

# VICTORIA COUNTY/CITY OF VICTORIA EMERGENCY OPERATIONS PLAN


## BASIC PLAN



## APPROVAL & IMPLEMENTATION

### Victoria County/City of Victoria Emergency Management Basic Plan


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

DocuSigned by:  
  
\_\_\_\_\_  
Signature  
Ben Zeller  
Victoria County Judge

2/15/2022  
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Date

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Richard McBrayer  
Emergency Management Coordinator

12/17/2021  
\_\_\_\_\_  
Date

## SUPPORTING AUTHORITIES

\_\_\_\_\_ Date \_\_\_\_\_

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# RECORD OF CHANGES

## Basic Plan

<b>Change #</b>	<b>Date of Change</b>	<b>Change</b>	<b>Entered By</b>
1	4/2018	Updated with Command Staff Input	J. Bedford
2	3/2021	Updated to reflect emergency authorities information, Command Staff Input	J. West
3	9/2021	Updated to include all Attachments	J. West

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### I. AUTHORITY

#### A. Federal

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

#### B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. The Texas Homeland Security Strategic Plan, Parts I and II, December 15, 2003
10. The Texas Homeland Security Strategic Plan, Part III, February 2004
11. Texas Division of Emergency Management Executive Guide 2019

#### C. Local

1. City Ordinance # 83-28, recorded Vol. 23, page 110, City Council Minutes, dated 10/03/83. City Ordinance #83-28a, amended, dated 12/05/83.
2. Commissioner's Court Order # 2, recorded Vol. 70, page 488, Commissioner's Court Minutes, dated 10/10/83.
3. Joint Resolution between Victoria County and the City of Victoria dated 10/10/83.
4. Inter-local Agreements & Contracts. See the summary in Attachment 6.
5. Inter-local Agreement, Victoria County and the City of Victoria dated 01/04/2010. See Attachment 9.
6. City Ordinance #2019-5, amending Chapter 7 of the Victoria City Code. See Attachment 10.

## II. PURPOSE

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

## III. EXPLANATION OF TERMS

### A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

### B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates



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critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
  - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
    - 1) Involves a limited area and/or limited population.
    - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
    - 3) Warning and public instructions are provided in the immediate area, not community-wide.
    - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
    - 5) May require limited external assistance from other local response agencies or contractors.
    - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
  - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
    - 1) Involves a large area, significant population, or important facilities.
    - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
    - 3) May require community-wide warning and public instructions.
    - 4) Requires a sizable multi-agency response operating under an incident commander.

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- 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
  - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
  - 7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) Requires community-wide warning and public instructions.
  - 4) Requires a response by all local response agencies operating under one or more incident commanders.
  - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
  - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
- e. Incident Typing. In order to more clearly define incident scope, incidents will be typed in accordance with the U.S. Fire Administrations incident typing model.
- 1) Type 5 Incident:
    - c. The incident can be handled with one or two single resources with up to six personnel.
    - d. Command and General Staff positions (other than the Incident Commander) are not activated.
    - e. No written Incident Action Plan (IAP) is required.
    - f. The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
    - g. Examples include a vehicle fire, an injured person, or a police traffic stop.

## 2) Type 4 Incident:

- c. Command staff and general staff functions are activated only if needed.
- d. Several resources are required to mitigate the incident.
- e. The incident is usually limited to one operational period in the control phase.
- f. The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated.
- g. No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources.
- h. The role of the agency administrator includes operational plans including objectives and priorities.
- i. Examples include a major accident with multiple casualties, a minor hazardous materials spill, or a flash flood.

## 3) Type 3 Incident:

- c. When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.
- d. Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
- e. A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.
- f. The incident may extend into multiple operational periods.
- g. A written IAP may be required for each operational period.
- h. Examples may include a large urban flood event, a significant hazardous materials incident, or a tropical storm.

## 4) Type 2 Incident:

- c. This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- d. Most or all of the Command and General Staff positions are filled.
- e. A written IAP is required for each operational period.
- f. Many of the functional units are needed and staffed.
- g. Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- h. The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
- i. Examples may include a major hurricane landfall, mass evacuation or relocation, or a public health emergency with mass casualties.

## 5) Type 1 Incident:

- c. This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.

- d. All Command and General Staff positions are activated.
  - e. Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
  - f. Branches need to be established.
  - g. The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
  - h. Use of resource advisors at the incident base is recommended.
  - i. There is a high impact on the local jurisdiction, requiring additional staff for administrative and support functions.
  - j. Examples may include acts of CBRN terrorism, or incidents of national significance.
7. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
9. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
10. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
11. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
12. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

#### IV. SITUATION AND ASSUMPTIONS

##### A. Situation

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Victoria County and/or the City of Victoria are exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1. More detailed information is provided in our Hazard Analysis, published separately.

**Figure 1**

**HAZARD SUMMARY**

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

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

## B. Assumptions

1. Victoria County and/or the City of Victoria will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations, affecting Victoria County and/or the City of Victoria. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

4. Proper mitigation actions, such as floodplain management and enforcement, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

## V. CONCEPT OF OPERATIONS

### A. Objectives

The objectives of our emergency management program are to protect public health and safety and preserve public and private property.

### B. General

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day

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functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

8. The Victoria County/City Policy Group has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. The adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations. Attachment 8, the Victoria County/City Emergency Management NIMS Adoption & Training Plan has been adopted as the guidance for NIMS implementation within County and City staff.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

### C. Operational Guidance

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
  - a. The first local emergency responder to arrive will implement the incident command system, as defined by NIMS, and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
  - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established.

### 3. Source and Use of Resources.

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

### **D. Incident Command System (ICS)**

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
2. The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing



objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

#### **E. ICS - EOC Interface**

1. For major emergencies and disasters, the Emergency Operations Center (EOC) may be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
  - a. Isolating the scene.
  - b. Establishment of the Incident Command Post (ICP)
  - c. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - d. Warning the population in the area of the incident and providing emergency instructions to them.
  - e. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - f. Implementing traffic control arrangements in and around the incident scene.
  - g. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
  - a. Providing resource support for the incident command operations.
  - b. Issuing community-wide warning.
  - c. Issuing instructions and providing information to the general public.
  - d. Organizing and implementing large-scale evacuation.
  - e. Organizing and implementing shelter and mass arrangements for evacuees.
  - f. Coordinating traffic control for large-scale evacuations.
  - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC see Annex N.
5. The Victoria EOC may operate utilizing a Department-Based/Emergency Support Function (ESF) Hybrid model for all levels of activation. Victoria County/City, State, and Federal organizations will be asked to designate a small number of representatives from their staff to work in the EOC while activated. This allows departments and organizations to continue to focus on department-based operations rather than committing a significant amount of staff to the EOC for coordination.

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6. The EOC will provide situational awareness, develop a common operating picture, and facilitate/coordinate incident information between the IC, ICP, Policy Group, and external partners.

## F. State, Federal & Other Assistance

### 1. State & Federal Assistance

- a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Victoria, Texas. See Attachment 3 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official the Victoria County Judge and/or City of Victoria Mayor and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.

### 2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRF* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources

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to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.

- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

## G. Emergency Authorities

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

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

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

d. In accordance with Government Code Section 418.173, failure to comply with the terms of this plan or with a rule, order, or ordinance adopted under this plan is an

offense punishable by a fine of not more than \$1,000 or confinement in jail for a term not to exceed 180 days, or both.

## H. Actions by Phases of Emergency Management

1. This plan addresses emergency actions that are conducted during all six phases of emergency management.

- a. Prevention

We will plan for, train, exercise, and execute the capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Within the context of national preparedness, the term “prevention” refers to preventing imminent threats.

- b. Protection

We will work to secure the homeland against acts of terrorism and manmade or natural disasters.

- c. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.

- d. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

- c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

## d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. 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 state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

**VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES****A. Organization**

## 1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes a Policy Group, emergency services, and support services. Attachment 3 depicts our emergency organization.

## 2. Policy Group

The Policy Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Policy Group includes the Victoria County Judge, City of Victoria Mayor, Victoria City Manager, and Emergency Management Coordinator.

## 3. Emergency Services

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

## 4. Emergency Support Services

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

## 5. Emergency Support Functions (ESF's)/Departments

This group includes Victoria County/City departments and organizations that provide emergency services, calls for service, or support to emergency response agencies in times of complex incidents or emergencies.

## 6. Volunteer and Other Services

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

## **B. Assignment of Responsibilities**

### 1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel. Attachment 8 provides guidance on specific trainings for different levels of responsibility during emergency operations.

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

### 3. Policy Group Responsibilities

- a. The Victoria County Judge, City of Victoria Mayor, and City Manager will:

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

- b. The Victoria County Judge and/or Victoria City Manager will:

- 1) Implement the policies and decisions of the governing body relating to emergency management.
- 2) Organize the emergency management program and identify personnel, equipment, and facility needs.
- 3) Assign emergency management program tasks to departments and agencies.

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- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 5) Monitor the emergency response during disaster situations and provide direction where appropriate.

c. The Emergency Management Coordinator will:

- 1) Serve as the staff advisor to the Victoria County Judge and/or City of Victoria Mayor and Victoria City Manager on emergency management matters.
- 2) Keep the Victoria County Judge, City of Victoria Mayor, and Victoria City Manager apprised of our preparedness status and emergency management needs.
- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 4) Prepare and maintain a resource inventory.
- 5) Arrange appropriate training for local emergency management personnel and emergency responders.
- 6) Coordinate periodic emergency exercises to test our plan and training.
- 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- 8) Activate (and/or make recommendation to) the EOC when required.
- 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.
- 11) Coordinate the activation of the EOC and supervise its operation.
- 12) Coordinate the operational response of local emergency services.

4. The Command Staff, listed below will:

- County/City Public Information Officer(s)
  - County/City Legal
  - County/City Safety Officer(s)
  - County/City Fire Chiefs
  - Victoria County Sheriff
  - Victoria Police Department Chief
  - Victoria County Public Health Department Director
  - Victoria County Precinct Public Works
  - City of Victoria Public Works Director
- 1) Coordinate local planning and preparedness activities with the capabilities of their respective departments/agencies.
  - 2) Arrange appropriate training for staff and emergency responders.
  - 3) Conduct periodic emergency exercises to test planning, training, and department/agency capabilities.
  - 4) Activate (and/or make recommendation to) the EOC when required.
  - 5) Coordinate response efforts with Command Staff, various County/City departments/agencies, and other local, state, and federal officials, agencies, and organizations.
  - 6) Combine efforts with other emergency response agencies to execute efficient response efforts throughout the jurisdiction or impacted area.

5. Common Responsibilities

All emergency services and support services will:

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

6. Emergency Services Responsibilities

a. The Incident Commander will:

- 1) Manage emergency response resources and operations at the incident site command post to contain and resolve the emergency situation.
- 2) Determine and implement required protective actions for response personnel and the public at an incident site.

b. Warning

- 1) Primary responsibility for this function is assigned to the Victoria County Sheriff and the City of Victoria Police Chief, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Receive information on emergency situations.
  - b) Alert key local officials of emergency situations.
  - c) Coordinate warning information and instructions to the public through available warning systems.
  - d) Coordinate warning and instructions to special facilities such as schools and hospitals.

c. Communications

- 1) Primary responsibility for this function is assigned to the Victoria County Sheriff and the City of Victoria Police Chief, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:



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- a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
  - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
  - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Radiological Protection
- 1) Primary responsibility for this function is assigned to the City of Victoria Fire Chief and the Victoria County Fire Marshal/Fire Chief, who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Maintain inventory of radiological equipment.
    - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
    - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
    - d) Make notification concerning radiological incidents to state and federal authorities.
- e. Evacuation
- 1) Primary responsibility for this function is assigned to the Victoria County Sheriff and the City of Victoria Police Chief, who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Identify areas where evacuation has been or may in the future and determine of population at risk.
    - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
    - c) Develop simplified planning procedures for ad hoc evacuations.
    - d) Determine emergency public information requirements.
    - e) Perform evacuation planning for Medical/Functional/Access Needs facilities (schools, hospitals, nursing homes, and other institutions).
- f. Firefighting
- 1) Primary responsibility for this function is assigned to the City of Victoria Fire Chief and the Victoria County Fire Marshal/Fire Chief, who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Fire prevention activities.
    - b) Fire detection and control.
    - c) Hazardous material and oil spill response.

- d) Terrorist incident response.
- e) Evacuation support.
- f) Post-incident reconnaissance and damage assessment.
- g) Fire safety inspection of temporary shelters.
- h) Prepare and maintain fire resource inventory.

g. Law Enforcement

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

h. Health and Medical Services

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

i. Direction and Control

- 1) Primary responsibility for this function is assigned to the Victoria EMC, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Direct and control our local operating forces.
  - b) Maintain coordination with neighboring jurisdictions and the Disaster District in Victoria, Texas.
  - c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.

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- d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
- e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
- f) Coordinates the evacuation of areas at risk.

j. Hazardous Materials & Oil Spill

- 1) The primary responsibility for this function is assigned to the City of Victoria Fire Chief and the Victoria County Fire Marshal/Fire Chief, who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
  - b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
  - c) Determine and implement requirements for personal protective equipment for emergency responders.
  - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
  - e) Determine areas at risk and which public protective actions, if any, should be implemented.
  - f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
  - g) Determines when affected areas may be safely reentered.

k. Search & Rescue

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

l. Terrorist Incident Response

- 1) Primary responsibility for this function is assigned to the Victoria County Sheriff and the City of Victoria Police Chief, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:

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- a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
- b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
- c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
- d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care.

- 1) Primary responsibility for this function is assigned to the Director of the Victoria County Public Health Department and the Victoria EMC, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
  - a) Perform emergency shelter and mass care planning.
  - b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.

b. Public Information

- 1) Primary responsibility for this function is assigned to the City of Victoria Communications Director, or designated County/City departmental Public Information Officers who will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Establish a Joint Information Center (JIC)
  - b) Conduct on-going hazard awareness and public education programs.
  - c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
  - d) Provide information to the media and the public during emergency situations.
  - e) Arrange for media briefings.
  - f) Compiles print and photo documentation of emergency situations.

c. Recovery

- 1) Primary responsibility for this function is assigned to the Victoria EMC, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:

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- a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
- b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
- c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
- d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.
- e) Victoria FY 2015 threshold, based on 2010 population census (86,793), is \$308,983.

d. Public Works & Engineering

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

e. Utilities

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

## f. Resource Management

- 1) Primary responsibility for this function is assigned to the Victoria EMC, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Maintain an inventory of emergency resources.
  - b) During emergency operations locates supplies, equipment, and personnel to meet specific needs.
  - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
  - d) Establish emergency purchasing procedures and coordinate emergency procurements.
  - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
  - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
  - g) Establish staging areas for resources, if required.
  - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
  - i) Maintain records of emergency-related expenditures for purchases and personnel.

## g. Human Services

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

## h. Hazard Mitigation

- 1) The primary responsibility for this function is assigned to the Victoria EMC and the City of Victoria Development Services Department, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Maintain the local Hazard Analysis.
- b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
- c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
- d) Coordinate and carry out post-disaster hazard mitigation program.

i. Transportation

1) The primary responsibility for this function is assigned to the Victoria EMC, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Identifies local public and private transportation resources and coordinates their use in emergencies.
- b) Coordinates deployment of transportation equipment to support emergency operations.
- c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
- d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.

j. Donations Management

1) The primary responsibility for this function is assigned to the Victoria EMC, who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Compile resource requirements identified by the Resource Management staff.
- b) Solicit donations to meet known needs.
- c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
- d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal

1) The primary responsibility for this function is assigned to the City of Victoria Attorney and designated Victoria County Attorney, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

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- a) Advise local officials on emergency powers of local government and procedures for invoking those measures.
  - b) Review and advise our officials on possible legal issues arising from disaster operations.
  - c) Prepare and/or recommend legislation to implement the emergency powers that may be required during and emergency.
  - d) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.
- I. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.

