

ORDINANCE NO. 52

AN ORDINANCE ESTABLISHING A PROGRAM INCLUDING MITIGATION, PREPAREDNESS, RESPONSE AND RECOVERY PHASES OF COMPREHENSIVE EMERGENCY MANAGEMENT; ACKNOWLEDGING THE OFFICE OF EMERGENCY MANAGEMENT DIRECTOR; AUTHORIZING THE APPOINTMENT OF AN EMERGENCY MANAGEMENT COORDINATOR; AND PROVIDING FOR THE DUTIES AND RESPONSIBILITIES OF THOSE OFFICES; IDENTIFYING AN OPERATIONAL ORGANIZATION; GRANTING NECESSARY POWERS TO COPE WITH ALL PHASES OF EMERGENCY MANAGEMENT WHICH THREATEN LIFE AND PROPERTY IN THE CITY OF ZAVALLA; AUTHORIZING COOPERATIVE AND MUTUAL AID AGREEMENTS FOR RELIEF WORK BETWEEN THIS AND OTHER CITIES OR COUNTIES AND FOR RELATED PURPOSES; PROHIBITING UNAUTHORIZED WARNING AND ALL-CLEAR SIGNALS AND MAKING VIOLATIONS A MISDEMEANOR PUNISHABLE BY FINE NOT TO EXCEED \$ 200.00 not 1

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

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

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

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

Section 1. ORGANIZATION

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

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

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

Section 2. EMERGENCY MANAGEMENT DIRECTOR - POWERS AND DUTIES

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

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

**City of ZAVALLA
Emergency Operations Plan
Basic Plan**

Signature Page

Date

Mayor, City of ZAVALLA

Date

MAYOR PRO-TEM, CITY OF ZAVALLA

Date

Emergency Manager

Date

Deputy Emergency Manager

CITY OF ZAVALLA
EMERGENCY OPERATIONS PLAN
BASIC PLAN

I. AUTHORITY

This plan applies to and has been approved by the City of ZAVALLA

The Organizational and operational concepts set forth in this plan are promulgated under the following authorities.

A. Federal

1. Federal Civil Defense Act of 1950, PL 81-920 as amended.
2. The Disaster Relief Act of 1974, PL 93-288 as amended.
3. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707.
4. Emergency Management and Assistance, Code of Federal Regulations, Title 44.
5. Title III, of the Superfund Amendments and Reauthorization Act of 1986, (SARA), PL 99-499 as Amended.

B. State

1. The Texas Disaster Act of 1975, V.T.C.A. Government code Title 4 Chapter 418, 70th legislature.
2. Executive Order of the Governor.
3. Attorney General Opinion MW-140.
4. Hazard Communication Act, Title 83, Article 5182b.
5. Texas Hazardous Substances Spill Prevention and Control Act, Chapter 26, Subchapter G, Texas Water Code.
6. State Solid Waste Disposal Act, Texas Health and Safety Code, Chapter 361. (Formerly Article 4477-7, Vernon's Texas Civil Statute).

C. Local

1. City of ZAVALLA Ordinance # 52 Date: _____

II. PURPOSE

The purpose of this plan is to provide for an effective emergency management operation in the City of ZAVALLA. This plan seeks to mitigate the effects of a hazard, to prepare for measures to be taken which will ensure the safety of our citizens, preserve life, and minimize damage, to respond during emergencies and provide whatever aid and assistance necessary. To establish a recovery system in order to return the community to its normal state of affairs.

This plan attempts to define in a straightforward manner who does what, when, where, and how in order to mitigate, prepare for, respond to, and recover from the effects of a national emergency, war, natural disaster, man made accidents, technological accidents, and other major incidents.

III. SITUATIONS AND ASSUMPTIONS

A. Situation

ZAVALLA is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include hurricanes, floods, or tornadoes, fires and winter storms. There is also the threat of a war related incident such as a nuclear, biochemical or conventional attack. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, terrorism or civil disorder. Additional detail is provided in the City Hazard Analysis/Identification.

B. Assumptions

1. The City of ZAVALLA will continue to be exposed to the hazards noted above as well as others which may develop in the future.
2. In the event of a National Emergency/war such as nuclear, chemical, or biological attack, the City of ZAVALLA could be subject to collateral damage and fallout from enemy attack in the Gulf Coast industrial complexes in Houston and Beaumont.
3. In the event increased international crisis, the threat of conventional or nuclear attack, or other major natural emergencies, Lufkin may receive some evacuees from the densely populated areas to the south. ZAVALLA is scheduled to receive evacuees

from crisis relocation planning of coastal counties in the event of enemy attack or natural disasters.

