



City of Bay City
Emergency Operations Plan

1900 5th St
Bay City, TX 77414

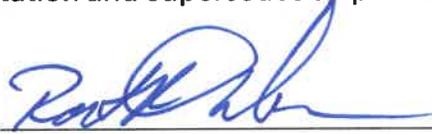
APPROVAL AND IMPLEMENTATION

This plan applies to all city staff, departments and components assigned emergency responsibilities, and others as designated by the Mayor of Bay City, the City Manager, or the Emergency Management Coordinator.

This plan is approved for implementation and supersedes all previous versions.

9/3/24

Date

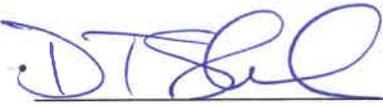


Robert K Nelson

Mayor, City of Bay City

09.03.2024

Date



Daniel Shook

Emergency Management Coordinator,

City of Bay City

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1. AUTHORITY AND GUIDANCE

The following is a list of authorities and guidance that govern or inform the development of the City of Bay City Emergency Operation Plan (City Plan).

A. LOCAL

- a. Code of Ordinances: Chapter 30 Article II: Emergency Management
- b. Code of Ordinances: Section 30-21: Cooperation with county

B. STATE

- a. Constitution of the State of Texas
- b. Texas Government Code
 - i. Chapter 411 Texas Department of Public Safety
 - ii. Chapter 418 Emergency Management
 - iii. Chapter 421 Homeland Security
 - iv. Chapter 433 State of Emergency
 - v. Chapter 791 Interlocal Cooperation Contracts
- c. Texas Health and Safety Code, Title 9, Subtitle B, Chapter 778 Emergency Management Assistance Compact
- d. Texas Water Code, Title 2
- e. Texas Administration Code, Title 37, Part 1, Chapter 7 Division of Emergency Management
- f. Executive Order of the Governor
- g. Texas Homeland Security Strategic Plan 2021-2015

C. FEDERAL

- a. Robert T. Stafford Disaster Relief and Emergency Assistance Act
- b. 42 USC 5170 Procedure for Declaration
- c. Post-Katrina Emergency Management Reform Act
- d. National Response Framework
- e. Housing and Economic Recovery Act
- f. FEMA REP Manual
- g. The National Security Strategy
- h. Emergency Management Assistance, Code of Federal Regulations
- i. Price-Anderson Amendments Act of 1988
- j. Emergency Management Assistance Compact
- k. National Incident Management System (NIMS)
- l. Homeland Security Presidential Directive (HSPD)
- m. Executive Order 13347, Federal Register, Individuals with Disabilities in Emergency Preparedness
- n. Americans with Disabilities Act (ADA)

2. OVERVIEW

One of the most important functions of government is to provide for the common good of the community by protecting its citizens, their property, and their way of life. Whenever possible, government should also preserve the natural environment and act to prevent or mitigate environmental degradation. In Bay City, the mayor, city manager, and city staff are responsible for meeting threats and dangers to the community and its residents presented by emergencies or disasters. The City of Bay City Emergency Operations Plan (City Plan) describes how this duty is discharged in response to large-scale emergencies, disasters, and incidents of regional significance.

A. PURPOSE

The purpose of the City Plan is to define the city's emergency response organization, establish operational concepts, assign responsibilities, and outline coordination procedures for achieving emergency management objectives (see Section 6:A). The City Plan is the basic planning document intended to facilitate comprehensive, city-level emergency management actions while achieving unity of effort as we prepare for, respond to, and recover from large-scale emergencies and disasters.

In cooperation with Matagorda County, the City Plan is intended to describe Bay City's approach to emergency operations and is applicable to the entire City of Bay City and all city officials, departments, and agencies. The City Plan will supplement the Matagorda County Emergency Operations Plan, not replace it.

B. SCOPE

The City Plan is an all-hazard emergency operations plan that applies to incidents and events of significance throughout the city as well as regional threats and disasters that significantly affect the city. The City Plan describes the high-level responsibilities of city administration, departments, and staff, as assigned by the mayor and city manager, to assist with identifying, mobilizing, and deploying resources to prepare for, respond to, and recover from large-scale emergencies and disasters affecting the city.

Bay City is committed to a whole-community preparedness approach. The City Plan and those involved in emergency preparedness planning strive to meet the needs of all residents, visitors, and business interests, with particular attention to those with functional needs.

The City Plan is intended to provide guidance only. It is neither prescriptive nor exhaustive. It contains general guidance for emergency management activities and provides an overview of best practices with respect to prevention, protection, mitigation, response, and recovery. It is intended as a framework for more specific functional annexes, which

describe in greater detail how disaster response and recovery capabilities and services are maintained and delivered to the community, when necessary. City officials and responding staff must therefore use judgement and discretion to determine the most appropriate courses of action when a large-scale emergency or disaster threatens the city or impacts its residents.

3. PLAN ORGANIZATION

The City Plan is designed to integrate with other plans and standard operating guidelines of the various city departments, partner agencies, and community stakeholders.

4. DEFENITIONS

A. Acronyms:

- a. AAR: After Action Report
- b. DDC: District Disaster Committee
- c. EOC: Emergency Operations Center
- d. EPA: Environmental Protection Agency
- e. FBI: Federal Bureau of Investigation
- f. FEMA: Federal Emergency Management Agency
- g. HAZMAT: Hazardous Materials
- h. HSPD-5: Homeland Security Presidential Directive 5
- i. iSTAT: Individual State of Texas Assessment Tool
- j. IC: Incident Commander
- k. ICP: Incident Command Post
- l. ICS: Incident Command System
- m. IMT: Incident Management Team
- n. IP: Improvement Plan
- o. JIC: Joint Information Center
- p. NIMS: National Incident Management System
- q. NRF: National Response Framework
- r. PIO: Public Information Officer
- s. pSTAT: Public State of Texas Assessment Tool
- t. STAR: State of Texas Assistance Request
- u. SOP: Standard/Suggested Operating Plans/Procedures
- v. SOC: State Operations Center
- w. TDEM: Texas Division of Emergency Management
- x. TSA: Trauma Service Area
- y. VOAD: Voluntary Organizations Active in Disasters
- z. WebEOC: Web-Based Emergency Management Information System

B. Area Command (Unified Command):

An organization established to oversee the management of multiple incidents that are 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.

C. City Leadership / City Administration:

Reference to city leadership or city administration generally refers to the mayor, the city manager, assistant city manager, and department directors.

D. Community Lifelines:

Lifelines are the most fundamental services in a community that enables all other aspects of society to function.

E. Emergency Operations Center:

Specially equipped, often dedicated facilities, from which government officials exercise direction and control over preventative, protective, preparedness, response and recovery activities, and otherwise coordinate necessary resources in an emergency situation.

F. Emergency Situations:

Term used in this plan to describe a range of situations from a relatively minor incident to a catastrophic disaster.

a. Incidents:

A situation that is limited in scope and potential effects. Characteristics of an incident generally include the following:

- i. Limited area and / or limited population
- ii. Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
- iii. Warning and public protective instructions are provided in the immediate area, vice versa for the entire community.
- iv. One of the two local response agencies or departments acting under an incident commander normally resolve incidents. Requests for resource support are typically routed through the agency and / or department processes.
- v. May require limited external assistance from the other local response agencies or contractors.
- vi. If an ICP is necessary, it is typically located in close proximity to the scene of the incident.
- vii. Incidents include a full range of occurrences that require an emergency response to protect life and property.

b. Emergency:

A situation larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics of an emergency generally include the following.

- i. Involves a large area, significant population, important facilities, and / or substantial environmental degradation.

- ii. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care services.
- iii. May require public warning and protective instructions throughout the community.
- iv. Requires a sizable, multi-agency response operating under an incident commander. May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
- v. An ICP is typically necessary and located near the scene of an emergency unless it is more advantageous to the IC to establish the ICP in the EOC.
- vi. The EOC may be activated for emergencies that persist over an extended period, to provide general guidance and direction, solve problems for the IC, and coordinate resource support for the incident.
- vii. Emergency defined by the Stafford Act: “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capacities to save lives and 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 imminent threat of significant casualties and/or widespread property damage that is beyond the capability of the City of Bay City to address with city resources and immediately available mutual aid resources.

- i. Involves a large area, sizeable population, important facilities and/or substantial environmental degradation.
- ii. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care services.
- iii. Requires public warning and protective instructions throughout the community.
- iv. Requires a response by all or most city response agencies operating under one or more incident commanders.
- v. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance. The EOC is typically activated to provide general guidance and direction, prepare and disseminate emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations. When disaster threatens or impacts a large section of the city, or the entire city, the EOC will typically serve as the ICP and host the city’s IMT.

vi. 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 non-natural occurrence that results in extraordinary levels of casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national moral, 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*.

G. Hazardous Material:

Generally, a substance in a quantity or form posing a significant risk to human health, safety, and/or property when manufactured, stored, transported, or released. The substance, by its nature, containment, or reactivity, has the capability of causing harm during an accidental or intentional release is inherently toxic, corrosive, flammable, reactive, explosive or is an irritant or a strong sensitizer and poses a threat to human health and the environment when improperly handled or released into the environment. HAZMAT includes toxic substances, certain infectious agents, radiological materials, and other potentially dangerous materials such as petroleum products, explosives, and industrial solid waste substances.

H. Inter-Local Agreements:

Agreements and arrangements between governments, jurisdictions, and/or agencies and 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 unsuitable for the tasks that must be accomplished to control the emergency. Commonly referred to as mutual aid agreements.

I. Public Information:

Information that is disseminated to the public via the news media and other means, such as social media, websites, mass notification systems and dedicated cable television channels before, during, and/or after an emergency or disaster.

J. Standard/Suggested Operating Procedures:

Preferred methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. They may also be referred to as Standard Operating Guidelines (SOGs). SOPs/SOGs are typically pre-planned responses applied to response and recovery activities although the circumstances at hand may warrant departure from these preplanned guides and procedures, in favor of less conventional but nonetheless safe and effective alternatives.

5. SITUATION AND ASSUMPTIONS

A. Situation

a. Population:

Bay City is the largest city in Matagorda County. The 2020 Census shows Bay City to have a population of 18,061. The mean household income is just over \$39,000, with an average household income of \$73,000. About 21% of the residents are under 18 years of age and about 18% are 65 or older.

b. Vulnerability:

The City of Bay City is at perpetual risk of adverse impacts resulting from the hazards described previously and below, as well as lesser hazards and threats that may manifest in the future. Adverse impacts potentially include mass casualty incidents involving large loss of life and serious bodily injury, viral pandemic, loss of or damage to public and private property, loss of or degradation of critical community infrastructure, societal and economic disruption, environmental degradation, loss of historical and/or culturally significant aspects of the community.

c. Hazard Analysis:

City staff has identified several hazards of significant risk to Bay City based on an assessment of past regional disasters, potential threats and actual incidents. The most likely threats and hazards include:

1. Natural Disasters: Resulting from acts of nature
 - a. Drought
 - b. Epidemic
 - c. Flood
 - d. Hurricane
 - e. Tornado
 - f. Wildfire
 - g. Winter Storm
2. Technological: Involves accidents or the failures of systems and structures
 - a. Airplane crash
 - b. Dam/levee failure
 - c. Hazardous materials release
 - d. Power failure
 - e. Radiological release
 - f. Train derailment
 - g. Urban conflagration
3. Human-Caused: Caused by the intentional actions of an adversary
 - a. Civil disturbance
 - b. Cyber incidents
 - c. Sabotage
 - d. School violence
 - e. Terrorist acts
 - f. National Border Protection

B. Planning Assumptions:

In the absence of indisputable facts, planning assumptions are information reasonably accepted by planners as being true, to establish a planning framework. For the purposes of this plan, the City of Bay City assumes the following assumptions to be true:

- a. Effective hazard mitigation actions, such as floodplain management and flood mitigation, building and health code enforcement and fire prevention inspections, can prevent or limit disaster-related losses.
- b. Detailed emergency planning and training of emergency responders and supporting personnel can improve the city's ability to prepare for, respond to, and recover from emergency situations.
- c. Maintaining a well-trained and proficient City of Bay City Incident Management Team (IMT), allows the city to independently organize and oversee preparations for, response to, and recovery from large-scale emergencies and disasters.
- d. Development of response and recovery capabilities that can be applied to all hazard scenarios mitigates the need for some but not all hazard-specific response and recovery plans.
- e. Achieving and maintaining effective individual and community preparedness is the primary mitigating factor against disasters and can reduce loss of life and property as well as moderate stress on the community and response organizations.
- f. Local level disaster planning is based on the pre-incident identification and assessment of at-risk populations, facilities, resource shortfalls and contingency scenarios.
- g. Major disasters may occur at any time and at any place. In many cases, dissemination of public warning and implementation of increased readiness measures may be possible; however, in emergency situations that occur with little or no warning, it may be impossible to alert the public, city officials or stakeholders in advance
- h. Assistance from mutual aid partners is available provided these agencies' fiscal and internal operational resource demands are satisfied. It may take time, however, for mutual aid resources to arrive. During regional disasters, however, it is unlikely that mutual aid will be available. It is therefore anticipated that the city will conduct initial emergency response independently.
- i. County, State, or Federal assistance may be available but for planning purposes, Bay City assumes it will not. Depending on the magnitude of the incident, resources from other jurisdictions and/or the state or federal government may not be available to Bay City for as long as 72 – 96 hours after the incident occurs, potentially longer.
- j. The city intends to ensure that individuals who have access and functional needs receive lawful and equal assistance before, during and after a disaster.