7. Volunteer & Other Services

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

1) Crossroads Chapter, American Red Cross

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

2) The Salvation Army

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

3) Texas Baptist Men Disaster Relief

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. Can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

4) Victoria Amateur Radio Club / HAM/ARES/RACES

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

5) Golden Crescent Community Organizations Active in Disaster (GCCOAD)/Volunteer Organizations Active in Disaster (VOAD)/Long-Term Recovery Groups/Private Non-Profits (PNPs)/Faith-Based Organizations (FBOs)



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Provides framework for public-private partnerships before, during, and after incidents, facilitating information and resource-sharing activities between the local government and the private sector.

6) Victoria Community Emergency Response Teams (CERT)

Provides a response and recovery-oriented, trained workforce available for deployment in support of any local incident objective.

**VII. DIRECTION AND CONTROL**

**A. General**

1. The Victoria County Judge and/or City of Victoria Mayor is responsible for establishing objectives and policies for the emergency management program and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, they may carry out those responsibilities from the EOC.
2. The Victoria County Judge and/or Victoria City Manager will provide overall direction of the response activities of all departments. During major emergencies and disasters, they will normally carry out those responsibilities from the EOC.
3. The Emergency Management Coordinator will manage the EOC.
4. The Incident Commander or Unified Command, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander or Unified Command. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures such as common communications protocols, may be adopted to facilitate coordinated effort.
6. If Victoria resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State of Texas; see also the Request for Assistance form in Annex M, Attachment 3. External agencies are expected to conform to the general guidance and direction provided by our senior decision-makers.

**B. Emergency Facilities**

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operations Center. When major emergencies and disasters have occurred or appear imminent, we may activate the Victoria EOC.

3. The following individuals are authorized to activate the EOC:
  - a. The Victoria County Judge and/or City of Victoria Mayor.
  - b. The Victoria City Manager.
  - c. The Emergency Management Coordinator.
  - d. Designee of any of above.
4. The general responsibilities of the EOC are to:
  - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
  - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
  - c. Provide resource support for emergency operations.
  - d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
  - e. Organize and activate large-scale evacuation and mass care operations.
  - f. Provide emergency information to the public.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
6. Our Alternate EOC is located at Victoria County Sheriff's Office. This facility will be used if our primary EOC becomes unusable.
7. We have a mobile command and control vehicle, operated by the Victoria Fire Department, which may be used as an incident command post.

### **C. Line of Succession**

1. The line of succession for the Victoria County Judge is:
  - a. County Judge
  - b. Judge Pro Tem
  - c. County Commissioners in order of seniority
2. The line of succession for the City of Victoria Mayor is:
  - a. Mayor
  - b. Mayor Pro Tem
  - c. Senior Council Member
3. The line of succession for the Victoria City Manager is:

- a. City Manager
  - b. Asst. City Manager(s)
  - c. City Attorney
4. The line of succession for the Emergency Management Coordinator is:
- a. Emergency Management Coordinator
  - b. Deputy Emergency Management Coordinator
  - c. City of Victoria Fire Chief (City) and the County Fire Marshal/Fire Chief (County)
5. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

### **VIII. READINESS LEVELS**

- A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the Victoria County Judge and/or City of Victoria Mayor/Victoria City Manager or, for certain circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.
- B. The following Readiness Levels will be used as a means of increasing our alert posture.
1. Level 4: Normal Conditions
    - a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
    - b. The normal operations of government are not affected.
  2. Level 3: Increased Readiness
    - a. Increased Readiness refers to a situation that presents a greater potential threat than "Level 4", but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
      - 1) Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
      - 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
      - 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.

- 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
  - 5) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
- b. Declaration of "Level 3" will generally require the initiation of the "Increased Readiness" activities identified in each annex to this plan.
3. Level 2: High Readiness
- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
- 1) Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
  - 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
  - 3) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain steams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
  - 4) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
  - 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
- b. Declaration of a "Level 2" will generally require the initiation of the "High Readiness" activities identified in each annex to this plan.
4. Level 1: Maximum Readiness

Victoria County/City EOP  
Basic Plan

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

## IX. ADMINISTRATION AND SUPPORT

### A. Agreements and Contracts

1. Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents. Notification shall be made to the EMC for all resource request and agreements entered into during / or as soon as practical after emergencies occur.
2. The agreements and contracts pertinent to emergency management that are currently in effect are summarized in Attachment 6.

### B. Reports

Victoria County/City EOP  
Basic Plan

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the ICP or EOC when an on-going emergency incident appears likely to worsen and the responsible party may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

## C. Records

### 1. Record Keeping for Emergency Operations

Victoria County and/or the City of Victoria are responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
  - 1) Activation or deactivation of emergency facilities.
  - 2) Emergency notifications to other local governments and to state and federal agencies.
  - 3) Significant changes in the emergency situation.
  - 4) Major commitments of resources or requests for additional resources from external sources.
  - 5) Issuance of protective action recommendations to the public.
  - 6) Evacuations.
  - 7) Casualties.
  - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:

- 1) Personnel costs, especially overtime costs
- 2) Equipment operations costs
- 3) Costs for leased or rented equipment
- 4) Costs for contract services to support emergency operations
- 5) Costs of specialized supplies expended for emergency operations

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

## 2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation/disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

## D. Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance and compliance to the current NIMS published document, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

## E. Consumer Protection

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

## F. Post-Incident and Exercise Review

The Victoria County Judge and/or City of Victoria Mayor/Victoria City Manager/EMC are responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. A Post-Incident and exercise review shall be completed for Type 1-3 incidents as defined by NIMS. A Post-incident and exercise review shall be conducted for Type 4-5 Incidents as defined by NIMS at the request of IC, EMC, Policy Group, or where significant lessons learned and corrective actions need to be documented. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

## X. PLAN DEVELOPMENT AND MAINTENANCE

### A. Plan Development

The Victoria County Judge and City of Victoria Mayor are responsible for approving and promulgating this plan.

### B. Distribution of Planning Documents

1. The Victoria County Judge and the City of Victoria 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.
2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

### C. Review

The Basic Plan and its annexes shall be reviewed by local officials. The Victoria County Judge and City of Victoria Mayor or EMC will establish a schedule for review of planning documents by those tasked in them.

### D. Update

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



## ATTACHMENT 1

### DISTRIBUTION LIST

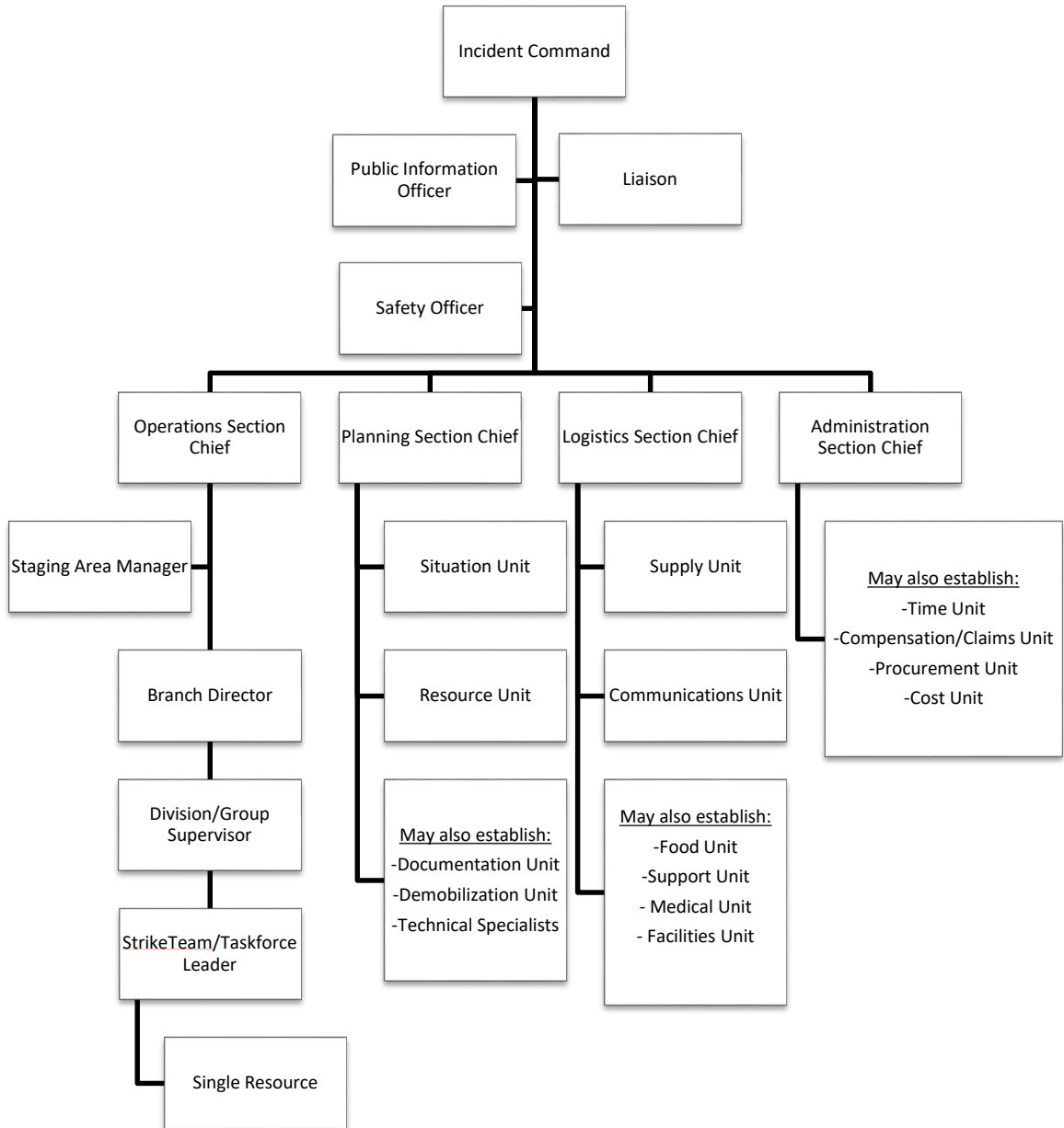
Jurisdiction/Agency Plan	Basic Plan	Annexes
Policy Group (Judge 1, Mayor 1, City Manager 1)	3	All
EMC	1	All
Commissioners Court	1	All
City Council	1	All
City Manager's Office	1	All
Victoria Policy Department	1	All
Victoria County Sheriff's Office	1	All
Victoria Fire Department	1	All
Victoria County Fire Marshal/Fire Chief	1	All
Public Works	1	All
Public Health	1	All
Finance	1	All
Legal	1	All
PIO	1	All
American Red Cross	1	All
Transportation Rep	1	All

## **ATTACHMENT 2 REFERENCES**

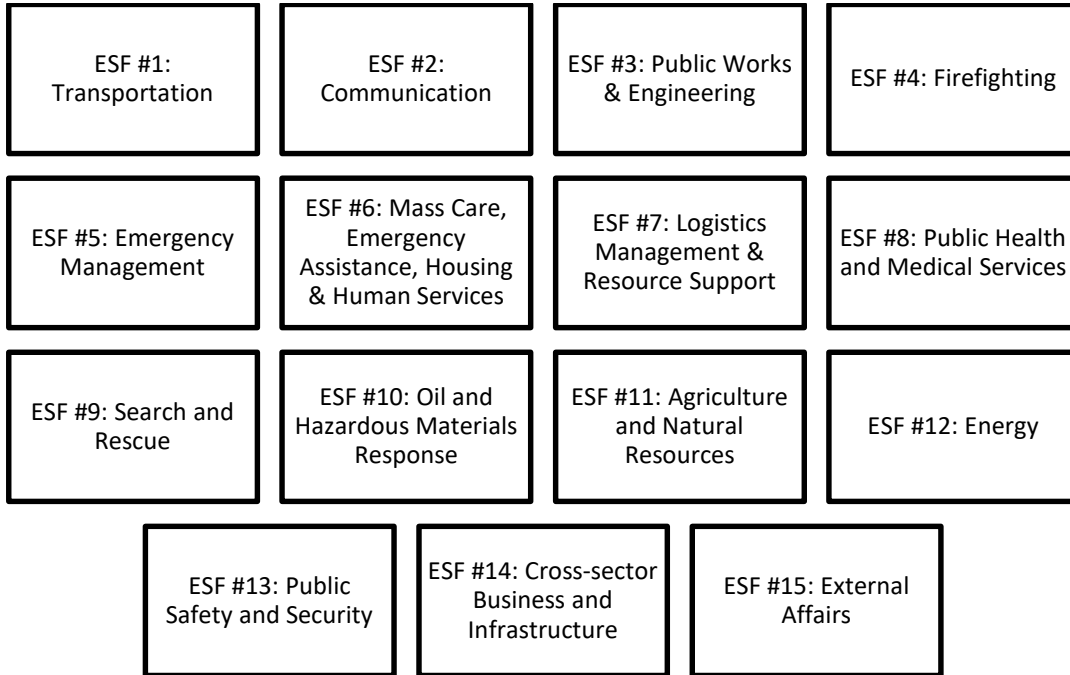
1. Texas Department of Public Safety, Governor's Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Governor's Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, Governor's Division of Emergency Management, *Mitigation Handbook*
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*
6. U. S. Department of Homeland Security, *National Response Framework*
7. 79<sup>th</sup> Texas Legislature, *House Bill 3111*

### ATTACHMENT 3

## ORGANIZATION FOR INCIDENT COMMAND/ ESF'S



## EMERGENCY SUPPORT FUNCTIONS (ESF'S)



### ATTACHMENT 4

## EMERGENCY MANAGEMENT ORGANIZATIONAL RESPONSIBILITIES

	Basic Plan	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
Policy	P																							
EMC	P	S	S	P	S	S	S	S	S	S	P	S	S	P	P	S	S	S	S	P	P	P	P	S
VPD/VCSSO		P	P	S		P		P		P	P			S	P				S		S			P
VFD/VCFMO		S	S	S	P	S	P		S		P			S	P			P	P					S
Public Works					S	S					P	P	P	S	P		P							
Public Health				P	P	S			P		P			S	P	P			S		S		S	
Finance											S										S			
Legal						S				S	S				P							P		
PIO		S	S							P					P						S			
ARC				S																				
Transportation Rep																				P				

