

APPENDIX B

BASIC EMERGENCY MANAGEMENT PLAN*

* **Editors Note:** Pursuant to the city's request, the basic emergency management plan has been set out herein as enacted by an ordinance of Oct. 5, 1995. See Ch. 7, Emergency Management, of the Code for other related provisions.

I. Authority.

This Plan applies to and has been approved by the City of Brenham. The organizational and operational concepts set forth in this plan are promulgated under the following authorities:

A. *Federal:*

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

B. *State:*

1. The Texas Disaster Act of 1975, as amended, V.T.C.A. Government Code, Title 4, Chapter 418.
2. Executive order of the governor.
3. Attorney General Opinion MW-140.
4. Hazard Communication Act, Title 83, Article 5182b.
5. Texas Hazardous Substances Spill Prevention and Control Act, Chapter 26, Subchapter G, Texas Water Code.
6. State Solid Waste Disposal Act, Texas Civil Statutes Article 4477-7.

C. *Local:*

1. City Ordinance Chapter 7--Date: July 25, 1985.

II. Purpose.

This Plan seeks to mitigate the effects of a hazard, to prepare for measures to be taken which will preserve life and minimize damage, to respond during emergencies and provide necessary assistance, and to establish a recovery system in order to return the community to its normal state of affairs.

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

III. Situation and assumptions.

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

B. *Assumptions:*

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

IV. Concept of operations.

A. *General.* It is the responsibility of government to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. This plan is based upon the concept that the emergency functions for various agencies/organizations involved in emergency management will generally parallel normal day-to-day functions. To the extent possible, the same personnel and material resources do not contribute directly to the emergency may be suspended for the duration

of any emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.

A local state of disaster may be declared by the [emergency management director of] the city. The effect of the declaration is to activate the recovery and rehabilitation aspects of the plan and to authorize the furnishing of aid and assistance. When the emergency exceeds local government capability to respond, assistance will be requested from neighboring jurisdictions and/or the state government.

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

1. *Mitigation.* Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities which lessen the undesirable effects of unavoidable hazards.
2. *Preparedness.* Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.
3. *Response.* Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.
4. *Recovery.* Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

V. Organization and assignment of responsibilities.

A. *General.* The Mayor of is responsible for emergency management planning and operations within the city limits of this jurisdiction.

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

B. *Organization:*

1. *Executive group.* The executive group is referred to in this Plan as a single body, but in fact, has

several components with representation from each local political jurisdictions within the emergency management program. Each group is responsible for the activities conducted within their respective jurisdictions. The members of the Executive Group include both elected and appointed executives with certain legal responsibilities such as: the mayor and council members, city manager and emergency management coordinator.

2. *Emergency services.* These groups include those services required for an effective emergency management program.
- C. *Executive group responsibilities:*
1. The mayor is primarily responsible for:
 - a. Directing the overall preparedness program for the city.
 - b. Making emergency policy decisions.
 - c. Declaring a state of emergency when necessary.
 - d. Implementing the emergency powers of local government (see section VIC, Emergency Authority).
 - e. Keeping the public and the disaster district informed of the situation (with the assistance of the public information officer).
 - f. Requesting outside assistance when necessary (either from the Disaster District or from other jurisdictions in accordance with existing mutual aid agreements).
 2. The city manager, as assistant director, is responsible for:
 - a. Assuring that all city departments develop, maintain, and exercise their respective service annexes to this Plan.
 - b. Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
 - c. Reserved.
 - d. Direct long range recovery after a disaster.
 3. The emergency management coordinator is responsible for:
 - a. Serving as staff advisor to the mayor/city manager.
 - b. Coordinating the planning and preparedness activities of the government and maintenance of this Plan.