- k. Government resources alone cannot meet all the needs of those affected by large-scale emergencies and disasters. Faith-based, non-profit, and civic organizations will contribute significantly to response and recovery efforts in the immediate aftermath of major emergencies and disasters.
- l. City government can facilitate and expedite community recovery in the aftermath of disaster, and it is in the interest of both the city and the community to do so.

6. Concept of Operations:

Emergency preparedness, response and recovery activities in the City of Bay City vary in type, size and complexity. This section outlines the general concept of operations for the city's planned response in support of the emergency response and initial recovery operations. The organization and responsibilities of the stakeholders described in this section are found in the Organization and Assignment of Responsibilities section of this plan (Section 7).

A. Objectives:

These objectives apply to all hazards and all emergency situations, but particularly to large-scale emergencies, disasters and catastrophic incidents. The overall objectives of the City Plan are to:

- i. Mitigate the consequences of threats and hazards before they occur.
- ii. Prepare the Bay City community to withstand the greatest threats and hazards that confront the city and to expeditiously recover when they occur.
- iii. Protect all people within Bay City against the greatest threats and hazards in a manner that safeguards vital interests of the community, preserves residents' way of life and enables the community to recover and thrive.
- iv. Prevent or minimize loss of life and bodily injury; loss of, and damage to, property; and environmental degradation by lessening the impact of emergency situations.
- v. Respond safely, efficiently, effectively and quickly to prevent loss of life, alleviate human suffering, protect property, prevent or minimize environmental degradation or loss of historic or culturally significant aspects of the community in the aftermath of an emergency.
- vi. Sustain the Bay City community until it can sustain itself.
- vii. Assist the Bay City community in recovering from emergency situations with continued stabilization of community lifelines and facilitate community restoration.

B. Guiding Principles:

The following principles are presented to guide the city's response to emergency situations:

- i. One of the city's fundamental responsibilities is to protect public health and safety, and safeguard property from the effects of hazardous events. Consequently, the city has a fundamental role in

- identifying and mitigating hazards to which the community is vulnerable, preparing for and responding to these hazards, and facilitating expeditious recovery of the community in the aftermath.
- ii. It is unrealistic to expect that the City of Bay City can do everything necessary to protect the lives of community residents and their property. The citizens of Bay City have a responsibility to prepare themselves, their families, households and businesses to withstand emergency situations and recover expeditiously in the aftermath. Specifically, Tex. Gov. Code Ch. 418 §151, states, “Each person in this state shall conduct himself and keep and manage his affairs and property in ways that will reasonably assist and will not unreasonably detract from the ability of the state and the public successfully to manage emergencies.” In partnership with the city, citizens must manage their personal preparations and protect their property in a manner to minimize the risk of loss of life, loss of or damage to property, and environmental degradation. Community residents and business interests, particularly those who reside in flood-prone areas of the city, should invest in sufficient insurance coverage to facilitate timely and complete recovery from the aftermath of emergency situations. The city will assist its residents with these responsibilities by providing public preparedness information and protective instructions prior to, during and after emergency situations.
 - iii. Expeditious recovery of the Bay City community following disaster depends on restoration of community lifelines, both public and private.
 - iv. The City of Bay City is responsible for organizing, training, and equipping emergency responders and emergency management personnel; providing appropriate emergency facilities; issuing appropriate warning and maintaining communications systems; and for contracting for emergency services, when appropriate. The city will utilize state and federal programs, as appropriate, to assist in these responsibilities.
 - v. The city’s prevention, protection, response, recovery and mitigation objectives and strategies rely on an emergency program that is integrated and comprehensive. The goal of which is to effectively utilize the resources of government, organized volunteer groups, the faith-based community, private sector business interests, non-profit and civic organizations to appropriately addresses prevention, protection, response, recovery, and mitigation. This plan is one aspect of the city’s commitment to preparedness.

- vi. This plan is based on an 'all-hazards' approach to emergency planning. It addresses general functions, capabilities and services that may be required during an emergency. By intent, it is not a collection of plans for specific types of incidents.
- vii. City departments and agencies tasked in this plan are expected to develop and maintain up to date standard operating procedures, which are intended to describe and guide how emergency tasks will be performed. City departments and agencies are charged with ensuring the knowledge, training and equipment necessary to deliver the capabilities and services set forth in this plan are in place.
- viii. This plan is based upon the premise that the emergency functions, capabilities, and services necessary during emergency situations can be performed or provided by city staff and that these functions, capabilities and services generally, but not always, align with normal, daily departmental functions. To the extent possible, the same personnel and material resources used for daily city operations and activities will be utilized during emergency situations to stabilize these situations and quickly bring them under control. Depending on the scope of the response, this may involve many city staff that are not normally involved in emergency operations.
- ix. Recognizing that city resources are finite, some routine city functions that do not contribute directly to the stabilization and resolution of the emergency at hand may be suspended temporarily for the duration of the emergency. Personnel, equipment and supplies normally required for these routine functions may be redirected, as necessary, to deliver emergency services and capabilities to the community.
- x. The City of Bay City has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD) 5. Implementation of NIMS provides a consistent approach to the effective management of emergency situations, including terrorism. NIMS facilitates the integration of response activities into standardized organizational structures intentionally designed to foster interoperability among all levels of government, and with nongovernmental organizations and private sector business interests to achieve unity of effort.
- xi. This plan is an integral part of an overarching national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, with the intent to minimize the damage that results from such events and quickly recover from them when they occur, as envisioned in the National Response Framework

(NRF). In the event of an Incident of National Significance, as defined in HSPD-5, the City of Bay City will integrate all operations with all levels of government, nongovernmental organizations and private sector interests through the use of NRF coordinating structures, processes, and protocols.

C. Emergency Management Coordination:

- a. The following describes basic concepts, procedures and the operational synchronization that drive preparedness, response and recovery efforts in Bay City. As noted above, the city utilizes the National Incident Management System (NIMS), particularly the incident command system (ICS); in planning, training, exercising for, responding to and recovering from emergency situations. Simply put, this is the most effective and efficient way to organize and oversee preparations for threatening incidents, or for responding to, and recovering from, those incidents that impact the city.
- b. In Texas, the initial response to emergency situations is undertaken by local jurisdictions working with adjacent jurisdictions and county emergency management officials. Local governments, such as Bay City, are expected to utilize their own resources and mutual aid resources before seeking assistance from the state. However, early communication and coordination is encouraged, particularly when additional resource needs are anticipated.
- c. If Bay City's response resources are overwhelmed, imminently threatened or the IC anticipates a resource requirement that cannot be satisfied locally, the city may request aid from Matagorda County.
- d. The EMC maintains close liaison with the Office of Emergency Management for Matagorda County.

D. Operational Guidance:

- i. The City of Bay City will utilize the five components of the NIMS in all emergency situations, which provides a standardized framework that facilitates safe, effective and efficient preparedness, response and recovery operations.
- ii. Initial Response: Upon arrival at the scene of an emergency, Bay City emergency responders normally assume command of the scene and remain in command of response operations until the situation is resolved. The response is directed and coordinated by an IC. On occasion, command of the scene may be relinquished to a partner agency at the county, state or federal level, provided that agency has the legal authority and/or expertise to assume command based on the nature of the incident or its location. Some incidents may involve concurrent jurisdictions, which often favors a unified command. In other cases, involving private utilities (e.g., natural gas leak, down power lines, etc.), the scene may be relinquished to a utility provider

to remedy to problem once public safety interests have been satisfied.

- iii. **Emergency Services:** When localized emergencies are involved, the IC may organize and oversee emergency services at the scene of an incident while routine emergency services continue as normal throughout the remainder of the city. Emergency services during large-scale emergencies and disasters are typically organized and overseen by the IMT operations section, working under the oversight of the IC.
- iv. When external agencies respond to an emergency within Bay City, they are expected to integrate into the city's response organization and take direction from the city's IC. In cases where external agencies have concurrent jurisdiction and/or provide significant resources and/or technical expertise, the city may opt to establish a unified command so that response objectives and strategies are developed in a collaborative manner and supported by those stakeholders with the greatest interest in expeditious resolution of the situation.

E. Emergency Facilities:

- i. **Incident Command Post.** An ICP is typically established near localized emergencies, outside the area at risk. When a large segment of the Bay City community, or the entire community, is threatened by a major emergency or disaster, or when it is impacted by such events, the ICP will normally be in the EOC.
- ii. **Emergency Operations Center.** Bay City's Emergency Operations Center (EOC) is located in City Hall, 1901 5th St, Bay City, TX 77414. When activated in support of an ICP in the field, appropriate representatives of those departments and agencies involved in response will normally staff the EOC. However, it is anticipated that the entirety of city staff is available to support the city's response to any level of emergency in the Bay City community. In the event the EOC and/or public safety building are unavailable for any reason, an alternate EOC can be established as directed by the mayor.
- iii. The following individuals are authorized to activate the EOC:
 - 1. Mayor
 - 2. City Manager
 - 3. Assistant City Manager
 - 4. Emergency Management Coordinator
 - 5. Police Chief
 - 6. Fire Chief
 - 7. Director of Public Works
 - 8. Department directors and Incident Commanders may request EOC activation when doing so is advantageous to the

continuity of their operations or helpful to resolving an unusual issue.

F. ICS-EOC Interface

i. ICP Responsibilities:

1. The ICP will host the IC and IMT and generally fulfill those functions, duties and responsibilities set forth in national ICS guidance.
2. The ICP, functioning under the oversight of an IC and IMT, is responsible for organizing and overseeing response to an incident, including ordering and managing resources necessary to stabilize and resolve the emergency. The ICP is also responsible for managing recovery activities in the immediate aftermath.
3. When a large segment of the Bay City community, or the entire community, is threatened or impacted by a large-scale emergency or disaster, the ICP will normally oversee preparations, response, and recovery activities from the EOC.

ii. EOC responsibilities:

1. In the case of a localized emergency, the EOC may be activated to support the IC/ICP near the scene of the emergency. In this case, the role of the EOC is primarily to provide support to the IC, in accordance with federal response doctrine. EOC operations are described in more detail in Annex N (Direction and Control). The EOC may support the IC via any or all of the following actions:
 - a. Consolidate and validate information from the scene, including resource status, to enable city leadership to make informed decisions on courses of action.
2. Work with city staff and public safety partners to determine and prioritize response actions and coordinate their implementation
3. Identify and acquire necessary resources to stabilize and resolve the emergency situation.
4. Develop and disseminate public information and emergency instructions.
5. Coordinate large-scale evacuations, public shelter, and mass care services.
6. Suspend or curtail city services, recommending closure of public and private facilities, and cancellation of public events.

7. Liaise with state and county public safety and emergency management partners to exchange situational awareness and access resources.
 8. Problem-solving.
- iii. When major emergencies or disasters threaten a large segment of the Bay City community or the entire community, the EOC will host the IC and the IMT and serve as the ICP and organize and oversee the city's response to the incident or threat. In this case, the EOC will generally perform the duties those ICP functions and fulfill those duties and responsibilities described previously as set forth in national ICS guidance.
 - iv. If the emergency exceeds the Bay City boundaries and becomes a regional emergency, Bay City will report to the Matagorda County EOC to support the county-wide emergency operations plan.

G. Phases of Emergency Management:

i. Mitigation:

Bay City will conduct hazard mitigation activities as an integral part of its floodplain administration, community development, and capital improvement programs. Mitigation is intended to eliminate hazards, reduce the probability of hazards likely to lead to emergency situations, and reduce the consequences of unavoidable hazards. Ideally, mitigation is a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation.

ii. Preparedness:

Bay City will promote preparedness, internally and externally and undertake preparedness activities to develop response and recovery services and capabilities most likely to be needed in a large-scale emergency or disaster. The city's preparedness activities include, but are not limited to:

1. Acquiring and maintaining emergency equipment, supplies, capabilities and technology.
2. Emergency planning, including maintenance of the City Plan, and supporting plans, such as the Hazard Mitigation Plan, and standard operating guides and procedures.
3. Coordinating and conducting emergency response and recovery training for emergency responders, emergency management staff, local officials, and volunteer groups that are likely to be involved in disaster response and recovery.
4. Planning, coordinating and conducting response drills and exercises to test, evaluate and enhance contingency plans, partnerships, agreements and capabilities.

