i>Hour</i>	<i>Date</i>	<i>Hour</i>		
<i>No.</i>	<i>Time</i>		<i>Incidents, Activities, Reports, &amp; Actions Taken</i>			<i>Initials</i>
	<i>In</i>	<i>Out</i>				





<b>EOC MESSAGE FORM</b>	
<b>From</b>	
<b>To</b>	
<b>Subject</b>	
<b>Message Text</b>	
<b>Send By</b>	
<input type="checkbox"/> Radio <input type="checkbox"/> Teletype <input type="checkbox"/> Fax <input type="checkbox"/> E-mail	
<b>Date:</b>	<b>Time:</b>
<b>Message #:</b>	
<b>DISTRIBUTION:</b>	

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

**INITIAL EMERGENCY REPORT****A. Purpose**

The purpose of this report is to advise the State (through the local Disaster District), potentially affected nearby jurisdictions, 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. Dispatch an Initial Incident Report as soon as it becomes apparent that an incident has the potential to become a serious emergency. Send the report in written form (such as TLETS teletype or facsimile) if possible, otherwise make a verbal report by telephone or radio.

**B. Format****DATE/ TIME:****FROM****TO:****CITY OF BURNET**

DPS \_\_\_\_\_, DDC Chairperson

Adjacent affected jurisdictions, jurisdictions from which resources may be requested pursuant to inter-jurisdictional 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:

**C. Sample Message****DATE/ TIME:**

11-25-00/1820

**FROM**

Disasterville EOC

**TO:**

DPS Aurora, DDC Chairperson

Hazard County SO

Tsunami City PD

**SUBJECT:****INITIAL EMERGENCY REPORT**

- A. TYPE OF INCIDENT: Explosion/Fire/Hazmat Spill
- B. DATE/TIME OF OCCURRENCE: 11-25-00/1915
- C. DESCRIPTION: Peyton Agro-Chem facility on S. Meridian St. exploded. Explosion & resulting fire has destroyed one city block; two more threatened. Possible HAZMAT plume from stored chemicals.
- D. AREA AFFECTED: 9 blocks, mostly residential, in Southern Disasterville
- E. REPSONSE ACTIONS UNDERWAY: Local fire & police at scene, mutual aid from 2 rural VFDs summoned Tsunami City HAZMAT Team en route. TNRCC representative en route.
- F. ASSISTANCE REQUIRED, IF ANY: May need SAR Team and additional Hazmat response resources. Will advise.
- G. POINT OF CONTACT INFORMATION: Joe Jones, EMC, 555-1222.

**DATE/ TIME:**

**FROM:**

**TO:**

**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

### A. Purpose

The purpose of this report is to advise the State (through the local Disaster District), potentially affected nearby jurisdictions, and jurisdictions providing resources under a mutual aid agreement of the status of an ongoing major emergency. Provide this report to local officials not working at the EOC to keep them informed of the situation. Prepare and disseminate a Situation Report at least once a day. Send the report in written form (such as TLETS teletype, facsimile, or e-mail).

### B. Format

**DATE/ TIME:** 11-25-00/1820  
**FROM** Disasterville EOC  
**TO:** DPS Aurora, DDC Chairperson  
Hazard County SO  
Tsunami City PD  
**SUBJECT: SITUATION REPORT # 1**  
**FOR [event description] Covering the Period**  
**From \_\_\_\_\_ To \_\_\_\_\_**

#### A. CURRENT SITUATION:

*[Who is doing what about the emergency? Are there any problems hampering the emergency response? Is the situation getting worse, remaining stable, or winding down?]*

#### B. AREAS AFFECTED:

#### C. RESPONDING AGENCIES/ORGANIZATIONS:

*[Include local, state, and federal responders plus volunteer groups]*

#### D. CASUALTIES (cumulative):

1. Fatalities
2. Injured:
3. Missing:

#### E. ESTIMATED DAMAGES (cumulative):

1. Homes Destroyed/Damaged:
2. Businesses Destroyed/Damaged:
3. Govt Facilities Destroyed/Damaged:
4. Other:

F. EVACUATIONS (cumulative): *[Estimated number of evacuees]*

G. SHELTERS (cumulative):

1. Number of Shelters Open:
2. Estimated Occupants:

H. ROAD CLOSURES:

I. UTILITY OUTAGES:

J. COMMENTS:

**Sample Report****DATE/ TIME:****FROM**

City of Burnet]

