

EMERGENCY MANAGEMENT PLAN



SEPTEMBER 2022

APPROVAL & IMPLEMENTATION

The City of Beaumont

Emergency Management Plan

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.



City Manager

9-28-22

Date



Emergency Management Coordinator

9/22/2022

Date



Mayor

10/11/2022

Date

RECORD OF CHANGES

**Basic Plan
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TABLE OF CONTENTS

BASIC PLAN

I. AUTHORITY/REFERENCES	1
A. Federal.....	1
B. State.....	1
C. Local.....	1
II. PURPOSE	2
III. EXPLANATION OF TERMS	2
A. Acronyms.....	2
B. Definitions.....	3
IV. SITUATION AND ASSUMPTIONS	5
A. Situation.....	5
B. Assumptions.....	6
V. CONCEPT OF OPERATIONS	7
A. Objectives.....	6
B. General.....	7
C. Operational Guidance.....	8
D. Incident Command System (ICS).....	9
E. ICS - EOC Interface.....	10
F. State, Federal & Other Assistance.....	11
G. Emergency Authorities.....	12
H. Actions by Phases of Emergency Management.....	13
VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	14
A. Organization.....	14
B. Assignment of Responsibilities.....	14
VII. DIRECTION AND CONTROL	26
A. General.....	26
B. Emergency Facilities.....	26
C. Line of Succession.....	27
VIII. READINESS LEVELS	28
IX. ADMINISTRATION AND SUPPORT	30
A. Agreements and Contracts.....	30
B. Reports.....	30
C. Preservation of Records.....	32
D. Training.....	33
E. Consumer Protection.....	33
F. Post-Incident and Exercise Review.....	33

X. PLAN DEVELOPMENT AND MAINTENANCE	33
A. Plan Development	33
B. Distribution of Planning Documents	33
C. Review	33
D. Update.....	34

ATTACHMENTS

ATTACHMENT 1: Organization for Emergency Management	1-1
ATTACHMENT 2: Emergency Management Functional Responsibilities.....	2-1
ATTACHMENT 3: Annex Assignments	3-1
ATTACHMENT 4: Summary of Agreements & Contracts	4-1
ATTACHMENT 5: National Incident Management System Summary	5-1

ANNEXES (distributed under separate cover)

Annex A – Warning	A-1
Annex B – Communications	B-1
Annex C – Shelter & Mass Care	C-1
Annex D – Radiological Protection	D-1
Annex E – Evacuation	E-1
Annex F – Firefighting	F-1
Annex G – Law Enforcement	G-1
Annex H – Health & Medical Services	H-1
Annex I – Public Information	I-1
Annex J – Recovery	J-1
Annex K – Public Works & Engineering	K-1
Annex L – Energy & Utilities	L-1
Annex M – Resource Management	M-1
Annex N – Direction & Control	N-1
Annex O – Human Services	O-1
Annex P – Hazard Mitigation.....	P-1
Annex Q – Hazardous Materials & Oil Spill Response	Q-1
Annex R – Search & Rescue.....	R-1
Annex S – Transportation	S-1
Annex T – Donations Management.....	T-1
Annex U – Legal	U-1
Annex V – Terrorist Incident Response.....	V-1

BASIC PLAN

I. AUTHORITY/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. National Incident Management System
8. National Response Framework
9. National Strategy for Homeland Security, 2007
10. Nuclear/Radiological Incident Annex of the National Response Plan
11. (Presidential Policy Directive) PPD-8, National Preparedness

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, GA 05
7. Executive Order of the Governor Relating to the National Incident Management System, RP 40
8. TDEM External Operations Rules (Texas Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II
10. *The Texas Homeland Security Strategic Plan*, Part III
11. 79th Texas Legislature, House Bill 3111, Relating to Evacuation Authority

C. Local

1. City Ordinance # 08-026, dated April 15, 2008.
2. City Ordinances Chapter 1, Article 1.103.001-103.008
3. Inter-local Agreements & Contracts. See the summary in Attachment 4.

II. PURPOSE

This Basic Plan outlines the City's approach to emergency operations, and is applicable to the City of Beaumont and all entities therein. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes the City's emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail which personnel, under the jurisdictional authority of the City, does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes the chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others that may participate in the City's mitigation, preparedness, response, and recovery efforts.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, a division of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOP/SOG	Standard Operating Procedure/Standard Operating Guideline
SOC	State Operations Center
STAR	State of Texas Assistance Request
TDEM	Texas Division of Emergency Management
THIRA	Threat and Hazard Identification and Risk Assessment

TRRN	Texas Regional Response Network
TSA	The Salvation Army
WebEOC	Web-based Emergency Management software system used to integrate and activate intra-state emergency management coordination and major event management

B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.
2. Disaster District. Disaster Districts are regional State emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via various news media before, during, and/or after an emergency or disaster.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
 - 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, not community-wide.
 - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.

- 5) May require limited external assistance from other local response agencies or contractors.
 - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
- b. Emergency. An emergency is a situation that is 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.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 - 7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over

prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.

7. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, an asphyxiating substance or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
9. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
10. Inter-local agreements (AKA Mutual Aid Agreements, Memorandum of Understanding (MOU), or Memorandum of Agreement (MOA)). Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
11. Multi-agency Coordination Systems (MACS). MACS integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
12. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
13. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

IV. SITUATION AND ASSUMPTIONS

A. Situation

Beaumont Texas is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of major hazards is provided in Figure 1. More detailed information is provided in the Threat and Hazard Identification and Risk Assessment (THIRA), published separately.

Figure 1

HAZARD SUMMARY

Hazard Type:	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety			Estimated Impact on Property		
		Limited	Moderate	Major	Limited	Moderate	Major
Natural							
Drought	HIGHLY LIKELY	MODERATE			MODERATE		
Earthquake	UNLIKELY	LIMITED			LIMITED		
Flash Flooding	HIGHLY LIKELY	MAJOR			MAJOR		
Flooding (river or tidal)	LIKELY	MODERATE			MODERATE		
Hurricane	HIGHLY LIKELY	MAJOR			MAJOR		
Subsidence	UNLIKELY	LIMITED			LIMITED		
Tornado	LIKELY	MODERATE			MODERATE		
Wildfire	LIKELY	MODERATE			MODERATE		
Winter Storm	OCCASIONAL	MODERATE			MODERATE		
Extreme Heat	HIGHLY LIKELY	MODERATE			MODERATE		
Geologic Hazard	UNLIKELY	LIMITED			LIMITED		
Thunderstorm (High Wind/Lightning/Hail)	HIGHLY LIKELY	MODERATE			MODERATE		
Tsunami	UNLIKELY	MODERATE			MODERATE		
Technological							
Dam Failure	UNLIKELY	LIMITED			LIMITED		
Energy/Fuel Shortage	OCCASIONAL	MODERATE			MODERATE		
Hazmat/Oil Spill (fixed site)	HIGHLY LIKELY	MAJOR			MAJOR		
Hazmat/Oil Spill (transport)	HIGHLY LIKELY	MAJOR			MAJOR		
Major Structural Fire	HIGHLY LIKELY	MAJOR			MAJOR		
Nuclear Facility Incident	UNLIKELY	LIMITED			LIMITED		
Water System Failure	UNLIKELY	LIMITED			LIMITED		
Water Contamination	LIKELY	MODERATE			MODERATE		
Security							
Civil Disorder	UNLIKELY	MODERATE			MODERATE		
Enemy Military Attack	UNLIKELY	MODERATE			MODERATE		
Terrorism	LIKELY	MAJOR			MAJOR		

* **Likelihood of Occurrence:** Unlikely, Occasional, Likely, or Highly Likely

B. Assumptions

1. The City will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations, affecting the City. 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.

4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
5. Duties and requirements identified for the IC also apply to the UC as applicable by ICS fundamentals.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of the emergency management program are to:

- Reduce the vulnerability of the citizens to damage, injury and loss of life and property resulting from natural, technical, or man-made catastrophes. (Prevention and Mitigation)
- Prepare for prompt and efficient rescue and response. (Preparedness)
- Coordinate and facilitate the care and treatment of persons victimized or threatened by disasters. (Response)
- Provide a setting conducive to the rapid and orderly restoration and rehabilitation of persons and property affected. (Recovery)

B. General

1. It is the City's responsibility to protect life, public health and safety and preserve property from the effects of hazardous events. Emergency Management has the primary role in identifying and mitigating hazards, preparing for, coordinating response to, and managing the recovery from emergency situations that affect our community.
2. Citizens also have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. Local government will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The State and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. The City of Beaumont has organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses the Mission Areas of prevention, protection, mitigation response, and recovery, See Section V, H-1 a-e). This plan is one element of the City's preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is

not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.

6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. The City of Beaumont has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. The City's adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS facilitates integrated response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, the City will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRP coordinating structures, processes, and protocols.

C. Operational Guidance

We will employ the three components (Command and Control, Resource Management and Communications and Information Management) of the NIMS in all operations, which will provide a standardized framework that facilitates operations in all phases of emergency management.

1. Initial Response. The City's emergency response personnel (police, fire and EMS) are tasked with responding to the scene of emergency situations. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

2. Implementation of ICS

- a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
- b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

3. Source and Use of Resources.

- a. City resources will be used to meet the requirements for resource management in accordance with the NIMS; to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:
 - 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
 - 2) Summon emergency service resources which have been contracted. See Attachment 6.
 - 3) Request assistance from volunteer groups active in disasters.
 - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

D. Incident Command System (ICS)

1. The City intends to employ ICS, an integral part of the NIMS, in managing emergencies and planned events. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
2. The incident commander/unified command are responsible for carrying out the ICS function of command -- managing 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 larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.

3. An Incident Commander/Unified Command, using response resources from one or two departments or agencies, can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency. Depending on the situation, a Unified Command may be established to support shared responsibilities within this jurisdiction.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

E. ICS - EOC Interface

1. For major events, emergencies and disasters, the Emergency Operations Center (EOC) may be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander/unified command 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. In Citywide incidents such as an impending hurricane, large scale disaster, or a large event, the ICP may be established at a Citywide level at which time some responsibilities identified for the EOC in section 3, will be accomplished at this level.
3. The EOC is generally responsible for:
 - a. Providing resource support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.

