

City of Weston Lakes Emergency Preparedness Implementation Plan



June 2009

Table of Contents

Title Page.....	1
Table of Contents.....	2
References.....	4
Background	5
Purpose	5
Situation and Assumptions.....	6
Concept of Operations.....	7
Organization and Tasks.....	9
Logistics and Resources.....	16
Command and Control and Communications.....	18
Annexes:	
Annex A: Organization	A-1
Annex B: Critical Infrastructure.....	B-1
Appendix 1. Annotated City Map.....	B-A-1
Annex C: EOC Operations.....	C-1
Appendix 1. Situation Report Format.....	C-A-1
Annex D: Mitigation.....	D-1
Annex E: Debris Removal.....	E-1
Annex F: Public Works.....	F-1
Appendix 1. MUD 81 Plan.....	F-A-1
Appendix 2. Aqua Texas Plan.....	F-A-2
Annex G: ESD #4.....	G-1
Annex H: POA Plan.....	H-1
Appendix 1.....	I-A-1

Annex I: City Community Assessment.....	J-1
Annex J: Training.....	J-1
Annex K: Logistics, Contracting and Reimbursement.....	K-1
Annex L: Communications.....	L-1
Annex M: Public Health.....	M-1
Annex N: Mutual Aid and Request for Assistance.....	N-1
Annex O: Non Governmental Organizations.....	O-1
Annex P: Animal Control and Assistance.....	P-1
Annex Q: Critical Points of Contact.....	Q-1

I. References:

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive. *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Plan
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

C. Local

1. Fort Bend County Commissioner Court Order of October 3, 1983.
2. Weston Lakes City Ordinance 04-09, dated 24 March 2009, and approved by City of Weston Lakes City Council April 24, 2009.
3. Joint Resolution 01-09 between Fort Bend County and Weston Lakes, dated March 24, 2009, and approved by the Fort Bend County Commissioners Court
4. Fort Bend County Mitigation Plan, dated November, 2003, revised 2005
5. Fort Bend County Debris Management Plan, dated March 2009
6. Fort Bend County Emergency Management Plan, dated August 9, 2005

II. Background

A. The City of Weston Lakes, incorporated in May of 2008, with municipal officers elected in November of 2008, and has no existing history in the development of emergency preparedness plans and is in the early process of establishing ordinances, resolutions, organizations, structure, and staff to execute the City's responsibility under the laws of the United States, the State of Texas, and under the plans and direction of Fort Bend County. Through a city county Joint Resolution the City has agreed to abide by the requirements of the Fort Bend County Emergency Management Plans. A city ordinance (03-09) has been passed addressing the Emergency Preparedness responsibilities and authorities of the City, and the City-County Joint Resolution (01-09) serves to standardize the emergency preparedness process, to include planning, protection, response, recovery and training, and makes County resources and assistance available to the City in times of emergency situations. A city ordinance (06-09) has been passed establishing the National Incident Management System (NIMS) as the standard for organizing and managing the emergency management process within the City of Weston Lakes.

B. Weston Lakes and the surrounding area encompassing the City of Fulshear, the City of Simonton, the subdivisions of Fulbrook and Fulshear Farms, and the many ranches, farms, and individual rural home sites is like all other communities subject to manmade and natural disasters that impact the ability of the community to function without internal and external assistance. The City of Weston Lakes has been subject to the effects of two major Hurricanes in the last five years, Hurricane Rita and Hurricane Ike. Although the damage from these storms has been tolerable for most part, the potential for more devastation from future weather events faces the entire community.

C. With the establishment of the City of Weston Lakes emergency preparedness responsibility accrues to the new city. Local level mitigation, including planning for protection, response, and recovery become the responsibility of the City and an organizational structure must be put into place to facilitate the satisfaction of these responsibilities under the umbrella of the County Emergency Operations Plan.

III. PURPOSE:

A. This City of Weston Lakes Emergency Management Plan describes the responsibilities and actions of the City in response to all hazards threats to the city's citizens and property as a result of natural and manmade occurrences. The plan establishes the structure for of the emergency management process and addresses the phases involved in warning, mitigation, planning, response and recovery in emergency management.

B. This plan serves to provide implementing guidance to the basic Fort Bend County Emergency Operations Plan and defines the responsible agencies, individuals and citizens of Weston Lakes who have emergency management responsibilities within the City of Weston lakes.

C. The plan also provides the construct of the Emergency Management organization within the city and its functions under the National Incident Management System (NIMS); the response organizations under the Incident Command System (ICS); the all hazards response structure under the National Response Plan; and lastly the responsibilities of the City under the Fort Bend County Emergency Operations Plan as agreed to by Joint Resolution 01-09 with the Fort Bend County Commissioners Court.