5. Maintaining contact with public safety partners, particularly mutual aid partners, in adjacent jurisdictions and at the state and county level.

iii. Response:

Bay City will respond to emergency situations safely, effectively, and efficiently, as intended in the City Plan and its annexes. Primary focus is on the safety of first responders, preservation of life and property, protection of the natural environment and the city's cultural and historic heritage. The City of Bay City routinely prioritizes the safety of its first responders; the only time this priority is exceeded is in an active shooter scenario when the lives of innocent victims are in imminent danger of death and serious bodily injury. In these circumstances, first responders are expected to accept increased risk to their personal safety, to prevent loss of life among innocent victims. Response operations are intended to stabilize an emergency and bring it to swift and satisfactory resolution, ideally with no loss of life or property or injury to first responders. Response activities often involve internal alerting, external public information and warning, emergency medical services, firefighting, law enforcement and public security, evacuation, shelter and mass care, search and rescue and similar services, functions, and capabilities.

iv. Recovery:

When disaster afflicts the Bay City community, recovery often involves immediate, intermediate, and long-term efforts. Immediate recovery efforts typically involve timely and effective humanitarian aid to residents, road clearance and debris removal, damage assessment and the expeditious restoration of essential community services, both public and private (e.g., community lifelines). Intermediate and long-term recovery efforts involve activities intended to restore the community to its pre-disaster state, as expeditiously and completely as possible. The federal government, pursuant to the Stafford Act, may provide most of the disaster recovery assistance following largescale, regional disasters but this is not assumed.

v. Individual Assistance:

Individual assistance is intended to facilitate recovery by aiding individual residents and households with immediate humanitarian needs and uninsured losses. Individual assistance is not a substitute for insurance, nor is it intended to make disaster victims whole. Individuals must ensure they maintain adequate homeowners, renters, flood, and windstorm insurance to financially protect themselves from loss and to expedite their recovery in the aftermath

of disaster. Individual assistance is intended primarily to alleviate human suffering.

H. Source and Use of Resources:

- i. When responding to emergency situations, the City of Bay City will maximize the use of its own resources, all of which meet the NIMs requirements for resource management.
- ii. In the event Bay City's resources are insufficient or unsuitable to meet the needs of an emergency, city staff will explore the following options:
 1. Mutual aid:

Bay City will maximize the use of available mutual aid resources from neighboring jurisdictions.
 2. Preexisting contracts:

Bay City will utilize pre-existing contracts for resources required for emergency response, as necessary. Contractual agreements for services and equipment required for emergency response will only be established by city officials authorized to bind the city financially and shall be in writing whenever possible. Preexisting agreements and contracts should, whenever possible, specify which city officials are authorized to request assistance under the terms of the contract or agreement.
 3. Local community resources:

City staff will explore whether supplies, equipment, or capabilities are available in the local community and, if so, whether they can be borrowed, rented, contracted, or purchased.
 4. Private property:

§418.017 of the Texas Government Code authorizes the mayor to commandeer private property, when necessary, to respond to an emergency; the Code, however, requires compensation to private property owners whose property is commandeered.
 5. VOADS:

Staff will request assistance from volunteer organizations active in disasters, including local faith-based, civic, and non-profit organizations that may be able to assist.
 6. Private sector businesses:

Bay City will request assistance from private sector business interests and/or individual citizens who have the required resources necessary to stabilize and resolve the emergency.
 7. County:

§418.102 of the Texas Government Code stipulates that assistance must first be requested from the county before asking the state for assistance. Bay City will first approach Matagorda County, and potentially Brazoria, Wharton, Calhoun, or Jackson Counties, prior to approaching the state.

8. State:

State assistance is intended to supplement all of the above, rather than substitute. Access to state emergency assistance is normally at the DDC level, where requests are validated by the District Disaster Chair, who will then provide the required assistance. The DDC has the authority to utilize all state resources within the district, except for the National Guard, which requires authorization of the Governor. Resource requests that cannot be satisfied at the DDC level are forwarded by the DDC to the SOC for action at the state level.

9. State and County:

State and county resource requests will normally be submitted electronically via WebEOC, in the form of a State of Texas Assistance Request (STAR). WebEOC enables electronic tracking of resource requests from the point at which they are submitted to the point at which they are fulfilled and closed or denied. When STARs are submitted via WebEOC, IMT staff will normally alert county officials and DDC-16B to the pending resource request by phone or other effective means to ensure they receive timely attention.

10. Interstate Mutual Aid Compacts:

The Governor may request assistance from neighboring states pursuant to several interstate compacts or from the federal government through FEMA Region 6.

11. Federal:

When an emergency or disaster triggers a Presidential declaration, federal agencies may mobilize to aid states and local governments. The National Response Framework (NRF) describes the policies, planning assumptions, concept of operations, and responsibilities of federal agencies designated for various response and recovery functions.

12. FEMA:

FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized, however, prior to a Presidential emergency or disaster declaration unless federal agencies can render assistance

under their own authority. Some agencies (i.e., EPA, FBI, USCG, etc.), by virtue of their primary mission, have inherent authority to aid local governments when they have unique capabilities or expertise required. FEMA also has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a federal declaration. The Department of Defense has the authority to commit its resources prior to a federal emergency or disaster declaration only to save lives.

- iii. When external agencies respond to an emergency within Bay City, they are expected to integrate into the city's response organization and take direction from the city's IC. In cases where external agencies have concurrent jurisdiction and/or provide significant resources and/or technical expertise, the city may opt to establish a unified command so that response objectives and strategies are developed in a collaborative manner and supported by those stakeholders with the greatest interest in expeditious resolution of the situation.

7. Organization and Assignment of Responsibilities:

A. Organization:

- i. Bay City's organizational structure for large-scale emergencies is modeled on NIMS and integrates ICS concepts, principals, and practices. Preparation for, response to and recovery from large scale emergencies is organized and overseen by an IMT staffed by city personnel. Staff from external partner agencies and important stakeholders are integrated into the response organization, as necessary.
- ii. In addition to their normal daily duties, most city departments and agencies have emergency functions. During large-scale emergency situations, daily operations will be modified to meet the demands of the situation while also ensuring continuity of essential city services. Successful emergency response and recovery operations require a collaborative, coordinated, and unified effort throughout the whole community, which includes all departments, agencies, community organizations, private sector businesses, individual volunteers, as well as adjacent jurisdictions.
- iii. Annexes to this plan describe important emergency response services and capabilities that are typically required to stabilize a large-scale emergency and quickly recover from it.
- iv. Annexes are assigned to individual city departments for maintenance, periodic review and revision as set forth in Appendices F of this plan. Listed below are both general and specific responsibilities assigned to the Mayor, the City Manager, the EMC, the Policy Group and the

Incident Commander. Detailed responsibilities are further described in functional annexes to this plan.

B. Assignment of Responsibilities:

i. Mayor:

1. The mayor of the City of Bay City is the Emergency Management Director as set forth in Texas statute, specifically, Tex. Gov. Code Ch. 418 §1015. Various Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with powers and legal authorities necessary to respond to emergency situations and bring them under control while concurrently managing public safety. The Mayor of Bay City, in his or her capacity as the emergency management director, bears responsibility for maintaining the city's emergency management program. To assist with emergency management duties, the mayor may designate an emergency management coordinator to "serve as an assistant" for emergency management purposes.
2. As the emergency management director, the mayor serves as the governor's designated agent and is authorized to exercise the powers granted to the governor under chapter 418 on a local scale within the area of the city's jurisdiction. Consistent with state law, the mayor may issue executive orders, proclamations, regulations, and amend or rescind them while a disaster declaration is in force; as such, these will have the force and effect of law.
3. Under [Tex. Gov. Code Ch. 418 §108](#), the mayor is granted broad powers to respond to disasters and may declare a local state of disaster when there is an immediate threat; this may be done without the consent of the city council. A local disaster declaration may not, however, be continued or renewed for a period of more than seven days absent the city council's consent. Such declarations, their continuance and/or termination, shall be given prompt and general publicity and shall be filed expeditiously with the city secretary.
4. Legal authority granted to the mayor during declared disasters includes, but is not limited to, the authority to order an evacuation of all or part of Bay City's population from a stricken or threatened area for the preservation of life or for disaster mitigation, response, or recovery. The mayor may also impose curfew and control ingress and egress from a disaster area as well as control the movement of persons and the occupancy of premises in the area.

5. The county judge is vested with identical authority as that of the mayor, although the judge's jurisdiction and authority encompass both incorporated and unincorporated areas of the county. In the event of conflict between the decisions of the county judge and the mayor, the decision of the county judge prevails. While the mayor may order an evacuation of all or part of the city to protect its residents, the county judge may order an evacuation of the entire county and thus supersede the authority of the mayor with respect to evacuations.
6. The Mayor will:
 - a. Establish overarching direction and priorities for the emergency management program, in collaboration with the city manager, and provide general policy guidance on the conduct of the program.
 - b. Monitor the emergency response during disaster situations and large-scale emergencies and provide direction and support where appropriate. The mayor may exercise his oversight and direction via participation in the Policy Group or via direction to the city manager.
 - c. Provide general guidance to the PIO to keep the public informed during large-scale emergencies and disasters.
 - d. Declare a local state of disaster and implement control measures, with assistance of legal staff, typically based on recommendations of public safety and security staff.
 - e. Request the Governor declare a state of emergency, or invoke emergency powers of the Governor, when necessary.
 - f. Request assistance from surrounding jurisdictions, counties and/or the state, when necessary.
 - g. Request assistance from private sector businesses; civic, faith-based, and non-profit organizations, when necessary.
 - h. Direct activation of the EOC and/or IMT, when appropriate.
- ii. The City Manager will:
 1. Implement policies and decisions of the mayor and city council relating to emergency management.
 2. Organize the emergency management program; identify and address personnel, equipment, and facilities requirements.
 3. Assign emergency preparedness, response, and recovery tasks to appropriate departments and agencies.
 4. Ensure departments and agencies participate in emergency planning, training, exercise, and similar preparedness

activities to promote knowledge, teamwork, proficiency, and unity of effort.

5. Designate an IC, when appropriate, to coordinate preparations for, response to, and recovery from large-scale emergencies and disasters. Exercise oversight and direction independently or via participation from the Emergency Management Coordinator.
6. Coordinate activation of the EOC and/or IMT and oversee the Emergency Management Coordinator.
7. Declare an emergency period and emergency pay period, as appropriate.

iii. The Emergency Management Coordinator will:

1. Serve as staff advisor to the emergency management director and city manager on issues pertaining to emergency management.
2. Support the IC and IMT with preparedness, response, and recovery activities.
3. Keep the mayor, city manager, and city council apprised of the state of preparedness within the city and surrounding region, and emergency management program requirements.
4. Plan, coordinate, and conduct emergency response and recovery training for city staff and community partners.
5. Plan, coordinate, and conduct emergency exercises to evaluate plans, capabilities, and training, and to develop response and recovery proficiency.
6. Manage the EOC, develop procedures of activation and operation.
7. Activate the EOC and/or IMT, when approved by the Mayor or City Manager.
8. Liaise with state and county emergency management officials and those of surrounding jurisdictions.
9. Liaise with organized volunteer groups, non-profit, civic and faith-based organizations; align expectations, coordinate efforts and advance preparedness.
10. Maintain a roster of IMT staff and monitor IMT training.

iv. The Incident Commander will:

1. Perform those duties and responsibilities set forth in IMS/ICS policy, with particular emphasis on those set forth in the FEMA Incident Management Handbook (FEMA: B-761, November 2017)
2. Organize, conduct, and oversee response and recovery operations and planning at the scene of a localized emergency.

3. Manage preparations for threatening large-scale emergencies or disasters, organize, and oversee disaster response, and organize and oversee recovery efforts in the immediate aftermath of disaster, in accordance with NIMS guidance.
 4. Develop, review and approve incident action plans for emergency situations.
 5. Organize and oversee response and recovery operations and planning in the EOC when large-scale emergencies and disasters threaten or impact a large segment of the Bay City community.
 6. Activate appropriate components of Bay City's IMT, in response to large-scale emergencies and disasters, scaling activation to the demands of the situation.
 7. Determine and implement appropriate protective measures for response personnel and the public, as necessary and appropriate.
 8. Supervise the IMT and oversee the IAP planning process.
 9. Synchronize public information, media interaction, and serve as the city's principal spokesman, as required.
- v. The Incident Management Team will:
1. a. Support the IC via a conventional ICS organization operating in accordance with nationally recognized ICS principles, practices and protocols.
 2. Specific capabilities and services are described in individual annexes, which are organized and delivered by departments through an IMT and the ICS planning processes.
- vi. Department and agency directors will:
1. Perform specified assignments.
 2. Those not assigned a specific function in this plan will be prepared to make their resources available for emergency assignment at the direction of the city manager or request of the IC.
- vii. All city staff, departments and agencies will:
1. Provide personnel, equipment, and supplies to support emergency operations as requested or required.
 2. Maintain annexes to this plan as primary agency, as assigned. Support primary agencies with annex maintenance as a supporting agency, as assigned.
 3. Develop and maintain standard operating guides and procedures for emergency operations, and foreseeable response and recovery tasks, with emphasis on services and capabilities set forth in the annexes to this plan.
 4. Provide trained personnel to staff the IMT, EOC, and ICP, as appropriate, to organize and oversee preparations for,

response to, and recovery from large-scale emergencies and disasters.