- c. Analyzing the emergency skills needed by the city forces and arranging the training necessary to provide those skills.
- d. Preparing and maintaining a resource inventory.
- e. Emergency Operating Center (EOC) activation.
- f. Ensuring the operational capacity of the EOC.
- g. Keeping the governing body apprised of the city preparedness status and anticipated needs.
- h. Serving as day-to-day liaison between the city and state emergency management organizations.
- i. Maintaining liaison with organized emergency volunteer groups and private agencies.
- j. Initiating and monitoring the increased readiness actions among the city services when disaster threatens (refer to Section VI, Increased Readiness Conditions).
- k. Prepare and maintain Annex T (Training) and Annex E (Evacuation) to this Plan and supporting standard operating procedures (SOP's).
- l. Serving as coordinator of the EOC during its activation.
- m. Implementing the policies and decisions of the governing body.
- n. Directing the overall emergency operational response of City services.
- o. Prepare and maintain Annex N (EOC/Direction and Control).

D. *Emergency services' responsibilities:*

Assigned To:

- 1. *Warning EMC*
 - a. Disseminate emergency public information as requested.
 - b. Receive and disseminate warning information to the public and key city officials.
 - c. Prepare and maintain Annex A (Warning) to this Plan and supporting Standard Operating Procedures (SOP's).

2. *Communications EMC*
 - a. Establish and maintain Emergency Communication System.
 - b. Coordinate use of all public and private communication systems necessary during emergencies (including EMS).
 - c. Manage and coordinate all emergency communication operations within the Emergency Operating Center (EOC) once activated.
 - d. Prepare and maintain Annex B (Communications) to this Plan and supporting Standing Operating Procedures (SOP's).

3. *EOC/Direction and Control EMC*
 - a. Direct and control local operating forces.
 - b. Maintain contact with support EOCs, neighboring jurisdictions, and disaster district EOC.
 - c. Maintain EOC in an operating mode at all times or be able. Prepare and maintain Annex N (EOC/Direction and Control) and supporting Standing Operating Procedures (SOPs).
 - d. Assign representatives by title to report to the EOC and develop procedures for crisis training.
 - e. Develop and identify duties of staff, use of displays and message forms, and procedures for EOC activation.
 - f. Prepare and maintain ANNEX N (EOC/Direction and Control) and supporting Standard Operating Procedures (SOPs).
 - g. Ensuring the operational capability of the EOC.
 - h. Serving as controller of the EOC during its activation.

4. *Shelter and Mass Care/Human Services EMC and Red Cross*
 - a. Maintain the community shelter plan (CSP).
 - b. Supervise the shelter management program (stocking, marking, equipping, etc.) for natural disaster and/or fallout shelter.
 - c. Coordinate support with other city departments, relief agencies, and volunteer groups.
 - d. Identify emergency feeding sites.

- e. Identify sources of clothing for disaster victims.
 - f. Secure source of emergency food supplies.
 - g. Coordinate special care requirements for sheltered groups such as unaccompanied children, the aged, and others.
 - h. Prepare and maintain Annex C (Shelter and Mass Care) and Annex O (Human Services) and supporting Standing Operating Procedures (SOPs).
5. *Radiological Protection* *Fire Chief*
- a. Establish and maintain a radiological monitoring and reporting network.
 - b. Secure initial and refresher training for instructors and monitors.
 - c. Provide input to the statewide monitoring and reporting system.
 - d. Under fallout conditions, provide city officials and department heads with information on fallout rates, fallout projections, and allowable doses.
 - e. Coordinate radiological monitoring throughout the City.
 - f. Provide monitoring services and advice at the scene of accidents involving radioactive materials.
 - g. Prepare and maintain Annex D (Radiological Protection) to this Plan and supporting Standard Operating Procedures (SOPs).
6. *Evacuation* *EMC*
- a. Define responsibilities of City and private sector groups.
 - b. Identify high hazard areas and number of potential.
 - c. Coordinate evacuation planning to include:
 - 1. Movement control.
 - 2. Health/medical requirements.
 - 3. Transportation needs.
 - 4. Emergency public information materials.
 - 5. Shelter/reception.