D. Although the City may be impacted by all 15 National Planning Scenarios, this plan provides planning for the following most likely scenarios: Anticipated Weather event; unanticipated Weather event; a catastrophic medical event, (food poisoning, pandemic influenza); a chlorine gas leak, road blockage; and an area grass fire. Other events or incidents will be handled using the planning guidance within this plan. The NIMS provides for the necessary flexibility to meet all challenges.

IV. SITUATION AND ASSUMPTIONS:

A. Assumptions:

1. The City of Weston Lakes, the surrounding area, and Fort Bend County will be the scene of manmade and natural disasters requiring emergency action by area governments to minimize the effect of such events and speed recovery.
2. The residents of the City of Weston Lakes will look to their City Government to assist all citizens in the event of an emergency situation.
3. Citizen volunteers will be willing to participate in the full cycle of emergency preparedness, planning, training, mitigation, response and recovery in aid of their fellow citizens.
4. The Weston Lakes Country Club, a private golf and country club enterprise will provide facilities and assistance, within reason, to assist the City in the response to such emergency situations.
5. The Fort Bend County Mud 81 will assist in the City in the planning, mitigation, response and recovery emergency operations, and will assume emergency preparedness responsibility for actions required related to Water, Sanitation and Solid Waste removal in an emergency situation within the MUD area of responsibility.
6. The Weston Lakes Property Owners Association will assist in the City in the planning, mitigation, response and recovery emergency operations, and will be the primary focal point for such operations within the POA area of responsibility.
7. Emergency Services District #4 will assist the City in the planning, mitigation, response and recovery emergency operations within their jurisdictional responsibilities, and will be the primary focal point for fire, hazmat, and accident events affecting the City of Weston Lakes.
8. County Public and Environmental Health offices will assist the City in the planning, mitigation and response to major health threats from food poisoning to pandemic influenza mitigation, response and recovery operations.
9. Aqua Texas will work with the City to fulfill its responsibility for emergency management actions in the case of an emergency situation related to its water and sanitation systems, and its critical facilities, equipment, and activities.

B. Situation: (See City Map, Annex A)

1. Weston Lakes is a small General Law Texas City with no public health and public safety infrastructure and is mostly dependent upon Fort Bend County for its services. The City is dependent upon volunteers for most of the staff functions beyond engineering, legal and municipal clerk responsibilities. The City has created an Emergency Management Committee to execute the functions normally assigned to the City Emergency Management staff element.

2. Threats and Community Assessment. Weather Events, anticipated and unanticipated, hazardous spill, chlorine release, fire (home and grass), accident (access blockage), terrorist event (not here but in Houston), WMD, community assessment, pandemic flu.
3. Weston Lakes is situated in the Northwestern area of Fort Bend County approximately 80 miles from the Gulf of Mexico gulf coast. It has been subjected to anticipated weather events (hurricanes, flash floods as a result of anticipated weather events, severe thunderstorms and rain events) in the recent years. The general area is also within an area that has been subject to unanticipated weather events (tornados). Fort Bend County is considered a Tier II County and therefore is designated a “stay in place” county for the purposes of evacuation priority. Citizens are encouraged to “stay in place” in the event of an anticipated weather event that would cause the Tier I Counties (those along the Gulf Coast) to evacuated along designated routes through Fort Bend County.
4. The primary area of the City is within a gated area with limited routes of ingress and egress. A single manned entrance controls the ingress access to this gated part of the City. Within the gated community there are three main north south routes that move all traffic to two egress gates, one at the main entrance at Weston Drive and the other at an unmanned egress only gate controlled by EZ pass at Westerham. All egress empties onto FM 1093 a state road. The un-gated area of the City is also limited to one north south road (Bowser Road, a county road) that provides ingress and egress into that section of the city. All routes connect to a single primary road (FM 1093). Movement of vehicles and individuals in or out of the City in an emergency situation where routes are disrupted or where internal or external events require evacuation will because major congestion on the three internal routes within the gated community, the single road of access to the un-gated part of the city, and on the single East West route toward Fulshear and Simonton.
5. The City has a number critical infrastructure sites within its city limits. The critical infrastructure facilities include the water plants, wells, and waste treatment plants within the city limits. MUD 81 provides municipal water, sanitation and solid waste services to the area within its defined area of responsibility. MUD 81 has responsibility for the operation, protection, and emergency response related to an emergency situation at their locations within the City. Aqua Texas, a private water company servicing the Riverwood sub division within the city with water and waste treatment, has two facilities a water plant, well and a waste treatment facility. Aqua Texas, as with the MUD has responsibility for the operation, protection, and emergency response related to an emergency situation at their locations within the City. Other critical sites include the telephone switching building on the easement of FM 1093, and switching pedestals within city; the only public access facilities within the City the Country Club; electric lines that traverse the city, and other utility facility locations within the City.
6. The City has a significant number of household pets and agriculture livestock within its city limits. Individual pets can become a major concern if an evacuation were ordered for the City of Weston Lakes. Agricultural livestock also presents a problem not only in an evacuation order but also in severe weather events and response and recovery operations related to corralling, providing water, and protecting roaming livestock.