5. Prepare and maintain a resource inventory and provide current information on emergency resources for inclusion in the resource list.
6. Report information regarding emergency situations and damage to facilities and equipment to the IC or EOC, as appropriate.

C. Line of Succession:

- i. The line of succession for the mayor is:
 1. Mayor pro tem
 2. Senior council member
 3. The next most senior council member
- ii. The line of succession for the city manager is:
 1. Assistant city manager
 2. Chief of police
- iii. The line of succession for the emergency management coordinator is:
 1. Fire Marshal
- iv. The lines of succession for each of our department and agencies' directors shall be in accordance with standard operating procedures established by those agencies and departments.

D. Annexes:

- i. APPENDIX A: Airport Emergency Response Procedure
- ii. APPENDIX B: Building Inspection Procedures
- iii. APPENDIX C: Equipment Maintenance Procedures
- iv. APPENDIX D: Facilities Maintenance Procedures
- v. APPENDIX E: Finance Department Emergency Plan
- vi. APPENDIX F: HR Department Emergency Plan
- vii. APPENDIX G: IT Department Emergency Plan
- viii. APPENDIX H: Library Emergency Plan
- ix. APPENDIX I: MSB Office Staff Procedures
- x. APPENDIX J: Parks and Recreation Emergency Procedures
- xi. APPENDIX K: Recycling Center Emergency Procedures
- xii. APPENDIX L: Riverside Park Emergency Procedures
- xiii. APPENDIX M: Street and Bridge Emergency Procedures
- xiv. APPENDIX N: Public Works Supervisors Emergency Procedures
- xv. APPENDIX O: Utilities Customer Service and Maintenance Emergency Procedures
- xvi. APPENDIX P: Waste Water Treatment Plant Emergency Procedures
- xvii. APPENDIX Q: Forms

8. Partner Organization:

- A. Texas Division of Emergency Management (TDEM):
TDEM coordinates and manages the state's emergency management program, which is intended to ensure the state and local governments

mitigate, prepare for, respond to, and recover from emergencies and disasters. TDEM is responsible for the day-to-day management and coordination of statewide emergency management activities, operating the state operations center (SOC) and coordinating statewide resources during disaster response and recovery operations.

B. Matagorda County:

This plan supports the Matagorda County Emergency Operations Plan. This plan is designed to provide guidance for city specific emergencies and not replace the Matagorda County plan.

C. Voluntary and Private Sector Organization:

There are various organizations that play a vital and voluntary role in preparedness for, response to, and recovery from major emergencies and disasters.

- i. **Councils of Governments: Regional Councils of Governments (COGs),** such as the Houston-Galveston Council, are voluntary associations of local governments formed under Texas law (Tex. Gov. Code Ch. 391). COGs guide the unified development of a region, eliminate duplication, and promote regional economies and efficiency. Specific to emergency management, COGs deal with preparedness planning needs, such as regional evacuation planning, which cross the boundaries of individual jurisdictions or that require regional cooperation and collaboration.
- ii. **Regional Advisory Councils: Regional Advisory Councils (RAC),** such as the Southeast Texas Regional Advisory Council (SETRAC), serve to develop, implement and monitor regional emergency medical service (EMS) trauma systems and facilitate trauma system networking within and among Trauma Service Areas (TSA).

D. Business and Industry Partners:

Various industry and business partners have made themselves available to support the City's response to an emergency. These partners sustain Bay City's population. Historically, they play a key role before, during and after disasters. During disasters, for example, many businesses have worked collaboratively with the city and various faith-based and non-profit organizations to provide resources required for response and recovery. The community also depends heavily on the private sector to meet its need for food, fuel, and materials, etc.

9. Communications and Information:

To ensure effective communication and flow of intelligence, emergency response agencies at all levels must establish communications systems and protocols to organize, integrate, coordinate and share situational awareness and intelligence among the affected agencies and jurisdictions.

A. Communication:

Each federal, state, and local jurisdiction or agency is responsible for developing its own methods of communication. This includes policies for the

provision of both internal and external alerts and warnings, as well as providing information to the media and public. In Texas, state-level communications support is provided through coordination among multiple entities and the use of a wide range of resources.

B. Public Information:

Public information activities are typically coordinated through a Joint Information Center (JIC), which provides the mechanism for developing regionally consistent messaging and integrating public information activities across jurisdictions, and with private-sector and non-governmental organizations. All public information from Bay City shall be processed through the City's PIO. If the information is during a regional disaster, then all PIO information released must be coordinated through the Matagorda County PIO.

C. Alert and Warning:

Bay City utilizes Hyper-reach to alert the public of emergencies related to the city. In addition, the City may coordinate with the Matagorda County Emergency Management group to have an Integrated Public Alert and Warning System (IPAWS) alert sent.

D. Reports:

- i. Initial Emergency Report. This short report should be prepared and transmitted to the county and DDC-16B by the EOC when a significant emergency develops or when an ongoing emergency incident appears likely to deteriorate and substantial assistance from other local governments (i.e., beyond typical mutual aid responses) or the state appears necessary.
- ii. Other Reports. Several other reports addressing specific functions are described in individual annexes to this plan.

E. Documentation:

- i. Activity Logs. (See Annex XX for forms) The ICP, EOC, and IMT shall maintain accurate logs recording important preparedness, response, and recovery activities; with emphasis on significant decisions and consequences, including:
 1. Activation or demobilization of emergency facilities.
 2. Emergency notifications to other government agencies, including state and federal agencies.
 3. Significant changes in the emergency.
 4. Major commitment of resources or requests for additional resources from external sources.
 5. Issuance of protective action recommendations or directives to the public.
 6. Public evacuations.
 7. Casualties.
 8. Damage assessments.
 9. Containment or termination of the incident.

ii. Incident Costs:

All city departments and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during response to routine incidents such that a reliable estimate of annual emergency response costs can be used as a basis for preparing future department or agency budgets.

iii. Emergency or Disaster Costs:

1. All departments and agencies involved in the preparation for, response to, and/or recovery from a major emergency or disaster shall maintain detailed records of costs, expenditures, and supplies consumed while implementing emergency protective measures (e.g., FEMA public assistance category B) to include:

- a. Personnel costs, especially overtime costs (e.g., force account labor).
- b. Equipment costs.
- c. Expenditures for leased or rented equipment.
- d. Expenditures for contract services to support emergency operations.
- e. Expenditures for specialized supplies expended for emergency operations.

2. These records are essential to cost recovery when private parties are responsible for an incident (e.g., hazardous materials release, oil spill, etc.). They are also fundamental to successful insurance claims and as a basis for applying for financial assistance (i.e., cost reimbursement) of certain allowable response and recovery costs from the state and/or federal government.

F. Preservation of Records:

i. To continue normal government operations in the aftermath of a major emergency or 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 department or agency will include provisions for the protection of vital records in its SOPs.

ii. If records are damaged during an emergency, Bay City will seek professional assistance to preserve and restore them, as appropriate.

10. Administration, Finance and Federal Assistance:

This section describes general requirements for and the availability of services, capabilities, and support during the response to major emergencies and disasters in Bay City.

A. Declaration of emergency or Major Disaster:

The President can declare an emergency or major disaster under the Stafford Act, thereby providing federal government resources to support a state's response and recovery activities. While presidential declarations under the Stafford Act release federal resources and funding to support response and recovery, note that some federal agencies can also aid under other authorities or agreements. Some federal agencies have inherent legal authority to render assistance to state and local governments and do not require a presidential declaration to do so.

B. Disaster Assistance Requests:

- i. By virtue of his position as the city's chief elected official, the mayor is designated, by Tex. Gov. Code Ch. 418, as the city's emergency management director and thus serves as the Governor's designated agent in the administration and supervision of duties under Chapter 418 (Tex. Gov. Code §418.1015). As such, the mayor is vested with authority to declare a local state of disaster and may exercise the powers granted to the governor under Chapter 418, in the area under his or her jurisdiction.
- ii. The mayor may declare a local state of disaster when a disaster or major emergency situation has caused, or threatens to cause, severe damage to the community, including potential loss of life, injury, property loss or damage, environmental degradation or damage or loss of historical or culturally significant features of the community. A disaster declaration may take the form of an executive order of the mayor or proclamation. A local disaster declaration activates the response and recovery aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U (Legal) of this plan for further information regarding disaster declarations and procedures for invoking emergency powers.
- iii. Upon promulgation of a local disaster declaration, the mayor may subsequently issue executive orders or proclamations referencing the declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act, on an appropriate local scale, to effectively respond to the disaster and safeguard the community and its residents. These powers include, but are not limited to:
 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 facilitate response and recovery and otherwise manage the situation
 3. Prohibiting the sale or transportation of certain substances, Implementing price controls

C. Local Disaster Declaration:

- i. The mayor may declare a local state of disaster for any of the following reasons:
 - 1. To exercise extraordinary powers, intended primarily to protect the public, prevent loss of life, serious bodily injury, damage or loss of property and/or environmental degradation
 - 2. To activate preparedness, response, and recovery aspects of any and all applicable local emergency management plans
 - 3. To provide additional liability protection to government agencies and special or volunteer emergency workers
 - 4. To formally request assistance from the state and federal governments
- ii. As set forth in [Tex. Gov. Code Ch. 418](#), a declaration of local disaster may not be continued or renewed for a period of more than seven days absent the consent of Bay City's Council.

D. Proclamation of a State of Emergency:

- i. In Texas, as mandated by [Tex. Gov. Code Ch. 433](#), the governor may proclaim a state of emergency and designate the area involved. A local request for a gubernatorial declared state of emergency must be forwarded to the governor by the mayor or county judge. Unlike a federal disaster declaration, a state of emergency declaration is only used in the following situations:
 - 1. A riot or unlawful assembly by three or more persons acting together by use of force or violence;
 - 2. Clear and present danger of the use of violence exists;
 - 3. Natural or human-caused disaster.
- ii. While a natural or unnatural disaster is one of these codified situations, which potentially warrant a state of emergency, the intent of an emergency declaration is to recognize the governor's authority to exercise the police power of the state to provide adequate control over persons and conditions during periods of impending or actual public crisis or disaster. A local emergency declaration similarly recognizes the mayor's authority to exercise police powers of the state to provide adequate control over persons and conditions during periods of impending or actual public crisis or disaster in areas under his or her jurisdiction. For most natural or non-natural disasters, however, a disaster declaration is generally more appropriate.
- iii. An emergency directive expires 72 hours after the time of proclamation of the state of emergency for which it was issued. The mayor, by proclamation, may terminate or set a shorter period for a directive. The mayor may also proclaim successive states of emergency in 72-hour periods, as necessary to protect health, life, and property in affected areas.

E. Disaster Summary Outline:

- i. The process for federal disaster assistance often, but not always, starts with a preliminary damage assessment. As soon as it is safe to do so, city staff should implement plans to conduct initial damage assessments. Damage estimates need not be exact but are necessary to complete the Disaster Summary Outline (DSO) as a basis for supporting a Presidential Disaster Declaration, which in turn triggers federal disaster assistance. The DSO also helps the state identify the most severe impacts and make prudent resource allocation decisions amongst competing demands.
- ii. Note that the way the State of Texas and the federal government collect and assess disaster costs and damages is evolving. As a result of the 2020-2021 Coronavirus pandemic, FEMA has increasingly implemented a practice of assessing damage remotely or virtually. The State of Texas has implemented electronic means to facilitate this process. The Public State of Texas Assessment Tool (pSTAT) is a damage assessment reporting tool for use by jurisdictions to report response costs and damages to public (government) facilities. It is essentially a download survey based in Survey123. The Individual State of Texas Assessment Tool (iSTAT), conversely, is a damage assessment reporting tool available to report private residential or business damage.

F. Preliminary Damage Assessment (PDA):

- i. FEMA coordinates with the state to evaluate Preliminary Damage Assessments to determine if the damage and its associated consequences are of sufficient severity to warrant federal assistance under the Stafford Act. FEMA uses the results of the PDA to assess whether the situation is beyond the combined capabilities of the city, the county and the state and to validate the need for supplemental federal assistance. The PDA also identifies and documents unmet needs that may require attention.
- ii. Damage to public (i.e., government) facilities, infrastructure, and response costs must satisfy certain financial thresholds established by FEMA before eligibility for public assistance can be established.

G. Pre-Disaster Emergency Declaration:

The governor may request a federal emergency declaration, and the mayor may request a state declaration, in anticipation of the imminent impact of an incident that threatens such destruction as could result in a major disaster. Such requests must meet all of the statutory and regulatory requirements for an emergency declaration request and demonstrate need for critical emergency protective measures, prior to impact, that are beyond the capability of the city, the county and potentially the state.

H. Local Request for a State Declaration:

When a disaster threatens or impacts the Bay City community it is often advantageous to declare a local state of disaster and thereby access certain

legal authorities necessary to stabilize and resolve the situation, that would not otherwise be available to the city. When it appears that demands of the situation are likely to exceed the city's capability to adequately respond to them, the mayor may request the Governor include Bay City in a state disaster declaration, which is necessary to ensure the city is eligible for federal assistance should it become available.