**TO:**

DPS \_\_\_\_\_, DDC Chairperson

DPS \_\_\_\_\_Austin DDC

Adjacent affected jurisdictions

Jurisdictions providing mutual aid resources

**SUBJECT: SITUATION REPORT # 1****FOR PEYTON AGRO-CHEM EXPLOSION****Covering the Period From 11-25-00 To 11-26-00**

- A. **CURRENT SITUATION:** Fires in downtown bldgs have been extinguished. Chemical plant continues to burn. Search & rescue team has recovered three bodies in collapsed buildings in downtown area; 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 ARC. Pesticide residue may have contaminated two 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: Disasterville FD, Floodprone VFD, Monon VFD, Casson FD.  
 State: TNRCC, TxDOT, Dept of Ag, TEEX Search & Rescue Team, DEM RLO  
 Federal: US EPA  
 Volunteers: ARC, 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. Monan, Meridian, Western, Key, Travis, Fox, Tiber, Alstead, and Calhoun Streets in southern portion of city  
 2. County Road 124 between city limits and Co. Rd 150.
- I. **UTILITY OUTAGES:** Electrical and water service shut off to four blocks of downtown.
- J. **COMMENTS:**  
 1. Fire Marshal expects fire at chem plant to burn itself out this evening. Some fire units will be released at that time.  
 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 bldgs this evening.



**DATE/ TIME:**  
**FROM:**  
**TO:**

**SUBJECT:           SITUATION REPORT # 1**  
**FOR CITY OF BURNET**  
**Covering the Period From \_\_\_\_\_ To**

- A.**     CURRENT SITUATION:
- B.**     AREAS AFFECTED:
- C.**     RESPONDING AGENCIES/ORGANIZATIONS:
- D.**     CASUALTIES (cumulative):
  - 1. Fatalities:
  - 2. Injured:
  - 3. Missing:
- E.**     ESTIMATED DAMAGES (cumulative):
- F.**     Homes Destroyed/Damaged:
- G.**     Businesses Destroyed/Damaged:
- H.**     Govt Facilities Destroyed/Damaged:
- I.**     Other:
- J.**     EVACUATIONS (cumulative): *[Estimated number of evacuees]*
- K.**     SHELTERS (cumulative):
  - 1. Number of Shelters Open:
  - 2. Estimated Occupants:
- L.**     ROAD CLOSURES:
- M.**     UTILITY OUTAGES:
- N.**     COMMENTS:

**APPENDIX 4  
to  
ANNEX N**

**ANIMAL  
ISSUES  
COMMITTEE  
PLAN**

City of Burnet

**Approval and Implementation**

**APPENDIX 4  
to  
ANNEX N**

**ANIMAL ISSUES COMMITTEE PLAN**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Record of Changes**

**APPENDIX 4  
to  
ANNEX N**

**ANIMAL ISSUES COMMITTEE PLAN**

<b>Change #</b>	<b>Date of Change</b>	<b>Entered By</b>	<b>Date Entered</b>

# **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 knowing 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 our local emergency management team and is an essential asset to our community. This plan outlines the types of individuals that make up our animal issues team as well as some of the responsibilities they would have and the situations they may encounter.

## **III. EXPLANATION OF TERMS**

### **A. Acronyms and abbreviations**

ACO – [City/County] animal control officer (could be called the “CAC”)  
AHT – Animal health technician (federal government)  
AIC – Animal Issues Committee  
APHIS – Animal and Plant Health Inspection Service (USDA)  
CAC – [City/County] animal coordinator (probably the same as the “ACO”)  
CAFO – Concentration animal feeding operation  
DPS – 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  
Noah’s Wish – Animal welfare organization for rescuing and sheltering animals  
NPS – National Park Service  
NRCS – Natural Resources Conservation Service (USDA)  
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  
TCE – Texas Cooperative Extension (TAMUS)  
TCEQ – Texas Commission on Environmental Quality  
TDA – Texas Department of Agriculture  
TDCJ – Texas Department of Criminal Justice  
TDH – Texas Department of Health  
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  
USDA – United States Department of Agriculture  
VMO – Veterinary medical officer (federal)  
VS – Veterinary Services (APHIS)  
WS – Texas Wildlife Services (TCE)