7. The City has existing organizations that have capability and responsibility for assisting in emergency circumstances. The Weston Lakes Property Owners Association has capability and responsibility for traffic control within the gated part of the city and is capable of opening additional routes of egress on to Bowser Road in an emergency. They also have available a maintenance contractor who could assist in the area of mitigation, response and recovery.

8. The city has limited facilities. All facilities available for use in an emergency for temporary shelter, emergency operations, food preparation and citizen comfort are owned and operated by the Weston lakes Country Club. Although the facilities are not designed for use in other than a retail food and recreational facility, they could be used as a temporary (very short term) shelter, an emergency operations center, and as a food and comfort location for citizens, first responders, and emergency workers.

IV. CONCEPT OF THE OPERATION

A. Concept:

1. The emergency preparedness process is a continuing operation with a constant monitoring of preparedness and hazard information and adjusting the planning process accordingly. Information exchange, information collection and dissemination, and mitigation are constants and continuous. Mitigation begins with the recognition of hazards and taking action to minimize the damage to life and property through ongoing local government actions. Those actions include: enacting and enforcing building codes, ordinances and other measures to protect life and property; educating the citizens of the existing hazards and risks to people and property and the measures each can take to minimize their risk and possible losses; and complying with federal and state regulation that are designed to reduce disaster costs and preserve and protect natural, historic and cultural resources.

2. As a result, the concept envisions a phased approach within the National Incident Management System (NIMS) with:

- a. Phase 1 being the information processing and planning phase, that is, obtaining as much early warning related to all potential threats and incorporating such information into the plan to react. Also in this phase the City will be obtaining community vulnerability information, individual vulnerability information to ensure that assessment and response is adequate and focused;
- b. Phase 2 being the Protection phase, that is taking prudent action to minimize the effect of the emergency event on property, individuals and their livelihood;
- c. Phase 3 being the Response phase, that is the actions to be taken to respond to the emergency event to again minimize disruption to life and property;
- d. and Phase 4 being the Recovery phase, that is those actions necessary to bring the community back to the condition before the emergency event.

3. The Mayor is the authority for actions taken by the city related to emergency management. The Mayor's authority derives from State Law and City Ordinance 04-09. The Mayor directs the emergency actions. In the County the County Judge is the emergency management authority for the County as defined in the State Laws of Texas.

4. The primary organization structure to support the Mayor and to respond to all phases of the emergency preparedness plan is the City Council authorized Emergency Preparedness Committee and in an emergency the Emergency Operations Center.
5. The committee is made up of representatives from the City, the POA, the MUD, the Country Club, the ESD #4, and a weather advisor; along with six appointed volunteers who will provide the community emergency management staff and responders for all emergency situations.
6. The members of the committee will man the Emergency Operations Center (EOC), which acts as the primary focal point for the direction and control of the emergency operation, as well as the reporting, the receipt of situation awareness information and the dissemination of information to the community.
7. The Committee also acts as functional Incident Managers as appointed by the Mayor or other governmental authority to implement the Incident Command System (ICS) as required under NIMS.

B. Execution

1. Mitigation is defined as sustained actions taken to reduce or eliminate long term risk to people and property from hazards and their effects. The purpose of mitigation is twofold: to protect people and structures and to minimize the costs of disaster response and recovery and is a continuous activity included in all of the following phases of the plan.

2. Phase 1: Planning (Director Homeland Security Prepare Phase)

In Phase I the Emergency Management committee maintains contact with the County and State Emergency Preparedness Offices on a day to day basis and receives information, alerts and advisory relate to all hazard threats and is a normal condition. Through Committee meetings and electronic communication the Committee maintains situation awareness and prepares any required updates to the City Emergency Preparedness Plans. The Committee trains to participate in all hazard emergency operations, assesses the readiness of the City to respond to emergency situations and develops exercises to test and assess procedures. Phase 1 is ongoing at all times and is considered a normal condition. The Committee also recommends the procurement of necessary supplies and equipment for procurement to meet all hazard contingencies. During this phase the identification of medical in need population, with formal registration and informal knowledge is undertaken.