- I. Expenditures and Record Keeping:
 - i. The finance department is responsible for establishing administrative controls necessary to manage the expenditure of funds during emergency situations and each city department is responsible for enforcing and complying with these administrative controls. City departments must also provide appropriate accountability and justification for their costs and expenditures that are potentially eligible for federal reimbursement, in accordance with established guidelines. The first recourse of expenditures by city departments in response to an emergency, imminent disaster, or recovery from a disaster should be from funds appropriated by the Bay City Council.
 - ii. In accordance with established procedures, the city may seek financial assistance to cover extraordinary expenses for disaster response and recovery costs from the state's disaster contingency fund.
 - iii. Upon conclusion of an incident, all reports should be protected and retained for audit purposes.
- J. Mutual Aid:
 - i. The Texas Statewide Mutual Aid System was established to provide integrated statewide mutual aid response capabilities between local government entities that did not have written mutual aid agreements.
 - ii. Under the provisions of Texas government code chapter 418, Bay City is responsible for the reimbursement of expenses incurred by responding mutual aid agencies that exceed 12 hours. These costs can, however, be included in the city's application for reimbursement when state or federal disaster assistance is available.
- K. Resource Requests:

State of Texas Assistance Requests (STARs) and State of Texas Initiation Package electronic (STRIPe) connect first responders in affected areas to personnel working in the State Operations Center (SOC). During SOC activations, requests from local jurisdictions are identified, routed, authorized, and fulfilled via the Web-Based Emergency Operations Center (WebEOC)'s STAR process.
- L. Continuity of Government:

Emergencies and disasters often threaten the continuity of essential public services and government functions and may impede the ability of Bay City to provide for the safety and well-being of its residents and business interests. Continuity of government consists of a variety of comprehensive activities

designed to ensure the preservation of our representative form of government and the continued ability of city government to provide protection and essential services to the public. City departments and agencies should develop plans to ensure that city government can continue to operate effectively, regardless of the incident and identify actions necessary to restore city government to its pre-disaster condition.

M. Plan Administration:

This section describes the process by which this document is maintained and updated.

i. Development:

1. Tex. Gov. Code Ch. 418 and local ordinance Chapter 30 vests responsibility for local emergency management planning with Bay City, as the responsible agent for disaster planning and coordination within the city. OEM is responsible for ensuring the appropriate development and distribution of this plan and any changes thereto. In addition, each city department is responsible for the development and maintenance of appropriate planning documents to address responsibilities assigned to them in this plan or elsewhere, including standard operating guidelines.
2. OEM develops planning goals, objectives, and assumptions using information from county, state and federal guidance; the Bay City Hazard Identification Risk Assessment (THIRA), analytical research and areas for improvement identified during exercises and following actual responses to major emergencies and disasters. OEM staff routinely liaise with interagency stakeholders to understand how a particular hazard or threat might evolve in the city and what defines a successful outcome for emergency situations that overwhelm or exceed the capacities of the city.
3. It is a fundamental responsibility of all individual city staff with a statutory obligation for disaster planning and coordination to consider the needs of the whole community, including children, individuals with disabilities and others with access and functional needs.
4. It is the responsibility of the Mayor of Bay City to approve and promulgate this plan. Distribution of Planning Documents is as follows:
 - a. The mayor shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities. OEM will ensure this

plan and its annexes are available electronically, so as to be immediately available in the event of a major emergency or disaster.

- b. This Basic Plan includes a distribution list that indicates which departments, agencies and stakeholders intend to receive copies of this plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of the basic plan, because the Basic Plan describes the city's emergency management philosophy, organization, and basic operational concepts.

ii. Relationship to Other Plans:

The City of Plan aligns vertically with state and federal emergency management plans and integrates those plans into local response and recovery operations. The plan describes emergency management coordination between the City of Bay City, Matagorda County, the State of Texas and the federal government during major emergencies and disasters. It was developed in coordination with multiple city departments involved in emergency planning, preparedness, response, and recovery and outlines how the city will request assistance from other elements of government and how the county and state will support Bay City's requests for assistance.

iii. Maintenance:

1. The EMC, with concurrence of the Emergency Management Director, authorizes and issues changes to this document until it is superseded. This document and all attachments are living documents. Directors of city department and agencies are responsible for participating in plan reviews and are required to provide information regarding changes to their capabilities that affect their emergency management responsibilities.
2. OEM coordinates the process to review and update the City Plan, and it maintains the plan after receiving feedback and updates from partner agencies. In accordance with Tex. Gov. Code § 418.188, the City of Bay City is required to conduct an evaluation of its response to disaster, identify areas of improvement, and provide a report to TDEM, for evaluation, no later than 90 days after it is requested by the state. Information from this report may be used in revision of the City Plan.
3. Plan Review:
City administration, department and agency directors shall review the Basic Plan and its annexes annually. Plans must be updated every five years to remain current.
4. Plan Update:

- a. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises or when changes in threat hazards, resources, and capabilities or government structure occur. The plan may also be updated when significant changes to state or federal legislation or policy occur.
 - b. The Basic Plan and its annexes must be reviewed or updated by a formal change at least every five years, in accordance with the schedule set forth in Bay City's jurisdictional preparedness profile. The EMC is responsible for revising or updating the Basic Plan and presenting it to the mayor for approval and promulgation. Responsibility for revising and updating annexes to this plan is outlined in Section 7, Organization and Assignment of Responsibilities.
 - c. For more information regarding when changes should be made or methods of updating planning documents, refer to chapter 3 of the TDEM Emergency Management Planner's Guide and Project Plan (The Planner's Toolkit).
 - d. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
 - e. Tex. Gov. Code § 418.043(4) affirms that TDEM shall review local emergency management plans. The process for submitting new or updated planning documents for TDEM review is described in the Emergency Management Planner's Guide and Project plan. The EMC is responsible for submitting copies of planning documents to TDEM, which will then be reviewed by TDEM Region 2 subject matter experts.
- iv. Training, Exercise and After-Action Reports:
1. The designated IC, in conjunction with the EMC and lead agency, is responsible for organizing and conducting a critique following conclusion of a significant emergency situation, incident or exercise and preparing an after-action report with an associated improvement plan (AAR/IP). The AAR typically entails both written or verbal input from all appropriate participants. The AAR/IP generally describe the preparedness for, response to, and recovery from the emergency situation or exercise scenario, with emphasis on identifying lessons, best practices, and tangible preparedness tasks that will improve the city's readiness for future emergency situations. Improvement Plans typically feature best practices to be

reinforced in future responses as well as specific deficiencies in need of remedy. An individual, department or agency will be assigned responsibility for correcting specific deficiencies and a due date shall be established for completion of that action. Supporting agencies may provide written or verbal input but the IC or the lead agency consolidates all inputs into a finalized written AAR/IP.

2. It is the responsibility of each department or agency director, in accordance with the NIMS, to ensure that their personnel possess the tenant of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

APPENDIX A: Airport Emergency Response Procedure

Airport Department Emergency Management Procedures

This plan is to be implemented along with the emergency plans that the City of Bay City has in place. This Airport Emergency Plan specifically targets the airports special requirements and needs in the event of a gulf hurricane (tropical Cyclone)

1. Response procedures

Generally follow and comply with the City's Emergency Plan.

Airport Personnel

- (a) Names, telephone numbers and addresses of all airport personnel shall be kept in an area of the terminal building determined to be reasonably safe from hurricane damage.
- (b) All airport personnel shall be issued a photo I.D. badge for positive identification in the event of an emergency.
- (c) The airport manager or in his absence, the department head , shall make a determination on a case by case basis whether or not any airport personnel will be required to be "on premises" during a hurricane. No airport personnel will be required to remain on the airport, except on a volunteer basis, during a category four (4) or five (5) hurricane.
- (d) All airport personnel shall report to the airport as soon as possible after a hurricane. Any employees unable to report shall contact the airport manager or department head immediately. If unable to contact the airport management, they should contact the Bay City Police Department and advise their status.
- (e) The safety of airport employees shall always be the number one consideration of the Bay City Municipal Airport in all decisions made regarding hurricane preparedness and clean up.

2. Weather Awareness

- (a) During Hurricane season, airport management shall monitor all tropical weather reports, commercial weather reports, aviation reports, airport weather data and all other sources of weather data available in order to have as much advance warning of a tropical hurricane formation as possible.
- (b) When a hurricane is reported in the Gulf of Mexico the Airport shall go on "Hurricane Alert" status. When a hurricane located in the Gulf can reasonably be expected to strike the middle to upper Texas coast the airport shall go on a "Hurricane Warning" status.

3. Hurricane Alert/ Watch

When the Airport Management determines that the airport should go on a "Hurricane Alert" status the airport will take the following action:

- (a) All airport personnel shall be considered "on duty" until advised otherwise by the airport management. All vacation time/ comp time is suspended until the hurricane makes landfall. Inspect the onsite generator and fill with fuel.
- (b) EXTERIOR: All loose items, materials, tools, equipment and debris shall be secured inside hangars or other buildings. Waste oil tank, diesel tank and any other exterior items that cannot be moved inside shall be tied down and secured in a manner that prevents them from over turning or blowing away.
- (c) INTERIOR: Fill containers with water and store in the terminal building for emergency use. Stock airport supply room with canned food and emergency rations sufficient to feed the airport staff in a subsistence fashion for two (2) days. Provide sufficient waterproof covering for all computers and radios. Charge all handheld radios and check quantity of spare batteries and flashlights.
- (d) GENERAL: Check all hangar doors and man doors to be assured that all doors will close and lock. Order fuel to fill diesel tank, Jet A tank, and Avgas tank. All vehicles shall be kept full of fuel at all times. This includes tractors, fuel truck, and all other airport vehicles.
- (e) Once the airport goes on "Hurricane Watch" status the airport shall acquire a "frontend loader" type of equipment from the City to keep in the main hangar at the airport for removal of debris from the taxi and runway immediately after the hurricane has passed and is no longer a destructive threat to the airport.
- (f) Verify that all employees phone numbers and addresses are current and on file.
- (g) Verify that the electric tug is fully charged and secured in a safe place.

4. Hurricane Warning

When the airport management determines that the probability of a hurricane strike is in our area, the airport will go on "Hurricane Warning" status and the airport will take the following actions:

- (A) All airport personnel will report to the airport and remain "on duty" until the final evacuation order on the airport is implemented by airport management.
- (B) INSIDE:
 - 1. All computers, radios, etc. shall be covered with a waterproof material such as polyethylene.
 - 2. All loose paper, etc. shall be placed file cabinets, desk drawers, and storage cabinets.

3. All interior doors shall be closed and locked.
4. All electrical appliances and electronics shall be turned off and unplugged.
5. Store all handheld radios in a safe place

(C) EXTERIOR:

1. All hangar doors and man doors on the airport shall be locked and secured.
2. All airport vehicles shall be filled with fuel and placed inside the main hangar or the barn.
3. No aircraft shall be allowed to remain on the tie-down area if they can be moved. If there is a disabled aircraft that cannot be moved, they shall be secured to the tie-downs.
4. All gates shall be closed and locked

(d) FINAL SHUTDOWN AND EVACUATION:

1. When the airport is certified "secure" by management, all employees except supervisors shall be released.
2. When the sustained winds reach 40 MPH, or when ordered by the County Emergency Management Coordinator, all airport personnel shall evacuate.

5. After Hurricane Passage:

(a) As soon as the hurricane is over and it is safe to return to the area all airport employees should report to the airport. We understand that employees may have personal matters to attend to and management will take this into account on a case by case basis. If any employee cannot return to the airport they should advise the airport management as soon as possible.

(b) After arrival at the airport:

1. Communications should be established either by radio or telephone as soon as possible.
2. Perform an immediate facility inspection to determine the extent of damage.
3. Clear the runway and taxiways of all debris and determine if it is safe to use.
4. Clear the ramp and determine if it is safe to use.

5. Determine if the vehicles are safe to use and operational.
6. Sump and test all fuel trucks and tanks to determine that the fuel is safe to use.
7. Inspect all hangars and document the extent of the damage.
8. Notify tenants of any apparent damage to their airplanes.
9. Assist any agencies as necessary with relief operations.
10. As soon as full power is restored to the airport, resume normal operations.

APPENDIX B: Finance Department Emergency Plan

Introduction and Purpose

Finance is committed to supporting and managing the financial operations after a disaster. In order to uphold this commitment, it requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the City.

Goals

The goals of the Finance Department in responding to an emergency situation include:

- Protect the assets of the municipality
- Providing support to all City departments and personnel.
- Relocate the financial operations to a new site
- To be able to secure computer equipment, have adequate supplies of material and instructions on hand.
- To have properly trained personnel available to continue with normal operations of office.

Applicability and Scope

- This plan applies to all employees of Finance and any person assisting the Finance Department.
- This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The Finance Department emergency plan is the responsibility of Director of Finance or designee. The Director of Finance will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to Director of Finance or designee.

Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. Director of Finance
2. Human Resource Director and/or the City Manager

Emergency Communications

During an emergency, the City will use the following means and methods of communication.

Cell Phones

The use of cell phones will be used as the preferred means to communicate with other City Officials, employees, and/or other outside agencies. In order to ensure a consistent message is received by the majority, text messages will be the preferred method. Text messages will be used as a way to provide quick updates and to receive a quick consensus from Director's and/or other staff.

Email

City emails will be used when addressing concerns and/or to provide updates to Director's, outside agencies, and/or employees.

Emails will be used as a way to notify staff of a process and/or procedure change(s); return to work notifications; and/or policy notifications.

Media Inquiries

Inquiries from the media during or after an emergency will be addressed by the Mayor's Office. The Mayor's Office will be responsible for releasing any information to the media. At any time the media can simply be referred to the Mayor's Office.

Test, Training, and Exercises

It will be policy of this department and that of the City to review their emergency plan annually, but no later than May 31st of each year. After each emergency event, Finance will be required to conduct a post emergency discussion. The purpose of this meeting will help determine areas where the department and/or the City performed favorably, and areas where marked improvement is needed for the department and/or the City.

Emergency Contact Directory

Name	Position Title	Phone Number	E-Mail
DIRECTOR'S			
Robert K. Nelson	Mayor	979-476-5181	rnelson@cityofbaycity.org
Scotty Jones	City Manager	979-479-5969	sjones@cityofbaycity.org
Jeanna Thompson	City Secretary	832-244-6021	jthompson@cityofbaycity.org
Scotty Jones	Finance Director	979-479-5969	sjones@cityofbaycity.org
Christella Rodriguez	Chief of Police	979-429-0548	crodriguez@cityofbaycity.org
Herb Blomquist	Director of Public Works	979-943-8462	hblomquist@cityofbaycity.org
Rhonda Clegg	Director of Human Resources	979-318-0624	rclegg@cityofbaycity.org
Kelly Penewitt	Director of Parks and Recreation- Interim	979-429-1010	kpenewitt@cityofbaycity.org
James Mason	Airport Manager	979-429-0890	jmason@cityofbaycity.org
OTHER CONTACTS			
Ashley Rivera	Payroll Admin	361-554-9687	arivera@cityofbaycity.org
Jennifer Leverett	Finance Manager	979-216-8779	jleverett@cityofbaycity.org
Sharmane Brown	Accounting Clerk	979-215-2993	sbrown@cityofbaycity.org
Mark Flash	IT Manager	979-943-7568	mflash@cityofbaycity.org
Nikki Cole	Utility Billing	432-664-7402	ncole@cityofbaycity.org
Kerstine Bell	Utility Billing	979-479-1086	kbell@cityofbaycity.org
Sharon Franklin	Utility Billing	979-323-4490	sfranklin@cityofbaycity.org
Katy Plunkett	Municipal Court Administrator	214-738-5225	kplunkett@cityofbaycity.org
Samantha Denbow	Library Director	979-943-4339	sdenbow@cityofbaycity.org

Krystal Mason	Asst. Director of Public Works	979-943-6614	kmason@cityofbaycity.org
Patrick Smith	Tourism Manager	979-240-6092	psmith@cityofbaycity.org
Mario Garza	Code Compliance Officer	979-479-5393	mgarza@cityofbaycity.org
Andrea Cornier	Office Manager	979-318-9649	acornier@cityofbaycity.org

Emergency Protocols

Pre-Impact Procedures

- Acquire update FEMA forms.
- Identify Mobile Office location & load out trailer (i.e. hazmat trailer, u-haul)
- Conduct a meeting with Department Directors regarding finance procedures and required FEMA forms/procedures.
- Gather all banking information (including passwords) and insurance records.
- Make sure departmental employee contact information (i.e. phone number, emergency contact and address) are updated.
- Pack list of emergency items to load to mobile office. (See Exhibit A)
- Place a work order with Public Works or Fire Department to remove the certain labeled filing cabinets and load “mobile office”.
- Place all department and department-related computers on higher ground or pack for mobile office.
- Be prepared to track time associated with the emergency event.
- Increase various credit card limits.
- Make final deposits to bank/secure other funds in vault.
- Gather outstanding AP or checks not mailed and secure them.
- Contact Incode Disaster Recovery to place on stand by

Emergency Period

- Report to EOC (Finance Director)
- Provide assistance where needed.

Post/Recovery

- Assist with assessment of City Damage Inventory as needed by
 - Providing information regarding the dollar value of property damaged as a result of the disaster.
 - Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
- Schedule to have Finance cabinets and “mobile office” to be returned to the office.

- Address any damages to the Departmental Office locations.
- Contact insurance carriers and send damage report
- Assist with Request for Public Assistance if declared disaster
- Hire consultant if damage is extensive to submit claims, etc.
- Organize department.
- Assign department directors account numbers to which emergency expenditures may be charged.
- Maintain records indicating city expenses incurred due to/or during the disaster.
- Connect all department computers and department-related computers.
- Assist in other areas where needed.

EXHIBIT A

Mobile Office Supplies:

*2 Computers / Cords

2 Adding Machines

*Printer (Can print checks)

Check Stock

Envelopes

Paper

Pens/Pencils

Banking and Insurance Information

Rolodex

All Passwords for Vendor and Payment Systems

Credit Cards

Current Accounts Payable Mail (including any Bond Payment Information)

Manual and Electronic FEMA Forms

Manual and Electronic Finance Forms (timesheets, PO, Requisitions)

**Dependent upon mobile office location.*

APPENDIX C: HR Department Emergency Plan

Introduction and Purpose

Human Resources is committed to the safety and well-being of the City of Bay City personnel. In order to uphold this commitment, it requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the department or the City.

Goals

The goals of the Human Resources Department in responding to an emergency situation include:

- Providing support to all City departments and personnel.
- The physical and emotional well-being of City personnel.
- The protection of Human Resources property and the employee-related information of City personnel.

Applicability and Scope

This plan applies to all employees of Human Resources and any person assisting the Human Resources Department.

This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The Human Resources emergency plan is the responsibility of Director of Human Resources or designee. The Director of Human Resources will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to Director of Human Resources or designee.

Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

3. Director of Human Resources
4. Human Resources Generalist
5. Finance Director and/or the City Manager

Emergency Communications

During an emergency, Human Resources will use the following means and methods of communication.

Cell Phones

The use of cell phones will be used as the preferred means to communicate with other City Officials, employees, and/or other outside agencies. To ensure a consistent message is received by the majority, text messages will be the preferred method.

Text messages will be used to provide quick updates and to receive a quick consensus from Director's and/or other staff.

Email

City emails will be used when addressing concerns and/or to provide updates to Director's, outside agencies, and/or employees.

Emails will be used as a way to notify staff of a process and/or procedure change(s); return to work notifications; and/or policy notifications.

Media Inquiries

Inquiries from the media during or after an emergency will be addressed by the City Manager. The City Manager will be responsible for releasing any information to the media. At any time the media can simply be referred to the City Manager.

Test, Training, and Exercises

It will be policy of this department and that of the City to review their emergency plan annually, but no later than May 31st of each year. After each emergency event, Human Resources will be required to conduct an internal post emergency discussion. The purpose of this meeting will help determine areas where the department and/or the City performed favorably, and areas where marked improvement is needed for the department and/or the City.

Emergency Contact Directory

See Finance Department Emergency Plan in Appendix E.

Emergency Protocols

Pre-Impact Procedures

- Make sure employee contact information (i.e. phone number, emergency contact and address) are updated.
- Provide the City Manager and Mayor's Office with updated employee contact information for Nixle.
- Receive employee headcount for all employees designated in each of the three emergency periods. (Make sure all positions have Emergency Level identified.)
- Place a work order with Public Works to remove the personnel file cabinets.
- Place all department and department-related computers on higher ground.
- Confirm with local hotel (Comfort Suites) the number of City designated rooms.
- Be prepared to track time associated with the emergency event.
- Contact stores to ensure they will have the requested inventory of supplies.
 - Food
 - Canned goods (tuna, Vienna sausages, beans, soup, etc.)
 - Crackers
 - Nuts
 - Water (pallets)
 - Gatorade

Emergency Period

- Provide assistance where needed.

Post/Recovery

- Address any damages to the work area.
- Schedule to have personnel file cabinets returned to the office.
- Organize department.
- Connect all department computers and department-related computers.
- Address any Worker's Comp injuries.
- Determine if there are any displaced employees in need of shelter.
- Assist in other areas where needed.
- Schedule any crisis counseling, if needed.

APPENDIX D: IT Department Emergency Plan

Information Technology Procedures

Pre-Impact

1. Verify with LocalIT that backups are up-to-date
2. Verify with LocalIT that replications are up-to-date
3. Contact AT&T FirstNet to make sure that all City Personnel have FirstNet cell service.
3. Instruct/Email employees to shut down and unplug all non-essential electronics before they leave.
4. Collaborate with Tyler Technologies that we may need to implement our Disaster Recovery Service:
 - a. Incode
 - b. Tyler Public Safety
5. Collaborate with PIO and Mayor to keep the citizens updated through social media
 - a. Website
 - b. Hyper-Reach
 - c. Facebook
6. Verify IT Staff has Vendor Contact List:
 - a. Scale-Virtualization & Storage
 - b. Dell-Firewall
 - c. Daktech-Desktops
 - d. SCW-Miscellaneous Equipment
 - e. BCOS-Printers/Copiers
7. Verify IT Staff has copies of media and keys for installation of necessary software in case of an off-site restoration

Emergency Period

1. Monitor Servers and communication, making sure that we have communication to all needed Software.
2. In case of communication loss, contact AT&T Firstnet to have portable tower brought in.
3. Be available for all personnel to reset passwords on both Network and email.

Post

1. Assess equipment to make sure that all is in working order and it can communicate as needed.
2. If equipment is damaged, contact the appropriate contact to get repaired/replaced.
3. Help with connection of computer equipment throughout all departments.

APPENDIX E: Library Emergency Plan

HURRICANE EMERGENCY PLAN

Bay City Public Library

adapted from the John D. MacArthur Campus Library

Updated May 2020

HURRICANE WATCH PREPARATIONS

1. Director (in his absence, next alternate) will notify library staff to follow procedures to protect equipment identified in their hurricane preparedness plans. See attached list, "Equipment to be protected in the event of a hurricane." Director (or alternate) should determine whether help is needed or if it is not necessary for additional staff to come to the library.
2. Library staff will cover certain vital equipment with plastic sheets or plastic bags if the storm is Category 1 or over. Throw appropriate plastic over high risk book ranges and computers if hurricane is Category 1 or over.
3. Flashlights are located at each service desk. Batteries will be tested prior to hurricane season annually.
4. A weather radio will be in the Staff Workroom.

HURRICANE WARNING: EVACUATION OF BAY CITY PUBLIC LIBRARY

Upon official notification that a Hurricane Warning is in effect or earlier if directed by Mayor, the Director (or alternate), will close the Library as follows:

Notify Finance Director (Scotty Jones, Office: 979-245-7597) that the Library is closing. Advise Mrs. Jones about the preparations that have been made to protect equipment, books and files. Notify library staff to evacuate the building for home or other safe shelter as soon as possible. If notification to close occurs after hours, the Library's Disaster Response Team will carry out evacuation and closing procedures. If Director or alternates are not available or unable to come to library, available Library staff will carry out evacuation and closing procedures.

- a. An initial closing announcement is made and repeated once. If a deviation in the proposed announcement is necessary, it is determined currently. Otherwise, the prescribed announcement is:

"A HURRICANE WARNING HAS BEEN DECLARED FOR THIS AREA. AT THIS TIME EVERYONE SHOULD LEAVE THE LIBRARY."

- b. If necessary, the above announcement is made again in five minutes (10 minutes before closing) and repeated once.
- c. If patrons are remaining in the library, the final announcement is made and repeated once at closing time: "THE LIBRARY IS NOW CLOSED. ALL UNAUTHORIZED PERSONS MUST LEAVE THE LIBRARY AT THIS TIME. A HURRICANE WARNING HAS BEEN DECLARED FOR THIS AREA. THE LIBRARY IS NOT A PUBLIC SHELTER AND MUST BE CLOSED."
- d. The doors to the Library are locked.
- e. The Library staff make a check of the library to be sure that everyone has left.
- f. Someone remains at the Circulation Desk to watch for emergency personnel and answer the telephone while the final check is made.
- g. Upon completion of the final check, lights in the library are turned off and the doors are re-checked for proper locking.
- h. Call Bay City Police (979-245-8500) to notify them of the procedures that have been carried out, that all staff are leaving.

HURRICANE: EQUIPMENT TO BE PROTECTED

Although the safety of the staff takes priority over safety of the library and its contents, please make an effort to protect the library when possible.

Lightweight hurricane sheeting is stored where it is needed; heavier sheeting is stored in Storage Room.

Move all public computer, staff computers in lobby, and copy machine into the Genealogy Room.

Plastic sheeting for covering Service Desks are stored in Storage Room.