- d. Prepare and maintain Annex E (Evacuation) to this Plan and supporting Standard Operating Procedures (SOPs).

7. *Fire and Rescue Services* *Fire Chief*

- a. Fire prevention.
- b. Fire suppression.
- c. Inspection of damaged area for fire hazards.
- d. Hazardous spills containment and cleanup.
- e. Inspection of shelters for fire hazards.
- f. Coordinate search and rescue activities.
- g. Maintain a reserve pool of manpower and equipment for rescue purposes.
- h. Prepare and maintain Annex F (Fire, Rescue) and Annex O (Hazardous Materials Response) to this Plan and supporting Standing Operating Procedures (SOPs).

8. *Law Enforcement Services* *Chief of Police*

- a. Law enforcement.
- b. Traffic control.
- c. Crowd control.
- d. Isolation of damaged areas.
- e. Damage reconnaissance and reporting.
- f. Explosive ordinance reconnaissance.
- g. Weather reconnaissance.
- h. Assist in disaster area evacuation.
- i. Site control of all bomb threats and terrorist incidents.
- j. Prepare and maintain Annex G (Law Enforcement) to this Plan and supporting Standard Operating Procedures (SOPs).

9. *Health and Medical Services* *City Health Officer*
 - a. Coordinate planning efforts of hospital and other health facilities with city/county planning requirements.
 - b. Coordinate patient loads of health facilities during emergencies.
 - c. Coordinate triage and first aid activities immediately after disaster strikes, including EMS.
 - d. Develop emergency health and sanitation standards and procedures.
 - e. Prepare and maintain Annex H (Health and Medical) to this Plan and supporting Standard Operating Procedures (SOPs).

10. *Emergency Public Information* *EMC*
 - a. Conduct ongoing hazard awareness and public education programs.
 - b. Compile and prepare emergency information for the public in case of emergency.
 - c. Arrange for media representatives to receive regular briefings on the City status during extended emergency situations.
 - d. Secure printed and photographic documentation of the disaster situation.
 - e. Handle unscheduled inquiries from the media and the public.
 - f. Prepare and maintain Annex I (Emergency Public Information) to this Plan and supporting Standard Operating Procedures (SOPs).

11. *Damage Assessment* *City Manager*
 - a. Establish a damage assessment team from among City departments with assessment capabilities and responsibilities.
 - b. Train and provide damage plotting team to EOC.
 - c. Develop systems for reporting and compiling information on deaths, injuries, dollar damage to tax supported facilities, and to private property.
 - d. Assist in determining geographic extent of damaged area.
 - e. Compile estimates of damage for use by city officials in requesting disaster assistance.
 - f. Evaluate effect of damage on city economic index, tax base, bond ratings, insurance

ratings, etc., for use in long range recovery planning.

- g. Prepare and maintain Annex J (Damage Assessment) to this Plan and supporting Standard Operating Procedures (SOPs).

12. *Public Works/Utilities* *Public Works Director*

- a. Barricading of hazardous areas.
- b. Priority restoration of streets and bridges.
- c. Protection and/or restoration of waste treatment and disposal systems.
- d. Augmentation of sanitation services. Assessment of damage to street, bridges, traffic control devices, waste water treatment system, and other public works facilities.
- e. Assessment of damage to street, bridges, traffic control devices, waste water treatment system, and other public works facilities.
- f. Debris removal.
- g. Assessment of damage to city-owned facilities.
- h. Condemnation of unsafe structures.
- i. Direct temporary repair of essential facilities.
- j. Prepare and maintain Annex K (Public Works, Engineering) to this Plan and supporting Standard Operating Procedures (SOPs).
- k. Priority restoration of electrical service to vital facilities.
- l. Provision of emergency power sources as required.
- m. Coordination of private utilities recovery activities.
- n. Restoration of water treatment and supply services.
- o. Damage assessment and identification of recovery times for affected utility systems.
- p. Prepare and maintain Annex L (Utilities) to this Plan and supporting Standard Operating Procedures (SOPs).