- f. Coordinating traffic control for large-scale evacuations.
 - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

F. State, Federal & Other Assistance

1. State & Federal Assistance

- a. If local resources are inadequate to deal with an emergency situation, we will; active Mutual Aid Agreements, emergency contracts, and request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. The city will request assistance from their county as applicable and available.
- b. Requests for State assistance should be made through the State of Texas Assistance Request (STAR) system, via WebEOC. State emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the District Disaster Coordinator. A request for state assistance must be made by the chief elected official (the Mayor) and may be made primarily through WebEOC, but can be made by fax, or phone if that system is down. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by State resources within the District to the State Operations Center (SOC) in Austin for action.

2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

G. Emergency Authorities

1. Key federal, State, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, the City shall use these powers during emergency situations. These powers include:
 - a. Emergency Declaration. In the event of riot or civil disorder, the Mayor may declare a local emergency and request the County Judge request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
 - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Mayor may by executive order or proclamation declare a local state of disaster. The Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
 - 1) Suspending procedural laws and rules to facilitate a timely response.
 - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
 - 3) Restricting the movement of people and occupancy of premises within jurisdictional boundaries.
 - 4) Prohibiting the sale or transportation of certain substances.
 - 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local (County) disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

H. Mission Areas of Emergency Management

1. This plan addresses emergency actions that are conducted throughout the five (5) Mission Areas of emergency management, as well as preparedness. Preparedness activities cross all Mission Areas and are ongoing, facilitating readiness no matter which Mission Areas are active. Preparedness activities include; resource acquisition and management, emergency planning, and training, which includes drills, exercises and Core Capability training for the different Mission Areas.

- a. Prevention

Prevention consists of the actions necessary to avoid, prevent or stop a threatened or actual act of terrorism.

- b. Protection

Protect our citizens, residents, visitors and assets against the greatest threats and hazards in a manner that allow our interests, aspirations and way of life to thrive.

- c. Mitigation

Mitigation encompasses activities providing a critical foundation to reduce loss of life and property from natural and/or human-caused disasters. (See Annex P - Mitigation).

- d. Response

Response includes actions to save lives, stabilize community lifelines, protect property and the environment and meet basic human needs after an incident has occurred. (See Annex List pg. BP-iv for specific emergency response Annexes).

- e. Recovery

Recovery encompasses activities necessary to assist communities affected by an incident to recover effectively. (See Annex J – Recovery)

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, The City's normal organizational arrangements are modified to facilitate emergency operations. The City's governmental emergency organization includes an executive group, emergency services, and support services. Attachment 3 depicts our emergency organization.

2. Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the Mayor, City Manager, and Emergency Management Coordinator.

3. Emergency Services

Emergency Services include the Incident Commander/Unified Command and those departments, agencies, and groups with primary emergency response actions. The Incident Commander is the person in charge at an incident site. In the event a Unified Command is established, a spokesperson should be chosen.

4. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

5. Volunteer and Other Services

This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

6. Regional Coordination

The City will work, as needed, with a regional Multi-Agency Coordination Group (MACG) to address regional issues that also impact the City of Beaumont.

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are

assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the Emergency Plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.

3. Executive Group Responsibilities

a. The Mayor will:

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Monitor the emergency response during disaster situations and provide direction where appropriate.
- 3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- 5) Request assistance from other local governments or the State when necessary
- 6) Direct activation of the EOC.
- 7) Serve or appoint someone to serve on the Regional MACG.

b. The City Manager will:

- 1) Implement the policies and decisions of the governing body relating to emergency management.
- 2) Organize the emergency management program and identify personnel, equipment, and facility needs.
- 3) Assign emergency management program tasks to departments and agencies.
- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 5) Direct activation of the EOC.

c. The Emergency Management Coordinator will:

- 1) Serve as the staff advisor to our Mayor and City Manager on emergency management matters.
- 2) Keep the Mayor, City Manager, and governing body apprised of our preparedness status and emergency management needs.

- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 4) Prepare and maintain a resource inventory.
- 5) Arrange appropriate training for local emergency management personnel and emergency responders.
- 6) Coordinate periodic emergency exercises to test the EOP and training.
- 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- 8) Activate the EOC when required and coordinate and supervise its operation.
- 9) Coordinate the operational response of local emergency services.
- 10) Act as the liaison with the state emergency management staff and other local and regional emergency management personnel.
- 11) Coordinate with organized volunteer groups and businesses regarding emergency operations.

4. Common Responsibilities

All emergency and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOP/SOGs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander/Unified Command or the EOC.

5. Emergency Services Responsibilities

- a. The Incident Commander/Unified Command will:
 - 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
 - 2) Determine and implement required protective actions for response personnel and the public at an incident site.
- b. Warning.
 - 1) Responsibility for this function is assigned to the Office of Emergency Management (OEM), who will prepare and maintain Annex A (Warning) and the supporting SOP/SOGs, in conjunction with Police and Fire Communications Managers.