3. Phase 2: Protect (Director Homeland Security Protect Phase)

In Phase 2 actions are taken to protect life and property usually in advance of an anticipated event. During this phase the County Mitigation Plan is implemented. At the order of the Mayor the EOC is established with minimal manning until the scope of the emergency is determined. If a local situation is encountered that required the immediate evacuation of the gated portion of the city, the POA will prepare to open the emergency gates to establish alternate exits for the exiting population. Additionally the POA will take action in coordination with builders to ensure the protection of flying debris from construction sites. In the case of a major public health emergency such as a pandemic influenza the City will act as a facilitator of dissemination of public health advisories and guidance from the County Health and Human Services

Department and assist in the distribution of any health mitigation supplies that become available either through direct distribution from the County or from the City. The City will also facilitate the implementation of any available public health program to distribute medications and or vaccines to protect the citizens from communicable diseases.

4. Phase 3: Response (Director Homeland Security Response Phase)

The response phase of the plan begins as soon as assessment/response teams can safely move through the city identifying damage as a result of an emergency weather event, hazardous substance spill or release, traffic emergency or other event that impacts the city. These teams will mobilize citizen volunteers to take immediate action to protect property and life. Where safety does not allow immediate action (such as downed power lines) teams will report to the EOC for requests for assistance. Road clearing to ensure flow of emergency traffic will be given priority in this phase. Identification of citizens in need and scope of need will be reported by the assessment/response teams. Critical need for food, shelter, water, health needs, and emergency medical needs will be responded to and assistance provided. Red Cross assistance will be requested as needed. In the case of catastrophic events such as a school shooting the community may require the assistance of grief counseling for those directly impacted by the tragedy.etc. The EOC organization will expand its structure and manning as needed and as directed by the Emergency Management Director. Citizen Emergency Response Teams (CERT) will be assembled and deploy as needed.

5. Phase 4: Recovery (Director Homeland Security Recover Phase)

In Phase 4 the focus is on short and long term community recovery. Economic recovery actions within Weston Lakes are minimal. Weston Lakes will be impacted by the pace of economic recovery in our surrounding communities. Within Weston Lakes, recovery of water, electrical, gas, telephone and other essential service will be the focus of recovery effort. Continuation of any road clearing or repair as well as debris removal will be also be a focus. Repair of fences and landscaping will also continue with individuals for their homes, the Country Club for the Golf Course and their facilities, and the POA for the common areas of the City the POA has responsibility for. The City will coordinate with FEMA for Federal reimbursement if Federal emergency has been declared and will provide assistance to individuals in filing both FEMA and insurance claims.

V. ORGANIZATION AND TASKS (see Annex C).

A. Emergency Management Director. The Emergency Management Director is the Mayor of the City of Weston Lakes and provides direction and orders to the Emergency Management Committee, oversees the operation of the EOC, and is the primary decision making authority within the City in regards to the declaration of an emergency, ordering an evacuation for a part or all of the city, or as an emergency acquisition authority.

B. Emergency Management Committee. The Emergency Management Committee has been established by City of Weston Lakes Resolution 03-09. The Committee provides trained functional volunteers to man the EOC, to assume functional responsibilities in the face of an emergency situation. A Committee member may act as an incident manager in the event that the emergency is local and totally within the members expertise or community function. For example in a water or sanitation

emergency the President of the Fort Bend County MUD 81 may in fact act as the incident manager for that emergency using the resources of the MUD to respond to the needs to minimize, respond and recover from any incident. The composition of the Committee includes the City Emergency Management Coordinator; the Assistant Emergency Management Coordinator; the President of the Fort Bend County MUD 81, the President of the Weston Lakes Property Owners Association; a Commissioner of the Fort Bend County Emergency Services District # 4; and the Weston Lakes Country Club Manager. The remaining members of the Committee act in a supporting role to be used as directed by the Incident Manager. The Committee is augmented by appointed volunteers from the community to provide manning within the EOC, to form assessment teams, and to provide response capabilities to the community on an as needed basis. These volunteers are appointed by each member of the City Council and the Mayor based upon the tools, talents, and desires they bring to the Emergency Management process. CERT team volunteers will augment the Emergency Management committee and other community volunteers with specific expertise will assist in those areas.