4. Outside assistance will be available in most emergency situations affecting this City. Although this plan defines procedures for coordinating such assistance, it is essential for ZAVALLA to be prepared to carry out disaster response and short-term actions on an independent basis.
5. It is possible for a major disaster to occur at any time, and at any place in the City of ZAVALLA. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can, and will, occur with little or no warning.
6. Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of this emergency management plan.
7. Proper implementation of this plan will reduce or prevent disaster related losses.

IV. CONCEPT OF OPERATIONS

A. General

The Mayor as chief executive is responsible to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities within their respective jurisdictions. This plan is based upon the concept that the emergency functions for various agencies of government in ZAVALLA that are involved in emergency management will generally parallel normal day-to-day operations. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency situation may be suspended for the duration of the emergency. The efforts that would normally be for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.

A local state of disaster may be declared by the Mayor of ZAVALLA. The effect of the declaration is to activate the recovery and rehabilitation aspects of the plan and to authorize the furnishing of aid and assistance. When the emergency exceeds local government capability to respond,

assistance will be requested from neighboring jurisdictions and/or state government.

B. Phases of Management

This plan follows an all-hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, this plan accounts for activities before and after, as well as during emergency operations; consequently, all phases of emergency management are addressed as shown below.

1. Mitigation

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

2. Preparedness

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

3. Response

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

4. Recovery

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

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

The Mayor is responsible for emergency management planning and operations in the City of ZAVALLA.

Most of the departments within the City of ZAVALLA have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency management procedures. Specific responsibilities are outlined below under the section entitled Task Assignments as well as in individual annexes. Attachment 3 details how the City is organized for emergencies. Attachment 4 and 5 illustrate functional responsibilities and annex assignment, respectively.

B. Organization

1. Executive Group

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

2. Emergency Services

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

C. Executive Group Responsibilities

1. The Mayor is primarily responsible for:

- a. Directing the overall preparedness program for the City of ZAVALLA
- b. Making emergency policy decisions
- c. Declaring a state of emergency when necessary
- d. Implementing the emergency powers of local government (See Section VIC, Emergency Authority)
- e. Keeping the public and the Disaster District informed of the situation

f. Requesting outside assistance when necessary (either from the Disaster District or from other jurisdictions in accordance with existing Mutual Aid Agreements).

2. The City Manager is responsible for:

- a. Assuring that all City Departments develop, maintain, and exercise their respective annexes to this plan.
- b. Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- c. Serving as Controller of the EOC during its activation.
- d. Implementing the policies and decisions of the governing body.
- e. Directing the emergency operational response of City services.
- f. Prepare and maintain Annex N (EOC/Direction and Control) to this plan and supporting Standing Operating Procedures (SOPs).

3. Emergency Management Coordinator is responsible for:

- a. Serving as staff advisor to the Mayor on emergency matters.
- b. Coordinating the planning and preparedness activities of the government and maintain this plan.
- c. Analyzing the emergency skills needed by the City forces and arranging the training necessary to provide those skills.
- d. Preparing and maintaining a resource inventory.
- e. Ensuring the operational capability of the EOC.
- f. EOC activation.
- g. Keeping the governing body apprised of the City and State emergency management organization.

- h. Serving as day-to-day liaison between the City and State emergency management organization.
- i. Maintaining liaison with organized emergency volunteer groups and private agencies.
- j. Initiating and monitoring the increased readiness actions among the City Services when disaster threatens (Refer to Section VII, Increased Readiness Conditions).
- k. Prepare and maintain Annex T (Training) to this plan and supporting Standing Operating Procedures (SOPs).

D. Emergency Services' Responsibilities

Assigned to:

- 1. **Warning** **Chief of Police**
 - a. Disseminate emergency public information as requested.
 - b. Receive and disseminate warning information to the public and key City Officials.
 - c. Prepare and Maintain Annex A (Warning) to this plan and supporting Standing Operating Procedures.
- 2. **Communications** **Chief of Police**
 - a. Establish and maintain Emergency Communication System.
 - b. Coordinate use of all public and private communication systems necessary during emergencies (including EMS and Short wave).
 - c. Manage and coordinate all emergency communication operations within the EOC once activated.
 - d. Prepare and maintain Annex B (Communications) to this plan and supporting Standing Operating Procedures (SOPs).
- 3. **EOC/Direction and Control** **City Manager**
 - a. Direct and control local operating forces.