P – INDICATES PRIMARY RESPONSIBILITY  
S – INDICATES SUPPORT RESPONSIBILITY

**ATTACHMENT 5****ANNEX ASSIGNMENTS**

PLAN SECTION	PRIMARY AUTHORITIES FOR APPROVAL & IMPLEMENTATION	SUPPORTING AUTHORITIES FOR APPROVAL & IMPLEMENTATION
<b>BASIC PLAN</b>	POLICY (JUDGE/MAYOR) EMC	
<b>ANNEX A: WARNING</b>	VPD, VCSO	VFD, VCFMO, PIO, EMC
<b>ANNEX B: COMMUNICATIONS</b>	VPD, VCSO	VFD, VCFMO, PIO, EMC
<b>ANNEX C: SHELTER &amp; MASS CARE</b>	VCPHD, EMC	VPD, VCSO, VFD, VCFMO, ARC
<b>ANNEX D: RADIOLOGICAL PROTECTION</b>	VFD, VCFMO, VCPHD	COVPW, VCPW, EMC
<b>ANNEX E: EVACUATION</b>	VPD, VCSO	VFD, VCFMO, VCPHD, LEGAL, COVPW, VCPW, EMC
<b>ANNEX F: FIREFIGHTING</b>	VFD, VCFMO	EMC
<b>ANNEX G: LAW ENFORCEMENT</b>	VPD, VCSO	EMC
<b>ANNEX H: HEALTH &amp; MEDICAL SERVICES</b>	VCPHD	VFD, EMC
<b>ANNEX I: EMERGENCY PUBLIC INFO</b>	VPD, VCSO, PIO	EMC, LEGAL
<b>ANNEX J: RECOVERY</b>	EMC, VPD, VFD, VCSO, VCFMO, VCPHD, COVPW, VCPW	FINANCE, LEGAL
<b>ANNEX K: PUBLIC WORKS &amp; ENGINEERING</b>	COVPW, VCPW	EMC
<b>ANNEX L: UTILITIES</b>	COVPW, VCPW	EMC
<b>ANNEX M: RESOURCE MANAGEMENT</b>	EMC	VPD, VCSO, VFD, VCFMO, COVPW, VCPW, VCPHD
<b>ANNEX N: DIRECTION &amp; CONTROL</b>	EMC, VPD, VCSO, VFD, VCFMO, VCPHD, COVPW, VCPW, PIO, LEGAL	
<b>ANNEX O: HUMAN SERVICES</b>	VCPHD	EMC
<b>ANNEX P: HAZARD MITIGATION</b>	COVPW, VCPW	EMC
<b>ANNEX Q: HAZARDOUS MATERIALS &amp; OIL SPILL RESPONSE</b>	VFD, VCFMO	EMC
<b>ANNEX R: SEARCH &amp; RESCUE</b>	VFD, VCFMO	VPD, VCSO, VCPHD, EMC
<b>ANNEX S: TRANSPORTATION</b>	EMC, TRANS REP	
<b>ANNEX T: DONATIONS MANAGEMENT</b>	EMC	VCPHD, VPD, VCSO, LEGAL, FINANCE
<b>ANNEX U: LEGAL</b>	LEGAL, EMC	
<b>ANNEX V: TERRORIST INCIDENT</b>	VPD, VCSO	VFD, VCFMO, VCPHD, EMC

## ATTACHMENT 6

### SUMMARY OF AGREEMENTS & CONTRACTS

#### Agreements

*Description:* [Mutual aid agreement between the cities of Victoria, Ganado and Edna](#)

*Summary of Provisions:* Provide firefighting equipment and personnel upon request.

*Officials Authorized to Implement:* Mayor/City Manager/Asst. City Manager/EMC/Fire Chief or designee.

*Costs:* No member shall be reimbursed by another member for any cost incurred pursuant to the agreement.

*Copies Held By:* City of Victoria Secretary

*Description:* [Mutual aid agreement between Victoria County and Goliad County](#)

*Summary of Provisions:* Provide mutual aid in times of natural or man-made disasters.

*Officials Authorized to Implement:* County Judge or designee/EMC

*Costs:* No member shall be reimbursed by another member for any cost incurred pursuant to this agreement.

*Copies Held By:* Victoria County Clerk

*Description:* [Mutual aid agreement between the City of Victoria and the City of Goliad](#)

*Summary of Provisions:* Provide firefighting services upon request.

*Officials Authorized to Implement:* Mayor/City Manager/Asst. City Manager/EMC/Fire Chief or designee.

*Costs:* No Costs

*Copies Held By:* City of Victoria Secretary

*Description:* [Mutual aid agreement between Calhoun County, Lavaca County, City of Nixon, City of Smiley, City of Yoakum, City of Edna, City of Ganado, City of Victoria, Bloomington Volunteer Fire Department, Roth Ambulance Service \(Yorktown\), Cuero EMS, Goliad County EMS Volunteer, Goliad Fire/Rescue Volunteer Department, Jackson County Rural Fire Department District #1, and Gonzales Volunteer Ambulance Corps](#)

*Summary of Provisions:* Provide mutual aid in emergency medical services.

*Officials Authorized to Implement:* Mayor/City Manager/Asst. City Manager/EMC/Fire Chief.

*Costs:* No member shall be reimbursed by another member for any cost incurred pursuant to this agreement.

*Copies Held By:* City of Victoria Secretary

*Description:* [Mutual aid agreement between the City of Victoria and Calhoun County](#)

*Summary of Provisions:* Provide mutual aid services to meet an emergency resulting from enemy attack or any other cause.

*Officials Authorized to Implement:* Mayor/EMC

*Costs:* Jurisdiction rendering aid will be reimbursed by receiving jurisdiction for any loss or damage to, or expense incurred in the operation of any equipment answering the request for aid.

*Copies Held By:* City of Victoria Secretary

*Description:* [Mutual aid agreement between Victoria County and Calhoun County](#)

*Summary of Provisions:* Provide mutual aid services to meet an emergency resulting from enemy attack or any other cause.

*Officials Authorized to Implement:* Victoria County Judge/EMC

*Costs:* Jurisdiction rendering aid will be reimbursed by receiving jurisdiction for any loss or damage to, or expense incurred in the operation of any equipment answering the request for aid.

*Copies Held By:* Victoria County Clerk

*Description:* [Mutual aid agreement between the City of Victoria and Refugio County Memorial Hospital District](#)

*Summary of Provisions:* Provide mutual aid in emergency medical services.

*Officials Authorized to Implement:* Mayor/City Manager/Asst. City Manager/EMC/Fire Chief or designee.

*Costs:* No member entity shall be reimbursed by any other member entity for cost incurred pursuant actions taken under the agreement.

*Copies Held By:* City of Victoria Secretary

*Description:* [Mutual aid agreement between the City of Refugio and the City of Victoria](#)

*Summary of Provisions:* Provide mutual aid in fire prevention and firefighting.

*Officials Authorized to Implement:* Mayor/City Manager/Asst. City Manager/EMC/Fire Chief or designee.

*Costs:* No reimbursement for incurred cost.

*Copies Held By:* City of Victoria Secretary

*Description:* [Mutual aid agreement between Exelon Generation Company & Crossroads Chapter American Red Cross and Victoria County](#)

*Summary of Provisions:* Provide shelter services

*Officials Authorized to Implement:* Victoria County Judge/EMC Mayor/City Manager/Asst. City Manager/EMC/Fire Chief or designee.

*Costs:* No reimbursement for incurred cost.

*Copies Held By:* Victoria County Clerk

*Description:* [Mutual aid agreement between Crossroads Chapter American Red Cross & Victoria Independent School District](#)

*Summary of Provisions:* Shelter and feeding agreement during times of natural or man-made disaster.

*Officials Authorized to Implement:* VISD Superintendent and/or designee & the American Red Cross Chairman and/or designee.

*Costs:* No reimbursement for incurred cost.

*Copies Held By:* VISD, ARC

*Description:* [Mutual aid/license agreement between City of Victoria and AEP Texas Central Company](#)

*Summary of Provisions:* Provide sites to AEP for staging/mobilization during times of natural or man-made disaster.

*Officials Authorized to Implement:* Victoria City Manager & AEP Asset Manager.

*Costs:* No reimbursement for incurred cost.

*Copies Held By:* City Secretary, AEP

*Description:* [Mutual aid/interlocal agreement between City of Victoria & Golden Crescent Regional Planning Commission Transit system](#)

*Summary of Provisions:* Provide transportation during times of natural or man-made disaster.

*Officials Authorized to Implement:* Victoria City Manager and GCRPC Executive Director.

*Costs:* No reimbursement for incurred cost.



Copies Held By: City Secretary, GCRPC

Description: [First Responders Organization agreement between City of Victoria & Quail Creek Volunteer Fire Department](#)

Summary of Provisions: Provide emergency medical services and firefighting equipment and personnel during emergencies.

Officials Authorized to Implement: City Manager, Quail Creek Volunteer Fire Department

Costs: No reimbursement for incurred cost.

Copies Held By: City Secretary, QCVFD

Description: [Memorandum of Understanding between Texas Department of Public Safety Texas Interoperability Channel Plan \(TICP\) and City of Victoria](#)

Summary of Provisions: Establishes permissions and guidelines for use of interoperability or mutual aid radio channels.

Officials Authorized to Implement: City Manager, Texas Department of Public Safety Executive Director.

Costs: No reimbursement for incurred cost.

Copies Held By: City Secretary, TDPS

Description: [Inter-jurisdictional Mutual Aid Agreement between City of Victoria and Victoria County](#)

Summary of Provisions: Share resources, personnel and equipment during the times of natural or manmade disasters.

Officials Authorized to Implement: City Manager, Victoria County Judge

Costs: No reimbursement for incurred cost.

Copies Held By: City Secretary, Victoria County Clerk

Description: [Memorandum of Agreement between Texas Department of State Health Services and Victoria County](#)

Summary of Provisions: Provide Strategic National Stockpile for TDHS.

Officials Authorized to Implement: Victoria County Judge, TDHS

Costs: No reimbursement for incurred cost.

Copies Held By: Victoria County Clerk, TDHS

Description: [Memorandum of Agreement between TCEQ, EPA and Victoria County](#)

Summary of Provisions: Provide TCEQ & EPA emergency use of sites during times of natural or manmade disasters.

Officials Authorized to Implement: TCEQ, EPA, and Victoria County Judge

Costs: No reimbursement of incurred cost.

Copies Held By: TCEQ, EPA, Victoria County

Description: [Affiliation Agreement between the University of Houston-Victoria School of Nursing and Victoria County](#)

Summary of Provisions: Provide clinical instruction to UHV.

Officials Authorized to Implement: EMC, UHV

Costs: No reimbursement of incurred cost.

Copies Held By: UHV

Description: [Partnership between Victoria College and Victoria Office of Emergency Management](#)

Summary of Provisions: Review and improve existing Victoria College Emergency Management Plan.

Victoria County/City EOP  
Basic Plan

Officials Authorized to Implement: Victoria County Judge.  
Costs: No reimbursement of incurred cost.  
Copies Held By: EMC, Victoria College

Description: [Interlocal Agreement between Texas Department of State Health Services Region 8, Victoria County, and Victoria Independent School District](#)

Summary of Provisions: Plan and prepare for public health/SNS emergencies.

Officials Authorized to Implement: VISD Superintendent, Victoria County Judge, Texas Department of Public Health Region 8.

Costs: No reimbursement of incurred cost.

Copies Held By: VISD, TDHS.

Description: [Agreement for lease between Texas A&M University, Texas Forest Service, & Victoria County](#)

Summary of Provisions: Lease for space for Texas Forest Service.

Officials Authorized to Implement: Victoria County Judge, Texas A&M University Office of General Counsel.

Costs: No reimbursement of incurred cost.

Copies Held By: TAMU, Victoria County Clerk

## ATTACHMENT 7

### NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY

#### A. Background

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

#### B. Components

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

##### 1) FEATURES OF ICS

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

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

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

## 2) UNIFIED COMMAND

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

## 3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.

- b. **Multiagency Coordination Systems.** Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
    - c. **Public Information.** The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
2. **Preparedness.** Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
3. **Resource Management.** All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
4. **Communications and Information Management.** Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
5. **Supporting Technologies.** This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
6. **Ongoing Management and Maintenance.** The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

## **ATTACHMENT 8**

# **NIMS ADOPTION AND TRAINING PLAN**

# Victoria Office of Emergency Management 2020-2025



## Emergency Management NIMS Adoption and Training Plan

\*\*\*FOR OFFICIAL USE ONLY\*\*\*

**APPROVAL & IMPLEMENTATION**

**Victoria County/City of Victoria**

This training policy plan is hereby approved. This plan is effective immediately and supersedes all previous editions.



---

**Ben Zeller**  
Victoria County Judge

9-16-2020

Date



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**Jesus Garza**  
City of Victoria, City Manager

9/17/2020

Date



## RECORD OF CHANGES

Change #	Date of Change	Change	Entered By
1	4/2020	Aligned courses to match FEMA IS course updates	J. West
2	6/2020	Aligned courses to match FEMA IS course updates	R. McBrayer
3	6/2020	Aligned courses to match FEMA NIMS Training Program	J. West

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### **Attachments**

Attachment A – Emergency Operations Center Appointment Form

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## **Section I. National Incident Management System**

The National Incident Management System (NIMS) is a comprehensive national approach to incident management, applicable at all jurisdictional levels and across functional disciplines. NIMS provides a consistent nationwide approach for federal, state, tribal entities, local governments, and private and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS is the outgrowth of systems developed and implemented by dedicated responders over many years, and its design and approach was developed by those who use these systems every day.

### **Emergency Management Program History**

The history of the Emergency Management program in Victoria County dates back to 1961. On March 4, 1961, the Victoria County Commissioners Court ordered that a joint City-County Civil Defense Unit be created and the unit would be designated the "Victoria City-County Civil Defense Unit". Shortly after the creation of the unit, the Texas Gulf Coast experienced Hurricane Carla on September 11, 1961. One of the earliest examples of coordinating disaster response efforts for the unit was the coordination of a city wide cleanup day on September 23, 1961 to assist with debris removal from Carla. Shortly thereafter, R.L Cummings was appointed the Civil Defense Director in January 1962. On September 30, 1983, the Victoria County Commissioners Court then ordered that the unit be re-named and re-designated as the Victoria City-County Emergency Management Program and adopted an Emergency Management Plan on October 10, 1983.

### **Adoption of NIMS**

Victoria adopted the National Incident Management System by Commissioners Court Order on August 8, 2005 and by City Council on September 6, 2005. The City of Victoria then adopted a resolution to establish training requirements based on the NIMS five-year training plan on September 22, 2008. This plan continues the federally mandated actions required to implement and maintain compliance with the National Incident Management System. Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, contains the guidance to originate and implement this system. Implementing the National Incident Management System strengthens Victoria's capability and resolves to fulfill its responsibilities to county residents in times of emergency. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations. In addition to its local jurisdictional implementation activities, Victoria shall encourage all Victoria cities and response agencies to implement the National Incident Management System. Any response agency contracted with by Victoria, shall be required to maintain NIMS compliance. The Victoria Office of Emergency Management NIMS adoption and training plan was created to formalize the VOEM's approach to address NIMS compliance in a consistent manner. Furthermore, the plan will provide details on how the VOEM will notify, train, and maintain the records of identified personnel who will need NIMS training in support of our jurisdictional compliance efforts.

## **NIMS Compliance**

Response agencies must:

- Have appropriate personnel complete NIMS: An Introduction (ICS-700) training course. This is a minimum. Other training is strongly recommended.
- Keep records on training completed by personnel.
- Establish a NIMS baseline. This is a self-assessment of where you stand with regard to NIMS implementation.
- Establish a strategy for implementing NIMS
- Institutionalize the use of the Incident Command System (ICS)
  - Revise and update plans and Standard Operating Procedures (SOPs) to incorporate NIMS components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.
  - Incorporate NIMS/ICS into all training and exercises conducted by the jurisdiction.
  - Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.
- Develop strategies to implement the NIMS
  - Participate in and promote intrastate and interagency mutual aid agreements, to include agreements with the private sector and non-governmental organizations.
  - Inventory community response assets to conform to homeland security resource typing standards.
  - To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into local acquisition.
  - Apply standardized and consistent terminology, including the establishment of plain language communications standards across the public safety sector.

## **National Response Framework**

The National Response Framework (NRF) is an essential component of the National Preparedness System mandated in Presidential Policy Directive (PPD) 8: National Preparedness. PPD-8 is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation. PPD-8 defines five mission areas— Prevention, Protection, Mitigation, Response, and Recovery—and mandates the development of a series of policy and planning documents to explain and guide the Nation’s collective approach to ensuring and enhancing national preparedness. The NRF sets the doctrine for how the Nation builds, sustains, and delivers the response core capabilities identified in the National Preparedness Goal (the Goal). The Goal establishes the capabilities and outcomes the Nation must accomplish across all five mission areas in order to be secure and resilient. The NRF is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System (NIMS) to align key roles and responsibilities across the Nation. The NRF describes specific authorities and best practices for managing incidents that range from the serious but purely local to large-scale terrorist attacks or catastrophic natural disasters.