C. EOC Organization (see Annex C)

1. Location and purpose. The purpose of the EOC is to provide a focal point for the command and control of any emergency operations undertaken by the City. It also provides a visible point of contact for the dissemination of information to the residents of the City. It allows for the organization of the city effort to comply with the NIMS process and for the visible presence of the city organization as viewed by Federal (FEMA), State, and County agencies. The location of the EOC will be in the Library of the Weston Lakes Country Club and over time will be capable of 24 hour operations. Generator power will be available to provide for continuous operations in power outage circumstances. The facility will be enhanced with communications to ensure contact with County and other local governments, the City of Fulshear and the City of Simonton.
2. Manning. Upon activation of the EOC as ordered by the Mayor the Emergency Management Coordinator and the Assistant Management Coordinator will immediately coordinate with the Weston Lakes Country Club for the occupation of the County Club Library, installation of phones for use by the EOC personnel, location of emergency generators, the set up of the display devices, tables, chairs and lighting. The set up will be executed by the Emergency Committee volunteers who will be available upon notification of the activation of the EOC. Initial manning and shift presence will be as directed by the Mayor. It is anticipated that the minimum essential manning will initially be directed. Minimal manning would include the EMC as the initial Incident Manager, the Assistant EMC, an appointed Operations Officer, and a POA representative, and a Committee community volunteer. The community volunteer will establish and maintain the EOC logs and provide a point of contact with the citizens.
3. The EOC will expand to accommodate the emergency situation as it develops. A situation that is expected to resolve within a short period will not usually require a full manning decision and would activate only those sections under NIMS required for the specific situation. As the severity of the emergency event and the length of time for resolution grows a more sustained and robust operation might be necessary and the organization has the flexibility to expand as well as provide 16 to 24 hours operations.

D. Tasks

1. City of Weston Lakes.

Phase 1 Plan.

- Provide continuous monitoring of potential emergency situations across the spectrum of all hazards potentially affecting the City of Weston Lakes.
- Participate in the County Emergency Management Coordinating Committee which meets on a monthly basis and constantly reviews, preparedness, training, grants, and plans.
- Prepare and review plans as related to all hazard emergency management with emphasis on most likely events to impact the City of Weston Lakes as a result of the Community Assessment at Annex I.
- Monitor the training of key personnel to ensure that the correct training opportunities are made available to those personnel.
- Conduct appropriate exercises to validate the City emergency procedures. Participate in concurrent county training exercises to minimize cost and overhead.
- Prepare and provide to the Web Site manager Emergency Preparedness guidance, tips and information to the community to heighten awareness amongst the citizens as to precautions to take to be safe in event of an emergency.

Phase 2 Protect.

- Take all necessary steps to implement the County Mitigation Plan as it pertains to a significant weather event.
- Establish communication links to the citizens of the City to advise them of an impending threat and the mitigation actions that individuals should undertake to protect their health, property and life.
- At the direction of the Mayor establish the Emergency Operations Center at a minimum staffing level to assist in the execution of mitigation actions, to provide a single point of contact for the dissemination of information, and to input public information into the City Web Site to rapidly disseminate information. Appoint an Incident Manager.
- Establish communication links to the State and County Emergency Managers. Monitor the County AM emergency radio link. Arrange for the installation of emergency phone lines for the EOC.
- Arrange for emergency power for the EOC.
- Participate in County and State Conference Calls as they are scheduled.
- Coordinate with the members of the Emergency Management Committee to alert them to the steps to be taken to protect the community within their area of expertise and responsibility.
- Coordinate with the POA for the update of security procedures, if necessary, in the event that the security company is unable to appear for duty.

Phase 3 Response.

- Continue to monitor the emergency situation and participate in county wide plans and actions to respond to the emergency.
- Organize volunteer damage assessment teams to assess damage and threat to public health and safety as a result of an emergency event that has impacted the city.

- Coordinate with public health agencies in the event of the need for public health assessments to include contact with any medically in need residents.
- Organize volunteer response teams to clear streets, roads and other impediments to traffic and emergency vehicles. Assist residents in such activities on private property as able.

Phase 4 Recover.

- Facilitate private and public recovery efforts.
- Provide a FEMA assistance desk in the EOC for attempting to facilitate citizen contact and requests for assistance from FEMA.
- Continue to take local actions to bring the community to a condition of normalcy using response and recovery teams to assist citizens in making repairs or taking action to protect property.

2. Emergency Management Committee

Phase 1 Plan, Prepare.

- Conduct continuous Emergency Management Committee meetings to ensure the coordination of all of the participants in the planned emergency management actions in the case of a threatening circumstance. ,
- Procure, stock, store supplies and equipment that might be necessary for the protection of health and safety of the citizens of Weston Lakes as well as under taking a local response and recovery effort.
- Maintain and monitor training status to include the coordination and scheduling of emergency preparedness training exercises.
- Conduct and validate community vulnerability assessments

Phase 2 Protect.