- b. Maintain contact with support EOCs, forward command centers, neighboring jurisdictions, and disaster district EOC.
- c. Maintain EOC in operating mode at all times or be able to activate EOC into an operating condition.
- d. Assign representatives by title to report to the EOC and develop procedures for crisis training.
- e. Develop and identify duties of staff, use of displays, charts, maps, and message forms, and procedures for EOC activation.
- f. Develop and identify duties of staff, use of displays, charts, maps, and message forms and procedures for activation of a forward command center.
- g. Prepare and maintain Annex N (EOC/Direction and Control) in this plan and supporting Standing Operating Procedures (SOPs).

4. Shelter/Mass Care Postmaster

- a. Maintain the Community Shelter Plan (CSP).
- b. Supervise the Shelter Management program (appropriation, stocking, proper identification and marking, equipping, and etc.) for natural disaster and/or fallout shelters.
- c. Coordinate with other City departments, relief agencies, and volunteer groups.
- d. Prepare and maintain Annex C (Shelter/Mass Care) in this plan and supporting Standing Operating Procedures (SOPs).

5. Radiological Protection Fire Marshall

- a. Establish and maintain a radiological monitoring and reporting network.
- b. Secure initial and refresher training for instructors and monitors.
- c. Provide input to the statewide monitoring and reporting system.

- d. Under fallout conditions, provide City Officials and department heads with information on fallout rates, fallout projections, and allowable doses.
- e. Coordinate Radiological monitoring throughout the entire City.
- f. Provide monitoring services and advice at the scene of accidents involving radioactive materials.
- g. Prepare and maintain Annex D (Radiological Protection) and supporting Standing Operating Procedures (SOPs).

6. Evacuation Emergency Management Coordinator

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

7. Fire Fire Chief

- a. Fire prevention.
- b. Fire suppression.
- c. Inspection of damaged areas for fire hazards.
- d. Hazardous spills containment and clean-up.
- e. Inspection of shelters for fire hazards.

- f. Prepare and maintain Annex F (Fire/Rescue) and Annex Q (Hazardous Materials Response) to this plan and supporting Standing Operating Procedures (SOPs).

8. Law Enforcement

Police Chief

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

9. Health and Medical

EMS Coordinator

- a. Coordinate planning efforts of hospital and other health facilities with City planning requirements.
- b. Coordinate patient loads of health facilities during emergencies.
- c. Coordinate Triage and first aid activities immediately after disaster strikes, including EMS.
- d. Develop health and sanitation standards and procedures.
- e. Prepare and maintain Annex H (Health and Medical) to this plan and supporting Standing Operating Procedures (SOPs).

10. Emergency Public Information

Police Department PIO

- a. Conduct on-going hazard awareness and public education programs.

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

11. **Damage Assessment** **Purchasing Agent**

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

12. **Public Works/Engineering** **Public Works Director**

- a. Barricading of hazardous areas.
- b. Priority restoration of streets and bridges.

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

13. Utilities **Engineering Supervisor**

- a. Priority restoration of electrical service to vital facilities.
- b. Provision of emergency power sources as required.
- c. Coordination of private utilities recovery activities.
- d. Restoration of water treatment and supply services.
- e. Damage assessment and identification of recovery times for affected utility systems.
- f. Prepare and maintain Annex L (Utilities) to this plan and supporting Standing Operating Procedures (SOPs).

14. Resource Management **Personnel Director**

- a. Establish procedures for employing temporary personnel for disaster operations.
- b. Establish and maintain a manpower reserve.
- c. Coordinate deployment of reserve personnel to City departments requiring augmentation.

- d. Establish emergency purchasing procedures and/ a disaster contingency fund.
- e. Maintain records of emergency-related expenditures for purchases and personnel.
- f. Prepare and maintain Annex M (Resource Management) to this plan and supporting Standing Operating Procedures (SOPs).

15. Human Services Assistant City Manager

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

16. Transportation Garage Superintendent

- a. Identify City transportation resources and arrange for their use in emergencies.
- b. Coordinate deployment of transportation equipment to City services requiring augmentation.
- c. Establish and maintain a reserve pool of drivers, maintenance personnel, spare parts and tools.
- d. Maintain records on use of privately-owned transportation equipment and personnel for purpose of possible reimbursement.
- e. Prepare and maintain Annex S (Transportation) to this plan and supporting Standing Operating

procedures (SOPs).