13. *Resource Management* *City Manager*

- a. Establish procedures for employing temporary personnel for disaster operations.

- b. Establish and maintain a manpower reserve.
- c. Coordinate deployment of reserve personnel to city departments requiring augmentation.
- d. Establish emergency purchasing procedures and/or a disaster contingency fund.
- e. Maintain records of emergency related expenditures for purchases and personnel.
- f. Prepare and maintain Annex M (Resource Management) to this Plan and supporting Standard Operations Procedures (SOPs).
- g. Arrange for additional clerical help during and after an event when requested by the Emergency Management Coordinator.

14. *Transportation Services* *City Engineer*

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

15. *Legal Services* *City Attorney*

- a. Advise City officials on emergency powers of local government and necessary procedures for invocation of measures to:
 - 1. Implement wage, price and rent controls.
 - 2. Establish rationing of critical resources.
 - 3. Establish curfews.
 - 4. Restrict or deny access.
 - 5. Specify routes of egress.
 - 6. Limit or restrict use of water or other utilities.

7. Use any publicly or privately owned resource with or without payment to the owner.
 8. Remove debris from publicly or privately owned property or other disposal matter that are not health hazards. NOTE: Dig hole and fill with debris and burn with forced air blower.
- b. Review and advise city officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
 - c. Prepare and/or recommend legislation to implement the emergency powers which may be required during an emergency.
 - d. Advise city officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.
 - e. Prepare and maintain Annex U (Legal Services) to this Plan and support Standard Operating Procedures (SOPs).
16. *Hazard Mitigation* *Public Works Director*
- a. Overall management of the hazard mitigation program.
 - b. Prepare and maintain Annex P (Hazard Mitigation) to this Plan and the supporting Standard Operating Procedures (SOPs).
17. *Animal Control* *Animal Control Officer*
- a. Animal control and enforcement of city animal ordinances.
 - b. Provide for shelter and care of both large and small animals displaced by a disaster.
18. *Aircraft Control and Storage* *City Engineer*
- a. Operation and maintenance of city airport facilities and rapid restoration of services following a disaster.
 - b. Be prepared for heavy increase in air traffic during or immediately following a disaster.
 - c. If needed, to secure additional manpower to maintain airport security, and to assist in enforcing applicable federal, state, and city ordinances.
 - d. Provide shelter (or parking space and tie down equipment) for aircraft displaced by bad weather or other causes.

- e. Assist pilots and passengers in locating shelter, food, medical services, etc.
- f. Movement to safe area should disaster head this direction.

19. *Other Agencies*

Other department and agency heads not assigned a specific function in this Plan will be prepared to make their resources available for emergency duty at the direction of the mayor.

20. *Department Heads Responsibilities*

Department heads will establish standard operating procedures within their departments to accomplish the assigned primary tasks as outlined in this plan, and will establish outside sources of materials and services which may be needed in an emergency situation.

All on call personnel's names and telephone numbers will be posted at the EOC and a list of off duty or reserve personnel will be maintained during the period of EOC operation.

Time tickets will be maintained by each department head for personnel eligible for over time or standby time. The time tickets are to be turned in to the personnel department.

21. *Equipment*

All equipment issued will be documented thru the EOC to a responsible person or organization. All returned equipment will be properly checked in after use and any shortages reported to the emergency management coordinator.

VI. Direction and control.

A. *General.* The mayor, as emergency management director for the city, is responsible for assuring that coordinated and effective emergency response systems are developed and maintained. Existing agencies of government will perform emergency activities closely related to those they perform routinely. Specific positions and agencies are responsible for fulfilling their obligations as presented in the basic plan and individual annexes.

As EOC controller, the emergency management coordinator will provide overall direction of the response activities within each department. Department heads will retain control over their employees and equipment unless directed otherwise by the emergency management director. Each agency will be responsible for having its own Standard Operating Procedures (SOPs) to be followed during response operations.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only in conjunction with existing city services, and only when the emergency situation threatens to expand beyond the city response capabilities. Requests for state or federal assistance are covered in Section IX.