- 2) Emergency tasks to be performed include:
 - a) Receive information on emergency situations.
 - b) Alert key local officials of emergency situations.
 - c) Disseminate warning information and instructions to the public through available warning systems.
 - d) Disseminate warning and instructions to special facilities such as schools and hospitals.
- c. Communications.
 - 1) Primary responsibility for this function is assigned to the Technologies Services - Communications Systems Manager, who in coordination with the Office of Emergency Management, and Police and Fire Communication Managers, will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
 - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
 - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Radiological Protection.
 - 1) Primary responsibility for this function is assigned to the Fire Chief and Radiological Officer, who in coordination with the Office of Emergency Management, will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Maintain inventory of radiological equipment.
 - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
 - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
 - d) Make notification concerning radiological incidents to state and federal authorities.
- e. Evacuation.
 - 1) Primary responsibility for this function is assigned to the EMC, who in coordination with the Office of Emergency Management, will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:

- a) Identify areas where evacuation has been or may in the future and determine of population at risk.
- b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
- c) Develop simplified planning procedures for ad hoc evacuations.
- d) Determine emergency public information requirements.
- e) Perform evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions).

f. Firefighting.

- 1) Primary responsibility for this function is assigned to the Fire Chief, who in coordination with the Office of Emergency Management, will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Fire prevention activities.
 - b) Fire detection and control.
 - c) Hazardous material and oil spill response.
 - d) Terrorist incident response.
 - e) Evacuation support.
 - f) Post-incident reconnaissance and damage assessment.
 - g) Fire safety inspection of temporary shelters.
 - h) Prepare and maintain fire resource inventory.

g. Law Enforcement.

- 1) Primary responsibility for this function is assigned to the Police Chief, who in coordination with the Office of Emergency Management, will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintenance of law and order.
 - b) Traffic control.
 - c) Evacuation.
 - d) Terrorist incident response.
 - e) Provision of security for vital facilities, evacuated areas, and shelters.
 - f) Access control for damaged or contaminated areas.
 - g) Warning support.
 - h) Post-incident reconnaissance and damage assessment.
 - i) Prepare and maintain law enforcement resource inventory.

h. Health and Medical Services.

- 1) Primary responsibility for this function is assigned to the Public Health Director, who in coordination with the Office of Emergency Management, will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate health and medical care and EMS support during emergency situations.
 - b) Public health information and education.
 - c) Inspection of food and water supplies.
 - d) Develop emergency public health regulations and orders.
 - e) Coordinate collection, identification, and interment of deceased victims.

i. Direction and Control.

- 1) Primary responsibility for this function is assigned to the Emergency Management Coordinator (EMC), who in coordination with the Mayor and City Manager, will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Direct and control our local operating forces.
 - b) Maintain coordination with neighboring jurisdictions and the Disaster District 15 in Beaumont.
 - c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
 - d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
 - e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
 - f) Coordinates the evacuation of areas at risk.

j. Hazardous Materials & Oil Spill.

- 1) The primary responsibility for this function is assigned to the Fire Chief, who in coordination with the Office of Emergency Management, will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOP/SOGs.
- 2) Emergency tasks to be performed include:
 - a) In accordance with EPA regulations and NFPA Standards, establish ICS to manage the response to hazardous materials incidents.
 - b) Establish the hazmat incident functional areas: Hot zone (aka: exclusion zone, red zone or restricted zone); Warm zone (aka: contamination reduction corridor, contamination reduction zone, yellow zone or limited access zone); Cold zone (aka: clean zone, green zone or support zone).

- c) Determine and implement requirements for personal protective equipment for emergency responders.
- d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
- e) Determine areas at risk and which public protective actions, if any, should be implemented.
- f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
- g) Determines when affected areas may be safely reentered.

k. Search & Rescue.

- 1) The primary responsibility for this function is assigned to the Fire Chief, who in coordination with the Office of Emergency Management, will prepare and maintain Annex R (Search and Rescue) to this plan and supporting SOP/SOGs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate and conduct search and rescue activities.
 - b) Identify requirements for specialized resources to support rescue operations.
 - c) Coordinate external technical assistance and equipment support for search and rescue operations.

l. Terrorist Incident Response.

- 1) Primary responsibility for this function is assigned to the Police Chief, who in coordination with the Office of Emergency Management, will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOP/SOGs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
 - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
 - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
 - d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care.

- 1) Primary responsibility for this function is assigned to Shelter/Mass Care Branch Director, who in coordination with the Office of Emergency Management and the

Public Health Director, will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOP/SOGs.

- 2) Emergency tasks to be performed include:
 - a) Perform emergency shelter and mass care planning.
 - b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.
- b. Public Information.
- 1) Primary responsibility for this function is assigned to the Public Information Officer, who in coordination with the Office of Emergency Management, will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Establish a Joint Information Center (JIC)
 - b) Coordinate with other departments and agencies to develop appropriate statements and information.
 - c) Conduct on-going hazard awareness and public education programs.
 - d) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
 - e) Provide information to the media and the public during emergency situations.
 - f) Arrange for media briefings.
 - g) Compiles print and photo documentation of emergency situations.
- c. Recovery.
- 1) Primary responsibility for this function is assigned to the Community Development Director, who in coordination with the Office of Emergency Management, will prepare and maintain Annex J (Recovery) to this plan and supporting SOP/SOGs.
 - 2) Emergency tasks to be performed include:
 - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
 - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
 - c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
 - d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.

d. Public Works & Engineering.