17. Legal

City Attorney

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

18. Rescue

Fire Chief

- a. Coordinate search and rescue activities.
- b. Maintain a reserve pool of manpower and equipment for rescue purposes.

- c. This Annex is included in Annex F (Fire and Rescue) page 10 of this plan.

19. Hazard Mitigation Assistant City Manager

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

E. Other Agencies' Responsibilities

Other City Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the Mayor.

VI. DIRECTION AND CONTROL

A. General

The Mayor, as Emergency Management Director for the City of ZAVALLA, is responsible for assuring that coordinated and effective emergency response systems are developed and maintained. Existing agencies of government will perform emergency activities closely related to those they perform routinely. Specific positions and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and individual Annexes. The EOC Controller, the Assistant City Manager / Public Works will provide overall direction of the response activities within each department. Department heads will retain control over their employees and equipment unless directed otherwise by the Emergency Management Director. Each agency will be responsible for having its own Standard Operating Procedures to be followed during response operations.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups will be requested and used only as an adjunct to existing City of Lufkin services, and only when the emergency situation threatens to expand beyond the City of Lufkin response capabilities. Request for state or federal assistance is covered in Section IX in this plan.

B. Emergency Operating Center (EOC)

Response activities will be coordinated from the Emergency Operating Center, which is located at the City of ZAVALLA.

ZAVALLA CTTY HALL/FIRE STATION COMPLEX. The EOC will be activated upon notification of a possible actual emergency. EOC responsibilities and activation procedures are addressed in Annex N (EOC/Direction and Control). During emergency situations certain agencies will be required to relocate to the EOC. During large scale emergencies the EOC will in fact become the seat of government for the duration of the crisis.

C. Emergency Authority

1. A compilation of primary state and local legal documents pertaining to emergency management is shown in attachment 2.
2. In accordance with Section 8 (g) of the Texas Disaster Act of 1975, as amended, the Mayor may take extraordinary measures in the interest of effective emergency management. Procedures associated with emergency powers are contained in Annex U (Legal). These powers include but are not limited to:
 - a. Declaration of a local state of disaster.
 - b. Wage, price, and rent controls and other economic stabilization measures.
 - c. Curfews, blockades, and limitations on utility usage.
 - d. Rules governing ingress and egress to the effected areas.
 - e. Other security measures.
3. All physical resources within the City or ZAVALLA whether publicly or privately owned, may be utilized when deemed necessary by the Mayor. The City of ZAVALLA assumes no financial or civil liability for the use of such resources; however, accurate records of such use will be maintained in case reimbursement becomes possible.
4. As provided in the Texas Disaster Act of 1975, as amended and the Executive Order of the Governor, the Mayor may exercise the same powers, on an appropriate local scale, granted by the Governor.

VII. INCREASED READINESS CONDITION

- A. Most emergencies follow some recognizable build-up period during which actions can be taken to achieve a state of

maximum readiness. General departmental actions are outlined in the appropriate Annex while specific actions will be detailed in the SOPs.

- B. The following Increased Readiness Conditions will be used as a means of increasing the City's alert posture.
1. CONDITION 4: The term "CONDITION 4" will be used by the City of ZAVALLA to denote a situation that causes a higher degree of readiness than is normally present.
 - a. "CONDITION 4" actions that are triggered by the onset of particular hazard vulnerability seasons such as:
 - (1) hurricane season.
 - (2) tornado season.
 - (3) flash flood season.
 - (4) fire hazards due to drought conditions.
 - b. An increase in international tensions could trigger a "CONDITION 4".
 - c. The potential for local civil unrest could also trigger a "CONDITION 4".
 - d. Declaration of "CONDITION 4" by the Emergency Management Director will generally require the initiation of the increased readiness activities identified in each Annex.
 2. CONDITION 3: The term "CONDITION 3" will be used by City Officials to refer to a situation which presents a greater potential threat than a "CONDITION 4", but poses no immediate threat to life and/or property. This condition includes situations that could develop into a hazardous condition.
 - a. "CONDITION 3" actions could be generated by severe weather watch information issued by the National Weather Service such as:
 - (1) **Hurricane Watch**: Issued whenever a hurricane becomes a possible threat to the coastal area.
 - (2) **Tornado Watch**: Issued to alert persons to the possibility of tornado development in a

specific area, for a specified period of time. Persons in watch areas should maintain their daily routine but be prepared to respond to a tornado warning.