## **Disaster and Emergency Response Planning**

The planning process is dynamic and involves an ongoing system of updating plans based on results of drills, exercises, responses, changes in local, state, and federal rule making, updated knowledge about hazards, or by incorporating changes based on best practices of other jurisdictions. The Victoria Basic Plan outlines our approach to emergency operations, and is applicable to Victoria County and the City of Victoria. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in greater detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

## **Emergency Management Performance Grant**

The Emergency Management Performance Grant (EMPG) program provides federal funding to assist states and local governments in developing and carrying out all hazards emergency management programs. States submit annual applications that include a statement of work and proposed budget to DHS and the Federal Emergency Management Agency (FEMA) for funding to match State and local appropriations for emergency management programs. States receive EMPG funding from DHS and, in turn, pass through EMPG funding to local governments to reimburse them for emergency management program expenses. EMPG applicants must meet all the general requirements stated in Section 2.B.1 of the Texas Local Emergency Management Performance Grant (EMPG) Guide, and have an emergency management plan at the Advanced level of planning preparedness as defined in the Preparedness Standards for Texas Emergency Management (TDEM-100). Victoria County / City of Victoria has obtained and maintained the Advanced level of preparedness since 2008. Through the Victoria County – City of Victoria combined Emergency Management program, the Victoria Office of Emergency Management has written a multi-jurisdictional plan that consists of the following:

### **Basic Plan      Emergency Management Basic Plan**

#### **Basic Level of Preparedness**

Annex A	Warning
Annex B	Communications
Annex C	Shelter & Mass Care
Annex E	Evacuation
Annex I	Emergency Public Information
Annex M	Resource Management
Annex N	Direction & Control

Annex O	Human Services
Annex Q	Hazardous Materials
Annex V	Terrorism

**Intermediate Level of Preparedness**

Annex D	Radiological Protection
Annex F	Fire Fighting
Annex G	Law Enforcement
Annex H	Health and Medical
Annex J	Recovery
Annex K	Public Works
Annex L	Utilities
Annex R	Search and Rescue
Annex S	Transportation

**Advanced Level of Preparedness**

Annex P	Hazard Mitigation
Annex T	Donations Management
Annex U	Legal
Annex W	Fixed Nuclear Facilities

## **Section II: NIMS/ ICS Training**

Free training about NIMS, ICS, the National Response Plan (NRP), and related topics is available from FEMA's Emergency Management Institute Virtual Campus. A complete list of all training that is available to take on-line is at <https://training.fema.gov/is/crslst.aspx> Training requirements for basic NIMS compliance is the on-line course IS-700: Introduction to the National Incident Management System and ICS 100: Introduction to the Incident Command System. This course is accessible from the link above. Anyone may participate in these training courses provided the prerequisites are met. The courses are free, and take from 30 minutes to several hours to complete. Advanced courses are up to three days in length depending on complexity and student experience, and have prerequisites. Upon successful completion of the course, participants receive a confirmation and a certificate via email, which may be used to document required training. Further training courses are strongly recommended for the categories of personnel listed below. Since both Victoria County and the City of Victoria have adopted NIMS, it is in the interest of all departments that their personnel have at least a basic overview of NIMS. The Victoria OEM will provide the following training to any department/staff who wish to take it, it is also available online through the EMI website.

### **Level 1: Base Level NIMS Training**

All personnel who have a role in emergency preparedness, incident management, or response shall take the following courses:

- IS-700: Introduction to the National Incident Management System
- IS-100: Introduction to the Incident Command System

### **Level 2: First Line, Single Resource, and Field Supervisors**

Personnel who have an operational role in emergency response shall complete the following courses in addition to the required level 1 courses: \*

- IS-800: National Response Framework (NRF)
- IS-200: Basic Incident Command System for Initial Response

### **Level 3: Middle Management - Strike Team Leaders, Division Supervisors, etc.**

Personnel who serve in Middle Management shall take the following courses in addition to the level 1 required courses:

- IS-800: National Response Framework (NRF)
- IS-200: Basic Incident Command System for Initial Response
- E/L/G-300: Intermediate Incident Command System

It is suggested that individuals in these Middle Management roles complete the following courses as well: \*

- IS-703: NIMS Resource Management
- IS-2200: Basic Emergency Operations Center Functions

- Introduction to Victoria Emergency Operations Center and WebEOC

For those individuals who may be serving as a Public Information Officer for their organization, it is recommended that they take the training for *Middle Management*, plus:

- IS-29: NIMS Public Information Systems

**Level 4: Command and General Staff; Area Commanders, Emergency Managers and EOC Staff**

Personnel who serve as Command and General Staff shall take the following courses in addition to the level 1 required courses:

- IS-800: National Response Framework (NRF)
- IS-200: Basic Incident Command System for Initial Response
- E/L/G-300: Intermediate ICS for Expanding Incidents
- E/L/G-400: Advanced ICS

It is suggested that individuals in these Command and General Staff roles complete the following courses in addition to those previously listed required courses: \*

- IS-703: NIMS Resource Management
- IS-706: NIMS Intrastate Mutual Aid, an Introduction
- Introduction to Victoria Emergency Operations and the WebEOC

For those individuals who may be serving as a Public Information Officer for their organization, it is recommended that they take the training for *Command/General/EOC Staff*, plus:

- IS-29: NIMS Public Information Systems
- G-290: Basic Public Information Officer

**\*Additional training may be required by individual Department Directors at their discretion**



### **Policy Staff and Elected Officials**

For Policy Staff and Elected Officials, it is recommended that individuals serving in these roles complete the following courses, in addition to the level 1 courses:

- IS-800: National Response Framework (NRF)
- G-200: Texas Public Officials Workshop (County Judge, Mayor, Commissioners, City Council, other elected and appointed officials)  
AND/OR
- G-402: ICS Overview for Executive/Senior Officials
- IS-908: Emergency Management for Senior Officials

### **Advanced Position-Specific Training**

Recommended position-specific advanced training is not required, but will be tracked by the Victoria OEM for staff assigned to positions within the Victoria EOC.

#### **Policy Staff Advanced Training**

- IS-200: Basic Incident Command System for Initial Response
- E/L/G-300: Intermediate ICS for Expanding Incidents
- E/L/G: Advanced ICS
- G-191: Incident Command System/Emergency Operations Center Interface
- IS-2200: Basic Emergency Operations Center Functions

#### **Command and General Staff Advanced Training**

- O-305: All-Hazards Incident Management Team
- IS-908 Emergency Management for Senior Officials
- G-191: Incident Command System/Emergency Operations Center Interface
- IS-2200: Basic Emergency Operations Center Functions
- E/L-950: All-Hazards Incident Commander
- E/L-952: All-Hazards Public Information Officer
- E/L-954: All-Hazards Safety Officer
- E/L-956: All-Hazards Liaison Officer

#### **Operations Staff Advanced Training**

- E/L-958: All-Hazards Operations Section Chief
- E/L-960: All-Hazards Division/Group Supervisor
- E/L/G-2300: Intermediate EOC Operations

**Planning Staff Advanced Training**

- E/L-960: All-Hazards Division/Group Supervisor
- E/L-962: All-Hazards Planning Section Chief
- E/L-964: All-Hazards Situation Unit Leader
- E/L-965: All-Hazards Resource Unit Leader

**Logistics Staff Advanced Training**

- E/L-967: All-Hazards Logistics Section Chief
- E/L-960: All-Hazards Division/Group Supervisor
- E/L-969: All-Hazards Communications Unit Leader
- E/L-970: All-Hazards Supply Unit Leader
- E/L-971: All-Hazards Facilities Unit Leader

**Finance/Admin Staff Advanced Training**

- E/L-973: All-Hazards Finance/Administration Section Chief
- E/L-975: All-Hazards Finance/Administration Unit Leader

**Public Information Officer Advanced Training**

- E/L-952: All-Hazards Public Information Officer
- E-388: Advanced Public Information Officer (for EOC PIO's)

**Essential and Non-Essential Employees**

**Victoria County**

Each position with Victoria County has been determined essential or non-essential during emergency situations declared by the County Judge. Employees determined essential are notified of their status during orientation. These employees are required to report for duty or to be available for duty during an emergency situation. (Victoria County Personnel Policies Section 04.02.01)

**City of Victoria**

The City Manager will determine whether or not employees are to report to work during inclement or emergency weather conditions.

**Tracking and Documentation**

Level 1 and 2 training is coordinated and tracked by each first-responder agency.

Level 3 and 4, and Policy Staff training is coordinated by the Victoria OEM. Each agency is responsible for providing appointments to EOC Staff positions using Attachment A, Emergency Operations Center Appointment Form.

Recommended advanced position specific training is not required, but will be coordinated by the Victoria OEM for staff assigned to the Victoria EOC.

### **Section III. Maintenance and Adoption Revision Schedule**

The Victoria County Judge and City of Victoria City Manager are responsible for approving and promulgating this plan. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.

The Emergency Management NIMS Adoption and Training Plan must be revised or updated by a formal change at least every five years. Responsibility for revising or updating the plan is assigned to the Victoria Office of Emergency Management. Revised or updated planning documents will then be provided to all departments, agencies, and individuals tasked in those documents. Government Code §418.043(4), provides that Victoria OEM shall review local emergency management plans.

**Attachment A – Emergency Operations Center Appointment Form**

Department	
Authorized Official	
Date	

Authorization:

I authorize the following individuals to act as representatives of the department or organization identified above within the Victoria Emergency Operations Center.

Name (Last, First)	Title/Position (Dept)	Position (s) (EOC)*	Email	Office Phone	Mobile Phone
<i>Ex: McBrayer, Richard</i>	<i>EMC</i>	<i>EOCD, Liaison</i>	<i>rmcbrayer@victoriatoem.org</i>	<i>361-580-5770</i>	<i>361-649-8366</i>

By signing, I acknowledge that:

- 1) I have read, and understand, the corresponding roles and responsibilities of those individuals that I am assigning to act as representatives in accordance with the EOC Standard Operating Guide and the Basic Emergency Management Plan.
- 2) I understand that the individuals appointed above may be recalled by the Victoria OEM during emergencies, and may be tasked with specific emergency support-related duties.
- 3) I understand that individuals granted unrestricted access to the Victoria EOC may be required to attend training courses on a recurring basis.
- 4) I authorize the individuals above to represent my department/agency/organization in the position(s) listed above. This authorization includes the ability to task department/agency/organization personnel in support of an incident, and assign or re-allocate organizational resources. I understand that it is my responsibility to clearly define and communicate the limits of such authority to each appointee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Attachment B – Core-Training Course Descriptions

- **IS-700 NIMS, an Introduction:**
  - This course introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents.
  
- **ICS-100 Introduction to the Incident Command System:**
  - This course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. It also explains the relationship between ICS and NIMS.
  
- **ICS-200: Basic Incident Command System**
  - This course is designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS.
  
- **IS-800 National Response Framework (NRF), an Introduction:**
  - The course introduces participants to the concepts and principles of the NRF.
  
- **E/L/G-300 Intermediate ICS for Expanding Incidents:**
  - ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses.
  
- **E/L/G-400 Advanced ICS:**
  - This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS-100 through ICS-300.
  
- **IS-29 NIMS Public Information Systems:**
  - The goal of this course is to facilitate NIMS compliance by providing you with the basic information and tools that you need to apply NIMS public information systems and protocols during incident management.
  
- **IS-703 NIMS Resource Management:**
  - This course provides training to help resource managers prepare before an incident and contribute effectively to incident response.

- **IS-706 NIMS Intrastate Mutual Aid, an Introduction:**
  - This independent study course provides an introduction to NIMS intrastate mutual aid and assistance. Participants will learn about the purpose and benefits of mutual aid and assistance, as well as the emphasis that NIMS places on mutual aid and assistance.
  
- **Introduction to Victoria Emergency Operations and the WebEOC:**
  - This locally developed course gives participants an overview of how Victoria County and the City of Victoria manage emergency operations. It includes general concepts (including ICS and ESF operations in the EOC), basic technology usage within the EOC, recall procedures, and use of the WebEOC system.

**ATTACHMENT 9**

**INTER-LOCAL AGREEMENT, VICTORIA COUNTY & THE CITY OF  
VICTORIA, DATED 01/04/2010**

EXECUTED - INTERLOCAL AGREEMENT - CITY OF VICTORIA - FUNDING OF  
EMERGENCY MANAGEMENT SERVICES PROGRAM:  
(924-526)

14. January 4, 2010. Motion by Wayne D. Dierlam and seconded by Gary Burns, the Commissioners' Court received the executed Interlocal Agreement with the City of Victoria for the Funding of Emergency Management Services Program. Motion adopted.



**Interlocal Agreement between the City of Victoria and Victoria County  
for the Funding of Emergency Management Services Program**

STATE OF TEXAS                   §  
COUNTY OF VICTORIA           §

This agreement is initially effective from **October 1, 2009 to September 30, 2010**, (the initial "contract term" & "fiscal year") and is between the City of Victoria (the "City"), a Texas municipal corporation, acting through its duly authorized City Manager, and the County of Victoria (the "County"), a body politic, acting through its duly elected County Judge;

The Texas Interlocal Cooperation Act, Tex. Gov't Code Ann. § 791.001 et seq., authorizes and encourages local political subdivisions to enter into agreements for the provision of governmental and administrative functions and services;

The City and the County are executing a contract for the emergency management services program (the "EMSP"), and this interlocal agreement is intended to designate the funding to be provided by each entity for such program; and

In accordance with Tex. Gov't Code Ann. § 791.011, this contract:

- (1) has been authorized by the governing bodies of the City and the County,
- (2) provides governmental functions or services that each party to the contract is authorized to perform individually,
- (3) is in an amount that fairly compensates the City and County for the services performed under this contract,
- (4) is annually renewable, and
- (5) hereby specifies that each party paying for the performance of governmental functions or services hereunder must make those payments from current revenues available to the paying party.

THEREFORE, for the mutual consideration as stated in this agreement, the parties agree as follows:

**1. City Duties.** The City agrees to perform the following duties:

- a. pay 50% of the expenses of the Victoria City/County Emergency Management Services Program ("EMSP expenses") not reimbursed by the Texas Department of Public Safety Division of Emergency Management ("DEM") in accordance with the adopted budget. If this results in any amount being owed to the County for any fiscal year, the City shall pay the County this amount for the previous fiscal year on or before the 31<sup>st</sup> day of January, following invoice by the County, or as soon as possible thereafter allowing sufficient time to verify invoice.
- b. provide EOC telephone lines, cable connection at 700 Main Center, river gauge telephone line, print shop services, radio equipment and radio service as determined by City Manager and County Judge to be necessary for the EMSP to operate.
- c. provide Emergency Management Coordinator and Deputy Emergency Management Coordinator access to the City's purchasing card program (PCard), for use in emergency situations only, at a limit of \$15,000/transaction & \$15,000/month per each card.
- d. pay invoices for approved telephone lines and cable connection at 700 Main Center, river gauge telephone line, annual GlobalStar hand-held contract, and emergency use of purchasing cards.
- e. purchase computer hardware and software, as approved in the annual budget process, and also service any equipment purchased for EMSP operations.
- f. invoice the County monthly for expenses paid by the City for EMSP operations, including equipment purchased, print shop supplies, and emergency expenses charged through City Purchasing Card Program.