## B. Definitions

1. Animal Control Officer (ACO) – The person who has the overall responsibility for animal-related issues within our jurisdiction. Sometimes this person may be referred to as the [city/county] animal coordinator (CAC).
2. Animal health inspector (livestock inspector) - An animal health technician assigned to the Texas Animal Health Commission (TAHC) who may work with our jurisdiction in his or her TRACE capacity to assist us in solving animal health and welfare issues (similar to a federal AHT)
3. Animal health technician - An individual, assigned to the federal government, who may work with our jurisdiction in his or her TRACE capacity to assist us in solving animal health and welfare issues [similar to a state (TAHC) animal health inspector]
4. Companion animals – A term used for pets such as dogs, cats, rabbits, mice, rats, pot-bellied pigs, reptiles, horses, and so forth that generally are raised in a domestic setting, oftentimes as “part of the family”
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. 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
15. Premises – The property where the animal is located
16. 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).
17. Texas Animal Health Commission – 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.
18. Toxicologist – For the purposes of this appendix, a scientist who assists in determining why animals have died, especially if a hazardous substance is suspected
19. TRACE representative – A TAHC or USDA/APHIS/VS/TX veterinarian, animal health technician, or animal livestock inspector assigned to our county to provide assistance for animal emergency management, public information, and educational purposes

20. Veterinary medical officer (VMO) – A veterinarian employed by the federal government
21. Zoonotic disease – A disease that is transmissible to humans as well as animals

#### IV. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Companion animals (i.e., pets), livestock, and non-domesticated (i.e., wild) animals may be affected by all types of natural and man-made emergencies and disasters.
  - a. Natural disasters that could affect animals in Texas include disease, floods, fires, lightning strikes, wind storms and tornadoes, hurricanes, drought, toxic forage, excessive heat, 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 our community 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 personnel in our city and county government who respond to emergency events involving animals, or they may not understand their responsibilities.
3. Our city and county 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 our community.
4. This community would benefit significantly by having a viable animal issues committee or team that could help the city and county officials prepare for, respond to, recover from, and/or mitigate animal-related emergency situations.



## V. CONCEPT OF OPERATIONS

### A. General

1. Our community will create an Animal Issues Committee (AIC) 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 our community.
4. The AIC will prepare animal-related planning appendices to selected functional annexes of our local emergency management 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 our AIC will consist of the following types of individuals: *(The Committee will have as many or as few of the following individuals as deemed appropriate for the mission selected by the group and the needs of the jurisdiction.)*
  - 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 county)*
  - c. Veterinary technician(s) from local veterinary offices *[good person(s) to have]*
  - 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 (TCE) *(for animal disease and non-disease issues)*

Appendix 4 to Annex N

- 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 official (judge and/or mayor), (commissioner and/or council member), *(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 and disinfection issues) *(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 representative from city, county, and/or state (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. TCE-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, by the individual named in the paragraph VII.A. (below), or by his or her representative.
2. The chair of the committee will be either be the individual designated in paragraph VI.A.1 (above) or a person selected by the committee members.
3. The Committee will be an "advisory" group to help solve animal-related emergency or disaster issues within our community. It will not be a tasking (i.e., direction and control) organization.
4. 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. Our Animal Issues Committee will consider both non-disease and disease topics.
  - a. Our “non-disease issues” to be considered are:
    - (1) Evacuation and transport of animals from actual or impending disaster locations
    - (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) Wildlife 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. Our “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 city's and/or county's animal control officer/emergency management coordinator/other person.
- B. When an emergency or disaster situation arises, the AIC will respond as outlined in their plan(s). 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.

## **VIII. READINESS LEVELS FOR THE ANIMAL ISSUES COMMITTEE**

### **A. Readiness Level 4 – Normal Conditions**

1. Meet on a regular 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 3 – 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 2 – 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 1 – Maximum Readiness

1. Contact the animal control officer/emergency management coordinator/other appropriate officials to ensure they know that Animal Issues Committee personnel are available and how they can be reached.
2. Report, if needed, to the city and/or county emergency operating center (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, 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 3 (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 A and B).