- 1) Primary responsibility for this function is assigned to the Public Works Director, who in coordination with the Office of Emergency Management, will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOP/SOGs.
- 2) Emergency tasks to be performed include:
 - a) Protect government facilities and vital equipment where possible.
 - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
 - c) Direct temporary repair of vital facilities.
 - d) Restore damaged roads and bridges.
 - e) Restore waste treatment and disposal systems.
 - f) Arrange for debris removal.
 - g) General damage assessment support.
 - h) Building inspection support.
 - i) Provide specialized equipment to support emergency operations.
 - j) Support traffic control and search and rescue operations.

e. Utilities.

- 1) Primary responsibility for this function is assigned to the Water Utilities Director, who in coordination with the Office of Emergency Management, will prepare and maintain Annex L (Energy and Utilities) to this plan and supporting SOP/SOGs.
- 2) Emergency tasks to be performed include:
 - a) Prioritize restoration of utility service to vital facilities and other facilities.
 - b) Arrange for the provision of emergency power sources where required.
 - c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
 - d) Assess damage to, repair, and restore public utilities.
 - e) Monitor recovery activities of privately owned utilities.

f. Resource Management.

- 1) Primary responsibility for this function is assigned to the Office of Emergency Management in coordination with departmental Directors or their designee. The Office of Emergency Management will prepare and maintain Annex M (Resource Management) to this plan. Supporting SOP/SOGs will be maintained by their respective departments.
- 2) Emergency tasks to be performed include:
 - a) Maintain an inventory of emergency resources.
 - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
 - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.

- d) Establish emergency purchasing procedures and coordinate emergency procurements.
- e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
- f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
- g) Establish staging areas for resources, if required.
- h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
- i) Maintain records of emergency-related expenditures for purchases and personnel.

g. Human Services.

- 1) Primary responsibility for this function is assigned to the Public Health Director, who in coordination with the Office of Emergency Management, will prepare and maintain Annex O (Human Services) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Identify emergency feeding sites.
 - b) Identify sources of clothing for disaster victims.
 - c) Secure emergency food supplies.
 - d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
 - e) Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others.
 - f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

h. Hazard Mitigation.

- 1) The primary responsibility for this function is assigned to the EMC. This person will serve as the Hazard Mitigation Coordinator, and will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOP/SOGs.
- 2) Emergency tasks to be performed include:
 - a) Maintain the local Hazard Analysis.
 - b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
 - c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
 - d) Coordinate and carry out post-disaster hazard mitigation program.

i. Transportation.

- 1) The primary responsibility for this function is assigned to the Fleet Manager, who in coordination with the Office of Emergency Management, will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identifies local public and private transportation resources and coordinates their use in emergencies.
 - b) Coordinates deployment of transportation equipment to support emergency operations.
 - c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
 - d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.

j. Donations Management.

- 1) The primary responsibility for this function is assigned to the Donations Manager, who in coordination with the Office of Emergency Management, will prepare and maintain Annex T (Donations Management) to this plan and supporting SOP/SOGs.
- 2) Emergency tasks to be performed include:
 - a) Compile resource requirements identified by the Resource Management staff.
 - b) Solicit donations to meet known needs.
 - c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
 - d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal.

- 1) The primary responsibility for this function is assigned to the City Attorney, who in coordination with the Office of Emergency Management, will prepare and maintain Annex U (Legal) to this plan and supporting SOP/SOGs.
- 2) Emergency tasks to be performed include:
 - a) Advise local officials on emergency powers of local government and procedures for invoking those measures.
 - b) Review and advise our officials on possible legal issues arising from disaster operations.
 - c) Prepare and/or recommend legislation to implement the emergency powers that may be required during and emergency.
 - d) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

- I. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.

7. Volunteer & Other Services

- a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:

- 1) BEAUMONT Chapter, American Red Cross.

Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides canteen services (snacks and drinks) for emergency workers.

- 2) The Salvation Army.

Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated good including food clothing, and household items. It also provides referrals to government and private agencies for special services.

- 3) Southeast Texas VOAD

Provides Assistance for a variety of needs, such as; assist with clean-up activities, temporary repairs, reconstruction, feeding, counseling, and bilingual services.

- 4) ARES/RACES.

The American Radio Emergency Service and the Radio Amateur Civil Emergency Service provides amateur radio support for emergency operations, including communications support in the EOC.

- 5) Jefferson County Long-Term Recovery Group

The JCLTRG assist citizens transitioning from short and intermediate recovery to long-term recovery needs, such as permanent housing.

b. Business Support.

The following businesses/industries have agreed to provide support for emergency operations as indicated:

- 1) ExxonMobil- resources
- 2) Christus St. Elizabeth Hospital- parking and sheltering
- 3) Memorial Hermann Baptist Hospital- parking and sheltering
- 4) Beaumont Independent School District- transportation, assembly and evacuation sites, points of distribution
- 5) Beaumont Chamber of Commerce – Business/Community Liaison

VII. DIRECTION AND CONTROL

A. General

1. The Mayor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, he or she may carry out those responsibilities from the EOC.
2. The EMC will provide overall direction of the response activities of all our departments. During major events, emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.
3. The EMC will manage the EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department directors retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.
6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or federal assistance is covered in section V.F of this plan; see also the Request for Assistance form in Annex M, Appendix 3. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such

as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the Incident Commander/Unified Command will be responsible for directing the emergency response and managing the resources at the incident scene.

2. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we may activate our EOC, which is located at 700 Orleans, Beaumont, Texas, 77701.
3. The following individuals are authorized to activate the EOC:
 - a. Mayor
 - b. City Manager
 - c. Emergency Management Coordinator
4. The general responsibilities of the EOC are to:
 - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
 - b. Work with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
 - c. Provide resource support for emergency operations.
 - d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
 - e. Organize and activate large-scale evacuation and mass care operations.
 - f. Provide emergency information to the public.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
6. An Alternate (Beaumont PD) and tertiary alternate (BFR Station 1) EOC are established. These facilities are available for use if our primary EOC becomes unusable.
7. We have a mobile command and control vehicle, operated and maintained by the Beaumont Police Department which may be used as an incident command post.

C. Line of Succession

1. The line of succession for the Mayor is:
 - a. Mayor Pro-Tem
 - b. Council Member with the greatest seniority
 - c. Council Member with the second greatest seniority

2. The line of succession for the City Manager is:
 - a. City Attorney
 - b. Chief Financial Officer
 - c. Police Chief
3. The line of succession for the Emergency Management Coordinator is:
 - a. Deputy EMC
 - b. Assistant Police Chief
 - c. Department Director listed in incident related Annex with primary responsibility.
4. The lines of succession for each of our department and agency heads shall be in accordance with the SOP/SOGs established by those departments and agencies.
5. The lines of succession for key responsibilities detailed by this plan and its annexes are in the Section X of the respective annexes.

VIII. READINESS LEVELS

- A.** Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the Mayor or, in most circumstances, by the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOP/SOGs.
- B.** The following Readiness Levels will be used as a means of increasing our alert posture.
 1. Level 4: Normal Conditions
 - a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
 - b. The normal operations of government are not abnormally affected.
 2. Level 3: Increased Readiness
 - a. Increased Readiness refers to a situation that presents a greater potential threat than “Level 4”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
 - 1) Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular

situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.

- 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
 - 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
 - 5) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
 - 6) Major Event. For major events with large attendance numbers and other potential complexities such as State or federal highway detours, VIP attendance with large security requirements, increased threat of violence or terroristic incidents.
- b. Declaration of “Level 3” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.
3. Level 2: High Readiness
- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
 - 1) Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
 - 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicted by radar, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
 - 3) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning,

evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.

- 4) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
 - 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
- b. Declaration of a “Level 2” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan. Additionally, it will generally initiate activation of the EOC or citywide ICP.

4. Level 1: Maximum Readiness

- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent. Likewise with a large impact criminal incident, such as terrorism or other manmade disaster.
- 1) Tropical Weather Threat. The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, full staffing of the ICP and/or EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
 - 2) Tornado Warning. Tornado has been sited especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
 - 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
 - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
- b. Declaration of “Level 1” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
2. In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are posted on the City's S-Drive under the Disaster folder (Disaster/Logistics/Inventory/Resources Annex M) as well as in MS Teams (EOC – Staging and Warehouse Mgmt). Some readily deployable key assets are listed on the Sabine Neches Chiefs Association Website ([HTTP://SNCAEMS.ORG/INDEX.PHP?FUSEACTION=LOGIN.HOME](http://SNCAEMS.ORG/INDEX.PHP?FUSEACTION=LOGIN.HOME)).
3. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

B. Reports

1. Hazardous Materials Spill Reporting. If the City is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, Beaumont Fire/Rescue/EMS dispatch documentation and the Office of Emergency Management for more information. The party responsible for a reportable spill will be located if possible and the Incident Commander shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

The City is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for

expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities (*Major Event Log* in Incident Specific MS Teams), including:
 - 1) Activation or deactivation of emergency facilities.
 - 2) Emergency notifications to other local governments and to State and federal agencies.
 - 3) Significant changes in the emergency situation.
 - 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 the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain a estimate of annual emergency response costs that can be used in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs
 - 2) Equipment operations costs
 - 3) Costs for leased or rented equipment
 - 4) Costs for contract services to support emergency operations
 - 5) Costs of specialized supplies expended for emergency operations

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

2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOP/SOGs.
- b. To the extent possible, electronic records will be batched up daily and stored at an off-site location.

- c. If records are damaged during an emergency situation, professional assistance will be sought to preserve and restore them.

D. Training

It will be the responsibility of each department director to coordinate with the Office of Emergency Management to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill. The department directors will be responsible for ensuring their personnel attend the required emergency management training.. The Office of Emergency Management will coordinate/facilitate the required training as applicable, and will maintain records as applicable (Beaumont Fire/Rescue/EMS maintains its own training records).

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the City Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The EMC is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. This should occur within 30 day of incident/exercise termination. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action. Records will be maintained in the office of Emergency Management.