**2. County Duties.** The County agrees to perform the following duties:

- a. pay 50% of the non-DEM-reimbursed EMSP expenses in accordance with the adopted budget. If this results in any amount being owed to the City for any fiscal year, the County shall pay the City this amount for that fiscal year on or before the 31<sup>st</sup> day of the following January, following invoice by the City, or as soon as possible thereafter allowing sufficient time to verify invoice.

- b. receive, manage, and disburse the funding from the DEM for the EMSP expenses, including managing payroll for the EMSP staff. This amount is expected to account for a maximum of 50% of the EMSP expenses. The County shall pay these DEM-reimbursed amounts to the City within 30 days after the County receives the funds from the State.
- c. provide telephone service and office space as determined by the City Manager and County Judge to be necessary for the EMSP to operate.
- d. pay all other invoices not specifically itemized in "City Duties" or "County Duties", or noted in the attached approved budget.
3. Neither party shall charge the other party for intra-entity transactions (such as rent, overhead, IT charges, print shop labor charges, internal labor, internal communications equipment lease charges, etc.).
4. The only portion of EMSP vehicle expense that will be cost-shared between the City and County will be fuel cost.
5. Each individual entity will be solely responsible for hazardous material cleanups occurring in their jurisdiction which result from incidents in the normal course of business for law enforcement, fire incidents, etc (ex. meth labs, unidentified dumped items...). Only those incidents occurring out of the normal realm of activities will be paid from the Emergency Management budgeted funds and cost-shared between City and County (ex. truck roll-over, incidents resulting from natural disasters...). Hazardous material cleanup incidents to be paid from Emergency Management budgeted funds and cost-shared between City and County will be mutually agreed between the entities prior to payment of invoice for such incident.
6. Should the Emergency Operations Center (EOC) be activated due to a natural disaster, or other emergency situation, the City of Victoria will make payment for supplies, equipment, etc. determined to be necessary for effective and efficient operation of the EOC during the emergency situation. The City and County will equally pay any expenses not reimbursed by the Federal Emergency Management Agency (FEMA).
7. Coordination of Expenditures. Expenditures for the emergency management coordinator & associated overhead shall be in accordance with the budget approved by the Victoria City Council and Victoria County Commissioners Court for each fiscal year. For Fiscal Year 2009-2010, the expenditures shall be in accordance with the budget attached as Exhibit "A".
8. Submission of applications. Any and all applications/requests to Federal/State/Local government agencies will be shared with both the City Manager and County Judge prior to submission of the application/request.
9. Termination. This agreement shall automatically renew at the expiration of its initial contract term, and annually thereafter on every anniversary of its expiration date until terminated. This agreement may be terminated by either party upon 90 days notice to the other party, regardless of whether the other party has breached the terms hereof. This agreement shall not automatically renew if either party to this agreement terminates the agreement or provides a notice of non-renewal with the other party at least 90 days prior to the expiration date.
10. Assignment. No assignment or transfer of this agreement shall be made by either party without prior written approval of the other party hereto.
11. Amendment. No officer, official or agent of either party has the power to amend, modify or alter this agreement, or attached budget, or waive any of its conditions or to bind the City or the County by making any promise or representation not contained in this agreement, except as modified by joint agreement of the City of Victoria City Council and the County of Victoria County Commissioners Court.
12. Responsibility. Neither party shall be responsible for damages caused by any failure to furnish or receive the service designated in this agreement or for any interruption of the service furnished pursuant to this agreement.
13. Notice. Unless specified otherwise, any notice required in this agreement shall be sent to the City of Victoria at City Manager, P. O. Box 1758, Victoria, Texas 77902 and to the County of Victoria at County Judge, 101 North Bridge Street - Room 102, Victoria, Texas 77901, by registered or certified mail, or delivered directly to the aforesaid officials by personal delivery.

14. Interlocal agreement. This agreement is an interlocal governmental agreement, does not create any third party benefits to any person or entity other than the signatories hereto, and is solely for the consideration expressed in this agreement or as otherwise agreed by appropriate action of the City Council and County Commissioners Court.

15. No Third-Party Beneficiaries. No existing or potential user of the services provided hereunder shall have any right, title or interest in and to this agreement, nor may any person not a party to this agreement require the performance of any duty provided herein or collect damages for the nonperformance thereof.

16. Governmental Operations. All acts to be performed hereunder are found by both parties to be governmental acts for purposes of the Texas Tort Claims Act. No service to be performed hereunder is intended to be proprietary in nature.

Executed, this the 18<sup>th</sup> day of December, 2009.

CITY OF VICTORIA, TEXAS

COUNTY OF VICTORIA

  
Charles Windwehen, City Manager

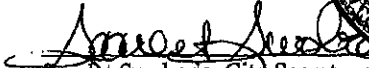
  
Donald Pozzi, County Judge

(seal)

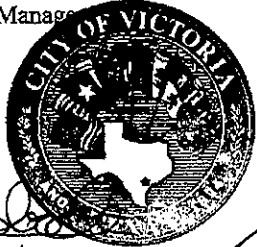
(seal)

ATTEST:

ATTEST:

  
Scarlet Swoboda, City Secretary

  
Val Huvar, County Clerk



APPROVED AS TO FORM

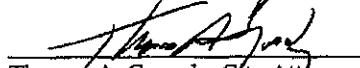
  
Thomas A. Gwosdz, City Attorney

Exhibit "A"

EMERGENCY MANAGEMENT SERVICES PROGRAM  
FISCAL YEAR 2009-2010  
ANNUAL BUDGET

125

Expense	Amount	Notes	Responsible Entity*
<b>Salary:</b>			
Emergency Management Coordinator	\$57,928	100% of EMC is Emergency Management	County-paid
Deputy Emergency Management Coordinator	43,452	100% of DEMC is Emergency Management	County-paid
Clerk III	29,661	Amount reflects 80% of Planner Position; remaining 20% is Flood Plain	County-paid
Longevity	306		County-paid
Cell Phone Allowance	2,640		County-paid
<b>Fringe:</b>			
Social Security	10,251		County-paid
Health	7,906		County-paid
Retirement	10,036		County-paid
Life Insurance	402		County-paid
Workers' Compensation	200		County-paid
Unemployment	350		County-paid
<b>Operating Expenses:</b>			
Telephone/Communications	13,200	GlobalStar hand-held; EOC phones and cable connection at 700 Main Center, river gauge telephone	City-paid
	1,500	Sat. phones, GETS card (no charge - Government Emergency Telecommunications Service guarantees that during an emergency local governments' telephone services will be 1 <sup>st</sup> to reconnect);	County-paid
Seminars/Travel	6,000	State Hurricane Conference (2); National Hurricane Conference (1); Homeland Security Conference (1); EMAT Conference (2); IAEM Conference (1); IAEMmyx (1); other various expenses	County-paid
Supplies	5,000	Office Supplies, small tools & supplies	County-paid
Repairs & Maintenance	1,000	205 Bridge	County-paid
Dues	2,400	International Assoc. of Emer. Mgmt, National Emer. Mgmt Assoc., Emer. Mgmt Assoc. of Texas, Certified Emer. Mgmt., Associate Emer. Mgmt.	County-paid

Copy Machine Lease	1,200	205 Bridge – Ricoh	County-paid
Computer Supplies	11,500	\$10,200 Web EOC, MapTac, COBRA Software	County-paid
Fuel	1,800	Dodge Durango	County-paid
Auto Repairs	1,200	Dodge Durango	County-paid
Utilities	1,230	Cable 205 Bridge	County-paid
Utilities	4,120	Airport Brig	County-paid
<b>Other:</b>			
Environmental	10,000	HazMat Cleanups – outside realm of normal business	County-paid
Professional Services	2,000	EOC related services (Clough Harbour & Assoc. – assessment for new EOC)	County-paid
Emergency Calling System	9,645	\$8,045 First Call; \$1,600 Phone Number Extract	County-paid
<b>Capital Outlay:</b>			
2 PC replacements/software	6,000	2 PC replacements	City-paid
<b>Total Emergency Management Budget</b>	<b>\$240,927</b>		
Less Auto Repairs	(1,200)		
Less Airport Brig Utilities	(4,120)		
<b>Total Adjusted Emergency Management Budget</b>	<b>235,607</b>	<b>Expenses eligible for equalization between City and County</b>	

\* Note: Payment of all other expenses not specifically itemized in “City Duties” or “County Duties”, or noted in the attached approved budget, will be the responsibility of Victoria County.

Total Budgeted Expenses Eligible for Cost Share Equalization	\$235,607
Less Estimated Fiscal Year 2009-2010 State Reimbursement	<u>(41,464)</u>
	\$194,143
	<u>x 50%</u>
City/County Split of Expenses Eligible for Cost Share Equalization	<u>\$ 97,072</u>

THE STATE OF TEXAS §

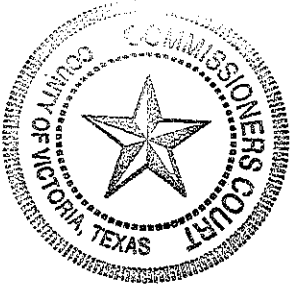
COUNTY OF VICTORIA §

I, Val D. Huvar, County Clerk and Ex-Officio Clerk of the Commissioners' Court in and for Victoria County, Texas hereby certify that the above and foregoing is a true and correct copy of Order No. 14 as same was passed by the Commissioners' Court at their Special Session held on the 4<sup>th</sup> day of January 2010, and as same appears of record in the Commissioners' Court Minutes as imaged.

GIVEN under my hand and seal of office this the 15<sup>th</sup> day of January A. D., 2010.

VAL D. HUVAR  
County Clerk and Ex-Officio  
Clerk of the Commissioners'  
Court in and for Victoria  
County, Texas.

By: Sheila Knight  
Sheila Knight, Deputy



**ATTACHMENT 10**

**CITY ORDINANCE #2019-5, AMENDING CHAPTER 7 OF THE VICTORIA  
CITY CODE**

As Amended by Council at the Regular Meeting of March 19, 2019

**Ordinance 2019- 5**

**An ordinance amending Chapter 7 of the Victoria City Code to update procedures related to emergency management, repealing all conflicting ordinances, providing enforcement, publication, codification, and savings, and declaring an effective date.**

**Whereas** changes include a clarification that the emergency management plan developed for the City as described in Section 7-2 can be the same plan as the joint emergency management plan between the City and the County as described in section 7-4, and additionally clarifies that the mayor is authorized to approve by signature the annual review of the emergency management plan required in Section 7.12 of Title 37 of the Texas Administrative Code, but must seek approval by Council for the periodic re-adoption of the plan, which must occur at least every five years under the same section of the administrative code;

**Now therefore, be it ordained by the City Council of the City of Victoria, Texas:**

1. That Chapter 7 of the Victoria City Code is hereby entirely replaced in the form of Exhibit "A," attached hereto and incorporated herein for all purposes.
2. All ordinances or parts of ordinances in conflict with this ordinance are repealed to the extent of such conflict.
3. Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor. In addition to any other remedy provided by law, the City and its officers shall have the right to enjoin any violation of this ordinance by injunction issued by a court of competent jurisdiction.
4. The City Secretary shall publish the caption or a descriptive title of this Ordinance one time within 10 days after final passage of the Ordinance in a newspaper of general circulation in the City of Victoria in accordance with Article II, § 10 of the City Charter.
5. It is the intention of the City Council that this ordinance shall become a part of the Code of the City of Victoria, Texas, and it may be renumbered and codified therein accordingly, in the manner approved by the City Attorney. The Code of the City of Victoria, Texas, as amended, shall remain in full force and effect, save and except as amended by this ordinance.
6. If any provision of this ordinance, or the application thereof to any person or circumstances, shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.
7. The provisions of this Ordinance shall become effective 10 days after final passage and approval by the City Council of the City of Victoria, Texas.

**Passed, First Reading**, this the 5<sup>th</sup> day of March, 2019

**Ayes:** 7  
**Nays:** 0  
**Abstentions:** 0

**Passed, Second and Third Reading**, this the 19<sup>th</sup> day of March, 2019

**Ayes:** 6  
**Nays:** 0  
**Abstentions:** 0

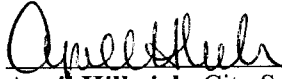


Approved and adopted, this the 19th day of March, 2019



**Paul Polasek**, Mayor of the  
City of Victoria, Texas

**Attest:**

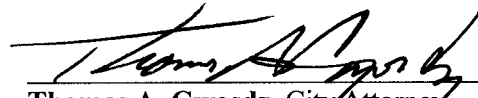


**April Hilbrich**, City Secretary

Distribution: Legal Department  
City Secretary's Office



**Approved as to Legal Form:**



**Thomas A. Gwosdz**, City Attorney

Copies Sent: March 20, 2019

# Exhibit “A”

## **Chapter 7 - EMERGENCY MANAGEMENT**

### **Sec. 7-1. - Emergency management director and emergency management coordinator—Offices created.**

- A. There is hereby created the office of emergency management director of the City (in this Chapter, the “director”), which shall be held by the mayor in accordance with state law.
- B. There is hereby created the office of emergency management coordinator (in this Chapter, the “coordinator”); such coordinator shall be appointed by and serve at the pleasure of the director.

### **Sec. 7-2. - Same—Responsibility.**

- A. The director shall be responsible for conducting a program of comprehensive emergency management within the City and for carrying out the duties and responsibilities set forth in section 7-3.
- B. The director may delegate authority for execution of these duties to the coordinator, but ultimate responsibility for such execution shall remain with the director.

### **Sec. 7-3. - Duties and authority of emergency management director.**

The duties and authority of the emergency management director shall include the following:

1. The direction and control of the actual disaster operations of the City emergency management organization;
2. The determination of all questions of authority and responsibility that may arise within the emergency management organization of the City;
3. The maintenance of necessary liaison with other municipal, county, district, state, regional, federal, or other emergency management organizations;
4. The marshaling, after a declaration of a disaster as provided for below, of all necessary personnel, equipment, or supplies from any department of the City, to aid in the carrying out of the provisions of the emergency management plan;
5. The issuance of all necessary proclamations as to the existence of a disaster and the immediate operational effectiveness of the City emergency management plan;
6. During a state of disaster as declared above, the issuance of reasonable rules, regulations, or directives which are necessary for the protection of life and property in the City. Such rules and regulations shall be filed in the office of the City Secretary and shall receive widespread publicity, unless publicity would be of aid and comfort to an enemy;
7. The supervision of the drafting and execution of mutual aid agreements, in cooperation with the representatives of the state and of other local political subdivisions of the state, and the drafting and execution, if deemed desirable, of an agreement with the county and with other municipalities within the county, for the county-wide coordination of emergency management efforts;
8. The supervision of, and final authorization for the procurement of all necessary supplies and equipment, including acceptance of private contributions which may be offered for the purpose of improving emergency management within the City;
9. The authorizing of agreements, for use of private property for public shelter and other purposes;
10. The supervision of the training of emergency management personnel; and

11. The issuance, in time of disaster, of orders declaring a disaster, establishing curfews, establishing wage, price, and rent controls, rationing of food and other supplies, and restricting utility usage. For purposes of this section a curfew is defined as a prohibition against any person walking, running, standing, or motoring upon any sidewalk, alley, street, highway, public property, or vacant premises within the corporate limits of the City during the hours in which a curfew has been imposed, excepting persons officially designated to duty for such disaster.