C. Key Facilities

1. The Animal Issues Committee will establish a facility or meeting location at which the group can convene on a periodic basis to consider the myriad of animal issues affecting the jurisdiction.
2. During exercises, as well as actual emergencies, the Animal Issues Committee should decide how they will respond to each and from what 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. An Animal Issues Committee representative(s) should participate in any after-action review 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**



Appendix 4 to Annex N

- A. The (City and/or County EMC with assistance from the Animal Control Officer is responsible for developing and maintaining this appendix. Recommended changes to this appendix should be forwarded as needs become apparent.
- B. The appendix will be reviewed periodically and updated in accordance with the (Basic Plan/Annex N/other).
- C. Departments and agencies assigned responsibilities in this appendix are responsible for developing and maintaining SOPs covering those responsibilities.

**XI. ATTACHMENTS**

- A. Animal Issues Committee Members
- B. Animal Issue Committee Contact List
- C. Animal Issues Committee Activity Log

## Attachment 1

**MEMBERS – (Burnet County/City) ANIMAL ISSUES COMMITTEE**

Date:

<b>Name / Job Title</b>	<b>Agency</b>	<b>Mailing Address / E-Mail Address</b>	<b>Work Phone / Fax Number</b>
Mark Severs, Animal Control Officer	Burnet County Sheriffs Office	PO Box 1249 Burnet, TX 78611	512-756-8080
Wade Hibler, County Extension Agent Ag & NR	Texas AgriLife Extension System	1701 E. Polk Str.,Ste12 Burnet, TX 78611	512-756-5463-office 512-755-9608-cell wadehibler@tamu.edu
Dan Brady, Chairman Ag & NR Committee	Texas AgriLife Extension System	1414 Bluebonnet Marble Falls, TX 78654	830-693-1044-home 512-755-4660-cell
Cody Orman, Committee Member Ag & NR		830-798-4018-cell	Cody Orman, Committee Member Ag & NR
David Naumann, Committee Member Ag & NR	Texas AgriLife Extension System	PO Box 86 Spicewood, TX 78669	830-693-4720-home
Billy McCoy, Committee Member Ag & NR		512-756-2202-home	Billy McCoy, Committee Member Ag & NR
Kenneth Pruitt, Committee Member Ag & NR	Texas AgriLife Extension System	485 Greer Lane Burnet, TX 78611	512-756-7499-home
John Warren, Committee Member Ag & NR		512-756-7507-home	John Warren, Committee Member Ag & NR
Hap Zimmerman, Committee Member Ag & NR	Texas AgriLife Extension System	223 CR 303 Bertram, TX 78605	512-355-2289-home
Carolyn Duncan Bradshaw, Committee Member Ag & NR		512-756-7571-home	Carolyn Duncan Bradshaw, Committee Member Ag & NR
Stephen Elliott, Committee Member Ag & NR	Texas AgriLife Extension System Burnet Vet Clinic	PO Box 425 Bertram, TX 78605	swelliott2003@yahoo.com
Dr. Dan McBride, D.V.M.		2500 S. Water Street Burnet, TX 78611	512-756-2805 or 512-756-6014-office
Dr. William Kyle, D.V.M.	Burnet Vet Clinic	2500 S. Water Street Burnet, TX 78611	512-756-2805 or 512-756-6014-office
Dr. Matt Schuessler, D.V.M.	Paleface Vet Clinic	21205 TX 71 W Spicewood, TX 78669	512-264-1700-office
Dr. Donny Jung, D.V.M.	Highland Lake Vet Clinic	1110 W Hwy 1431 Marble Falls, TX 78654	830-693-5438-office

Appendix 4 to Annex N

--	--	--	--







# APPROVAL & IMPLEMENTATION

## Annex N

### Direction & Control

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

Mark Long  
Signature

5-7-11  
Date

Robert Hall  
Signature

09/07/11  
Date

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

Jurisdiction(s): City of Burnet

Annex Date: 09/07/11 Date of most recent change, if any: \_\_\_\_\_

(The date which appears on the signature page)

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

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



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

FOR LOCAL GOVERNMENT USE		Signature	Date
This Checklist Completed By	<i>[Signature]</i>		<i>09/07/11</i>

FOR GDEM USE	Initials	Date
GDEM Regional Liaison Officer Review		
GDEM Preparedness Section Processing		