X. PLAN DEVELOPMENT AND MAINTENANCE
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A. Plan Development

The Mayor is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

A complete copy is kept on file in the EOC and kept on file with the City Clerk and published on the City Website for public review.

C. Review

The Basic Plan and its annexes shall be reviewed annually by local officials. The EMC will establish a schedule for annual review of planning documents by those tasked in them.

D. Update

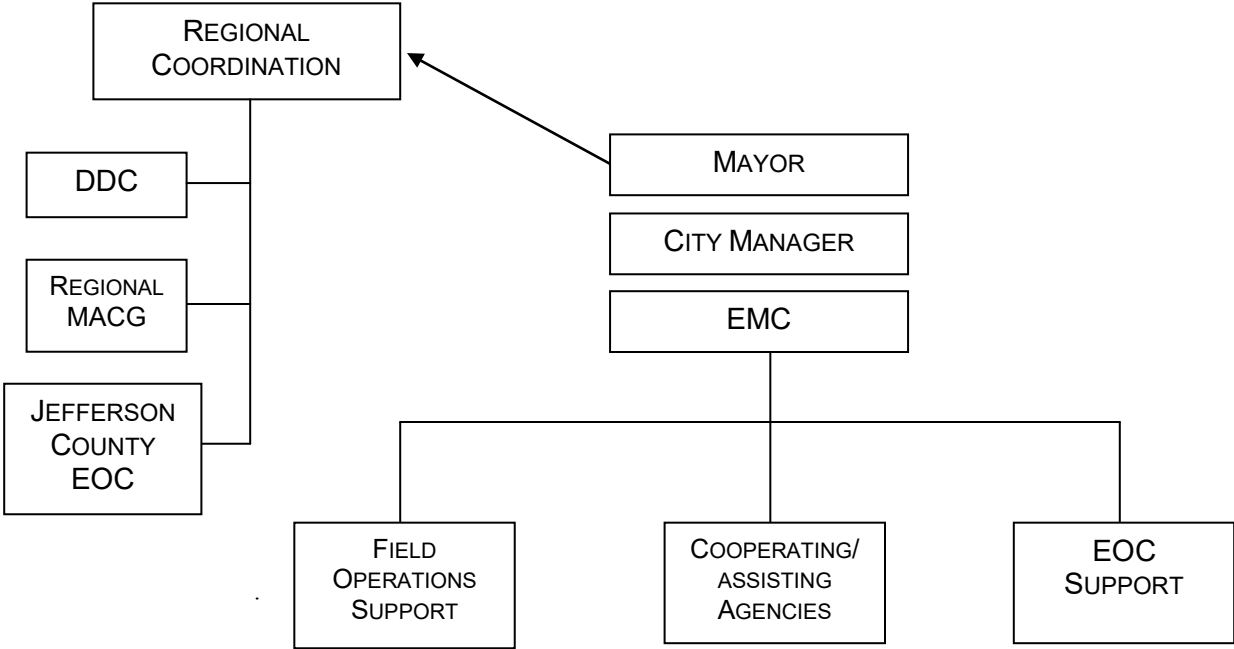
2. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
3. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to the Emergency Management Coordinator. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Texas Division of Emergency Management (TDEM) *Local Emergency Management Planning Guide* (TDEM-10).
4. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
5. §418.043(4) of the Government Code provides that DEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The EMC is responsible for submitting copies of planning documents to our TDEM Representatives for review.

ATTACHMENTS:

1. Organization for Emergencies
2. Functional Responsibility Matrix
3. Annex Assignments
4. Summary of Agreements & Contracts
5. National Incident Management System

**ATTACHMENT 1
ORGANIZATION FOR EMERGENCY MANAGEMENT**

**CITY OF BEAUMONT
EMERGENCY OPERATIONS CENTER**



AN UPDATED ORG CHART IS AVAILABLE UPON REQUEST.

**ATTACHMENT 2
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
City Manager									S	S			S	C		S				S			
EMC	P	C	C	C	P	C	C	C	C	C	C	C	P	P	C	C	C	C	P	C	C	C	C
Law Enforcement	S	S	S	S	S	S	P		S	S			S	S	S	S	S	S		S			P
Fire Service	S	S	S	S	S	P		S	S	S			S	S		S	S	S		S			S
Public Works		S		S	S	S	S			P	P	S	S	S		P	S	S	S				S
Water Utilities		S								S		P	S	S		S	S			S			S
Public Health	S		P	S	S			P		S			S	S	S	S	S	S	S	S	S		S
Human Services/Pub Health			S	S	S								S		P	S				S			S
Community/Event Facilities			S	S	S								S	S	S	S				S			S
Human Resources													S			S				S			
Finance Dir.													S			S				S			
Transportation/IFleet		S	S	S	S								S		S	S	S		S				S
City Attorney's Office					S								S			S				S	P		S
Fire/Search & Rescue		S			S									S		S		P					S
911 Operations Center Mgr	S	P														S	S						S
Fire/HAZMAT	S			S													P						S
PIO	S								P														
Donations Manager																				P			
Fire/Radiological				P																			

P – INDICATES PRIMARY RESPONSIBILITY
S – INDICATES SUPPORT RESPONSIBILITY
C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 3
ANNEX ASSIGNMENTS**