**Sec. 7-4. - Emergency management plan.**

- A. The powers and duties of the emergency management director shall include an on-going survey of actual or potential major hazards which threaten life and property within the City; an on-going program of identifying and requiring or recommending the implementation of measures which would tend to prevent, prepare for, respond to, recover from and provide mitigation if a disaster did occur, and a survey of the availability of existing personnel, equipment, supplies, and services which could be used during a disaster, as provided for herein, as well as a continuing study of the need for amendments and improvements in the emergency management plan.
- B. The director shall supervise the development of an emergency management plan for the City, shall recommend that plan for adoption by the City Council, and shall supervise the implementation of such emergency management plan. The development of a joint emergency management plan as described in section 7-5, below, shall satisfy the director's obligation to develop such a plan for the City. The director shall have the authority to sign annual reviews of the emergency management plan, which may include minor revisions to the plan. At least once every five years, the emergency management plan shall be updated as necessary and re-adopted by City Council.
- C. Such plan shall set forth the form of the organization, establish, and designate divisions and functions, assign tasks, duties and powers, and designate officers and employees to carry out the provisions of this chapter. Insofar as possible, the form of organization, titles, and terminology shall conform to the recommendations of the state division of emergency management of the federal government.
- D. The operational emergency management organization of the City shall consist of the officers and employees of the City so designated by the director in the emergency management plan, as well as all organized volunteer groups. The functions and duties of this organization shall be distributed among such officers and employees in accordance with the terms of the emergency management plan.

**Sec. 7-5. - Cooperation with county.**

The mayor is hereby authorized to join with the county judge in the formation of a joint/combined emergency management program and shall have the authority to cooperate in the preparation of a joint emergency management plan and in the appointment of a joint emergency management coordinator, as well as all powers necessary to participate in a county-wide program of emergency management insofar as said program may affect the City.

**Sec. 7-6. - Offenses.**

- A. It is an offense for a person to operate a siren or other device so as to simulate a warning signal, or the termination of a warning.
- B. It is an offense for any person willfully to obstruct, hinder, or delay any member of the emergency management organization in the enforcement of any rule or regulation issued pursuant to this Chapter, or to do any act forbidden by any rule or regulation issued pursuant to the authority contained in this Chapter.

As Amended by Council at the Regular Meeting of March 5, 2019

**Ordinance 2018-20**

**An ordinance amending Chapter 15 of the Victoria City Code to update and revise alarm system content for compliance and relevance and add a false alarm fine schedule, repealing all conflicting ordinances, providing for enforcement, codification, publication, and savings, and declaring an effective date.**

**Whereas** proposed amendments update the portions of this chapter related to alarms and alarm systems create relevance with current technology, reduce or eliminate false alarms, by requiring registration, providing for penalties for false alarm violations, establishing a system of administration, and setting conditions for suspension of police response; and

**Now therefore, be it ordained by the City Council of the City of Victoria, Texas:**

1. That Sections 15-1 through 15-4 of Chapter 15 of the Victoria City Code are hereby entirely replaced in the form of Exhibit "A," attached hereto and incorporated herein for all purposes.

2. All ordinances or parts of ordinances in conflict with this ordinance are repealed to the extent of such conflict.

3. It is the intention of the City Council that this ordinance shall become a part of the Code of the City of Victoria, Texas, and it may be renumbered and codified therein accordingly, in the manner approved by the City Attorney. The Code of the City of Victoria, Texas, as amended, shall remain in full force and effect, save and except as amended by this ordinance.

3. Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor. In addition to any other remedy provided by law, the City and its officers shall have the right to enjoin any violation of this ordinance by injunction issued by a court of competent jurisdiction.

4. The City Secretary shall publish the caption or a descriptive title of this Ordinance one time within 10 days after final passage of the Ordinance in a newspaper of general circulation in the City of Victoria in accordance with Article II, § 10 of the City Charter.

6. If any provision of this ordinance, or the application thereof to any person or circumstances, shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

7. The provisions of this ordinance shall become effective 10 days after final passage and approval by the City Council of the City of Victoria, Texas.

**Passed, as amended, First Reading, this the 5<sup>th</sup> day of March, 2019**

**Ayes: 6**

**Nays: 1**

**Abstentions: 0**

**Passed, Second and Third Reading, this the 19<sup>th</sup> day of March, 2019**

**Ayes: 6**

**Nays: 0**

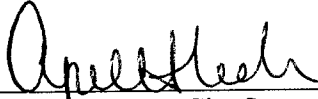
**Abstentions: 0**

**Approved and adopted, this the 19<sup>th</sup> day of March, 2019**



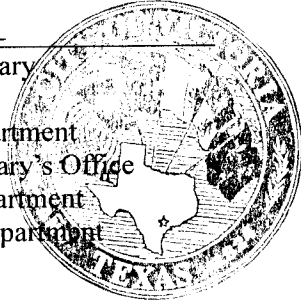
**Paul Polasek**, Mayor of the  
City of Victoria, Texas

**Attest:**

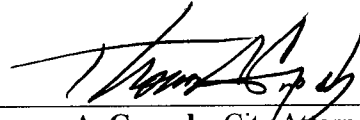


**April Hilbrich, City Secretary**

Distribution: Legal Department  
City Secretary's Office  
Police Department  
Finance Department



**Approved as to Legal Form:**



**Thomas A. Gwosdz, City Attorney**

Copies Sent: March 20, 2019

# Exhibit “A”

## ARTICLE I. – IN GENERAL

### Sec. 15-1. – Definitions.

The following words, terms and phrases as used herein shall have the meanings ascribed to them, except where the context clearly indicates a different meaning:

*Alarm Administrator* means a person or persons designated by the City Manager or designee to administer, control and review False Alarm reduction efforts and administer the provisions of this ordinance.

*Alarm Company* means a person, company, firm, or corporation which has the contractual agreement with the Alarm User, and is engaged in selling, leasing, installing, servicing or monitoring alarm.

*Alarm Dispatch Request* means a notification to a law enforcement agency that an alarm, either manual or automatic, has been activated at a particular Alarm Site.

*Alarm Registration* means the process of registering an Alarm System with the City thereby allowing the operation of an Alarm System within the City.

*Alarm Site* means a single fixed premises or location served by an Alarm System or systems that are under the control of one owner or tenant. Each unit, if served by a separate Alarm System in a multi-unit building or complex, shall be considered a separate Alarm Site and is further defined by the following categories:

1. *Residential site* means a single-family residence and each residential unit of a multi-unit building or complex which is served by an Alarm System.
2. *Commercial site* means every premises or location where any business activity is regularly conducted, and which is served by an Alarm System. Each unit of a business premises or business location, if served by a separate Alarm System in a multi-unit building or complex, shall be considered a separate commercial Alarm System site.
3. *Educational site* means every premises or location of a public or private school or school administrative office.
4. *Government site* means every premises or location of any federal, state, county or municipal government office.

*Alarm System* means a device or series of devices, including, but not limited to, hardwired systems and systems interconnected with a radio frequency method such as cellular or private radio signals, which emit or transmit a remote or local audible, visual or electronic signal indicating an alarm condition and intended to summon City Emergency Services, including local alarm systems. Alarm System does not include an alarm installed in a vehicle or on someone’s person unless the vehicle or the personal alarm is permanently located at a site.

*Alarm User* means any person, corporation, partnership, proprietorship, governmental or educational entity or any other entity owning, leasing, or operating an Alarm System, or on whose premises an Alarm System is maintained for the protection of such premises.

*Alarm User Awareness Class* means a class conducted for the purpose of educating Alarm Users about the responsible use, operation, and maintenance of Alarm Systems and the problems created by False Alarms as designated by the Police Chief.

*Automatic Voice Dialer* means any electrical, electronic, mechanical or other device capable of being programmed to send a prerecorded voice message, when activated, over a telephone line, radio, or other communication system, to a law enforcement, public safety or emergency services agency requesting dispatch.

*Cancellation* means termination of response by the Victoria Police Department when the alarm Company notifies the police department that there is not an existing situation at the Alarm Site requiring emergency services response after an Alarm Dispatch Request.

*City* means the City of Victoria, Texas, and/or its designee.

*City Emergency Service* means a response of the Victoria Police Department and/or Victoria Fire Department.

*False Alarm* means an Alarm Dispatch Request to a law enforcement agency, when a response is made by the law enforcement agency within thirty (30) minutes of the Alarm Dispatch Request and the responding law enforcement officer finds from an inspection of the interior and/or exterior of the Alarm Site no evidence of a criminal offense or attempted criminal offense

*Local Alarm* means an Alarm System that emits a signal at an Alarm Site that is audible or visible from the exterior of a structure and is not monitored by a remote monitoring facility, whether installed by an Alarm Company or user.

*Permit Year* means a calendar year where a permit is valid until December 31 of each year.

*Police Alarm System* mean any electronic and/or mechanical system used to detect burglary, robbery or other criminal activity or any emergency condition other than a fire emergency on the property served by the Alarm System.

*Responder* means an individual capable of reaching the Alarm Site within 30 minutes and having access to the Alarm Site, the code to the Alarm Site, and the authority to approve repairs to the Alarm System.

*Runaway Alarm* means an Alarm System that produces three (3) or more unfounded alarm signals in a twenty-four (24) hour period.

*Verified Response* (“independent reporting”) means a police response that is based on information received from a person physically present at a location (e.g., an Alarm Site) or from real-time audio or video surveillance positively verifying that there is evidence either of a crime or an attempted crime at the location.

**Sec. 15-2. – Alarm Registration.**

- A. *Registration required.* No Alarm User shall operate, or cause to be operated, an Alarm System at its Alarm Site without having registered said Alarm System with the City or its designee. Separate Alarm Registration is required for each Alarm Site. The registration of each Alarm System must be renewed each year. Each Alarm System shall be assigned a unique registration number, and the user shall provide the registration number to the Alarm Company to facilitate law enforcement dispatch. An Alarm Registration shall expire December 31 of the year issued and must be renewed annually by submitting an updated application to the City or its designee. Failure to renew Alarm Registration while continuing to use the Alarm System will be classified as a non-registered Alarm System and additional fines will be assessed. A late fee will be assessed if the renewal is more than thirty (30) days late. An Alarm Registration cannot be transferred to another person or Alarm Site. An Alarm User shall inform the City of any change that alters any of the information listed on the Alarm Registration within five (5) business days of such change.
- B. *Application.* The registration form shall be requested from the City Secretary. An Alarm User shall submit their registration form to the City within five (5) days of the Alarm System installation or an Alarm System transfer. An Alarm User who does not submit their registration form within 5 days will be considered to have a non-registered Alarm System and additional fines will be assessed.

- C. *Transfer of possession.* An Alarm Registration cannot be transferred to another person or Alarm Site. When the possession of the premises at which an Alarm System is maintained is transferred, the person (user) obtaining possession of the property shall submit a new registration form to the City Secretary for their Alarm Registration within five (5) days of obtaining possession of the property.
- D. *Multiple Alarm Systems.* If an Alarm User has one or more Alarm Systems protecting two or more separate structures having different addresses and/or tenants, a separate registration form shall be required for each structure and/or tenant.

**Sec. 15-3. – Duties.**

A. Alarm User.

- 1. Alarm User shall comply with the following:
  - a. Maintain the premises and the Alarm System in such a way that will reduce or eliminate False Alarms.
  - b. Provide the Alarm Company the registration number as provided by the City within 5 days after receiving their registration number.
  - c. Respond or cause a representative to respond to the Alarm System's location within thirty (30) minutes when notified by City Emergency Services.
  - d. Not manually activate an alarm for any reason other than an occurrence of an event that the Alarm System was intended to report.
  - e. Submit a new registration form if there is a change in address or ownership of the location of the Alarm System.
  - f. Not install, maintain, or use an audible Alarm System which can sound continually for more than 10 minutes.
  - g. Not use Automatic Voice Dialers.
  - h. Not activate an Alarm System for the purpose of summoning law enforcement when no burglary, robbery, or other crime dangerous to life or property is being committed or attempted on the premises, or otherwise cause a False Alarm.
  - i. Pay any fines for False Alarms or late registration by the end of the calendar year within which they are assessed.

B. Alarm Company.

- 1. Alarm companies shall comply with the following:
  - a. Obtain and maintain any required state, county and/or City license(s).
  - b. Provide new and cancelled Alarm Sites to the City within thirty (30) days or upon request detailing the following:
    - 1. The Alarm Company name;
    - 2. The Alarm System company license number;
    - 3. The name and telephone number of the occupant of the Alarm System site;
    - 4. The address of the Alarm System site; and
    - 5. The date of installation.
  - c. An alarm installation company and/or monitoring company that purchases Alarm System accounts from another person shall notify Alarm Administrator of such purchase and provide details as may be requested by the City within thirty (30) days.
  - d. Provide instructions explaining the proper operation of the Alarm System and the laws related to False Alarms, including the potential penalties and revocation or suspension of an Alarm Registration to the Alarm User. Ensure that all Alarm



Users of Alarm Systems equipped with a duress, holdup, or panic alarm are given adequate training as to the proper use of the duress, holdup, or panic alarm.

2. After completion of the installation of an Alarm System, the Alarm Company shall review with the Alarm User the customer False Alarm prevention checklist as promulgated by the Victoria Police Department. The Alarm Company shall complete, sign, and date the alarm prevention checklist and maintain a copy for a period of two (2) years.
3. An Alarm Company performing monitoring services shall:
  - a. Before submitting an Alarm Dispatch Request, attempt to confirm, by calling the Alarm Site and/or Alarm User by telephone, to determine whether an alarm signal is valid. (what are we confirming) Telephone confirmation shall require, as a minimum, that a second call be made to a different number, if the first attempt fails to reach an Alarm User who can properly identify themselves to attempt to determine whether an alarm signal is valid, EXCEPT in case of a fire, panic or robbery-in-progress alarm or in cases where a crime-in-progress has been verified as defined in ANSI/CSAA CS-V-01-2016 (or current version).
  - b. Provide the following information:
    1. Alarm User registration number,
    2. Make and address of license holder, and
    3. Location of alarm
  - c. Communicate a Cancellation to the law enforcement communications center as soon as possible following a determination that response is unnecessary. If Cancellation occurs within three (3) minutes of dispatch and prior to police arriving at the scene, no penalty will be assessed.
  - d. Maintain for a period of at least one (1) year from the date of the Alarm Dispatch Request, records relating to the alarm dispatch. Records must include name, address and telephone number of the Alarm User, the Alarm System zones activated, the time of Alarm Dispatch Request, and evidence of an attempt to verify the alarm. The Alarm Administrator may request copies of such records for individually name Alarm Users. If a request for copies of dispatch records is received from VPD, the alarm monitoring company shall provide requested information within (10) business days of receiving the request.

**Sec. 15-4. – Notification and Enforcement.**

- A. *False Alarm Notification.* Alarm Administrator shall:
  1. Notify the Alarm User in writing after the third (3<sup>rd</sup>) False Alarm.
  2. Notification shall include: Amount of fine, Statement that response will be suspended after eight (8<sup>th</sup>) False Alarm within a 12-month period, excluding duress, holdup, and panic alarms, and a description of the appeals procedures available to the Alarm User.
  3. Alarm Administrator will notify the Alarm User and the alarm installation company or monitoring company in writing thirty (30) days before alarm response is to be suspended. Suspension of alarm response does not apply to duress, holdup, or panic alarms. Notice of suspension will also include the amount of the fine for each False Alarm and a description of the appeals procedure available to the Alarm User.
- B. *Excessive False Alarms/Failure to register.* All fines as set forth below in paragraph F are set by City Council and must be paid before an Alarm Registration may be issued or renewed. An Alarm User shall also be subject to fines based on the number of False Alarms

within any twelve-month period. Any person operating a non-registered Alarm System will be subject to a fine for each False Alarm, in addition to any other fines.