- Man the EOC in accordance with the manning scheme included in Annex C, Emergency Operation Center Operations, this plan.
- Establish contact with the County EOC and surrounding Cities, authorities to establish points of contact to implement any requirements for mutual aid requests and assistance.
- Conduct an early assessment of the immediate dangers and risks as a result of the type of impending emergency.
- Take actions to protect both life and property in coordination with the MUD and POA to secure potential flying debris from construction sites, designated critical infrastructure sites, preposition necessities supplies and protection devices to ensure response and recover teams have the necessary equipment and supplies to assist in response and recovery.

Phase 3 Respond.

- Establish response teams to assist property owners in the immediate protection of life and property. Take actions to minimize damage of current and future threats to life and property.

- Direct the effort to take action to respond to situations that have been presented to the City that are a threat to life, property, and individual ability to return to normalcy.
- Coordinate with Public Works, utilities, and other providers of essential services to restore those services as soon as practicable.
- Contact any residents who are in medical need and facilitate their assistance through the County HHS.
- Establish contact with FEMA to establish eligibility for disaster, flood and emergency recovery assistance.

Phase 4 Recover.

- Provide assistance to all residents in contacting FEMA for obtaining FEMA allowed reimbursements for any Federally Covered losses.
- Provide the point of contact for the implementation of the County Debris removal plan.
- Prepare financial accounting for all expenses related to the emergency for potential claims and reimbursement from supporting agencies, FEMA, the State, Office of Rural and Community Affairs, Houston Galveston Area Council, and the County.

3. Fort Bend County MUD 81

Phase 1 Plan, Prepare.

- Monitor emergency management issues on a continuous basis through participation in the Emergency Management Committee and through internal contacts with Water Board and TCEQ guidance and alerts.
- Prepare a MUD 81 plan that describes the internal responsibilities of the Board of Directors of MUD 81, the MUD 81 Engineer, and the Operating Company that becomes Appendix 1 of Annex F of this plan, entitled Public Works.

Phase 2 Protect.

- Provide Incident Manager for any single water supply/sanitary sewage disposal emergency situation.
- Prepare Critical Infrastructure sites for any impending weather event.
- In weather or other event that a water supply and/or sanitary sewer disposal emergency situation act as a Task Force leader.

Phase 3 Respond.

- As Incident Manager for a single water supply/sanitary sewage disposal emergency direct engineer and operator actions to respond to the event in accordance with the MUD 81 plan. Appendix 1, Annex F, Public Works this plan.

Phase 4 Recover.

- Assist in the Coordination with the Trash hauler for the removal of dangerous items and debris removal.
- In a water supply and/or sanitary sewage waste emergency direct all engineer and operator actions to bring the situation to a before emergency condition in accordance with the MUD 81 plan.

- Acts as a Task Force Leader for a weather or other event that involves a water supply and/or sanitary sewage disposal emergency situation direct engineer and operator actions to bring the situation to a before emergency condition in accordance with the MUD 81 plan.
- Assist the city in preparing any requests for reimbursement for actions taken in all protection, response and recovery action resulting from a declared emergency.

4. POA

Phase 1 Plan, Prepare.

- Monitor emergency management issues on a continuous basis through participation in the Emergency Management Committee.
- Prepare a POA plan that describes the internal responsibilities of the Board of Trustees in all phases of the emergency management process which becomes Appendix 1, of Annex H of this plan entitled POA Plan.

Phase 2 Protect.

- Assist in the set up of the EOC.
- Provide representation in the EOC.
- Organize to direct protective actions related to securing construction sites.
- Coordinate to ensure backup security in the event security force is unable to make it to work.
- Coordinate with the City Marshall for any law enforcement requirements.
- Under evacuation orders provide for the opening of emergency exits of the gated community to facilitate the evacuation.
- Facilitate in the dissemination of information to the residents and property owners of Weston Lakes.

Phase 3 Respond.

- Maintain representation in the EOC.
- Provide advice and assistance in the employment of assessment and response teams.
- Provide the expertise of the POA maintenance chief to assist the volunteers in assessing damage and responding to the immediate need to minimize further damage in responding to the event which would primarily be a weather event.
- Maintain bills and invoices for any expenses in support of the assessment and response activities of the POA.

Phase 4 Recover.

- Assist in the coordination with the trash hauler for Riverwood Forest debris and hazardous waste removal as authorized under the County Debris Management Plan.
- Assist the city in preparing any requests for reimbursement for actions taken in all protection, response and recovery action resulting from an declared emergency.

4. Weston Lakes Country Club

Phase 1 Plan, Prepare.