(3) **Flash Flood Watch:** Issued to alert persons to the possibility of flash flooding in a designated area due to heavy rains occurring or expected to occur. Persons should remain alert and be prepared to take immediate action.

(4) **Winter Storm Watch:** Issued when there is a threat of severe winter weather in a particular area.

b. "CONDITION 3" actions could be generated when the international situation has deteriorated to the point that enemy attack is a possibility. this condition would probably allow sufficient time for an orderly evacuation and/or preparation of shelters.

c. "CONDITION 3" actions could also be generated when small-scale, localized civil unrest is present.

d. Declaration of a "CONDITION 3" by the Emergency Management Director will generally require the initiation of the increased readiness activities identified in each Annex.

3. **Condition 2:** The term "CONDITION 2" will be used by City Officials to signify that a hazardous 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.

a. "CONDITION 2" actions could be triggered by severe weather warning information issued by the National Weather Service such as:

(1) **Hurricane Warning:** issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include:

(a) Sustained winds of 74 mph or higher.

(2) **Tornado Warning:** Issued when a tornado has actually been sighted in an area or

indicated by radar, and may strike in the vicinity of City of ZAVALLA.

- (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.
 - b. "CONDITION 2" actions could be generated when the international situation has deteriorated to the point that enemy attack is probable. This condition may or may not allow sufficient time for an orderly evacuation.
 - c. "CONDITION 2" actions could also be triggered by civil disorder with relatively large-scale violence.
 - d. Declaration of "CONDITION 2" by the Emergency Management Director will generally require the initiation of the increased readiness activities identified in each Annex.
4. Condition 1: the term "CONDITION 1" will be used by the City Officials to signify that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "CONDITION 2" event.
- a. "CONDITION 1" actions could be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent, such as:
 - (1) Hurricane landfall predicted in 12 hours or less.
 - (2) Tornado sighted especially close to a populated area or moving in the path of a populated area.
 - (3) Flooding is imminent or occurring at specific locations.
 - b. "CONDITION 1" actions could be generated when an enemy attack is imminent based upon the evaluation of intelligence data. This warning (ATTACK WARNING) is declared and disseminated by the FEMA National Warning Center over the FEMA National Warning System (NAWAS).

- c. "CONDITION 1" actions could also be implemented when civil disorder precipitates large-scale and wide-spread violence.
- d. Declaration of "CONDITION 1" by the Emergency Management Director will generally require the initiation of the increased readiness activities identified in each Annex.

VIII. CONTINUITY OF GOVERNMENT

A. Line of Succession

- 1. Line of succession to the Mayor will be the Mayor Pro-Tem followed by the City Council members in order of their seniority to the Council.
- 2. Line of succession to the Emergency Management Coordinator will be the Deputy Coordinator.
- 3. Line of Succession to each department head are according to the Standing Operating Procedures established by each department.

B. Preservation of records

In order to provide normal government operations following a disaster, vital records must be protected. These would include legal documents, as well as personal documents such as property deeds and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

IX. ADMINISTRATION AND SUPPORT

A. Support

Request for State and Federal assistance, including the Texas National Guard or other military services, will be made to the District Disaster Committee in Beaumont. All requests will be made by the Mayor or by another Official duly authorized by the Mayor.

B. Agreements and Understandings

Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions and agencies in accordance with existing or emergency negotiated

mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible.

C. Reports and Records

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

D. Relief Assistance

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

E. Consumer Protection

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

X. PLAN DEVELOPMENT, MAINTENANCE, AND IMPLEMENTATION

- A.** If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Director or Coordinator will brief the appropriate officials concerning their role in emergency management and ensure proper distribution of the plan and changes thereto.
- B.** All agencies will be responsible for the development and maintenance of their respective Annexes and SOPs identified in SECTION V. Organization and Assignment Responsibilities.
- C.** The Coordinator will be responsible for insuring that an annual review of the plan is conducted by all officials involved and that the plan is recertified biennially by the Mayor or by a duly authorized official.
- D.** The plan will be updated, as necessary, based upon deficiencies identified by drills and exercises, changes in local government structure, technological changes, etc. The Coordinator will incorporate approved changes to the plan and will forward changes to all organizations and individuals identified as having responsibility for implementation: Revised

pages will be dated and marked to show where changes have been made. The plan will be activated at least once a year in the form of a simulated emergency in order to provide practical experience to those having EOC responsibilities.

- E. This plan supersedes and rescinds all previous editions of the City Emergency Management Plan and is effective upon signing by the Mayor. If any portion of this plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portion of the plan.