- C. *Suspension of Response.* The City may discontinue response to calls from the Alarm Company if the City determines that:
  - 1. There is a false statement of material matter in the application for permit;
  - 2. An Alarm System has generated in excess of eight (8) False Alarms during the preceding 12-month period;
  - 3. The Alarm User has failed to make payment of any late fees or fines assessed under this article within ninety (90) days of the assessment.
  
- D. *Reinstatement of Response.* The City may reinstate its responsiveness to calls from the Alarm Company upon the Alarm User submitting satisfactory proof of compliance of one or more of the following:
  - 1. Proof the Alarm System has been inspected and the measures taken to ensure the Alarm System is in good working order. Measures taken may require the Alarm User repair, upgrade or modify the Alarm System to be compliance with this section;
  - 2. Proof the Alarm User has been re-trained on the use of the Alarm System and procedures for contacting the Alarm Company in the case of false activation;
  - 3. The Alarm User successfully completes an on-line alarm awareness class and test as designated by the Chief of Police;
  - 4. All fines are paid in full including the reinstatement fine of one hundred (\$100.00) dollars.
  
- E. *Appeals process.* If the City assesses a fine or denies the issuance, renewal, or reinstatement of the Alarm Registration, the Chief of police or his designee shall send written notice of the action and a statement of the right to an appeal to either the affected applicant or Alarm User. The Alarm User may appeal an assessment of a fine or suspension of an Alarm Registration to the Alarm Administrator by setting forth in writing the reasons for the appeal within ten (10) business days after receipt of the fine or notice of suspension. The appeal shall be heard through an administrative process established by the City Manager or her designee and all decisions are final. The failure to give notice of appeal within this time period shall constitute a waiver of the right to contest the assessment of penalty(ies) or other enforcement decision.
  
- F. All fees and fines are due within thirty (30) days of notification.
- G. Fine Schedule:

False Alarm Fines

1 <sup>st</sup> through 3 <sup>rd</sup> alarm	\$0.00
4 <sup>th</sup> through 5 <sup>th</sup> alarm	\$50.00
6 <sup>th</sup> through 7 <sup>th</sup> alarm	\$75.00
8 <sup>th</sup> or more alarms	\$100.00 and suspension of response as stated in 15.4(C)

Any False Alarm occurring without a valid Alarm Registration will be assessed, in addition to the False Alarm fine, an additional \$100.00 for each and every alarm.

Late fee for fine payment after 30 days	\$25.00
Reinstatement of response	\$100.00

\* \* \* Communication Result Report ( Mar. 20. 2019 2:10PM ) \* \* \*

1) VICTORIA CITY SECY 3614853045  
2) 3614853045

Date/Time: Mar. 20. 2019 2:08PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
7619	Memory TX April	ADVOCATE	P. 4	OK	

Reason for error  
 E. 1) Hang up or line fail  
 E. 3) No answer  
 E. 5) Exceeded max. E-mail size

E. 2) Busy  
 E. 4) No facsimile connection

2018-20 & 2019-5



**CITY OF VICTORIA**  
 Established 1824, Founded By Congress, Republic of Texas, 1839  
 Office of City Secretary  
 City Hall Square, Main at Juan Lin

Fax Transmittal for: Pam Williams - Legal Notices

Company: Victoria Advocate

Fax Number: (361) 574-1274

From: April Hilbrich, City Secretary

Fax Number: (361) 485-3045

Date: 03/20/2019

Number of Pages to follow:

2

*Thanks!*



**CITY OF VICTORIA**

Established 1824, Founded By Congress, Republic of Texas, 1839

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**Number of Pages to follow:**

2

*Thanks!*

2018-20 & 2019-5



# CITY OF VICTORIA

Established 1824, Founded By Congress, Republic of Texas, 1839

OFFICE OF CITY SECRETARY  
City Hall Square, Main at Juan Linn

To: Victoria Advocate  
311 E. Constitution  
Victoria, Texas 77901

## REQUEST FOR PUBLICATION

Date:

Please publish the attached:

One (1) time only on the following date: 03/22/2019

Two (2) times in the following editions of your publication:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Three (3) times in the following editions of your publication:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

See specific instructions attached:

Unless specific instruction are furnished with this request, the attached should be published as a Classified Ad under the "Legals" heading. One column wide, and charged per word. Please furnish an **Affidavit of Publication** and a **Tear Sheet** with the billing statement.

If there are any questions regarding the request for publications, please contact me at 485-3040.

April Hilbrich, City Secretary

As Amended by Council at the Regular Meeting of March 5, 2019

**Ordinance 2018-20**

**An ordinance amending Chapter 15 of the Victoria City Code to update and revise alarm system content for compliance and relevance and add a false alarm fine schedule, repealing all conflicting ordinances, providing for enforcement, codification, publication, and savings, and declaring an effective date.**

Whereas proposed amendments update the portions of this chapter related to alarms and alarm systems create relevance with current technology, reduce or eliminate false alarms, by requiring registration, providing for penalties for false alarm violations, establishing a system of administration, and setting conditions for suspension of police response; and

**Now therefore, be it ordained by the City Council of the City of Victoria, Texas:**

1. That Sections 15-1 through 15-4 of Chapter 15 of the Victoria City Code are hereby entirely replaced in the form of Exhibit "A," attached hereto and incorporated herein for all purposes.
2. All ordinances or parts of ordinances in conflict with this ordinance are repealed to the extent of such conflict.
3. It is the intention of the City Council that this ordinance shall become a part of the Code of the City of Victoria, Texas, and it may be renumbered and codified therein accordingly, in the manner approved by the City Attorney. The Code of the City of Victoria, Texas, as amended, shall remain in full force and effect, save and except as amended by this ordinance.
3. Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor. In addition to any other remedy provided by law, the City and its officers shall have the right to enjoin any violation of this ordinance by injunction issued by a court of competent jurisdiction.
4. The City Secretary shall publish the caption or a descriptive title of this Ordinance one time within 10 days after final passage of the Ordinance in a newspaper of general circulation in the City of Victoria in accordance with Article II, § 10 of the City Charter.
6. If any provision of this ordinance, or the application thereof to any person or circumstances, shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.
7. The provisions of this ordinance shall become effective 10 days after final passage and approval by the City Council of the City of Victoria, Texas.

**Passed, as amended, First Reading, this the 5<sup>th</sup> day of March, 2019**

**Ayes: 6**

**Nays: 1**

**Abstentions: 0**

**Passed, Second and Third Reading, this the 19<sup>th</sup> day of March, 2019**

**Ayes: 6**

**Nays: 0**

**Abstentions: 0**

**Approved and adopted, this the 19<sup>th</sup> day of March, 2019**



**Paul Polasek, Mayor of the  
City of Victoria, Texas**

As Amended by Council at the Regular Meeting of March 19, 2019

**Ordinance 2019- 5**

**An ordinance amending Chapter 7 of the Victoria City Code to update procedures related to emergency management, repealing all conflicting ordinances, providing enforcement, publication, codification, and savings, and declaring an effective date.**

Whereas changes include a clarification that the emergency management plan developed for the City as described in Section 7-2 can be the same plan as the joint emergency management plan between the City and the County as described in section 7-4, and additionally clarifies that the mayor is authorized to approve by signature the annual review of the emergency management plan required in Section 7.12 of Title 37 of the Texas Administrative Code, but must seek approval by Council for the periodic re-adoption of the plan, which must occur at least every five years under the same section of the administrative code;

**Now therefore, be it ordained by the City Council of the City of Victoria, Texas:**

1. That Chapter 7 of the Victoria City Code is hereby entirely replaced in the form of Exhibit "A," attached hereto and incorporated herein for all purposes.

2. All ordinances or parts of ordinances in conflict with this ordinance are repealed to the extent of such conflict.

3. Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor. In addition to any other remedy provided by law, the City and its officers shall have the right to enjoin any violation of this ordinance by injunction issued by a court of competent jurisdiction.

4. The City Secretary shall publish the caption or a descriptive title of this Ordinance one time within 10 days after final passage of the Ordinance in a newspaper of general circulation in the City of Victoria in accordance with Article II, § 10 of the City Charter.

5. It is the intention of the City Council that this ordinance shall become a part of the Code of the City of Victoria, Texas, and it may be renumbered and codified therein accordingly, in the manner approved by the City Attorney. The Code of the City of Victoria, Texas, as amended, shall remain in full force and effect, save and except as amended by this ordinance.

6. If any provision of this ordinance, or the application thereof to any person or circumstances, shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

7. The provisions of this Ordinance shall become effective 10 days after final passage and approval by the City Council of the City of Victoria, Texas.

**Passed, First Reading, this the 5<sup>th</sup> day of March, 2019**

**Ayes: 7**

**Nays: 0**

**Abstentions: 0**

**Passed, Second and Third Reading, this the 19<sup>th</sup> day of March \_\_\_\_\_, 2019**

**Ayes: 6**

**Nays: 0**

**Abstentions: 0**

# Crossroads + Finder Classifieds

Visit us online at [www.crossroadsfinder.com](http://www.crossroadsfinder.com) or call us at 361.574.1234

## ANNOUNCEMENTS

### ENTERTAINMENT 100

**SCHROEDER HALL**  
COMING SOON  
Saturday, March 23rd  
**PARKER MCCOLLUM**  
Friday, April 5th  
**PIANO PUNCH**  
Saturday, April 6th  
**ROCKY KING BAND**  
Saturday, April 13th  
**NATHAN COLE YOUNG**  
Sat. April 20th  
**SCHROEDER OUTDOOR FESTIVAL**  
featuring  
**RANDY ROGERS BAND**  
Sun. May 26th  
**MOLLE B POLKA SHOW**  
For tickets & Info Visit [schroederhall.com](http://schroederhall.com) or call (361) 573-7002  
Kitchen Open Tues-Sat 11 am to 3 pm

**7'S IN THE CROSSROADS FINDER**

### EMPLOYMENT

#### PROFESSIONAL 140

**Transportation Operations Supervisor:** Assistant to Transportation Operations Manager. This is a supervisory position requiring the use of discretion and independent judgment. Duties include the daily observation and evaluation of the program operations and the safe transportation and assistance to passengers. Must have good driving record. Will be required to pass a DOT physical and criminal background check. This position is considered a full-time position governed by Federal Transit Administration (FTA) Drug & Alcohol Test Regulations and requires pre-employment drug screening. Must possess a valid Texas Commercial Drivers License (CDL) upon hire. The successful candidate will be assigned within 30 days of employment. Applicant resumes will be accepted at Golden Crescent Regional Planning Commission/Victoria Transit Office 1908 N. Laurent 361-578-8775 or resumes can be emailed to [daniellem@gcrpc.org](mailto:daniellem@gcrpc.org). Pay Range \$16,171-\$21,54 per hour depending on experience. Equal Employment Opportunity Employer

### ENTERTAINMENT 100

**PAGA LOUNGE**  
Friday, March 22nd  
**DJ El Rey**  
Best in Tejano Music  
8:30pm-1am  
Dress Code Enforced  
1205 E. North  
Live/cover welcome - NO COVER

### TRAVEL 105

Stacy Z Gushetta  
March 27th & 28th/Victoria - April 26th & 29th/Victoria - Delta Downs  
April 5th/Victoria. 361-571-9256

### LOST & FOUND 118

Found Snowshoe max Brule Ridge in Victoria. Call DCEPAT at 361-575-8573 to identify.  
FOUND Keys near San Jordan & North St. Has an Aztec/Elmer Chevrolet Key chain & Garment. Must identify by house key. 361-653-9798

### EMPLOYMENT

#### PROFESSIONAL 140

**TSI LABORATORY**  
TSI Laboratories, Inc. is searching for Construction Materials Technicians. Duties: Perform sample tests, observation and inspections of soils, prepare daily reports, willing to travel across Texas. Must have valid driver's license and good driving record. Apply in person to: 1908 N. Laurent, Victoria, Texas 77901 or email resume to [tsilab@tsi.com](mailto:tsilab@tsi.com). NO PHONE CALLS

### ACCOUNTING & FINANCE 130

Edna Police Department accepting applications for a FULL-TIME PATROL OFFICER. Submit applications to the Edna Police Department, Attn: Chief of Police Clinton Woodruff, 103 N. Allen Edna, Texas 77557 or call (361) 792-9272. Monday through Thursday, 7:30AM to 6:00 PM. Equal Opportunity Employer.

### EDUCATION 145

UHF is hiring for the following positions:  
Senior Budget Analyst  
Instructional Technology Specialist  
PT/Temp Shuttle Bus Driver  
Dean/Professor  
Communication Lecturer  
English Lecturer  
Assistant Professors  
Please apply to [uufhr@uuf.edu](mailto:uufhr@uuf.edu) or call 361-578-8775

### ENGINEERING 155

Victoria County #1002 is accepting resumes for OPERATOR FOR WATER & WASTE WATER. Requirements:  
Need Licenses for Class C Commercial Treatment, Groundwater Treatment, and License for Class C Wastewater Treatment. Call 361-571-8086 for more information or to pick up applications at 91 Preston St., Pico, Texas 77977

### TECHNICAL 160

**TSI LABORATORY**  
TSI Laboratories, Inc. is searching for Construction Materials Technicians. Duties: Perform sample tests, observation and inspections of soils, prepare daily reports, willing to travel across Texas. Must have valid driver's license and good driving record. Apply in person to: 1908 N. Laurent, Victoria, Texas 77901 or email resume to [tsilab@tsi.com](mailto:tsilab@tsi.com). NO PHONE CALLS

### ADMIN/CLERICAL 135

DRAINAGE DISTRICT in Corpus seeking part time, well-qualified administrative assistant. E-mail resumes to [info@ddcl.com](mailto:info@ddcl.com)

### SALES & MARKETING 170

Grand Slam Energy Services seeking experienced, reliable and punctual BOP TEST OPERATORS. Must have clean valid driver's license. To work out of Victoria and West Texas works. Please apply at 5607 N. Navarro St., Victoria, TX 77901

### SALES ASSOCIATE 185

10:00AM-6:00PM & Sat. No nights. No Sundays. We are looking for a great personality and great appearance. Apply in person only. Helpstaak's Bakery on Jones Stockade Drive.

### HEALTH CARE - MEDICAL DENTAL 185

Ysleta Community Hospital now hiring R.N., Charge - full-time positions. Check out our ad in the Victoria Advocate Jobs section.

### GENERAL HELP WANTED 200

The Victoria Advocate is looking for an individual with leadership ability for the position of DELIVERY MANAGER. This position will oversee independent contractors (newspaper carriers) in a designated area of the Crossroads community, provide customer service, identify growth opportunities, recruit and train independent contractors and oversee down route maintenance. This is an entry level management position with nights and weekends mandatory.

### REQUIREMENTS:

- Dependable transportation
- Valid Driver's license and current auto insurance
- Clean driving record
- Must be able to work nights and weekends
- Must have a general knowledge of computers and Microsoft Office products
- Must be able to lift a minimum of 50 lbs

Ideal candidate will be self-motivated, have good communication skills and enjoy working in a fast paced atmosphere. Must be able to pass a pre-employment drug screen and background check.  
Send resumes to: [khaeta@vicad.com](mailto:khaeta@vicad.com) or apply at 311 Constitution. NO PHONE CALLS PLEASE! EOE/M/F/V/D

### VICTORIA ADVOCATE

### GENERAL HELP WANTED 200

**Goodwin Personnel** is ALWAYS Hiring. Visit [goodwinpersonnel.com](http://goodwinpersonnel.com) to view current job postings. Call 361-578-8636 to schedule an interview (rec. area to apply)

### BE YOUR OWN BOSS

READ ALL ABOUT IT!  
VICTORIA ADVOCATE  
NOW HIRING  
Newspaper Delivery Carriers

### To Distribute the Victoria Advocate in:

EL CAMPO  
PORT LAVACA  
CITY OF VICTORIA  
VICTORIA COUNTY

Must be reliable with a dependable vehicle, valid driver's license, auto insurance and available 7-days a week from 2AM to 7AM.  
Call 361-574-1221 or email [khaeta@vicad.com](mailto:khaeta@vicad.com)

Palace Bar is now hiring FLOOR RUNNERS & CASHIERS. Apply in person 5926 Houston Hwy.