- Monitor emergency management issues on a continuous basis through participation in the Emergency Management Committee.
- Coordinate for the placement of emergency phone drops in the EOC (Country Club Library).
- Coordinate for the use of satellite or cable access for the EOC.
- Coordinate for the mounting of Display devices in the EOC.
- Coordinate for the available of external generator power for maintaining operations in the EOC in the case of the loss of power.

Phase 2 Protect.

- Assist in the establishment of the EOC
- Continue to monitor emergency management issues and consider prudent actions to mitigate any threat to life and property of the County Club, its employees, and its members.

Phase 3 Respond.

- Assist in the assessment of damage to County Club Property, the Club, the Welcome Center, the golf course, wells and other essential areas.
- Coordinate with the Emergency Management Committee for response actions required to protect life, property and facilitate an early return to normal activities.
- Make available as appropriate golf course maintenance crews for response and recovery operations.
- Maintain bills and invoices for any expenses in support of the assessment, recovery and EOC support activities of the Country Club.

Phase 4 Recover.

- Continue to monitor the emergency through recovery.
- Render appropriate assistance in the recovery operation.
- Maintain bills and invoices for any expenses in support of the assessment, recovery and EOC support activities of the Country Club.

5. ESD/ Fulshear-Simonton Volunteer Fire Department.

Phase 1 Plan, Prepare.

- Maintain ESD and Fire Department normal monitoring

Phase 2 Protect.

- Act as the IM for any Fire or hazardous spill; maintain contact with the EMS and first responders.
- Provide first response to grass and house fires. Act as IM if emergency exceeds single responder requirement in accordance with NIMS.

Phase 3 Respond.

- Respond to calls as required.
- Advise EMC and Emergency Management Director as to assessments and response actions to be taken by the City.

Phase 4 Recover.

- Assist recovery operations as appropriate

6. Aqua Texas

Phase 1 Plan, Prepare.

Phase 2 Protect.

Phase 3 Respond.

Phase 4 Recover.

} Aqua Texas Tasks to be published as a plan update when available.

VI. LOGISTICS AND RESOURCE MANAGEMENT

A. Supplies.

The City will procure and or arrange for the availability of supplies to ensure that the response and recovery teams have sufficient resources to act to protect life and property. Some of the supplies that will be required follow:

- Fuel (For power equipment) (POA, Club)
- Chain saws, shovels, rakes, etc (Volunteers)
- Emergency rations, cots, blankets. (Red Cross supplies)
- Water
- Generators
- Resuscitators, defibrators, first aid supplies
- N95 masks and other medical supplies
- Hazmat equipment (gloves, masks, protective clothing)
- Traffic control equipment (Barriers, cones, signs)
- Temporary roof covering supplies (Blue Tarps)

B. Services.

The following services will have to be contracted for, prepositioned, or arranged by Memorandum of Understanding or Agreement with the service provider.

- Telephone Services. ATT will provide telephone services to be used in emergency situations; however the telephone lines will be contacted for on an annual basis and their minimum charges per month will be paid.
- Internet connectivity. The County Club will make their wireless DSL connectivity available for the operation of the EOC.
- Emergency Communications Services. The plan calls for the availability of Amateur Radio available to the EOC, such services will have to be made available through a memorandum with the provider if one is available. Other emergency communications devices and services will be procured or made available through a lease agreement as needed.
- Television Access. Television Access to the EOC will be provided by the Country Club. Any costs for any additional hookups will be paid to the Club by the City under a Memorandum of Agreement

- Propane gas service. The City will contract with a Propane Gas Service company for the delivery of a require propane gas tank in the case of emergency. Refill service under emergency conditions will be included in the contract.
- Comfort Services. Comfort services, such as showers facilities, ice, water and food will be provided by the Country Club to the limit of their capabilities and dependent upon electrical power and other essentials to operate the Club. Services will be provided base upon a City to Club Memorandum of Agreement. Cost for some services such as, food will be borne by the resident.
- Pet and animal services. Pet and animal services will be primarily provided by local veterinary operators. Volunteers will be identified to take in pets that otherwise might run loose. Temporary kennels using pet crates and cages will be consolidated from volunteers to house temporarily pets that cannot be transported to the County Animal Control facility in Rosenberg.

Other services such as mortuary, grief counseling, delivery of health services to any disabled and in need citizens will be provided by County Health and Human Services either directly to the citizen in need or as requested and coordinated through the City of Weston Lakes EOC.

C. Facilities.

The three primary facilities that are anticipated to be required in the event of a community emergency situation are: a suitable location for the EOC, a pre coordinated location for a very short term shelter for those that might be temporarily displaced from their homes, and a potential location for a Point of Distribution (POD) in the case of a need to distribute food, water, health supplies and other items that would be provided by a FEMA assistance team.