ANNEX	ASSIGNED TO:
Annex A: Warning	EMC
Annex B: Communications	911 Operations Center Manager
Annex C: Shelter & Mass Care	Shelter/Mass Care Unit Leader
Annex D: Radiological Protection	Radiological Officer and Fire Chief
Annex E: Evacuation	EMC
Annex F: Firefighting	Fire Chief
Annex G: Law Enforcement	Police Chief
Annex H: Health and Medical Services	Public Health Director
Annex I: Public Information	PIO Officer
Annex J: Recovery	Building Codes Manager
Annex K: Public Works & Engineering	Public Works Director
Annex L: Utilities	Water Utilities Director
Annex M: Resource Management	EMC
Annex N: Direction & Control	EMC and City Manager
Annex O: Human Services	Public Health Director
Annex P: Hazard Mitigation	Public Works Director
Annex Q: Hazardous Materials & Oil Spill Response	Fire/ HAZMAT Team Leader
Annex R: Search & Rescue	Chief Technical Rescue Officer & Fire Chief
Annex S: Transportation	EMC
Annex T: Donations Management	Donations Manager
Annex U: Legal	City Attorney
Annex V: Terrorist Incident Response	Police Chief

**ATTACHMENT 4
SUMMARY OF AGREEMENTS & CONTRACTS**

Agreements: All emergency contracts and agreements will be activated through the Office of Emergency Management or EOC, if activated.

(Copies of all contracts and agreements available electronically)

Description: Fuel

Summary of Provisions: Mobile fueling and resupply

Officials Authorized to Implement: Fleet Manager or EMC

Costs: Per Agreement

Copies Held By: EMC, Finance and Public Works Department Directors, Fleet Manager, Logistics Section Chief and Unit Leaders

Description: Generators

Summary of Provisions: backup generator resource

Officials Authorized to Implement: EMC, Public Works and Water Utility Directors, Logistics Section Chief

Costs: Per Agreement

Copies Held By: City Finance, Water Utilities and Public Works Departments, Office of Emergency Management, Logistics Section Chief and Unit leaders, EMC

Description: Tire Repair

Summary of Provisions: Tire repair, maintenance and resupply

Officials Authorized to Implement: Fleet Manager, or EMC

Costs: Per Agreement

Copies Held By: City Finance, Public Works Departments (including Fleet Manager), Office of Emergency Management, Logistics Section Chief and Unit leaders, EMC

Description: Portable Toilets

Summary of Provisions: Portable toilets

Officials Authorized to Implement: EMC, Logistics Section Chief

Costs: Per Agreement

Copies Held By: City Finance and Public Works Departments, Office of Emergency Management, Logistics Section Chief and Unit leaders, EMC

Description: Water and gatorade

Summary of Provisions: Drinks

Officials Authorized to Implement: Logistics Section Chief or EMC

Costs: Per Agreement

Copies Held By: City Finance and Public Works Departments, Office of Emergency Management, Logistics Section Chief and Unit leaders, EMC

Description: Electrical

Summary of Provisions: Technicians and supplies

Officials Authorized to Implement: Public Works and Water Utilities Directors, Logistics Section Chief, EMC

Costs: Per Agreement

Copies Held By: City Finance, Water Utilities and Public Works Departments, Office of Emergency Management, Logistics Section Chief and Unit leaders, EMC

Contracts

Description: Catering

Summary of Provisions: All Meals

Officials Authorized to Implement: Purchasing Manager/Procurement Unit Leader, EMC

Costs: By contract

Copies Held By: City Finance Department, Office of Emergency Management, Logistics Section Chief and Unit leaders, EMC

Description: Debris Monitoring Company

Summary of Provisions: Debris Removal Supervision, Accountability, Coordination and Monitoring

Officials Authorized to Implement: Public Works Director, EMC

Costs: Per Contract

Copies Held By: City Finance and Public Works Departments, Office of Emergency Management, Logistics Section Chief and Unit leaders, EMC

Description: Debris Cleanup

Summary of Provisions: Debris Removal Contractor

Officials Authorized to Implement: Public Works Director, EMC

Costs: Per Contract

Copies Held By: City Finance and Public Works Departments, Office of Emergency Management, Logistics Section Chief and Unit leaders, EMC

Description: Emergency Equipment

Summary of Provisions: Emergency Equipment Contractor/Debris Removal Contractor

Officials Authorized to Implement: Public Works Director, EMC

Costs: Per Contract

Copies Held By: City Finance and Public Works Departments, Office of Emergency Management, Logistics Section Chief and Unit leaders, EMC

Description: Miscellaneous

Summary of Provisions: Generators, phones, radios, Food, Equipment, environmental, ETC

Officials Authorized to Implement: EMC, Finance Section Chief, Logistics Section Chief

Costs: Per Contract

Copies Held By: City Finance and Public Works Departments, Office of Emergency Management, Logistics Section Chief and Unit leaders, EMC

ATTACHMENT 5 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY
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A. BACKGROUND

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1. Command and Coordination. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
 - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

- e) Use of Position Titles. All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.

4) MULTIAGENCY COORDINATION SYSTEMS

- a) Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.

5) PUBLIC INFORMATION

- a) The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.

2. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
3. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.