### IMMEDIATE OPENINGS:

**1 NIGHT SHIFT OPENING TRANSPORT DRIVER**  
Class A CDL With 2 endorsements.  
Great Benefits: medical, life, vacation, uniforms, bonus. Guaranteed 40-hr work week. Local delivery. Apply in person at New Distribution 4102 Hwy 59 North, or call 361-575-1981. Apply online at [www.newsdistributing.com](http://www.newsdistributing.com)

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### GENERAL HELP WANTED 200

LANDSCAPE LAWN MAINTENANCE person, part/full time, exper once necessary, own transportation. Pay \$15 per hour or more experience. Valid ID. Call Ken at 361-550-0260. Call 361-220-0387

### MAKE READY PERSON FOR A MULTI-FAMILY, MULTI-LOCATION PROPERTY.

Experienced in all phases of make ready plumbing, tile, drywall, paint, electrical, MUST have dependable vehicle with insurance and a VALID Driver's License. Apply at 191 Palmwood St. 4.

### DRIVERS & TRANSPORTATION. 225

#### VACUUM TRUCK DRIVERS AND WRECK TRUCK OPERATORS

Salary 2,500.00/Week  
14 wks of Subsistence  
Kermit, Texas  
On Duty Housing Provided  
Transportation Provided  
Health Benefits Available

For Information Call 979-541-6729

### Must Have:

- Class A CDL
- Tank Endorsement
- HAZMAT Endorsement
- Medical Certificate Card

### Must Submit To:

- Background Check
- Driving History/MVR
- Drug Testing

### IMMEDIATE OPENINGS:

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### DRIVERS & TRANSPORTATION. 225

JMP Contractor Inc. needs DUMP AND BELLY DUMP TRUCK DRIVERS. Must have Class A or B CDL w/ 2 years experience. Local driving. Call 361-220-0387

### Now Hiring BELLY DUMP & TANDEM DUMP DRIVERS

Must be at least 21 years old and have a valid Texas Class A CDL. Apply at Recco, Inc 1104 Mildred Drive Port Lavaca, TX 361-552-5571. An EEO employer.

### TEXAS ENERGY

NOW HIRING UP TO 1500 HOUR GO-JOBS. DEWITT, REFUGIO, AND VICTORIA COUNTIES - HIRING CLASS A CDL DRIVERS W/ TANKER ENDORSEMENT. MUST HAVE 12 MONTHS DRIVING EXPERIENCE. Benefits include: Vacation, 401k, Medical, Dental & Vision Ins. Apply in person: 631 FM 622 GOULDAVE 2214 Hwy 22 East. Three Rivers Online: [forbesenergy.com](http://forbesenergy.com) Office Hours 8am to 5pm M-F 361-945-8094 Contact 361-945-3260 - Three Rivers EOE

### AUTOMOTIVE 230

Body shop specializing in diagnostics, repair, brakes, A/C, etc. is looking for a experienced alignment front and technician. Will also be willing to do brakes, oil changes and other services we provide. Must have valid driver's license and own tools. Guaranteed hourly pay. Benefits include: medical, 401k, vacation and holiday pay. Monday through Friday work week. Come by Precision Tune Auto Care 4703 N. Navarro St. Victoria, TX 77904. 361-576-3447

### See what's brewing on the JOB MARKET

Post your Resume Get Advice

### TRADES - CRAFTS & SKILLED LABOR .... 240

Now Hiring Tile Technician, Machine Helper, Concrete Finisher, Concrete Helpers, & Experienced Hot Mix Laydown Operator. Must be at least 21 years old and have a valid Texas DL.

Apply at Recco, Inc 1104 Mildred Drive Port Lavaca, TX 361-552-5571. An EEO employer.

### Need WORKER for Sanding & Finishing hardwood floors.

Must be reliable, a good strong worker, and have own transportation. Call 361-575-1971.

### GARAGE SALES 350

**4901 EVERGREEN ST**  
MULTI-FAMILY GARAGE SALE  
Fri. & Sat. 8AM-3PM  
Babys items, toys, shoes, household items, lots and lots of dishes  
All size men and women  
Everything priced to sale.

**403 E. JUAN LINN**  
Thurs., Fri., & Sat. 8am-2pm  
Three Family Garage Sale  
Kids toys, boy's & girl's clothes, shoes, furniture, and much more.

**David & Tammy Murphy's MARVELOUS Sale!**  
5000 SQUARE FEET  
March 22-23, Thurs., Fri. & Sat. 9:00am-5:00pm  
5600 W. 225  
Guns, Liberty Lincoln 50 Gun Safe, jewelry, dining room and kitchen furniture, health professional supplies, appliances, utility trailer

**1801 QUINCY**  
Shoes (7-7.5), handbags, kitchen, patio furniture, Texas Rustic Pine furniture, professional weight training equipment, snapback, Yamaha keyboard, guitars, holiday items, pool table, FELT racing bicycles, Honda Generator, packed garage, more. PARKING BEHIND HOUSE.

**3802 JOHN STOCKBAUER**  
9am-3pm - Winter/Summer clothing and many other misc items!

**2205 E POPLAR**  
Fri. & Sat. 8am - 2pm  
Household goods, women, children & men clothing, misc. items. A few electronics, appliances (washer/dryer)

**1116 HARVEY LANE**  
60 Family Sale!  
Friday & Saturday  
7:30 am - 2:00 pm  
Dinning table w/ chairs, edger, lawnmower, edger, edger, snowblower, furniture, dishes & shoes - all sizes, lawn, dishes, lots of misc.

### LIVESTOCK & SUPPLIES 450

### GARAGE SALES 350

**112 PARK VIEW**  
Springwood Subdivision  
9am-2pm Saturday only  
No early birds PLEASE!  
Multi Family sale, lots of household items, some decor, Women, men, and baby girl's clothes, shoes, dresses, and shoes. Lots of miscellaneous things etc. No FD, come and get it all great prices!

**699 E ANAQUA**  
9am-1pm Multi-Family Sale  
Women's clothes and shoes, jewelry, bicycles, home decor, books, jewelry, and lots of misc., priced to sell. Don't miss this one!

**194 E. 7TH ST.** (Broomington, next to water tower) Sat. Only. 9am-1pm - Home Nurseries, lamps, artwork, several new beds with mattresses, dining room set, entertainment center, chandelier, some furniture, and lots more to see! Don't miss!

**3802 JOHN STOCKBAUER**  
9am-3pm - Winter/Summer clothing and many other misc items!

**2205 E POPLAR**  
Fri. & Sat. 8am - 2pm  
Household goods, women, children & men clothing, misc. items. A few electronics, appliances (washer/dryer)

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Friday & Saturday  
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Dinning table w/ chairs, edger, lawnmower, edger, edger, snowblower, furniture, dishes & shoes - all sizes, lawn, dishes, lots of misc.

### LIVESTOCK & SUPPLIES 450

### ESTATE SALES 355

**David & Tammy Murphy's MARVELOUS Sale!**  
5000 SQUARE FEET  
March 22-23, Thurs., Fri. & Sat. 9:00am-5:00pm  
5600 W. 225  
Guns, Liberty Lincoln 50 Gun Safe, jewelry, dining room and kitchen furniture, health professional supplies, appliances, utility trailer

**1801 QUINCY**  
Shoes (7-7.5), handbags, kitchen, patio furniture, Texas Rustic Pine furniture, professional weight training equipment, snapback, Yamaha keyboard, guitars, holiday items, pool table, FELT racing bicycles, Honda Generator, packed garage, more. PARKING BEHIND HOUSE.

**3802 JOHN STOCKBAUER**  
9am-3pm - Winter/Summer clothing and many other misc items!

**2205 E POPLAR**  
Fri. & Sat. 8am - 2pm  
Household goods, women, children & men clothing, misc. items. A few electronics, appliances (washer/dryer)

**1116 HARVEY LANE**  
60 Family Sale!  
Friday & Saturday  
7:30 am - 2:00 pm  
Dinning table w/ chairs, edger, lawnmower, edger, edger, snowblower, furniture, dishes & shoes - all sizes, lawn, dishes, lots of misc.

### LIVESTOCK & SUPPLIES 450

### SPORTING EQUIPMENT 390

**WANTED: USED GUNS.** Check with us before you sell. Best selection in town. David & Tammy Murphy's 2822 N. Main 572-8666.

**GOING, GOING, GONE!**

**BOATS, TRAILERS, MOTORS ..... 400**

**NO.1 - SIDE**  
Boat & RV Storage  
Protect your investment  
575-3941

**CAMPERS, MOTOR HOMES ..... 410**

**R.V. Storage: Boat Storage & More: Covered/Uncovered Dry Storage Available. Various Sizes. Call Now for Specials. 261-746-0000**

**NO.1 - SIDE**  
Boat & RV Storage  
Protect your investment  
575-3941

### PORTABLE BUILDINGS 415

Chaparral Portable Buildings. Many styles & colors on lot or can design and custom build to suit your needs. Ask about our END-OF-THE-ROAD Sales. 300-599 off selected models. 361-575-9499

### LEGALS 550

### BUILDING MATERIALS 420

**NEW TODAY**  
Steel Roof Trusses for Sale  
Trusses are 24" high x 24" high, 5" trusses are 41" high x 24" high. Bring your truck. We will load. \$3,000 or DBC. Call 361-782-7095.

**LAWN & GARDEN ..... 441**

42 in. cut, JD 557, Zero-turn with steering wheel, runs good. Call 361-571-6514

**LIVESTOCK & SUPPLIES ..... 450**

6 Polled Hereford Hfirs. 2nd calves. 3-1 Hwy bred, 2 mixed hereford Hfirs. 4-15, 2-Brangus white face Brazi Hfirs. 500-1000, very gentle. 6-1 Tiger striped Hfirs. pairs 3-1 Hwy bred. 361-293-0886

**CHAROLAIS BULLS - Hfifers.** Medium-Large Frame, 16-40 months, Low birth weight, High Weaning Weight Bloodlines, very gentle. Vaccinated, wormed. Hfifers: 1-2000 Bulls \$2500-\$3500. 361-550-8122. Will text photos.

**NEW TODAY**  
25 Registered polled Hereford Hfifers, 1-10, mix. 361-610-3443

### LEGALS 550

### LIVESTOCK & SUPPLIES 450

Jiggs & Trifon 85. Tops. Coal at Roots, Planting avail. 979-535-2554  
[www.stephenchais.com](http://www.stephenchais.com)

**Here Bulls for Sale - merford, Brangus, Angus & Angus plus.** Also good selection of Angus Hereford Bulls. Jerry Hoffman 327-335-9006

7 Brangus cross of Holsteins bred 4-7 mo. \$1200-\$1300. 25 Brangus & Starford cross bred Hfifers 2-yr old open \$950. All vaccinated, dehorned & gentle. 361-772-3826

BK Angus, Simmental, Brangus, BK Lim Angus, Gemita, Fertility Tested, Locally Raised, Family Owned/Oper. Est. 1975. Del. avail. 579-265-9624

For Sale Black Brangus Bulls gentle, good quality, easy calving, fertility tested, ready for service. 361-798-3177

Breeding age Angus Bulls for sale, \$2000 and up. Bred & open Hfifers. 7 Bar Angus. 361-798-5553

### FIND IT HERE! Crossroads FINDER

### FARM EQUIPMENT 460

Retirement Sale - Farm Equipment JD 8520, JD 8400, JD 8120, JD 8210, JD 566 8400, 625 R & Loader, some 10 rows by 36 in. equip. 42" JD 960 F8D Cultivator, 32 Ht. JD 960 Field Cultivator, 30 Ht. Holly rollers, 9770 with 612C Corn header, 6357 Header, JD 9600 48 275 grain cart with tires. Will possible do some custom work 979-479-2495

### LEGALS 550

### FEED, SEEDS, ETC. 480

Great no frills needed have again to improve land, consider buying out. call: 979-542-9578

**Hay Storage Coal or Tipton in the Barn.** \$6.50 Myr-vial Area. 361-277-9058/361-935-9415

Fresh Fert. 1200 lbs. bags for \$7 2018 large round Bales of Gord's hay \$62. 361-972-3666

### Dig Up Buried Treasure In Crossroads FINDER

Full-blooded American Bull dogs, puppies, 12 wks, 16, 1st & 2nd shots. See checked only two. 361-277-8992

### PETS & SUPPLIES 490

FREE: Twin Size Mattresses in great condition. Pick up on front porch at 806 N. Colorado, Victoria, TX

### MISC. FREE 520

**LEGALS 550**

**PUBLIC AUCTION WILL BE HELD AT DROP IT & LOCK IT 2001 N. SEN WILSON VICTORIA TX 77901 9 AM ON MARCH 23RD, 2019**

### LEGALS 550

**Ordinance 2018- 20**  
An ordinance amending Chapter 15 of the Victoria City Code to update and revise alarm system code for compliance and review and add a false alarm fine schedule, repealing all conflicting ordinances, providing for enforcement, publication, codification, and savings, and declaring an effective date. (162)



- C. It is an offense for any person to wear, carry or display any emblem, insignia or any other means of identification as a member of the emergency management organization of the City, unless authority to do so has been granted to such person by the proper officials.
- D. An offense under this section is punishable as a misdemeanor in accordance with Section 1-8 of the City Code, except that an individual adjudged guilty of an offense under this section that occurs during a state of disaster declared by the director according to this chapter shall be punished by a fine of \$500.00.

**Sec. 7-7. - Required approval of City council.**

No person shall have the right to expend any public funds of the City in carrying out any emergency management activity authorized by this Chapter without prior approval by the City Council, nor shall any person have any right to bind the City by contract, agreement, or otherwise, without prior and specific approval of the City Council. This section shall not apply to the director during a state of disaster declared according to the terms of this Chapter and state law.

**Sec. 7-8. - Allegiance of officials.**

Each employee or any individual that is assigned a function or responsibility shall solemnly swear or affirm to support and defend the constitution of the United States, laws of the state, and the ordinances of the City.

STATE OF TEXAS  
COUNTY OF VICTORIA

Before me, a Notary Public in and for said County and State, this day personally appeared PAMELA WILLIAMS, Multi Media Sales Assistant for the VICTORIA ADVOCATE published by the VICTORIA ADVOCATE in VICTORIA County, Texas and distributed in other surrounding Counties (Calhoun, Dewitt, Goliad, Gonzales, Jackson, Karnes, Lavaca, Matagorda, Refugio and Wharton); and who, after being duly sworn, did dispose and say that the following clipping of an advertisement was published in the above named paper on the following dates:

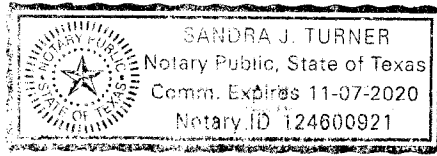
Friday, March 22<sup>nd</sup>, 2019

Signed *Pam Williams*

Subscribed and sworn to before me, this 8<sup>th</sup> day of April 2019.

Notary Public *Sandra J. Turner*  
VICTORIA County, TX

[place notary seal here]



[a: ~~CONFIDENTIAL~~ f  
Nev An ordinance amending Chapter 7 of the Victoria City Code to update procedures related to emergency management, repealing all conflicting ordinances, providing enforcement, publication, codification, and savings, and declaring an effective date. (161)