B. *Emergency operating center (EOC).* Response activities will be coordinated from the emergency

operating center, which is located at 101 North Chappell Hill Street in the Fire Station. The EOC will be activated upon notification of a possible or actual emergency. EOC responsibilities and activation procedures are addressed in Annex N (EOC/Direction and Control). During emergency situations, certain agencies may be required to relocate to the EOC. During large scale emergencies, the EOC will in fact become the seat of government for the duration of the crisis.

C. *Emergency authority:*

1. A compilation of primary state and local legal documents pertaining to emergency management is shown in Appendix 2.
2. In accordance with the Texas Disaster Act of 1975, as amended (section 418.106) the mayor may take extraordinary measures in the interest of effective emergency management. Procedures for implementing emergency powers are contained in Annex U (Legal). These powers include but are not limited to:
 - a. Declaration of a local state of disaster.
 - b. Wage, price, and rent controls and other economic stabilization measures.
 - c. Curfews, blockades, and limitations on utility usage.
 - d. Rules governing ingress and egress to the affected area.
 - e. Other security measures.
3. All physical resources within the city, whether publicly or privately owned, may be utilized when deemed necessary by the mayor. The city assumes no financial or civil liability for the use of such resource; however, accurate records of such use will be maintained in case reimbursement becomes possible.
4. As provided in the Texas Disaster Act of 1975, as amended and the executive order of the governor, the mayor may exercise the same powers, on an appropriate local scale, granted to the governor.

VII. Increased readiness conditions.

A. Most emergencies follow some recognizable build up period during which actions can be taken to achieve a state of maximum readiness. General departmental actions are outlined in the appropriate Annex while specific actions will be detailed in the Standard Operating Procedures (SOPs).

B. The following increased readiness conditions will be used as a means of increasing the city alert posture.

1. *Condition 4:* The term "Condition 4" will be used by the city to denote a situation that causes a higher degree of readiness than is normally present.

- a. "Condition 4" actions could be triggered by the onset of a particular hazard vulnerability season such as: hurricane season, tornado season, flash flood season, fire threats due to severe drought, winter storm, etc.
 - b. An increase in international tensions could also trigger a "Condition 4."
 - c. The potential for local civil unrest could also trigger a "Condition 4."
 - d. Declaration of "Condition 4" by the emergency management coordinator will generally require the initiation of the increased readiness activities identified in each annex.
2. *Condition 3:* The term "Condition 3" will be used by the city to refer to a situation which presents a greater potential threat than "Condition 4," but poses no immediate threat to life and/or property. This condition includes situations that could develop into a hazardous condition.
- a. "Condition 3" actions could be generated by severe weather watch information issued by the National Weather Service such as:
 1. *Hurricane watch:* Issued for specific areas when there is a threat of hurricane conditions within 24--36 hours.
 2. *Tornado watch:* Issued to alert persons to the possibility of tornado development in a specified area, for a specified period of time. Persons in watch areas should maintain their daily routine but be prepared to respond to a tornado warning.
 3. *Flash flood watch:* Issued to alert persons to the possibility of flash flooding in a particular area due to heavy rains occurring or expected to occur. Persons should remain alert and be prepared to take immediate action.
 4. *Winter storm watch:* Issued when there is a threat of severe winter weather in a particular area.
 - b. "Condition 3" actions could be generated when the international situation has deteriorated to the point that enemy attack is a possibility. This condition probably would allow sufficient time for an orderly evacuation and/or preparation of shelters.
 - c. "Condition 3" actions could also be generated when small scale, localized civil unrest is present.
 - d. Declaration of "Condition 3" by the emergency management coordinator will generally require the initiation of the increased readiness activities identified in each Annex.
3. *Condition 2:* The term "Condition 2" will be used by the city to signify that hazardous situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public.