Plastic sheeting for other shelving, furniture and equipment is in Storage Room.

The following is a checklist of equipment to be protected. If equipment is in a room, the room should be locked after equipment has been placed in them.

Abbreviations: U= Unplug, C= Cover with plastic sheeting or plastic bag if Category 1 hurricane or higher, R = Raise up, M=Move to designated area

- a. Staff desktop PCs – U, C, R
- b. Public PCs & service desk PCs—U, M
- e. Public photocopy machine - U, M
- f. Staff photocopy machine - U,M
- g. Printing pay station – U, C, M
- h. Periodicals – C
- i. Lobby book ranges – C
- j. Front Row book ranges - C
- k. Reserve materials and book trucks – M
- l. Microform reader-printer and connecting PC – U
- m. Microwave, refrigerator – U

All staff will leave as soon as required duties have been completed and campus police have been notified.

Post Hurricane:

Procedures

FIRST ITEMS TO BE CHECKED:

- A) Be certain of structural integrity of building before entering
- B) Be certain of electrical conditions inside building
- C) Determine condition of computers, printers, copiers, and telephones
- D) Determine condition of library materials, i.e. books, journals, and microfilm

FOR CLEANUP AND PHYSICAL REPAIRS:

No cleanup will occur until all damages have been assessed and documented.

For general cleanup the Library's Disaster Response Team will complete as applicable.

An inventory of the computer equipment and furniture will be kept on file with the Finance Department and in the Library Director's emergency kit. Replacement values will be approximated if known value is not available.

SALVAGE PROCEDURES

Basic Principles

DO NOT:

- Enter an area until it has been declared safe.
- Attempt to open a wet book.
- Attempt to close a book that is swollen.
- Use mechanical presses on wet materials.

- Write on wet paper.
- Use bleaches, detergents, water-soluble fungicides, adhesive tapes, paper clips, or staples on wet materials.
- Use colored paper of any kind during the salvage and recovery operations.
- Pack newly-dried materials in boxes or leave them unattended for more than two days.

Salvage Methods

For Paper and Non-Paper Materials

A number of options are available for treating water-damaged materials. The choice of treatment will depend on the extent and type of damage incurred, and the manpower, expertise, and facilities available.

The Collections Specialist will provide plans and means of record keeping while working to separate materials to be discarded and materials to be salvaged.

Computer Equipment

In the event of a critical computer system outage, our networks are backed up in three parts. The city servers, which hold the library financial information, are backed up by City IT staff.

The library's integrated library system (ILS), The ILS, is backed up and maintained at an offsite location. The ILS includes acquisitions, cataloging, circulation, serials, and public catalog software.

The library server has a complete system backup that would be used to restore its contents if the server should become unusable and need replaced.

In the event of a disaster, information could be retrieved. First, the Disaster Response Team, along with IT personnel, would determine the feasibility of recovering and restoring the hardware, or whether alternate plans should be made. If the server at Book Systems goes down, the library can go on stand alone.

*In the event of any emergency that prevents the normal operation of the computer equipment, the following people should be notified immediately:

Library Director, or designee

City IT Manager

APPENDIX F: Building Inspection Procedures

Public Works Department Emergency Management Procedures

Building Inspections Division Procedures

I. Pre-Impact Period

- a. **When to activate emergency procedures?** At the first indication of a potential storm moving into the Gulf of Mexico all Command Staff personnel will immediately start gathering resources (equipment, personnel, materials, etc.) and begin prepping for an event.
- b. Review Personnel Policy, Section 6.11 Emergency Policy.
- c. Make sure all employees are registered with Nixle.
- d. Building Inspector will act as the Team Leader for the Damage Assessment Team.
- e. Establish eight (8)–two (2) person teams (Refer to **Section XI, Page 2** for a list of team members).
- f. Each Team Member should attend Damage Assessment Training – Contact Matagorda County Emergency Management/911 Coordinator, to set up a training class (979-323-0707).
- g. Meet with Damage Assessment Team prior to event when possible.
- h. Organize forms needed for assessment – the Matagorda County Emergency Management/911 Coordinator will provide forms.
- i. Stockpile: clip boards, yard sticks, dry erase markers, maps of the City, spray paint, etc.

II. Emergency Period

- a. Level I - You will not be required to stay in Bay City but you may volunteer to assist another department and stay in the FEMA Safe Dome or other City Facility until post disaster.
- b. Level II - If you evacuate, stay in contact with your supervisor. Make sure they know your physical location to evaluate how long it will take for you to return if needed.

III. Post/Recovery Period

- a. Request Assistance from Building Officials Association of Texas (BOAT). They may be available to send a “Damage Assessment Team” to Bay City free of charge.
- b. Divide the town into eight (8) sections.
- c. Assign each team to complete damages assessment on one (1) section (Issue each team a map of their sections).
- d. Contact the Director of Public Works to establish a return to work date.

- e. Make three copies of documents and distribute to Mayor, Director of Public Works, and MSB Office Manager.

Employee Groups

Building Inspector – Level I

Building Permit Tech – Level I

Damage Assessment Team (16) – Level I

APPENDIX G: Equipment Maintenance Procedures

Public Works Department Emergency Management Procedures

Equipment Maintenance Procedures

- I. Pre-Impact Period**
 - a. When to activate emergency procedures? At the first indication of a potential storm moving into the Gulf of Mexico all Command Staff personnel will immediately start gathering resources (equipment, personnel, materials, etc.) and begin prepping for an event.**
 - b. Review Personnel Policy, Section 6.11 Emergency Policy.
 - c. Make sure all employees are registered with Nixle.
 - d. Collect all chain saws and pole saws:
 - i. Make repairs if needed
 - ii. Check and sharpen chains
 - iii. Keep extra chains, bar lube, and safety equipment in stock.
 - e. Service portable water pumps and make repairs if necessary.
 - f. Make sure all of the heavy equipment is up and running.
 - g. Install grapplers on gradalls.
 - h. Make sure all vehicles are up and running.
 - i. Fuel all equipment and vehicles.
 - j. Have back up battery available for fuel pumps in case of power outage.
 - k. Keep all emergency vehicles operational.
- II. Emergency Period**
 - a. Level I - You will be required to stay in Bay City (e.g. FEMA Safe Dome, other City Facilities, etc.).
 - b. Level II - If you evacuate, stay in contact with your supervisor. Make sure they know your physical location to evaluate how long it will take for you to return if needed.
- III. Post/Recovery Period**
 - a. Check equipment for broken windows.
 - b. Check equipment for high water damage.
 - c. Take pictures and document damages.
 - d. Make any needed repairs.
 - e. Take fuel reading of gas and diesel tanks and have MSB office personnel order if necessary.

Employee Groups

Lead Mechanic – Level I

Mechanics (2) – Level I

APPENDIX H: Facilities Maintenance Procedures

Public Works Department Emergency Management Procedures

Facilities Maintenance Procedures

I. Pre-Impact Period

- a. **When to activate emergency procedures?** At the first indication of a potential storm moving into the Gulf of Mexico all Command Staff personnel will immediately start gathering resources (equipment, personnel, materials, etc.) and begin prepping for an event.
- b. Review Personnel Policy, Section 6.11 Emergency Policy.
- c. Make sure all employees are registered with Nixle.
- d. Electrician and Electrician Helper (This is a 2-day event)
 - i. Update list of City generators
 1. Police Department
 2. 6th Street & Avenue I
 3. Grace and Moore Water Plant
 4. Mockingbird Water Plant
 5. Radio Tower
 6. Waste Water Treatment Plant Building
 7. Municipal Services Building
 - ii. Complete PM on generators and check fuel levels
 - iii. Take meter readings on all generators
 - iv. Inspect all Lift Stations and Water Wells
 - v. Fuel all equipment and vehicles
 - vi. Check all safety gear
- e. Carpenter and Carpenter Helper
 - i. Board up windows at City Hall and the Police Department.
 - ii. Raise all file cabinets 1 foot off the floor
 - iii. Fuel all equipment and vehicles

II. Emergency Period

- a. Level I - You will be required to stay in Bay City (e.g. FEMA Safe Dome, other City Facilities, etc.).
- b. Level II - If you evacuate, stay in contact with your supervisor. Make sure they know your physical location to evaluate how long it will take for you to return if needed.

III. Post/Recovery Period

- a. Electrician and Electrician Helper
 - i. Personnel Safety Guidelines
 1. Work in groups of two
 2. Do not enter high water

3. Stay in touch with Supervisor
 - ii. Check generators for fuel levels
 - iii. Take meter readings on all generators
 - iv. Inspect all Lift Stations and Water Wells daily
 - v. Take pictures and document all damages
- b. Carpenter Helper
 - i. Damage Assessment of City Facilities
 - ii. Take pictures and document all damages necessary.

Employee Groups

Master Electrician – Level I

Electrician Helper – Level 1

Maintenance Technician I – Level I

Maintenance Technician II (2) – Level I

APPENDIX I: MSB Office Staff Procedures

Public Works Department Emergency Management Procedures

Municipal Services Building Office Staff Responsibilities

- I. **Pre-Impact Period**
 - a. **When to activate emergency procedures?** At the first indication of a potential storm moving into the Gulf of Mexico all Command Staff personnel will immediately start gathering resources (equipment, personnel, materials, etc.) and begin prepping for an event.
 - b. **Review Personnel Policy, Section 6.11 Emergency Policy**
 - c. Make sure all employees are registered with Nixle.
 - d. Update Emergency Response Procedures Manual:
 - i. Update contact information for First Responders so they can be contacted to return to City after event.
 - ii. Issue “First Responder Stickers”.
 - e. Order Supplies Needed by Supervisors/Crews:
 - i. Safety Supplies (PPE, First Aid, flashlights, batteries, etc.)
 - ii. Flash drives for computer backups
 - iii. Groceries/Bottled Water/paper goods
 - iv. Rental Equipment Requested by Supervisors (vactor, fogger, etc.)
 - v. Order supplies for Damage Assessment Team (clip boards, yard sticks, dry erase markers, maps of the city, spray paint, etc.)
 - vi. Order Fuel - Top off Fuel Tanks at MSB and both diesel generators at Mockingbird Water Plant and Tenaris Lift Station
 - vii. Cell phone chargers (wall and car)
 - f. Update Equipment Master List to include all FEMA equipment rate.
 - g. Update employee rates and equipment rates in Cityworks and create a Cityworks project. Obtain labor burden rates and benefit calculations from the Finance Department.
 - h. Provide Supervisor/Crews with proper paperwork to document reimbursable expenditures incurred during event.
 - i. Print “First Responder Family Contact Information” Form
 1. Location where families are sheltered
 2. Contact information for family members
 3. Identifies any city equipment the employee may be evacuating with
 - ii. Force Account Labor and Equipment Spreadsheet
 - iii. Rental Equipment Spreadsheet
 - iv. Materials Spreadsheet
 - v. Daily Activity Sheet

- vi. Loads of Brush Collected Spreadsheet
- vii. Print documents for damage assessment (Matagorda County Emergency Management/911 Coordinator, may provide training and forms needed for assessment)
- i. Prepare offices:
 - i. Back up computer data onto flash drives.
 - ii. Raise computers and other small electrical equipment to top of desk.
 - iii. Coordinate with answering service. (If answering service evacuates their facility, forward calls to office manager's cell phone.)
 - iv. Elevate all boxes and other supplies to table tops.
 - v. Assign spare call out phones to Level I employees.
 - vi. Set up form station (table with all forms supervisors may need.)
- j. Equipment Maintenance Secretary - create a form to track City equipment and vehicles staged away from MSB yard.
- k. Send reminder e-mail to all facilities. "Do not attempt to turn off power when they evacuate leave it on".

II. Emergency Period

- a. Level I - You will be required to stay in Bay City (e.g. FEMA Safe Dome, other City Facilities, etc.).
- b. Level II - If you evacuate, stay in contact with your supervisor. Make sure they know your physical location to evaluate how long it will take for you to return if needed.

III. Post/Recovery Period

- a. Reconfigure office to workable condition.
- b. Check form station and restock if necessary.
- c. Receive information from supervisors for "Project Damage Estimates" and prepare to submit to FEMA (include pictures to document the damage).
 - i. Street Repairs
 - ii. Bridge Repairs
 - iii. Water/Sewer Repairs
 - iv. Building Repairs
 - v. Equipment Repairs (water well pumps, lift station equipment, vehicles, etc.)
- d. Complete "Daily Activity Reports" for each Division.
- e. Complete Force Account Labor spreadsheet.
 - i. Employee's name, title, RT hours worked, OT hours work, RT rate, OT rate, benefit rate, total salary expense per employee.
- f. Complete Force Account Equipment spreadsheet.
 - i. Type of equipment, FEMA equipment code, operator's name, # of hours operated each day, FEMA equipment rate, total expense per equipment.
- g. Complete Rental Equipment Summary Record.