- EOC. The EOC location is the Weston Lakes Country Club Library and is described in detail in Annex C, EOC Operations, this plan.
- Temporary Shelter. A temporary shelter for up to 35 persons will be established if needed in Phase 3 in the Ball Room of the Country Club. The Club will receive reimbursement for providing this space as agreed to in a Memorandum of Agreement. The city will request and receive assistance from the American Red Cross in provisioning the temporary shelter with cots, blankets and other supplies. The temporary shelter will be appropriate for personnel in a circumstance where their residence has been destroyed by an emergency event and cannot find shelter elsewhere. This sheltering is a last resort to ensure residents have a temporary place to go to weather out the initial impact of an emergency event. This shelter is not expected to be provided for more than 96 hours.
- POD. A POD is a distribution point set up within a community based upon an area need for the purpose of dispensing FEMA provided essential supplies, such as water, emergency food, health and comfort items, in the event that private suppliers are unable to provide or that the citizens cannot get to the private suppliers. Primary location for a local POD is the Country Club parking lot. A smaller secondary site is the Welcome Center parking lot.

D. Contract Authority.

Emergency contracting authority resides with the Emergency Management Director, the Mayor of the City of Weston Lakes. In a declared emergency it is anticipated that the City will be reimbursed by the State and Federal Agencies (FEMA) in whole or part. Funds for the emergency contracting to protect life and property, and to respond to immediate life threatening situations, and to provide resources for the rapid recover from emergency events will be funding out of any City reserve funds available or through a City established line of credit.

E. FEMA contacts and assistance. See Annex K, Logistics, Contracting and Reimbursement, this plan.

VII. COMMAND, CONTROL, AND COMMUNICATIONS

A. Command and Authorities.

- The Mayor as prescribed in State Law and City Ordinance is in Command of all emergency operations within the City, The Mayor Pro Tem is the second in line and has been designated the Emergency Management Coordinator. The Marshal is the Assistant Emergency Management Coordinator. Designated Alderman will assume the responsibilities of the Mayor and Mayor Pro Tem if either is unable or incapable of assuming those responsibilities.

B. Reporting.

- The City receives situation awareness reports for Federal, State, County authorities as well as reports from commercial news outlets to provide the City leadership the necessary situation awareness of any and all emergency threats to the City and the area.
- The City receives information reporting from all available sources from within the community as to the current emergency situation within the city.
- The City has a responsibility to report to Federal, State, County authorities the emergency situation within the jurisdiction of the City. Reporting is in accordance with NIMS. Format for Situation report is included in Appendix 1, Annex C, EOC Operations, this plan.
- The City also has a responsibility to provide reporting to the citizens of the City to ensure accurate, reliable information is made available to the citizens, and to ensure rumors, misstatement or misinterpretations of facts, or confusion does not spread through the City.
- The EOC will be the primary place for the receipt of reporting and the issuance of reports to outside agencies and for internal City dissemination.
- The Mayor is the release authority for all reports.

C. Communications.

Public Information:

- The Mayor is the City Public Information Officer and is the only authorized spokesperson to the press or outside authorities. The Mayor may delegate the release authority for all public information releases and coordination authority with outside agencies and authorities. If the emergency spans multiple jurisdictions, the Mayor will coordinate information releases with the county information office to ensure deconfliction of information disseminated.

Communication Capability:

- Communications in the EOC will be characterized by a full spectrum capability and redundancy.
- Basic telephone service will be backed by cellular phone capability.
- The Marshal will provide contact with the 911 call center and the Sheriff's office through his Sheriff's office assigned radio. Additional radios may be requested.
- An internal VHF radio system will be obtained as funds are available and will back up telephone coverage within the city for emergency responders. This means along with cell phone capability will allow communication with and between the EOC and assessment and response teams within the city.
- Primary means of communication to external organizations will be through telephone, telephone conference calls, and computer communications through DSL within the Country Club.
- Web EOC, an area emergency management web site will be the primary means of tracking situation awareness information.
- Amateur Ham Radio will, if available, back up communications to the County EOC.
- Emergency broadcast information will be obtained by monitoring the County Emergency Broadcast frequency 1670 KHz which has a repeater transmitter at the Library in Fulshear.
- Television Broadcast access will be through television monitors connected to the satellite capability within the County Club.
- Primary means of communication with the public will be through telephone announcements and web page information. Secondary means will be by posting information at the EOC. Assessment, response and recovery teams will be in the neighborhood and will search out residents in need of assistance and information.

Clifton H. Aldrich
Emergency Management Coordinator

Approved for Implementation:

Mary Rose Zdunkewicz

Attest
City Secretary