- a. "Condition 2" actions could be triggered severe weather warning information issued by the National Weather Service such as:
 1. *Hurricane warning*: Issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include:
 - a. Sustained winds of 74 MPH or higher and/or
 - b. Dangerously high water or a combination of dangerously high water and exceptionally high waves, even though expected winds may be less than hurricanes force.
 2. *Tornado warning*: Issued when a tornado has actually been sighted in the area or indicated by radar, and may strike in the vicinity of city.
 3. *Flash flood warning*: Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken.
 4. *Winter storm warning*: Issued when heavy snow (4 inches or more in a 12-hour period or 6 inches or more in a 24-hour period), sleet, or freezing rain are forecast to occur separately or in combination.
 - b. "Condition 2" actions could be generated when the international situation has deteriorated to the point that an attack is probable. This condition may/may not allow sufficient time for an orderly evacuation.
 - c. "Condition 2" actions could also be triggered by civil disorder with relatively large scale localized violence.
 - d. Declaration of "Condition 2" by the emergency management coordinator will generally require the initiation of the increased readiness activities identified in each annex.
4. *Condition 1*: The term "Condition 1" will be used by the city to signify that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "Condition 2" event.
 - a. "Condition 1" actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent, such as:
 1. Hurricane landfall predicted in 12 hours or less.
 2. Tornado sighted especially close to a populated area or moving in the path of a populated area.

3. Flooding is imminent or occurring at specific locations.
- b. "Condition 1" actions could be generated when an enemy attack is imminent based upon the evaluation of intelligence data. This warning (ATTACK WARNING) is declared and disseminated by the FEMA National Warning Center over the FEMA National Warning System (NAWAS).
- c. "Condition 1" actions could also be implemented when civil disorder precipitates large scale and widespread violence.
- d. Declaration of "Condition 1" by the emergency management coordinator will generally require the initiation of the increased readiness activities identified in each annex.

VIII. Continuity of government.

A. Line of succession:

1. Line of succession to the mayor will be the mayor pro-tem followed by the city council members in order of their seniority to the council.
2. Line of succession to the emergency management coordinator will be the city manager followed in order by the fire chief.
3. Line of succession to each department head are according to the Standing Operating Procedures established by each department.

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

IX. Administration and support.

A. Support. Requests for State or Federal assistance, including the Texas National Guard or other military services, will be made to the District Disaster Committee in Region II A - Houston. All requests will be made by the mayor or by another official duly authorized by the mayor.

B. Agreements and understandings. Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible.

C. Reports and records. Required reports will be submitted to the appropriate authorities in accordance with individual annexes.

D. *Relief assistance.* All individual relief assistance will be provided in accordance with the policies set forth in state and federal provisions.

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

X. Plan development, maintenance, and implementation.

A. If the Plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The emergency management coordinator will brief the appropriate public and private officials concerning their role in emergency management and ensure proper distribution of the Plan and changes.

B. All agencies will be responsible for the development and maintenance of their respective Annexes and Standard Operating Procedures (SOPs) identified in Section V, Organization and Assignment of Responsibilities.

C. The coordinator will be responsible for ensuring that an annual review of the Plan is conducted by all officials involved and that the Plan is recertified biennially by the chief elected official.

D. The Plan will be updated, as necessary, based upon deficiencies identified by drills and exercises, changes in local government structure, technological changes, etc. The coordinator will incorporate approved changes to the Plan and will forward changes to all organizations and individuals identified as having responsibility for implementation. Revised pages will be dated and marked to show where changes have been made. The Plan will be activated at least once a year in the form of a simulated emergency in order to provide practical experience to those having EOC responsibilities.

E. The coordinator will hold a briefing within 60 days after an election to brief new officials on the Emergency Operations Plan.

F. This Plan supersedes and rescinds all previous editions of the Brenham Emergency Operations Plan and is effective upon signing by the Mayor. If any portion of this Plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of the Plan.