- i. Type of equipment, dates & hours used, w/operator, w/out operator, total cost, vendor, invoice #, date paid, amount paid, check #, copy of receipt
- h. Complete Materials Summary Sheet.
 - i. Vendor, description, quantity, unit price, total price, date purchased, date used, inventory item or stock?, copy of receipt

Request Assistance from Building Officials Association of Texas (BOAT). They may be available to send a “Damage Assessment Team” to Bay City free of charge.

Review FEMA Reimbursement Packet with Finance Director.

Submit Documentation to FEMA for Reimbursement.

Direct Citizens to FEMA Disaster Team after Event.

Employee Groups

Office Manager – Level I

MSB Secretaries (3) – Level I

APPENDIX J: Parks and Recreation Emergency Procedures

Parks & Recreation Department Emergency Management Procedures

Parks Maintenance Procedures

1. Put all trash cans in buildings Ex. All parks & buildings
2. Service all generators and chainsaws
3. Service all vehicles (make sure full of gas)
4. Service all tractors (make sure full of gas)
5. Put all electronic equipment from sports complex press box down stairs in the concession stand away from all windows.
6. Wrap swing set chains around poles
7. Move computer equipment and electrical equipment away from windows into a secured area
8. Tie all picnic tables to a tree or post.
9. Make sure all cell phones are charged and distributed properly
10. Turn off pumps at Hilliard Pool
11. If flooding is predicted, make sure transformers are cut off (Jackson Electric) at the lower campsites and day use pavilion of Riverside Park.

APPENDIX K: Recycling Center Emergency Procedures

Public Works Department Emergency Management Procedures

Recycling Center Procedures

I. Pre-Impact Period

- a. **When to activate emergency procedures?** At the first indication of a potential storm moving into the Gulf of Mexico all Command Staff personnel will immediately start gathering resources (equipment, personnel, materials, etc.) and begin prepping for an event.
- b. Review Personnel Policy, Section 6.11 Emergency Policy.
- c. Make sure all employees are registered with Nixle.
- d. Perform general cleanup of property picking up loose materials and debris.
- e. Fuel all equipment.
- f. Push ram forward on the compactor and turn it off.
- g. Move oil containers and spill mats inside the building.
- h. Move dumpster inside of the fenced area.
- i. Move all hoppers inside the building.
- j. Close louvres on the windows.
- k. Close vents in the rooftop.
- l. Close and lock all exterior doors.
- m. Report to the MSB when complete for additional assignments.

II. Emergency Period

- a. Level I - You will be required to stay in Bay City (e.g. FEMA Safe Dome, other City Facilities, etc.).
- b. Level II - If you evacuate, stay in contact with your supervisor. Make sure they know your physical location to evaluate how long it will take for you to return if needed.

III. Post/Recovery Period

- a. Report to the MSB or other location as specified by the supervisor.
- b. Assess damage to the facility and/or equipment at the Recycling Center.
- c. Take pictures and document all damage.
- d. Reopening of the Recycling Center will not be top priority so employees will be assigned to assist other departments.
- e. Manager and Maintenance Tech will be assigned to the Damage Assessment Team.

Employee Groups

Manager – Level I

Maintenance Tech – Level II

APPENDIX L: Riverside Park Emergency Procedures

Parks & Recreation Department Emergency Management Procedures

Riverside Park Procedures

1. Warn ALL Campers of storm and advise them to leave.
2. Service all generators and chainsaws
3. Service all vehicles (make sure full of gas)
4. Service all tractors (make sure full of gas)
5. Put all trash cans in restroom
6. Wrap swing set chains around poles
7. Move computer equipment and electrical equipment away from windows into a secured area
8. Tie all picnic tables to a tree or post.
9. Make sure all cell phones are charged
10. If flooding is predicted, make sure transformers are cut off (Jackson Electric) at the lower campsites and day use pavilion.

APPENDIX M: Street and Bridge Emergency Procedures

Public Works Department Emergency Management Procedures

Street & Bridge Procedures

I. Pre-Impact Period

- a. **When to activate emergency procedures?** At the first indication of a potential storm moving into the Gulf of Mexico all Command Staff personnel will immediately start gathering resources (equipment, personnel, materials, etc.) and begin prepping for an event.
- b. Review Personnel Policy, Section 6.11 Emergency Policy.
- c. Make sure all employees are registered with Nixle.
- d. Prepare for High Water
 - i. Direct personnel to set up barricades
 - ii. Load barricades, signs, sand bags on trailers
 - iii. Issue a check list for high water areas
 - iv. Issue safety equipment to personnel (gloves, safety vest, safety glasses, flash lights)
 - v. Establish best routes through high water areas
 - vi. Keep record of barricades that are set up and taken down
- e. Prepare for Debris Removal
 - i. Equipment needed: Grad-all, Dump Trucks, Chain Saws, Pry-bar, Wedges, Chaps, Safety Glasses
 - ii. First priority – removal of debris blocking roadways
 - iii. Instruct truck drivers to keep a log of loads of debris hauled
- f. Traffic Light Failure
 - i. Have stop signs ready for traffic light failures due to power outages
 - ii. Utilize temporary stop signs to help traffic flow for traffic accessing major streets or highways
 - iii. Keep records of the date temporary signs are set up and picked up
- g. Install sand bags where needed.
- h. Fuel all equipment.
- i. Relocate equipment and vehicles to an offsite staging area if necessary.
- j. Assist Facilities Maintenance with boarding up City facilities.

II. Emergency Period

- a. Level I - You will be required to stay in Bay City (e.g. FEMA Safe Dome, other City Facilities, etc.).
- b. Level II - If you evacuate, stay in contact with your supervisor. Make sure they know your physical location to evaluate how long it will take for you to return if needed.

III. Post/Recovery Period

- a. Assist Police Department with temporary signage and barricade requests.
- b. Return equipment to the MSB yard.
- c. Pick up barricades, signs, cones, sand bags.
- d. Remove boarding from City facilities.
- e. Clear roadways of debris – downed trees.
- f. Sweep roadways.
- g. Take pictures and document all damages.
- h. Assist with city-wide debris removal. Coordinate with Matagorda County and monitoring contractor.

Employee Groups

Supervisor – Level I

Maintenance Tech I (1) – Level I

Maintenance Tech II (3) – Level I

Concrete Finisher Helper (1) – Level I

Street Sweeper Operator (1) – Level I

Equipment Operator (4) – Level I

Construction Inspector (1) – Level 1

APPENDIX N: Public Works Supervisors Emergency Procedures

Public Works Department Emergency Management Procedures

Supervisor Responsibilities

I. Pre-Impact Period

- a. **When to activate emergency procedures?** At the first indication of a potential storm moving into the Gulf of Mexico all Command Staff personnel will immediately start gathering resources (equipment, personnel, materials, etc.) and begin prepping for an event.
- b. Review Personnel Policy, Section 6.11 Emergency Policy.
- c. Supervisors are responsible for setting up emergency crews.
- d. Confirm that all equipment in your Division is in good working order.
- e. Check all safety supplies.
- f. Make sure all employees are registered with Nixle.
- g. Make sure contact information in place so “First Responder Employees” can be notified to return to work after storm.
- h. Employees that will be staying for emergency standby should complete a “First Responder Family Contact Information Form”. This will allow the City to contact their family in case of emergency or to let their family know they are ok.
- i. Issue “First Responder” stickers (issued by the County). The “First Responder” stickers are kept in the safe at the MSB.

II. Emergency Period

- a. Level I - You will be required to stay in Bay City (e.g. FEMA Safe Dome, other City Facilities, etc.).
- b. Level II - If you evacuate, stay in contact with your supervisor. Make sure they know your physical location to evaluate how long it will take for you to return if needed.

III. Post/Recovery Period

- a. Property Damage Estimates:
 - i. Collect Information of damage to City property and keep records. Create work order in Cityworks.
 1. Street Repairs
 2. Bridge Repairs
 3. Water/Sewer Repairs
 4. Building Repairs
 5. Equipment (water well pumps, lift station equipment, vehicles, etc.)
 6. Take pictures and document damages

- ii. Supervisors should create a work order in Cityworks to track Force Account Labor and Equipment, Rental Equipment, Materials, and Supplies used during the event.
- iii. Gather information on property damage to businesses in Bay City from Damage Assessment Team:
 - 1. Team Leader - Chief Building Official
 - 2. Damage Assessment Team
- iv. Help citizens by directing them to the FEMA disaster team after storm/disaster.
- v. Keep records of any repairs made and record all repair costs in Cityworks.

APPENDIX O: Utilities Customer Service and Maintenance Emergency Procedures

Public Works Department Emergency Management Procedures

Utilities Customer Service & Utilities Maintenance Division Procedures

I. Pre-Impact Period

- a. **When to activate emergency procedures?** At the first indication of a potential storm moving into the Gulf of Mexico all Command Staff personnel will immediately start gathering resources (equipment, personnel, materials, etc.) and begin prepping for an event.
- b. Review Personnel Policy, Section 6.11 Emergency Policy.
- c. Make sure all employees are registered with Nixle.
- d. Municipal Services Building
 - i. Clean yard of all loose debris
 - ii. Tie down any loose pipe or other materials
 - iii. Collect all water cans and fill with drinking water
 - iv. Fill all ice chests with ice
- e. Assist the Water Wastewater Treatment Plants Division to secure all water plants and lift stations.
- f. Fuel all vehicles and equipment.
- g. Relocate equipment and vehicles to an offsite staging area if necessary.
- h. Assist Facilities Maintenance board up City facilities.
- i. Have Vactor truck equipped to clean storm drains.
- j. Have Jetter trailer handle sewer stops.
- k. Make sure all pumps and generators are operable and available.

II. Emergency Period

- a. Level I - You will be required to stay in Bay City (e.g. FEMA Safe Dome, other City Facilities, etc.).
- b. Level II - If you evacuate, stay in contact with your supervisor. Make sure they know your physical location to evaluate how long it will take for you to return if needed.

III. Post/Recovery Period

- a. The Director of Public Works will notify Mayor to issue "Boil Water Notice" if necessary.
- b. Assist Plant Operators check lift stations.
- c. Debris removal from roadways.
- d. Collect barricades, cones, temporary stop signs, signage.
- e. Clear storm drains.
- f. Return equipment to MSB yard.
- g. Take pictures and document damages.

Employee Groups

Utilities Foreman – Level 1

Crew Leaders (3) – Level 1

Maintenance Tech II (2) – Level 1

Vactor Truck Operator (1) – Level 1

Code Compliance Officer (1) – Level I

Engineering Tech (1) – Level 1

Utilities Customer Service Supervisor – Level 1

Customer Service Tech II (1) – Level 1

Customer Service Tech I (2) – Level 1

Maintenance Tech I (2) – Level I

APPENDIX P: Waste Water Treatment Plant Emergency Procedures

Public Works Department Emergency Management Procedures

WWTP Procedures

I. Pre-Impact Period

- a. **When to activate emergency procedures?** At the first indication of a potential storm moving into the Gulf of Mexico all Command Staff personnel will immediately start gathering resources (equipment, personnel, materials, etc.) and begin prepping for an event.
- b. Review Personnel Policy, Section 6.11 Emergency Policy.
- c. Make sure all employees are registered with Nixle.
- d. Water Plants
 - i. Check generators for fuel, oil, coolant, and battery
 - ii. Maintain Ground Storage Tank at maximum level
 - iii. Maintain booster pumps in normal operation setting
 - iv. In case of mandatory evacuation, place service pumps 2 & 3 in the off position and Pump 1 should remain in auto
 - v. Check chemical inventory to insure supplies are adequate
- e. Katy Elevated Tower & Whitson Elevated Tower
 - i. If determined by Director of Public Works or Utilities Superintendent, these elevated towers shall be isolated from system.
- f. Lift Station Procedures
 - i. Check Lift Stations for normal operations
 - ii. Tenaris Lift Station - Check generators for fuel, oil, coolant, and battery
 - iii. Be ready to set up the 4" and 6" pumps if needed
 - iv. Have HTH granulated chlorine on hand for disinfection
 - v. Have the Vactor truck equipped to clean our Lift Stations if needed
- g. Wastewater Treatment Plant
 - i. Secure one-ton chemical cylinders
 - ii. Secure all equipment in the WWTP yard
 - iii. Fuel all vehicles and equipment
 - iv. Double check pumps and equipment are working properly
 - v. Check chemical inventory to insure supplies are adequate

II. Emergency Period

- a. Level I - You will be required to stay in Bay City (e.g. FEMA Safe Dome, other City Facilities, etc.).

- b. Level II - If you evacuate, stay in contact with your supervisor. Make sure they know your physical location to evaluate how long it will take for you to return if needed.

III. Post/Recovery Period

- a. All Plant Operators report back to work.
- b. System checks of all water plants, lift stations, and the wastewater treatment plant.
- c. Make every effort to get all systems back online.
- d. Take pictures and document all damages.
- e. Remove debris from all facilities.

Employee Groups

Utilities Superintendent – Level 1

Plant Operator III (3) - Level I

Plant Operator II (1) – Level I

Plant Operator I (1) – Level I

APPENDIX Q: Forms

Various forms are used to track personnel and equipment used during an emergency. The attached forms in this Appendix are not all-inclusive. The attached forms are the primary forms used.